

ACKLAM GRANGE SCHOOL



Health and Safety

Status & Review Cycle	Term	Year
Last Review Date/Policy Adopted	Summer Term	2022-2023
Next Review Date	Summer Term	2023-2024
Lead	Mr G Whatmore	

This school is an academy within The Legacy Learning Trust.



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1. Introduction

This document aims to pull together the various strands that contribute to making a school a safe establishment for all who work and study there. Ultimately, a safe school is one where 'good housekeeping' is practiced throughout faculties and beyond. However, there may be aspects of health and safety pertaining to our specific role, writing a risk assessment or organising trips that we wish to access and it is hoped that this document will make it easier to do so. Where some aspects are mentioned in brief, appendices are included to enhance the details enclosed.

2. Individual Roles

2.1 The Local Council

Acklam Grange School is an academy within The Legacy Learning Trust. The Local Council of Acklam Grange School accepts its responsibilities both for the health and safety of the staff and of the students of Acklam Grange School as a school within The Legacy Learning Trust. As TLLT as responsible employers / persons in control of premises, they are committed to providing a safe and healthy working environment for all employees.

The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are constantly monitored and reviewed.

In compliance with the Health and Safety at Work etc. Act, the Local Council of Acklam Grange School will ensure so far as is reasonably practicable that:

- they provide and maintain plant and systems at work which are operated safely and without risk to health.
- access to and egress from the premises is maintained.
- the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances is maintained.
- That they consult with recognised safety representatives with a view to making and maintaining of arrangements which enable employer and employee to co-operate effectively in promoting and developing measures to ensure health and safety at work of employees, and in checking the effectiveness of such measures.

To establish a safety committee, in accordance with regulations made by the Secretary of State, if requested to do so by the safety representative.

In addition to the above commitment, the Local Council also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, contractors, etc., are or may be affected by the school activities being carried on within the school boundary or otherwise, the Local Council will work to ensure the safety of those affected. As an education provider which must set standards by example for its students, this commitment is seen as especially important. Where appropriate, employees will receive training and periodic retraining sufficient for them to undertake safe methods of work, handling and use of equipment and materials, eg COSHH, the use of plant and equipment and the correct type and use of safety equipment and PPE for their working environment.

Members of the Local Council appreciate that they can only work within their allocation of the total education budget and that they can only be accountable for deciding how the budget within their control is to be spent. Through the Headteacher and the Senior Leadership Team, the Local Council will seek to ensure that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

The Local Council is committed to this policy and all staff are encouraged to assist in the Local Council's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Colleagues are reminded of their own duties:

- To take care of their own safety and that of others and;
- to co-operate with the Local Council and Senior Leadership Team so that they may carry out their own responsibilities successfully.

All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the school's Local Council.

2.2 The Headteacher

Overall responsibility for the day to day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Head will advise members of the Local Council of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:-

- Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999,
- Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- Ensuring adequate staffing levels for safe supervision;

In addition the Headteacher will seek to ensure that systems are in place for :

- The purchase of equipment to meet appropriate safety standards;
- The repair, maintenance and testing of school equipment;
- The provision of appropriate protective clothing where necessary;
- The purchase and maintenance of first aid materials and fire fighting appliances;
- The funding of necessary safety training for staff;
- The arrangements for securing health and safety assistance from a competent source;
- The appointment of a Site Manager;
- The provision of appropriate health and safety information to governors.

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters.

2.3 Faculty Leaders

All Faculty Leaders are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their faculty. In particular, staff holding such positions of responsibility will:

- ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed.
- ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- ensure that all accidents are investigated with a view to preventing a recurrence;
- remove from use and inform the Site Manager of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- participate in the annual health and safety audit within their areas of responsibility;

- identify specific staff health and safety training needs and inform the Headteacher accordingly;
- consult with all staff on any matters which may affect their health or safety whilst at work;
- ensure that good standards of housekeeping are maintained;

2.4 Teaching Staff [Including supply]

Teaching staff are responsible for the health and safety of all students under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips. As a classroom teacher we should:

- ensure effective supervision by only permitting practical work to be carried out by students after taking into account the risks involved.
- ensure that safety instruction is given to all students prior to commencing practical sessions;
- know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- ensure that students follow school/departmental safety rules and that protective equipment is worn where appropriate;
- ensure safety devices e.g. machinery guards are in good condition and are used;
- report any defective equipment to the appropriate technical support staff;
- ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

2.5 Site Supervisors

The Caretaking Staff and Facilities Manager are responsible for :

- arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- participating in the annual health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
- ensuring that other site supervisory staff are adequately supervised;
- identifying any particular health and safety training needs;
- ensuring that all staff work in accordance with safe working practices issued by the school.

