



Ringwood School

Health & Safety Policy

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SUMMARY OF RESPONSIBILITIES	Appendix P2	Page 19
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- A. Not used
- B. Not used
- C. Emergency Plan
- D. Fire Safety Manual
 - D1 Fire Emergency Plan
 - D2 Fire Management Plan
- E. First Aid Policy
- F. Not used
- G. On-Site Security Policy & Procedures
- H. On-Site Traffic Policy & Procedures
- I. Not used
- J. Lone Working Policy & Procedures
- K. Off-site Manual

PART 1 - STATEMENT OF INTENT

It is our policy to carry out our activities in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all persons likely to be affected by our activities.

This includes, but is not limited to, all our staff and students, visitors, and the general public where appropriate.

In order to pursue the aims of our Health and Safety Policy, we will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, and local authorities in relation to activities carried out on the school site and with the occupiers and owners of premises and land where we are commissioned to work.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff and students on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health.
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances arise which may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with staff and students and their representatives on health and safety matters

Signed:.....

Date:.....

Chair of Governors.

PART 2 - POLICY

RINGWOOD SCHOOL - SAFETY POLICY MATRIX OF RESPONSIBILITIES			
	Governing Body (Item 2.1)	Headteacher with day to day management delegated to the Operations Manager and Subject Leaders (Item 2.2)	All Teaching & Support Staff, including Volunteers (Item 2.3)
Ethos	<i>Ensure that health and safety have a high profile</i>		
Culture	<i>Develop a safety culture throughout the school/premises/organisation</i>	<i>Make operational decisions to ensure a safe and healthy environment.</i>	<i>Supporting the School's health and safety arrangements and ensuring their own work areas remains safe at all times.</i>
Staff Consultation and Training	<i>Consult and advise staff regarding health and safety requirements & arrangements</i>	<i>Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively. Ensure all staff are aware of their health and safety responsibilities.</i>	<i>Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions</i>
Resources	<i>Ensure adequate resources for health and safety are made available</i>	<i>Provide suitable welfare facilities</i>	<i>Assisting in the prevention of the misuse of facilities and equipment provided.</i>
Risk Assessment		<i>Assess and control risk on the premises as part of everyday management.</i>	<i>Not acting or omitting to act in any way that may cause harm or ill-health to others.</i>
		<i>Ensure periodic safety tours and inspections are carried out.</i>	<i>Reporting safety concerns to their staff representative or other appropriate person.</i>
		<i>Ensure significant hazards are assessed and risks are managed to prevent harm.</i>	<i>Reporting any incident that has led, or could have led to damage or injury.</i>
Reporting/Reviewing /Updating Policies & Procedures	<i>Periodically monitor and review local health and safety arrangements.</i>	<i>Produce, monitor and periodically review all local safety policies and procedures, including periodically updating governing body.</i>	<i>Assisting in investigations due to accidents, dangerous occurrences or near-misses.</i>

2.1 Employer Responsibility

The overall responsibility for health and safety at Ringwood School is held by the **Governing Body**.

2.2 Responsible Manager

The person responsible for the implementation of the Health and Safety policy for Ringwood School is the **Headteacher** who may delegate the day to day management to the **Operations Manager** and **Subject Leaders**.

2.3 Teaching and Support Staff (including volunteers)

All staff and students have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities.

2.4 Health & Safety Representative

The premises health and safety representative (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their health and safety at work. He/she is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

2.5 Not Used

2.6 Competent Persons

The **Operations Manager** will be the Competent Manager in respect to:

- Fire Safety
- Legionella
- Asbestos
- Accident Investigation

And will act on behalf of the **Headteacher** and with duties as described below.

2.6.1 Fire Safety

The **Operations Manager is the fire safety co-ordinator** who is the competent person for fire safety on the premises and acts on behalf of the **Headteacher**. He/she is to attend an appropriate fire safety training course and refresh this training every three years and all training records are to be retained.

The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety co-ordinator is to work within his/her level of competence and seek appropriate guidance and direction from the appropriate person.

2.6.2 Legionella

The **Operations Manager is the nominated competent person for Legionella** on the premises and acts on behalf of the **Headteacher** to provide the necessary competence

to enable Legionella to be managed safely. He/she is to attend training at intervals not exceeding three years and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded. They will advise the responsible **Headteacher** of any condition or situation relating to Legionella which may affect the safety of any premises users.

They are to work within their level of competence and seek appropriate guidance and direction from the appropriate person.

2.6.3 Asbestos

The **Operations Manager is the nominated competent person for asbestos** on the premises and acts on behalf of the **Headteacher** to provide the necessary competence to enable asbestos to be managed safely. Further information is given in 3.4.

