

# Health, Safety and Welfare Policy



## ST JOHN PAYNE CATHOLIC SCHOOL

Date	Review Date	Nominated Lead Member of Staff	Nominated Committee
Autumn 2024	Autumn 2025	Headteacher	Finance & Premises

Approved: (Name).....

Chair of Welfare Committee:.....

Noted: (Name):.....

Chair of Full governing Body:.....

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## **Statement of Intent**

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

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

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

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

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

Responsibilities of employees are outlined in the main policy document.

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

**Signed:**

**Chair of Governors**

**Date:**

**Signed:**

**Headteacher**

**Date:**

## **1. Aims**

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

## **2. Objectives**

To implement the policy the Governors' objectives are:

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

### 3. Organisation and Responsibilities

#### 3.1 The Governing Body

The Governing Body will ensure that appropriate resources and time are allocated through the Headteacher, the Business Manager (HSWC) and the Site Manager.

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

#### 3.2 Health and Safety Governor

The H&S Governor is appointed by the Finance and Premises committee of the Governing Body of St John Payne Catholic School to:

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

#### 3.3 The Headteacher

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

- this Policy Statement and its arrangements are brought to the attention of all employees
- appropriate policy standards and arrangements are available for each work activity carried out in the School. Further up to date guidance is also available on the Health and Safety Executive (HSE) and Consortium of Local Education Authorities for the Provision of Science Equipment (CLEAPSS)
  - <https://www.hse.gov.uk/>
  - <https://www.cleapss.org.uk/>employees should consult the relevant website guidance as required or request further guidance from the Business Manager or if required the retained Health and Safety consultant
- the health, safety and welfare information are communicated to relevant employees as required. The policies and practices of our school reflect the priority of safeguarding of every child and the delegated responsibilities of key personnel as detailed in the school's safeguarding policy
- adequate first aid procedures exist (including the provision of medical assistants, the sufficient numbers of trained first aiders and appointed persons) and that all employees are aware of those procedures and arrangements. This will also include educational visits and occasions on which students are present outside normal School hours
- accidents are reported using the established School procedures including where necessary reporting to the Health and Safety Executive (HSE) under the RIDDOR regulations
- employee Safety Representatives can carry out their functions; and, where appropriate, that consultation takes place with those representatives. Where they require additional information about, for example, procedures, arrangements will be made for communicating such additional information. The existence of School policies, standards and other health, safety and welfare information will be drawn to the attention of representatives and access provided on request
- reports from external consultants are dealt with in a suitable manner and within suitable time scales

- fire and bomb risk assessments have been completed, fire drills are carried out termly and a fire register is maintained
- an emergency drill (lock down) risk assessment has been completed, an emergency drill is carried out annually and an emergency drill register is maintained
- Health and Safety training needs for all employees are identified and appropriate arrangements made for the provision thereof
- risk assessments are undertaken of all risks to health, safety and welfare as required by the Management of Health, Safety and Welfare at Work Regulations and other legislation and that those with significant findings are recorded and appropriate control measures put in place to reduce the risk to an acceptable level
- new employees receive appropriate Induction in health, safety and welfare information including details of the safety policy, School standards, fire and emergency drill procedures, first aid arrangements and other safety related procedures
- the overall procedures for security and safety are monitored and reported annually to the governing body
- A copy of Health, Safety and Welfare Arrangements detailed in Appendix A to this policy is completed and updated at regular intervals.
- Health, safety and welfare matters that cannot be resolved appropriately are raised with the Governing Body within a suitable time frame.

### **3.4 Business Manager (HSWC)**

On a day to day basis the duties of the Headteacher are devolved to the Business Manager.

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

- chairing the Health and Safety Committee
- the dissemination of health, safety and welfare information to all School employees
- appointing a Deputy/Assistant Headteacher as Fire Co-ordinator
- ensuring appropriate first aid arrangements are in place within St John Payne Catholic School
- ensuring that all accidents are reported following St John Payne Catholic School procedures
- ensuring that all accidents and incidents are investigated
- ensuring appropriate emergency procedures for St John Payne Catholic School are in place
- ensuring that all health, safety and welfare concerns raised by St John Payne Catholic School employees are dealt with in an appropriate time scale
- ensuring that a central file for Health, Safety and Welfare is maintained within St John Payne Catholic School
- ensuring premises defects (which affect health, safety and welfare) and other health, safety and welfare matters are dealt with or, if this is not possible, for ensuring they are raised with the Site Manager
- ensuring that the implementation of this policy is carried out and monitored with the support of the Deputy Headteacher(s), Assistant Headteachers, Heads of Department, Catering Manager, Site Manager
- co-ordinating all aspects of the Health, Safety and Welfare Policy
- ensuring all appropriate safety information has been made available
- Liaise with the Educational Visits Co-ordinator (EVC) reference the administration of school trips and visits.