2.6 Health and Safety Co-ordinator

The Safety Co-ordinator's role is primarily that of facilitator. The core duty is to ensure that there is a management system established for the management of health and safety. The duties include:

- Review this policy statement as necessary and ensure that the appropriate amendments are made

as and when circumstances change;

- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow up of accidents on the premises;
- Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- Arrange for evacuation drills and fire alarm tests to be carried out and reviewed etc.
- Report to the Headteacher/Headteacher/Senior Managers any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- Meet regularly with the Headteacher, Director of Resources and Site Manager to discuss pertinent issues;

2.7 All members of staff

All members of staff have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions. The Health and Safety At Work Act, 1974 also states that no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfill any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- to participate in the risk assessment process and comply with findings;
- to report all defects in the condition of the premises or equipment to which they become aware;
- be familiar with the procedure to be followed in the event of a fire or other serious emergency to make use of all necessary personal protective equipment provided for safety.

2.8 Students

All students must be encouraged to follow all safe working practices and observe all school safety rules. All students will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety

3. Staff Duties

All teachers have a duty to assist in the maintenance of an orderly and disciplined School environment. Consequently, it is absolutely essential that every member of staff should familiarise themselves with the duty system.

In addition, staff have a duty to maintain the highest possible standards in the classroom and should follow the procedures also set out in this handbook. Duty staff should be visible to students and colleagues by wearing the 'High Vis' vests provided in faculty offices.

It is important to emphasise that when a member of staff is on the premises he or she is effectively "on duty" and as such should always be conscious of the health, safety and welfare of the students and of their colleagues.

4. Curriculum Safety

4.1 Minibuses

The school benefits from the use of its own or hired **minibuses**. Staff who wish to drive a bus must ensure that they have undergone the correct tuition. Lists of trained drivers are available upon request from the EVC/admin office.

4.2 Visits

Safely managed visits with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant aspect of the programme of Acklam Grange School. They are an opportunity to enrich the learning of young people including an extension of their understanding of themselves, others and the world around them.

All visits must be organised with the assistance of the Educational Visits Co-ordinator. Protocols for organising visits can be discussed with the EVC and due notice must be given for entries into 'EVOLVE'. Documentation required here will include notification of activities, details of insurance taken out, class lists for relevant people, loco-parentis forms and full risk assessments for all activities. Consideration should also be given to the need for cover in the absence of a member of staff whilst on a trip. In addition, if forward notice is not given the trip may be refused.

Acklam Grange School recognises its 'Duty of Care' and its statutory responsibilities for the Health, Safety and Welfare of participants, staff, voluntary assistants, providers and members of the public in connection with educational visits for which it is accountable. In order to achieve the highest possible standards in this regard the School has adopted the following guidelines:

Health and safety: advice on legal duties and powers DfE 2014
HEALTH AND SAFETY OF PUPILS ON EDUCATIONAL VISIT DfE

5. Drugs & Medications

5.1 General

Children who are required to take some form of medication during the school day. Although the giving of medication to children is a parental responsibility, as a school we are often asked to perform this task, although we cannot be directed to do so. Our aim is to enable any child to lead a normal life with minimum disruption and minimal emphasis on his/her illness.

The administration of medicines to children remains a parental responsibility, although older children have the right to be responsible for their own welfare. If it is necessary for a medicine to be taken during the school day then the parents are required to make arrangements for it to be stored at school.

Adequate access to regular medication is provided through the main school office staff may access some records of the child's condition together with notes on the frequency of required and actual administration. It is necessary for some students to leave lessons at specified times to access their medication. Where it is necessary for a child to leave a lesson a written pass will be provided to absent a child from a lesson.

Medicines should be provided in an original dispensed container specifically for school use with the following information on the label:

- name and strength of medicine
- dose
- time of administration e.g. lunch, between 12 noon -1 pm
- length of treatment / stop date where appropriate
- expiry date whenever possible

The medicine should have been dispensed within the last three months.

Medicines are secured in the medical room, and kept cool where necessary. Spare inhalers are accessible throughout the day. Each inhaler is labelled with the child's full name and directions for use.

In some cases whole-school training will be made available to staff, particularly to those concerned with the administering of medicines. All members of staff need to have some appreciation of underlying medical conditions and the need for treatment. This is particularly the case where students are prone to peanut allergies, asthma, etc . Full health lists detailing salient information about a student's condition are circulated when information is updated in September. In addition, details of students who carry EpiPens to treat anaphylactic shock are available. Staff training in the administration of EpiPens is carried out annually.

5.2 Student Responsibility

Students are encouraged to take responsibility for their own medication so as to foster respect for medicines whilst they are stored in a central location in the school medical room. Generally if a child is responsible for their medication at home they should also be encouraged to manage their medication at school under the guidance of trained staff.

5.3 School trips

If regular medication is required during the course of a school trip it should be provided. It is a parent's responsibility to ensure that staff are aware of the need for medication via consent forms. Parents should also inform staff in writing if their child requires a travel sickness remedy. During school visits staff will carry records of administration showing when the drug was issued to a child.

5.4 Inhaler use

Generally inhalers are unlikely to be misused either by the child itself or by others. The need for a child to have ready access to their inhaler should over-ride any concerns about misuse. Where there is no consent for the child to carry medication inhalers must be readily available at all times, including prior to, and during exercise.