2.6.4 Accident Investigator

The on-site trained accident investigator is the Operations Manager who will lead on all accident investigations in accordance with departmental and corporate procedures.

2.6.5 Health & Safety Assistance & Advice

RW Safety Solutions is the competent source of safety guidance for the School as required under Reg 7 of the Management of Health & Safety at Work Regulations 1999. Where incident, issues or concerns arise beyond the level of understanding or knowledge in the School, then advice from RW Safety Solutions must be sought.

PART 3 - ARRANGEMENTS

3.1 Arrangements

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Ringwood School and are to be used alongside other current School procedures and policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

3.2 Accident/Incident Reporting & Investigation

Any accident, incident or injury involving students, staff, visitors or contractors is to be immediately reported and recorded in the Accident Report Book held in the Medical Room.

Minor accidents to students are to be recorded in their file on SIMS. The more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be reported to RW Safety Solutions via the **Operations Manager** for approval prior to forwarding to the HSE.

All significant accidents, incidents and near-misses are to be immediately reported to the **Operations Manager** or **Headteacher**. The trained accident investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence. The **Operations Manager** will ensure that the **Headteacher** and **Governing Body** are appropriately informed of all incidents of a serious nature, commonly those as listed under RIDDOR.

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Employers, the self-employed and those in control of premises are required by law to report specified workplace incidents, such as work-related deaths, major injuries, 7-day injuries (those causing more than seven day's inability to carry out normal duties), work related diseases, and dangerous occurrences (near miss accidents).

It is a legal requirement to report incidents and ill health at work and the information gathered enables the [Health & Safety Executive \(HSE\)](http://www.hse.gov.uk) and other agencies to gather the information about how and why risks arise and to investigate serious incidents. Types of injury or dangerous occurrence can be found at: <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

All accident/incident reports will be monitored by the **School Nurse** for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the **Site Team**, who will appropriately report each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

3.3 Administration of Medicine

Arrangements regarding medicines are set out in the Administration of Medical Policy, written by the medical team alongside the Assistant Headteacher for Guidance and Achievement.

3.4 Asbestos Management

Asbestos management on site is controlled by the **Operations Manager** who is the competent person. **The asbestos register** is located in Reception and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site. Any changes to the premises' structure that may affect the asbestos register information will require recording in the asbestos register.

The **Site Manager** will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment (written or dynamic) for the activity is completed if required
- The premises is safe for use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment
- The asbestos register be updated following any major new build or refurbishment

3.7 Contractors on Site

Where contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. All contractors will require adequate risk assessments to be sighted to demonstrate their safe working practices for specific work being undertaken if required.

All contractors must report to Reception where they will be asked to sign in on the Visitors System and sign the asbestos register.

Host staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises

3.8 Curriculum Activities

Training and guidance is provided so that all safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant **Subject Leader** and subject teachers.

Subject Leaders and the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

3.9 Display Screen Equipment

Where required, periodic workstation assessments are carried out and any issues will be actioned as necessary by line managers. Workstation assessments are to be routinely reviewed at intervals not exceeding three years. Such assessments and reviews are to be managed by Line Managers of DSE users.

3.10 Electrical Equipment

The **Site Manager** will ensure that;

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported & immediately taken out of use until repaired
- All portable electrical equipment will be inspected and tested in a period not exceeding three years
- Equipment testing and inspection can only be carried out by a competent person.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by the **Site Manager** and it has been tested

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the **Site Manager** and attended to as soon as possible.

3.11 Emergency Procedures – Appendix C.

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the School Emergency plan. The School has a fire emergency plan for fire related emergencies and an Emergency Evacuation Plan for all non-fire emergencies.

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. Personal Emergency Evacuation Plans are written and monitored by staff within The Hive.

3.12 Fire Safety – Appendix F

Arrangements regarding fire safety are set out in the School fire safety policy. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The Fire Safety Co-ordinator will ensure that:

- All staff are to complete fire safety training at intervals not exceeding three years
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in every classroom and office
- Evacuation routes and assembly points are clearly identified

- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire risk assessment is reviewed annually and amended as new hazards or required amendments are identified

3.13 First Aid – Appendix E.

Arrangements regarding first aid provision are set out in the First Aid Policy written by the medical team alongside the Assistant Headteacher for Guidance and Achievement. The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the School.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

3.14 General Equipment

All general equipment requiring statutory inspection and/or testing on site (*eg. boilers, hoists, lifting equipment, PE equipment, climbing apparatus*) will be inspected by appropriate competent contractors or as locally arranged.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

3.15 Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in store rooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not wedged open or obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

3.16 Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the **Site Manager**. The premises COSHH assessor is the **Operations Manager**.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance.

Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage when not in use which is at the Site Workshop for these premises. This is to remain locked at all times.