### **3.5 Health and Safety Committee**

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

- to meet on a regular basis to identify any concerns regarding health and safety

- to discuss safety inspection reports
- to monitor the implementation of policy
- the committee will consist of the Headteacher or Representative, Business Manager, Site Manager, Union Representatives, Support Staff representative (may also be a union representative), teaching staff representative (may also be a union representative), Health and Safety Governor.

### **3.6 Site Manager**

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

- Caretaking/Maintenance
- Grounds maintenance.

In addition, they are responsible for:

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

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

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

### **3.7 Deputy and Assistant Headteachers**

Specific responsibilities include:

- liaising with the Business Manager (HSWC) to ensure all appropriate safety information has been made available to the School
- liaising with the Business Manager (HSWC) in order to ensure compliance with statutory regulations
- liaising with the Business Manager (HSWC) regarding arrangements for INSET of staff in Health Safety and Welfare.

### **3.8 Heads of Department**

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

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

In particular they are responsible for ensuring that:

- the activities under their control are carried out, so far as is reasonably practical, safely and without risk to health
- the implementation of the Health, Safety and Welfare Policy is properly monitored in their area of responsibility by carrying out inspections of the workplace and equipment
- individual employees within their department are made aware of their responsibilities for health, safety and welfare
- suitable arrangements are made for consultation with the Health and Safety Committee
- employees under their control are adequately trained, informed, instructed and supervised
- School policies and arrangements appropriate to their areas of responsibility are brought to the attention of all employees within that area
- School policies and arrangements are complied with and where required appropriate safety signs or notices are displayed.
- relevant health, safety and welfare information is communicated to employees
- School First Aid procedures and arrangements are complied with
- all accidents occurring in the department are reported and an accident report form is completed
- training needs of employees within the department are identified and prioritised appropriately in consultation with the HS&W coordinator
- employees are aware of fire, bomb and emergency drill procedures and where required have received appropriate training from the HS&W coordinator.
- as part of the School's induction process all new employees receive appropriate health, safety and welfare information and training including departmental safety procedures and arrangements.
- assessments are undertaken of risks to health, safety and welfare as required by the Management of Health and Safety at Work Regulations and other legislation and that the significant findings are recorded, and appropriate control measures put in place to reduce those risks to an acceptable level
- departmental policies and arrangements take account of health, safety and welfare issues within their departments and that all reasonable steps are taken to reduce any residual risks to an acceptable level
- that teaching staff are adequately assessing risks and hazards where there are no existing risk assessments and, if required, adapting generic risk assessments to take into account local circumstances (e.g. student behaviour)
- where technician staff work within the department, they follow CLEAPSS procedures and arrangements where appropriate (this will only apply to DT and science).

### **3.9 Teaching Staff**

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

Teaching Staff must:

- know St John Payne Catholic School emergency procedures for both fire, bomb, emergency drill and first-aid and the special safety measures to be adopted for some students and in their own teaching areas and ensure that they are applied as required by the School
- exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire, bomb, emergency drill and first-aid and the special safety measures of the teaching area



- give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not considered enough)
- ensure that students' coats, bags, cases etc. do not obstruct exits/gangways etc.
- integrate all relevant aspects of health and safety into the teaching process and if necessary, give special lessons on health and safety
- follow the School's safe working procedures personally
- ensure that personal protective clothing, guards, special safe working procedures etc are used when necessary and or required by risk assessments
- make recommendations on health and safety matters to the head of department
- be familiar with St John Payne Catholic School policies and arrangements appropriate to the work area
- be familiar with Risk Assessments appropriate to the work activity.