5.5 First Aid

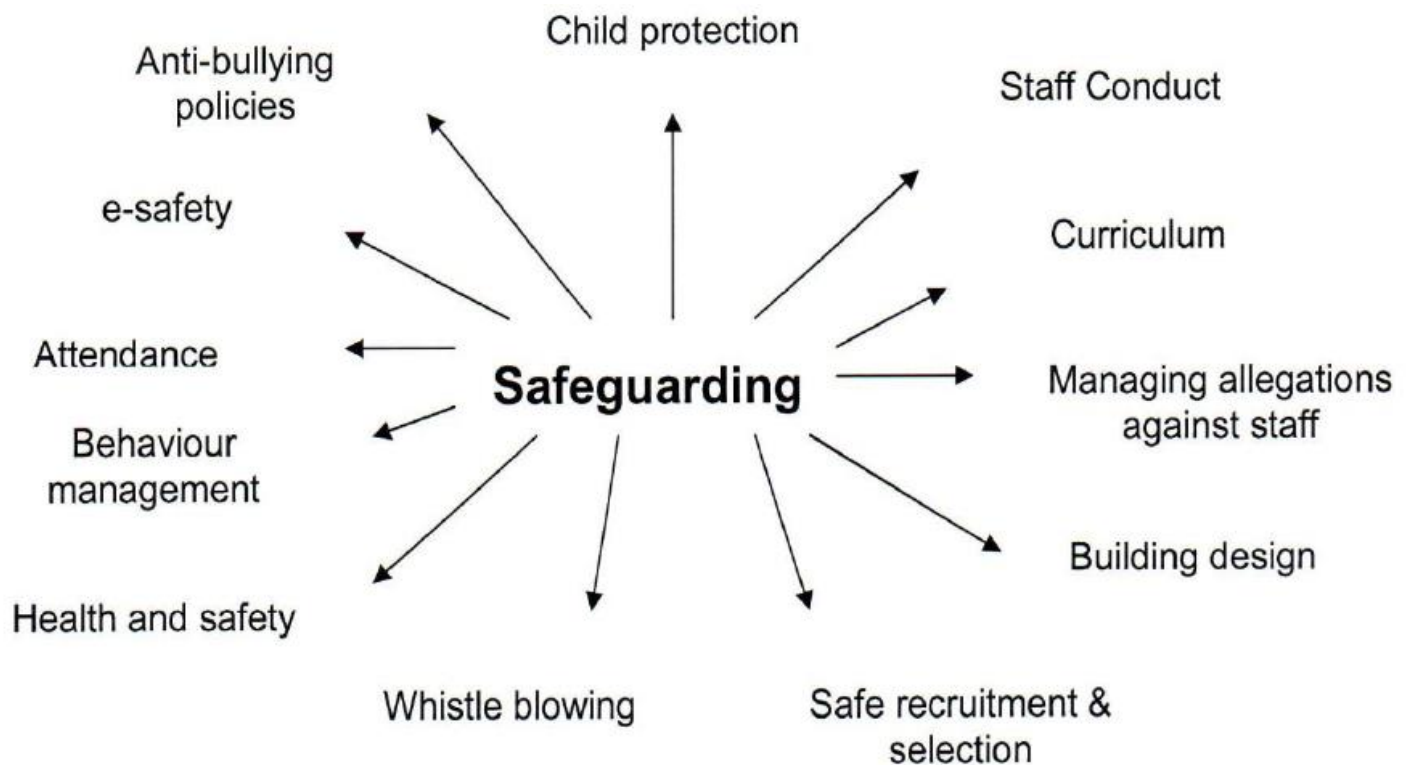
First Aid is available to staff and students through trained first aiders. First aid treatment should not be carried out by anyone who has not been trained in the basic procedures.

6.Safeguarding

Acklam Grange School is committed to Safeguarding and Promoting the Welfare of all of its students. This can be evidenced in the Safeguarding policy and training for all staff which is regularly updated through briefings, CPD, etc.

- Each student's welfare is of paramount importance.
- We recognise that some children may be especially vulnerable to abuse.

- We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging.
- We recognise that some children who have experienced abuse may harm others.
- We will always take a considered and sensitive approach in order that we can support all of our students and their families.



The school's Safeguarding Policy recognises the wide parameters of issues which could be encompassed with in this section including:

Roles and Responsibilities
 Safer Recruitment and Selection
 Safe Practices
 Safeguarding Information for students
 Partnerships with Parents / Carers and others
 School Training and Staff Induction
 Support, Advice and Guidance for Staff
 Confidentiality
 Raising Awareness

Safeguarding Duty Team Rota

The core safeguarding team will continue to work following the rota below to provide support, advice and guidance throughout school opening hours.

Core Safeguarding Team		
Name	Role	Contact
Lucy Gowland	Designated Safeguarding Lead	07933108620 gowland.l@acklamgrange.org.uk
Athena Gika	Deputy Designated Safeguarding Lead	07933108622 gika.a@acklamgrange.org.uk
Natasha Pearson	Deputy Designated Safeguarding Lead	07933108681 pearson.n@acklamgrange.org.uk
Claire Martin	Student Welfare Manager	07933108679 martin.c@acklamgrange.org.uk
Sarah Lymer	CEO	Sarah.lymer@tllt.org.uk
Michael Laidler	Headteacher	07933108730 laidler.m@acklamgrange.org.uk

7. Annual Health and Safety Inspection

A Health and Safety Inspection is held annually in the Autumn Term. The inspection covers the whole school and gives a detailed overview of any possible hazards identified during the day. Many risks involve simple housekeeping issues whereas others may require reorganisation or financial commitments to resolve. Such resolution can only be done by balancing the needs identified with financial constraints. However, situations which present possible dangers to staff and students will be a priority.