3.17 Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded on the Help Desk system.

Monitoring and inspections of individual departments will be carried out by Subject Leaders and/or the subject teachers as nominated by the Subject Leader.

Routine documented inspections of the premises will be carried out annually. Inspection findings are to be recorded locally and records retained.

Routine documented inspections of PE Subject activity areas and equipment will be carried out termly by varied staff member within the PE Department. Inspection findings are to be recorded locally and reviewed by the Subject Leader and/or appropriate Line Manager and records retained. Copies to be uploaded to the school Learning Zone for future reference.

Defects identified during these routine documented inspections are to be immediately reported to the **Operations Manager** and recorded on the Service Desk system. Any identified high-level risks or safety management concerns are to be raised with the Operations Manager.

Periodic detailed inspections of the premises' safety management system will be carried out every year by a member of the **Governing Body** if they feel this is required. These documented inspections will examine all areas of the safety management system.

3.18 Kitchens

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is from the **Catering Manager, employed by the Schools' external contractor**. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas are only via the **Catering Manager**.

3.19 Legionella Management

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella. Records of all related training, flushing, temperature monitoring, cleaning & defects are to be retained for auditing purposes.

3.20 Lone Working - Appendix J

All lone working is to be carried out in accordance with the premises lone working risk assessment and the local / activity specific written procedures.

3.21 Minibuses

The **Site Manager** is responsible for the operation and maintenance of minibuses in accordance with school policy. The maintenance of leased vehicles is the responsibility of the leasing company, and safety checks are to be conducted every 10 weeks. All minibus drivers must have completed an induction session prior to driving minibuses consisting of a vehicle walk around. Driving Licenses are checked at the time of induction for any penalty points or convictions with discretions used by the **Operations Manager** over suitability to drive dependant on this check. The School expects drivers to only drive within their confidence and ability.

3.22 Moving and Handling

All staff must complete moving & handling training at periods not exceeding three years. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Site Team is expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements.

3.23 Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the procedures set out in the school's Off-site Manual set out at Appendix K.

3.24 Not used

3.25 Provision of Information

The **Operations Manager** will ensure that the school Learning Zone is populated so that staff are periodically provided with necessary safety arrangements on the premises.

Local health and safety advice is available from the **Operations Manager** who can provide or gain both general and specialist advice.

3.26 Risk Assessment

General risk assessment management will be co-ordinated by the **Operations Manager** and must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists. The trained risk assessor on site who is the **Operations Manager** will oversee the correct completion of risk assessments. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work and within each practical department.

All risk assessments and associated control measures are to be approved by the responsible manager or their delegated member of staff prior to implementation. Completed risk assessments will be reviewed periodically.

3.27 Security – Appendix G.

Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security policy & procedures which include emergency unlock routines.

3.28 Smoking

Smoking is not permitted in any School building or within the School grounds.

3.29 Stress & Wellbeing

Ringwood School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Health & Safety Executive's Management Standards, guidance and requirements.

On-site arrangements to monitor, consult and reduce stress situations are via Performance Review meetings.

3.30 Traffic Management – Appendix H.

Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment and are set out in the on-site traffic policy and procedures.

3.31 Training

Health and safety induction training will be provided and recorded for all new staff in accordance with the New Staff Health & Safety Induction Checklist.

The **Deputy Headteacher** is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work.

All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change

- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals

Training records are held by our training system, iHasco, and the Deputy Headteacher is responsible for co-ordinating all training requirements.

3.32 Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Ringwood School.

Staff must immediately report all such violent and aggressive incidents to the **Deputy Headteacher for Guidance and Achievement**, or if not available, to a member of the Leadership Team, to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future. Violent incident reporting is totally confidential.

3.33 Visitors

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with a Visitors Badge which is to be worn at all times.

3.34 Work at Height

At Ringwood School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height on the premises who has attended training is the **Site Manager**, and they are authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with policy
- Provide stepladder and steps training to staff (not leaning ladders)
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment

- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended appropriate training at intervals not exceeding three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

APPENDICES

- A. Not used
- B. Child Protection Policy
- C. Major Incident Plan (and Lockdown – internal only)
- D. Fire Safety
- E. First Aid procedures
- F. Not used
- G. On-Site Security
- H. Not used
- I. Not used
- J. Lone Working

RINGWOOD SCHOOL

HEALTH & SAFETY POLICY

APPENDIX P1 - LIST OF CONTACTS

Title	Name	Telephone Ext. No.
Governing Body		
Headteacher	L Symonds	1203
Headteacher's PA – Admin. Manager	N Shave	1206
In case of emergency, Deputy Headteachers will deputise for Headteacher		
1.	L Wornell	1281
2.	R Heaver-Webb	1226
Operations Manager	S Coombes	1321
Site Manager	A Hancock	1213