### **3.10 Catering Manager**

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

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

### **3.11 All Employees and students**

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

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

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

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

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

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

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

## 5. General Arrangements for Health and Safety

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

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

### 5.2 *General Arrangements:*

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

### 5.3 *Risk Assessment:*

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

### 5.4 *Health and Safety Monitoring:*

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

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

- lightning conductors
- heating appliances
- science and technology equipment
- external play equipment
- hot and cold water systems

## 6. General Arrangements for Welfare

### 6.1 Occupational Health:

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

The service includes:

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

### 6.2 Counselling:

The School have an arrangement with Brentwood Catholic Children's Society to make a counselling service available to its employees.

### 6.3 Wellbeing:

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

The School undertake occupational stress risk assessments through use of the guidance and forms available from Juniper.

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

<b>Name of establishment</b>	<b>St John Payne Catholic School</b>
<b>Manager responsible for establishment:</b>	<b>Headteacher</b>
<b>Health Safety and Welfare Coordinator</b>	<b>Business Manager</b>
<b>Location of Health and Safety codes of practice/documentation/risk assessments</b>	<b>Business Manager's Office; HSE and CLEAPSS website</b> <a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a> <a href="https://www.cleapss.org.uk/">https://www.cleapss.org.uk/</a>
<b>Location of central file of Health, safety and welfare Information Bulletins</b>	<b>Business Manager's Office</b>
<b>Location of Fire Register</b>	<b>Site Manager's Office</b>
<b>Location of School Fire Management File</b>	<b>Site Manager's Office</b>
<b>Fire assembly point</b>	<b>All playgrounds, see Evacuation Procedure</b>
<b>Fire Marshal/Evacuation Officer</b>	<b>Named members within fire evacuation procedure.</b>
<b>Day and time of weekly fire alarm tests</b>	<b>Tuesday morning.</b> <b>All buildings between 7:00 – 8:00 am</b>
<b>Procedure for accident/near misses reporting</b> (name of employee to report to and if appropriate, who reports to the HSE)	<b>Online for accident/Incident/"near miss" form.</b> <b>AIE01 for Employees, Appendix C</b> <b>AIO01 for non-employees (students, visitors.), Appendix D</b>
<b>Designated member of staff responsible for recording accidents and contacting HSE(RIDDOR)</b>	<b>Business Manager</b>
<b>First Aider Designated/Appointed Person(s)</b>	<b>List attached, Appendix B</b>
<b>Location of First Aid boxes</b>	<b>List attached, Appendix B</b>
<b>Procedure for reporting hazards</b> (name, telephone number. or other contact arrangements.	<b>Report via Every, email Site manager, Senior Caretaker</b>
<b>Educational Visits Coordinator</b>	<b>Assistant Headteacher</b>
<b>School's Health and Safety Committee</b>	<b>Business Manager (HSWC), Site Manager, H&amp;S Governor, Headteacher (or Deputy) Union reps., Staff rep, support staff rep.</b>
<b>Name, address and telephone number of nearest hospital with a casualty unit.</b>	<b>Broomfield Hospital</b> <b>Court Road</b> <b>Broomfield</b> <b>01245 440761</b>
<b>Date</b>	<b>Autumn 2024</b>

(Copies are displayed on notice boards throughout the School)

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

	Location	Ext.
<b>Medical Assistants 9.00-3.30pm</b>		
Mrs H Green	Aquinas, Main Office	269
Ms S Luxon	Aquinas, Main Office	269
<b>Designated First Aider(s)</b>		
Mrs C De Vries	Merici, Network Office	316
Mr M Tennant	Aquinas, Site Office	321
<b>Appointed Person(s)</b>		
Miss S Mayo	Aquinas, Science	233
Miss M Woodbridge	Aquinas, Science	233
Mrs L Adams	Aquinas, Main office	224
Mrs K Searle	Aquinas, Main office	221
Mrs J Brittain	Aquinas, Main Office	220
Mr G Master-Jewitt	Aquinas, Geography	243
Mrs G Thomson	Aquinas, Geography	243
Exams Officer	Aquinas, Exams	262
Mrs S Booker	Aquinas, Reprographics	314
Mr M Evans	Aquinas, Boys gym	225
Mr R Magee	Aquinas, Boys gym	225
Mrs J Coleman	Aquinas, DT	
Mrs V Winters	Aquinas, Languages	253
Mr R Bellworthy	Aquinas, Languages	253
Mrs J Coleman	Aquinas, DT	201
Mrs K Adams	Aquinas	230
<b>Bosco</b>		
Mrs C O'Leary	Bosco, Maths	264
Miss J Green	Bosco, Maths	264
Mrs M Hayward	Bosco, Cover	249
<b>Oscar Romero</b>		
Mrs S Williams	Oscar Romero	247
Mrs S Oldfield	Merici, Pastoral	324
Mrs M Nowlan	Merici, Drama	329
Mrs A Bulf Wystup	Cover	252
Mr D Ryan	Cover	252
Mrs C Cooper	Oscar Romero	326
Mr J Sweeney	Inclusion	319