Following the Health and Safety Inspection a return visit is made to review the progress made by the School on issues which may have been raised.

8. Evacuation Procedures

8.1 Practice evacuation

Practicing the evacuation of the School building is a statutory requirement so that all staff, students and visitors may be accounted for at a particular point in time. Fire drills are noted on the annual year planner and begin in September with a fire practice walk-through with form groups walking out to their respective 'fire bases'. This will be followed by a 'Notified Fire Alarm' involving the whole school with dismissal from the fire assembly area through pre-determined entrances.

SLT will then decide upon date to be set for a fire evacuation at a time known only to them.

Emergency Services will be met at the gates as they arrive and guided to the problem area. Outside of school hours a plan showing the location of the main gas shut-off valve in the Energy centre is displayed in the entrance hall for emergency services to view.

It is essential that the registration of staff and students during an evacuation is done as quickly as possible if the procedure is to be safe and effective – all members of the school community are required to take part.

8.2 Bomb Scares

When the School receives information regarding the possibility of a bomb being located somewhere on the School premises, a member of the Senior Leadership Team will be contacted immediately. If, in the opinion of the Headteacher or Deputy Head Teacher, the threat is genuine and constitutes a danger to staff and students, the emergency evacuation drill will be invoked.

8.3 Intruders

Staff should report the whereabouts of all unauthorised personnel to the School Office. Members of the Senior Leadership Team will be contacted to attend to the problem. If staff see strangers on the premises (i.e. in cars, bicycles or on foot) they should contact the School Office. There may be occasions when the police will be contacted.

For the protection of all students and staff the school has a practiced procedure for Lockdown. This is signaled by the short ringing of the school bell, followed by a gap of 10 seconds and the repeated ringing of the bell until it is deemed safe for the school to be checked. Emergency support from Police may be invoked by SLT in charge. When it is safe to do so a single ring of the bell may be sounded to allow lessons to continue but all students and staff will be contacted personally to allow classrooms to be vacated.

9. Handling and Lifting

Almost one third of reported accidents arise from handling, lifting and carrying activities. When heavy loads are to be moved assistance should be sought from caretaking staff who will assist when needed. When a manual handling technique is to be attempted a correct assessment of the situation must be made. This will involve an appreciation of the likely risks and how they can be eliminated by adding control measures.

As part of the manual handling assessment the following should be considered:

- The task to be carried out;
- The load to be carried;
- The capability of the individual involved in the manual handling.

Remember – help is available and should be sought in all circumstances where heavy loads are to be handled.

10. Working at Heights

The Work at Height Regulations 2005 consolidates previous UK and European legislation on work at heights. The Regulations apply to any work at a height where there is a risk of a fall liable to cause injury. Staff should avoid any work which will take them above floor level (unless access is via a staircase or lift) and should seek the advice of caretaking or technical support staff for assistance.

11. Jewellery

Students may not wear jewellery except in cases where some religions deem it to be mandatory. For the purposes of this document a wrist watch is not considered to be an item of jewellery. The reason for declining the wearing of jewellery is based upon health and safety grounds and is a decision which has been ratified by the Local Council. In addition, it should be borne in mind that no insurance cover exists for items of jewellery lost on the school premises.

Students who are found to be wearing jewellery should be asked to remove it, have it labeled clearly in an appropriate envelope and passed to the relevant Year Office.

12. Lone Working

There are some occasions where staff work alone. Some staff may work in the evenings, at night, at weekends or very early mornings. The majority of times they do so without significant risk, e.g. persons working alone in offices are unlikely to be at significant risk provided appropriate precautions are in place. Lone working can occur:

- During normal working hours at an isolated location within the normal work place.

OR

- When working outside normal working hours.

Lone working in school is normally of :

Low risk

Where colleagues are engaged in tasks they would normally undertake in their office or classroom and where the work does **not** involve use of dangerous machinery equipment or hazardous substances.

Lone work is permitted, but it is good practice to ensure that a second person is aware of the first person's location and they have access to means of communication.

OR

Medium Risk

Routine laboratory work by competent and responsible personnel

Appropriate communication should be maintained with the lone worker. The lone worker should have access to a telephone and normal systems should be adhered to in the event of an alarm being activated.

In all cases staff should be aware of evacuation procedures and the positions of muster points.

It is essential that all visitors and staff use 'Entrysign' so that an up to date record is kept of all people in school.

13. Risk Assessments

The Management of Health & Safety at Work Regulations, 1992, and other Regulations as well, require us to "suitably and sufficiently assess the risks to the health and safety of employees to which they are exposed whilst they are at work". This means that we must make "risk assessments" for every work activity carried out by students and staff.