**Location of First Aid Boxes**

- Aquinas: DT, Main Office, Science Prep Room, Languages Office, Catering Office, Finance.  
Defibrillator (AED) located in Reception .
- Merici: Science Prep Room, Pastoral.
- Bosco: Staff Room, Girls Gym.  
Defibrillator (AED) located in Hall.
- St. Anne Line: Foyer & Kitchen.
- Sports Hall: First Aid box and Defibrillator (AED) located in the corridor.



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

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

**Actual and possible causes:**

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**Remedial action to prevent reoccurrence:**

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

**Name of Person carrying out the investigation:**

**Signed:**

**Signed by Business Manager:**       **Date**





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

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

**Actual and possible causes:**

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**Remedial action to prevent reoccurrence**

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

**Name of Person carrying out the investigation:**

**Signed:**

**Signed by Business Manager:**       **Date:**

## **APPENDIX E**

### **FIRE/BOMB EVACUATION MARSHALLS**

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

The Attendance Officer will be wearing a fluorescent jacket: Mrs Vaz, Deputy Mrs Oldfield, Mrs Thoms.

Business Manager and Cover Manager will be wearing fluorescent jackets: Mrs Ferguson-Watts, Deputy Mrs Bluck and Mrs Hayward, Deputy Mrs Moutinho.

SENDCO will be wearing a fluorescent jacket: Mrs Miller, Deputy Mrs Cooper.

The Fire Marshals are:

1. Mrs Moutinho, Deputy Ms Freeman (Offices corridor)
2. Science Technicians (Science labs)
3. Mrs Peterson, Deputy Mrs Sanal (Top floor Bosco Maths)
4. Mrs O’Leary, Deputy Mr Newman (Ground floor Bosco, including toilets)
5. Mr Godfrey, Deputy Mrs Coen/Mrs Ingrouille (Top floor English/MFL)
6. Mrs Gosling, Deputy Mrs Coen (First Floor English)
7. Mr Walton, Deputy Mrs Cameron-McIntosh (History)
8. Mrs Lanchester, Deputy Mr Master-Jewitt (Geography)
9. Mrs Schluter, Deputy Mr Gardner (Top floor Merici building)
10. Mrs Hayward (Ground Floor Merici Building, including classrooms and toilets)
11. Mrs Clark, Deputy Mr Farmery (Bosco Building Art/ICT/)
12. PE staff (Sports Hall and changing rooms)
13. Mr de Vries, Deputy Miss Whiteing (Merici Hall and Foyer)
14. Cover Supervisors (Bosco Hall, Offices in Bosco)
15. D&T Technicians (D&T Rooms)
16. Mrs Miller, Deputy Mrs Cooper (The Romero Centre),
17. Mr Riches (Music)
18. Mr Matthews, Deputy Mrs Southern (St Anne Line Building)

## APPENDIX F

# ST JOHN PAYNE CATHOLIC SCHOOL FIRE EVACUATION PROCEDURE

**IF ANY MEMBER OF STAFF SEES A FIRE, ACTIVATE NEAREST ALARM BEFORE EXITING BUILDING**

ACTIONS HIGHLIGHTED GREEN ARE ASSUMED BY THE FIRE & RESCUE SERVICE IN EVENT OF A FIRE OR BOMB THREAT. THEY REMAIN WITH DESIGNATED SJP STAFF IN EVENT OF A DRILL

**ALL STAFF ADOPT THE ROLE OF FIRE MARSHAL FOR THEIR ROOM OR AREA**

**ALL YEAR GROUPS WILL ASSEMBLE ON AQUINAS PLAYGROUND**

**IN EVENT OF A BOMB THREAT, ALL YEAR GROUPS WILL ASSEMBLE ON AQUINAS FIELD TO THE FAR PERIMETER FENCE IN FRONT OF ST PIUS SCHOOL, RANKED YEAR 7A, 7B... - YEAR 11A, 11B... LEFT TO RIGHT IF FACING ST PIUS**