Hazards and Risks

"Hazard" and "risk" are words which are synonymous in common use but in the technical jargon of Safety Management have different meanings:- the hazard presented by a substance or activity is its potential to do harm (rock-climbing is a hazardous activity) and risk from a substance or activity is the likelihood that it will cause harm in the circumstances of actual use or that the hazard will be realized (rock-climbing may be of low risk if the proper equipment is used and the rules are followed).

The aim of making a "risk assessment" is to identify the hazards associated with an activity, to assess the seriousness of these hazards and to formulate systems of work, training or other methods (controls) to reduce

the associated risks to a minimum or at least to an acceptable level. This procedure has to be carried out by someone who is experienced and fully familiar with the activity *i.e.* a "competent person".

The Risk Assessment Procedure

We are required to:-

1. Identify **hazards** associated with activities or situations,
2. Somehow or other quantify the **associated risk**,
(How likely is that any hazard will be realised? How severe will the consequences be? How often does exposure to the hazard occur?)
3. Identify **who** is at risk,
4. Identify the **control measures** to be used to reduce the risk to a "reasonable" level,
5. Quantify the **residual risk**.
6. **And then:**
 - Record the assessment.
 - Implement the control measures.

Risk assessments should be made available for inspection during the annual health and safety inspection which takes place in October/November of each year.

14. COSHH

The Control of Substance Hazardous to Health (COSHH) Regulations of 1988, consolidated in 1994, amended in 1996, 1997 and 1998, 1999 and further consolidated in 2002 are the main piece of legislation covering control of the risks to employees and other people arising from exposure to harmful substances generated out of or in connection with any work activity under the employer's control. The main objective of the Regulations is to reduce occupational ill health by setting out a simple framework for controlling hazardous substances in the workplace.

What COSHH Requires

Complying with COSHH involves:

- assessing the risks to health arising from hazardous substances at work and deciding what precautions are needed,
- preventing or adequately controlling exposure, and ensuring that control measures are used, maintained, examined and tested.

15. Use of VDUs / Display Screens

It's important to be aware of the health and safety implications of using projection equipment such as interactive whiteboards in the classroom, particularly if children might stand in front of the beam to give presentations to the rest of the class. All projectors, if misused, have the potential to cause eye injury; so some simple guidelines should be followed:

- Make clear to all users that no one should stare directly into the beam of the projector.
- When entering the beam, users should not look towards the audience for more than a few seconds.
- Encourage users to keep their backs to the projector beam when standing in it
- Children should be supervised at all times when a projector is being used.

Laptop trolleys are a common feature of school work. Specific guidance on the use of these is available but support is available to any member of staff who wishes to have a trolley of laptops delivered to them. If laptops are being charged the trolley must not be moved until this is disconnected. To do this the following simple procedure must be adhered to:

- Isolate the power supply by switching off at the wall socket,
- Remove the plug from the socket,
- Hang the cable away from the floor, over the trolley in a position where it cannot be tripped over.

16. Electrical Equipment

Portable Appliance Testing (PAT Testing) takes place annually and no appliance should be used without it. Detailed documentation of appliances tested is kept showing location and whether the relevant appliances have passed or failed. If appliances have failed it will be indicated by a 'Do Not Use' sticker and the appliance should not be used until a repair has been carried out.

Contracts are also maintained to ensure the correct maintenance of PE equipment, dust extraction in Design and Technology workshops, fume extraction in Science labs and fire equipment servicing.

17. Reporting Defects

In some cases faults with equipment may present a hazardous situation and may need dealing with immediately. This is particularly the cases with spillages, broken glass, etc. Fast tracking of responses to dealing with hazardous situations can be achieved by ringing the School Office and reporting details of the situation including its position.

In the case of general repairs, forms are available in staffrooms. Upon completion they should be returned to the School Office where they will be attended to by the Site Manager. Priority will be given to situations which may be potentially hazardous.

18. Anaphylactic Shock

A person who has a severe allergic reaction can die quickly if their airway swells shut. This reaction can occur from insect stings or bites, food, drugs, latex, other allergens, exercise, or even unknown causes. Proper, timely use of an EpiPen can save the person's life.



Here's How:

1. Remove the Epi-Pen from the carrying case.
2. Grasp the Epi-Pen in your dominant hand, placing your thumb over your fingers, forming a fist. Do not place your thumb over either end of the Epi-Pen - this could result in accidental injection of the medication into the thumb.
3. Remove the grey safety cap from the Epi-Pen. The device will not work if this grey cap is attached.
4. Firmly push the end of the Epi-Pen with the black tip into the side of the thigh (upper leg). When the black cap is pushed against the leg, a needle will pop out of the device, injecting the medication into the muscle of the thigh. The Epi-Pen needle will be able to pierce through most types of clothing, so pants do not need to be removed first in an allergic emergency.
5. Hold the Epi-Pen device firmly against the thigh for a total of 10 seconds while the medication is being injected. Do not bounce the device off of the thigh prior to this time.