**EACH BUILDING HAS ITS OWN ALARM, NETWORKED ACROSS THE SITE**

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

**FIRE: LEAVE PERSONAL BELONGINGS**

- If a bomb threat is received the receptionist is to follow the checklist/procedure
- During a fire evacuation one person in the Office will phone 999 to report the fire alarm has sounded and the school is evacuating.
- A member of site team will raise the car park barrier.
- If the alarm is planned or accidental, the site manager will contact the fire authority via phone to cancel the attendance of the fire and rescue service.
- The person on Reception will print out the visitor register to account for all visitors.
- Another member of office staff will take the clipboards and high visibility jackets to the Fire Officer.

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

7 A B C D F S	8 A B C D F S
9 A B C D F S	10 A B C D F S
11 A B C D F S	2 A B C D F S

**IT IS ESSENTIAL THAT ALL STAFF ARE FAMILIAR WITH THE FOLLOWING DUTIES & REQUIREMENTS**

**ST JOHN PAYNE CATHOLIC SCHOOL FIRE EVACUATION PROCEDURE**

**IF ANY MEMBER OF STAFF SEES A FIRE, ACTIVATE NEAREST ALARM BEFORE EXITING BUILDING**

**ACTIONS HIGHLIGHTED GREEN ARE ASSUMED BY THE FIRE & RESCUE SERVICE IN EVENT OF A FIRE OR BOMB THREAT. THEY REMAIN WITH DESIGNATED SJP STAFF IN EVENT OF A DRILL**

**TEACHERS & SUPPORT STAFF**

- Ensure all students have left the room. Close all doors on leaving and supervise stairs & corridors.

**FORM TUTORS (TUTORS TO KEEP REGISTER OF FORM WITH THEM AT ALL TIMES – (SHE) TO PROVIDE NON TUTORS ACCOMPANY CLASS TO DESIGNATED AREA OF AQUINAS PLAYGROUND**

**REPORT TO MHA AND ASSIST SUPERVISION**

- Complete register.
- Return sheet to Attendance Officer via HOY
- Supervise students to maintain order & silence.

**HEADS OF YEAR**

- Ask Tutors for names of students absent and report to the Attendance Officer.
- Supervise students to maintain order and silence.

**CATERING STAFF**

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

**ATTENDANCE OFFICER** Check students absent can be accounted for due to absence notification.

- Report to the Fire Officer that all are accounted for or report students unaccounted for.

**REPORTING STAFF PRESENCE**

- Tutors report to their Head of Year.
- Non-Tutors report to Cover Manager (MHA).
- LSAs report to SENDCO (RFO), then assist supervision.
- Support staff report to Business Manager (LFW – Aquinas Playground).
- Catering staff report to Catering Manager (tba)
- Visitors report to Mrs Adams (LAD) – Aquinas Playground

**ALL STAFF PRESENCE TO BE CONFIRMED TO (MHA) AND REGISTERS RETURNED TO (SHE)**

**MHA REPORTS TO FIRE OFFICER (PMA)**

**THE FIRE & RESCUE SERVICE WILL ASSUME RESPONSIBILITY FOR THE FOLLOWING ACTIONS IN EVENT OF A FIRE OR BOMB THREAT. IF THE EVACUATION IS A DRILL, THEY WILL BE ASSUMED BY DESIGNATED SJP STAFF**

**IF SAFE TO DO SO, SITE STAFF WILL CHECK THE BUILDING WHERE THE ALARM WAS SET AND REPORT TO THE FIRE OFFICER (PMA). A MEMBER OF THE SITE TEAM WILL AWAIT THE FIRE CREWS TO DIRECT THEM TO THE SITE OF THE FIRE/REPORTED BOMB THREAT. BUILDINGS MUST NOT BE RE-ENTERED UNTIL THE SITE MANAGER ADVISES THE FIRE OFFICER IT IS SAFE. IF ANYONE IS UNACCOUNTED FOR, THE FIRE OFFICER & HEADTEACHER WILL DECIDE WHETHER TO ADVISE THE FIRE AUTHORITY OR TO INSTIGATE A BUILDINGS SEARCH PRIOR TO RE-ENTRY**