6. Remove the Epi-Pen needle from the leg and put the used Epi-Pen in a safe place. The device is for single use only and cannot be used again.
7. Call 999 or have another person take you to the closest emergency room. Inform medical authorities that you have injected yourself with an Epi-Pen because you have experienced a severe allergic reaction. Be as specific as possible as to what may have caused the allergic reaction.

Appendix 1

Evacuation Arrangements

Evacuation of the building will be signalled by the continuous sounding of the lesson change-over 'bell'. There will be brief checking period following the initial sounding of the alarm followed by a second and continuous sounding if evacuation is necessary. In the event of a false alarm calls should be made to the relevant support services to cancel them.

Staff, students and visitors should leave rooms ensuring that doors are closed behind them. Please do not lock any doors. The main gas supplies in Design and Technology and Science should be turned off. Coats and bags should be left in rooms.

STAFF/STUDENT/VISITOR CHECK

Registration documents will be provided by the Admin Staff. The Fire Folder containing an entire staff list, register check slips, form lists and timetables will be taken out onto the field by the Admin Staff.

Appropriate staff will wait at the gates to receive the emergency services.

Each Form Tutor will assemble his or her form in the appropriate position on the muster point. Forms should be arranged in register order. Form Tutors should supervise their form throughout the exercise maintaining a tight control on student movement and limiting unnecessary noise.

Current registration documents will be provided by Admin Staff and a register check should be made. Any student unaccounted for should be noted on the register sheet

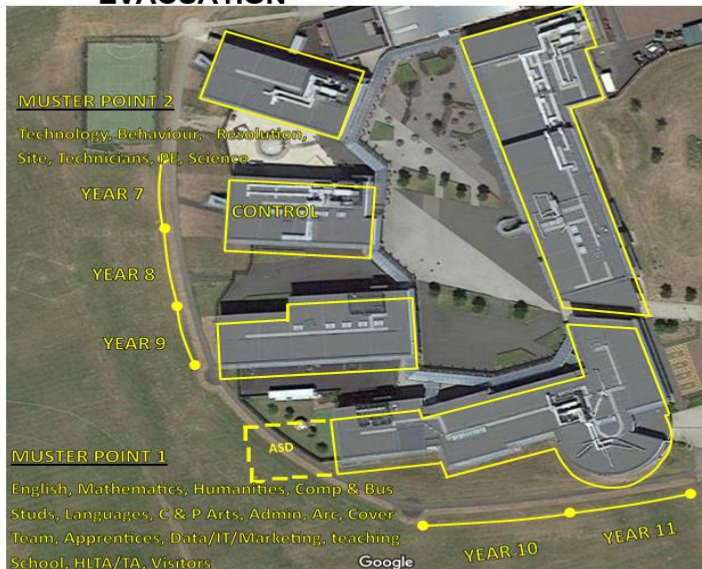
-ALL SHEETS SHOULD BE RETURNED TO HEADS OF YEAR/ASSISTANT HEADS OF YEAR.

Heads of Year should check the registration sheets and pass them to Ms Gika. An investigation will be initiated for any students who are missing.

Appropriate checks of staff and visitors will be carried out and returned to the relevant people.

When the exercise is complete staff and students should return to school by their designated entry routes.

MUSTER POINTS FOLLOWING EVACUATION



MUSTER POINTS FOR STAFF NOT REGISTERING A FORM GROUP

The drawing below shows where staff should report to in the event of an emergency evacuation of the school building. Many staff will be marking a register in their role as tutor but Faculty Leaders will be aware of who is in school on the day.

Please collect lists from Mrs Lawrence or Mrs Nevison at the MUGA or from Mrs Webley or Miss Jones adjacent to ARC Services and return the completed lists to the staff indicated as soon as possible.

Form Tutors will have their lists provided by year team leaders. Completed lists should be returned to them and then passed on to Miss Gika.

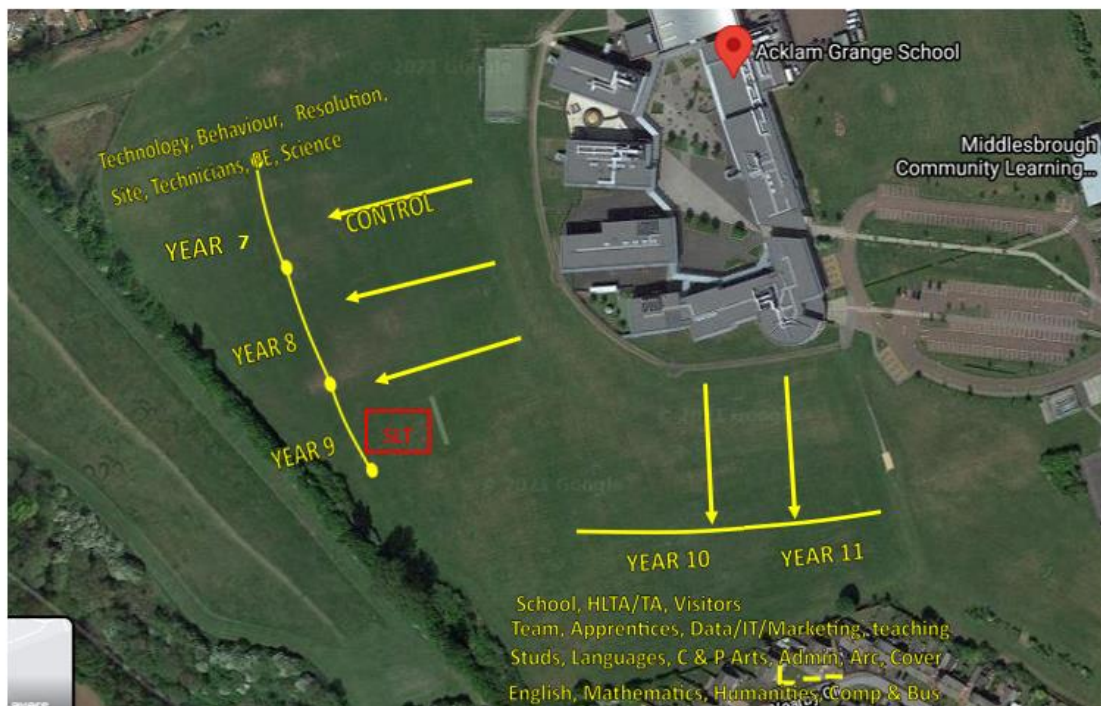
MUSTER POINT 1

English	— D Crawford	
Mathematics	— M Gardner	
Humanities	— L <u>Antill</u>	
Comp & Bus Studs	— D Stannard	
Languages	— S Earl	
C & Perf Arts	— C Cole	
Admin	— J Clark	
Arc	— N Pearson	
Services/HLTA/TA		
Supply/Cover	— R <u>McGurrell</u>	G Edwards
Apprentices	— R <u>McGurrell</u>	K Jones
Data/IT/Marketing	— G Edwards	
Teaching School	— C Beaumont	
Visitors	— S Webley	

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Technology	— T Quinn	
Behaviour, Resolution, Site, Technicians	— A <u>Nevison</u>	C Lawrence
PE	— L Wilson	A <u>Nevison</u>
Science	— J Cotterill/H James	

Extended Muster Points to be signaled by air horn



Appendix 2

Types of Fire Extinguisher

Water Fire Extinguishers



The cheapest and most commonly used fire extinguishers. Used for Class A fires. Not suitable for Class B (Liquid) fires, or where electricity is involved.

Foam Fire Extinguishers



More expensive than water, but more versatile. Used for Classes A & B fires. Foam spray extinguishers are not recommended for fires involving electricity, but are safer than water if inadvertently sprayed onto live electrical apparatus.

Dry Powder Fire Extinguishers



Often termed the 'multi-purpose' extinguisher, as it can be used on classes A, B & C fires. Best for running liquid fires (Class B). Will efficiently extinguish Class C gas fires, BUT BEWARE, IT CAN BE DANGEROUS TO EXTINGUISH A GAS FIRE WITHOUT FIRST ISOLATING THE GAS SUPPLY. Special powders are available for class D metal fires. **Warning: when used indoors, powder can obscure vision or damage goods and machinery. It is also very messy.**

CO2 Fire Extinguishers



Carbon Dioxide is ideal for fires involving electrical apparatus, and will also extinguish class B liquid fires, but has NO POST FIRE SECURITY and the fire could re-ignite.

Wet Chemical Extinguisher

Specialist extinguisher for class F fires.

For Metal Fires

A specialist fire extinguisher for use on Class D fires – metal fires such as sodium, lithium, manganese and aluminium when in the form of swarf or turnings.

Colour Coding

Prior to 1st Jan 1997, the code of practice for fire extinguishers in the UK was BS 5423, which advised the colour coding of fire extinguishers as follows:

Water – Red

Foam – Cream

Dry Powder – Blue

Carbon Dioxide (CO₂) – Black

Halon – Green (now 'illegal' except for a few exceptions such as the Police, Armed Services and Aircraft).

New extinguishers should conform to BS EN 3, which requires that the entire body of the extinguisher be coloured red. A zone of colour of up to 5% of the external area can be used to identify the contents using the old colour coding shown above.

Appendix 3

Tips for good lifting technique

- **Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed, and will help be needed? Remove obstructions such as discarded wrapping materials. Consider breaking long lifts by resting the load mid-way on a table or bench to change grip.
- **Keep the load close to the waist.** The load should be kept close to the body, with the heaviest side nearest. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- **Adopt a stable position.** Keep feet apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Feet should be moved to maintain balance during the lift. Avoid tight clothing and unsuitable footwear which might impair movement.
- **Get a good hold.** Where possible, hug the load as close as possible to the body. This may be better than gripping it tightly with hands only.
- **Employ good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips or knees (squatting).
- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to lift the load.
- **Avoid twisting the back or leaning sideways,** especially while back is bent. Shoulders should be level and facing the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- **Keep the head up when handling.** Look ahead, not down, once the load is held securely.
- **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
- **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
- **Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Appendix 4