**RESPONSIBILITIES**

FIRE OFFICER	PETER MARSH	PMA	SENDCO	LIZ MILLER	LMI
DEPUTY FIRE OFFICER	CATHERINE SQUIRES	CSQ	COVER MANAGER	MAXINE HAYWARD	MHA
ATTENDANCE OFFICER	TANIA VAZ	TVA	BUSINESS MANAGER	LYNDA FERGUSON-WATTS	LFW
			OFFICE & VISITORS	LYNN ADAMS	LAD

## APPENDIX G

### EMERGENCY DRILL POLICY

Emergency drill procedures should be seen as a sensible and proportionate response to any external or internal incident with the potential to pose a threat to the safety of the school community. Procedures should aim to minimise disruption whilst ensuring the safety of all students and staff.

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

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

#### THIS POLICY DETAILS:

1. Access to the school bell controls to raise an alarm in an emergency;
2. Other means of internal communications - messenger, radios, mobile phones, internal email
3. Site plan, including layout and proximity of buildings to one another

#### Procedure

1. Alarm alerts staff to activation of emergency drill.
2. Students outside are brought in to their next timetabled room as quickly as possible.
3. Students inside should remain in their classrooms.
4. Lock external doors & windows (depending on circumstances, internal classroom doors may also need to be locked; depending on the nature of the potential threat, doors may need to be barred).
5. Once in emergency drill mode, staff should notify the office immediately of any students not accounted for. Staff should encourage students to keep calm.
6. Establish communication with Emergency Services as soon as possible and inform the H&S Consultant.
7. Notify parents & carers as soon as possible. Students will not be released during an emergency drill.
8. If it is necessary to evacuate the building, the fire alarm will be sounded.
9. Staff to await further instructions.

**IT IS VITAL THAT STAFF BE FAMILIAR WITH THE SCHOOL'S EMERGENCY DRILL PROCEDURE.  
AN EMERGENCY DRILL SHOULD BE CONDUCTED AT LEAST ONCE PER YEAR**

#### EMERGENCY DRILL ARRANGEMENTS

1. **PARTIAL EMERGENCY DRILL:** Following alarm sounding, staff will be emailed: This may result from a reported incident/civil disturbance in the local community with the potential to pose a risk to students and staff. It may also be as a result of a warning of the risk of air pollution, etc. **Partial emergency drill** is a precautionary measure in readiness should the situation escalate. In the event of air pollution, air vents can be closed as an additional precaution. Emergency Services will advise.

#### IMMEDIATE ACTION

- All outside activity to cease immediately, students and staff return to buildings.
- All staff & students remain in building and external doors and windows locked.
- Movement within buildings may be permitted dependent upon circumstances; this will be communicated via internal communication systems.

- Once all students and staff are safely inside, the leadership team will risk assess based on advice from the Health & Safety consultant/emergency services.

2. **FULL EMERGENCY DRILL:** Following alarm sounding, staff will be emailed: **Full emergency drill** signifies an immediate threat and may be an escalation of a **partial emergency drill**.

### IMMEDIATE ACTION

- All students remain in classroom or if outside move directly to their next timetabled room.
- Redirection as required dependent on location of threat.
- External doors locked. Classroom doors locked or barred; windows locked, blinds drawn.
- If the full emergency drill is the result of an intruder to the site, students sit silently out of sight (e.g. under desks or out of sight lines).
- Register taken - the office will contact each class in turn for an attendance report.
- Remain in full emergency drill until it has been lifted by leadership member/emergency services. At any point during the emergency drill, the fire alarm may sound a cue to evacuate.

### COMMUNICATION WITH PARENTS & CARERS

Information will be communicated to parents & carers as soon as possible. Regular communication will help to alleviate undue anxiety. Enough information should be provided so that parents & carers:

- Are reassured the school is doing everything possible to safeguard students.
- Do not need to contact or visit the school.
- Wait for the school to contact them about when it is safe for them to collect their children, and that they do not attend the school or attempt to contact their children.

### EMERGENCY SERVICES

It is important to keep communication open with Emergency Services, who will support the decision of the Headteacher regarding the timing of communication. In the event of a prolonged emergency drill, the Local Authority has the capacity to provide humanitarian assistance.

## **APPENDIX H**

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

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