Access and Egress Policy

Policy Statement

We are committed to providing a safe and secure working, teaching and learning environment for all staff, students, members of the Local Council, trustees/members, contractors and visitors whilst on site. We aim to develop, promote, communicate, and encourage a positive culture within the school and recognise the importance and relevance of Risk Management and Security strategies. The school is bounded by a locked perimeter which can only be accessed at designated times and while it is staffed. This system was a design feature of the school to enhance security and safeguarding. The school recognises that many of its students, visitors and staff, whether disabled or otherwise, have individual needs when accessing the school site and facilities. As part of the ongoing commitment to the delivery of an inclusive educational service, we will endeavour to ensure, as far as possible, that disabled students, staff and visitors have easy access to the school reception area and other parts of the school and reasonable adjustments are in place. The school understands that whilst there is a need to promote an open and welcoming environment, there is also a responsibility to address all security and personal safety-related issues. This will ensure protection of the school's staff, students, visitors and contractors, as well as its physical assets. This policy is to be used alongside the school's current Health and Safety Policy. As outlined in the school's Health and Safety policy, roles and responsibilities will be nominated to the person through job role, position and/or title. It will be reviewed on an annual basis along with the Health and Safety Policy, or sooner if change or alterations occur.

Responsibilities/ Organisation

The security within the working environment is the responsibility of everyone on site. The site will only be as secure as the people who use it. Regular checks to ensure that the policy and procedures are up to date will be undertaken throughout the year. Any changes or issues that need to be highlighted to staff, will be notified at morning briefings, through staff meetings, emails and notices in the faculty areas, when they occur.

Arrangements

The Health and Safety Officer will liaise with the Site Manager on a weekly basis to ensure that any perimeter or maintenance issues are addressed. Exterior lighting has been provided to all access and egress areas including the car park and other vulnerable areas.

Floors and traffic routes will be kept free of obstructions which may present a hazard or impede access. Any arrangements for lettings or extended school activities will be arranged on a separate basis and authorised by senior management. These will be run through the adjacent Acorn Centre and will not take place during the school day when students are present.

All the appropriate signage should be displayed throughout the site directing visitors, staff and students to the designated entrances that are to be used to access the building. This will be through the main entrance from Lodore Grove and not through the Acorn Centre on Heythrop Drive. All of the entrance doors have access control measures in place for use during the school day. Staff will check these measures at regular times to ensure they are in working order and have not been compromised.

Key holders Keys for the school will be given out under the agreement of the school leadership team, limiting master keys to a restricted number where possible. All spare keys will be securely locked away.

Alarm fobs will be limited to Caretaking staff, Acorn Centre staff and the Site manager. They will have sole responsibility for ensuring the outer doors are secure at appropriate times and reopened when needed. A rota is devised to ensure accountability.

Arrangements for Visitors

All visitors and Volunteers will have restricted access to the school, reporting to the main reception, using the 'Entrysign' system at all times. Visitors might include representatives from The Legacy Learning Trust, Children Social Care Services, Health and Police as well as parents. Visitors will be issued with a visitor's badge and (if they are travelling further than the main entrance/meeting area) will be issued with a red lanyard and accompanied by a member of staff at all times. Visitors and staff who have been DBS checked for Middlesbrough may be issued with a black lanyard and allowed to be in school unaccompanied. All teaching/support staff will carry a black lanyard.

All contractors will be made aware of the school's policy for 'contractors working on site.' A nominated person (usually the Site Manager) will be in charge of the contractors, ensuring they are aware of any security related issues, which may be effected by their work. Assessment should be made of all areas if such work will breach the current access control measures in place. The school and grounds are Private Property and not for general public access. Any person who enters the site without permission or a bona fide reason is a trespasser and should be asked to leave. If a trespasser refuses to leave the school premises and grounds, causes a disturbance, or enters after being asked to leave, the staff member should report this to the Head Teacher and/or notify the police. Staff should avoid any risks as far as possible to their confrontation with the offender. Lockdown procedures are in place which may be invoked if necessary.

Any visitor to school who has completed their visit will be required to leave by the main entry door using 'Entrysign' to sign out.

Arrangements for Students

Our school benefits from being fully DDA compliant. This enables us to cater for a full range of students regardless of their physical restrictions.

All students entering will do so through the main yard gate. This will be opened at 8.00am and staffed at all times until it is locked at 9.00am. All students entering the school later than the dedicated time of arrival must report to the main reception, registering in through the school system and process. Access to the school site on the morning will be monitored by site staff and later by PSA's/ Assistant Year Leaders who will deal with late arrivals in the appropriate manner.

No student will be allowed to leave the school unless accompanied by an adult with parental responsibility or confirmed permission. Where age appropriate, children may be allowed to leave the school alone provided contact has been made with an adult with parental responsibility via written or verbal permission/agreement. If in doubt this MUST be checked with the Nominated Safeguarding Adviser (NSCA) or Year Offices. Any child who is removed from the school site during normal school hours will be signed out and issued with a badge detailing their name and time of departure.

Should a child leave the school premises without permission this will be picked up by our hourly registration system. A report of the event will be made to the year office or safeguarding team. Parents / carers will be immediately informed of the circumstances. Our EWO may also be involved.

Exit from the school for students at the end of the day will be via staffed exits at Lodore Grove and Heythrop Drive ends of school.