RINGWOOD SCHOOL

HEALTH & SAFETY POLICY

APPENDIX P2 - SUMMARY OF RESPONSIBILITIES

1	Governing Body	As the Employer, has overall responsibility.	2.1
2	Headteacher	As the Responsible Manager is responsible for the implementation of the H&S Policy.	2.2
3	Deputy Headteachers	Deputise for Headteacher	2.2
		Maintain Training records	3.31
4	Subject Leaders	Day to Day local management of H& S Policy within their own department	2.4
5	Operations Manager	Delegated responsibility for Day to Day Management of specific areas H& S Policy	2.2
		To act as the Competent Person in relation to:	
		Fire Safety - Fire Safety Co-ordinator	2.9.1
		Legionella	2.9.2
		Asbestos	2.9.3
		Accident Investigation	2.9.4
		Working at Heights	3.34
		also	
		Management of Electrical Equipment	3.10
		COSHH Assessor	3.16
		Approval of lone working	3.20
		Minibus operation & Maintenance	3.21
		Communication of premises related safety information to staff	3.25
		Trained Risk Assessor	3.26
6	Teaching Staff	Statutory obligation for duty of care	2.3
		Apply local safety procedures on a day-to-day basis, inspect areas of responsibility and act to control risk, implement risk assessment recommendations.	2.5
7	Support Staff	Statutory obligation for duty of care	2.3
8	Site Maintenance Team	Work within site safe working practices within levels of competence and training.	2.6



Ringwood School

Health & Safety Policy

Appendix C

Major Incident Plan and Lockdown Procedure

RINGWOOD SCHOOL
MAJOR INCIDENT PLAN
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SITE ADDRESS:

Ringwood School
Parsonage Barn Lane
Ringwood
Hampshire
BH24 1SE

TELEPHONE: 01425 475000

E-mail: office@ringwood.hants.sch.uk

Website: www.ringwood.hants.sch.uk

GRID REFERENCE: SU 15320 05379 Lat 50.847731 Long. -
1.7837602

USEFUL CONTACT NUMBERS

Hampshire County Council: During office hours: 01962 846547

Out of office hours: 02392 265113

Emergency Services: 999 or

Police: 101

Fire: 02380 64 4000

Ambulance: 01962 898000

Ringwood Health & Leisure Centre Shift Managers: 02380 285531

Sam Coombes Operations Manager 07738 236104

PURPOSE OF THE SCHOOL MAJOR INCIDENT PLAN

Ringwood School is committed to ensuring that in the event of a Major Emergency or incident, it will provide an effective Emergency response to minimise the impact of the Emergency, and to ensure the wellbeing and safety of all adults and children who are in the Schools' care both on and off Site.

This plan will be supported by arrangements with the Local Education Authority and the Emergency Services.

DEFINITION

An Emergency incident or crisis can be clarified as an unexpected event which affects the School community, and which causes disruption on a scale which is beyond the normal coping of the School.

The Emergency incident may involve significant threat, damage or injury to property and individuals, and may have a long-term impact on staff, students, governors and parents. Such event may occur both on and off site at any time of the day.

The following are examples of Emergency Incidents that may impact on the School and require activation of the Major Incident Plan:

- Fire or flood to buildings or contents
- Death, accident or assault to members of staff or students
- Natural major Emergency Incident within the local community
- Missing persons and/or abduction

The Major Incident Plan will not list each type of Emergency situation but will provide a framework for Emergency Response and Responsibilities that can be used in most Emergency situations. It is important that the Major Incident Plan is understood by those with the responsibility for implementation and activated immediately.

AIM OF THE SCHOOL MAJOR INCIDENT PLAN

To provide effective Emergency Response arrangements that will ensure the wellbeing and safety of all children and adults in the care of the school.

OBJECTIVES OF THE SCHOOL MAJOR INCIDENT PLAN

1. Establish an effective framework of Emergency Response
2. Ensure that the incident is communicated quickly and clearly to supporting agencies and partners, enabling support arrangements to be rapidly activated
3. Maintain high standards of welfare and duty of care arrangements for students, staff and carers
4. Ensure that actions and decision making during the Incident is properly recorded
5. To minimise educational and administrative disruption within school
6. To facilitate the return to normal working arrangements at the earliest opportunity

Review

The **Operations Manager** of Ringwood School is responsible for annually reviewing the Plan and identifying areas for amendment, and is also responsible for updating relevant sections of the Plan on a regular basis.

SCHOOL EMERGENCY RESPONSE INFORMATION

The School Emergency Response team has responsibility for activating and implementing the Major Incident Plan.

The **Emergency Response Team** shall consist of the:

- Headteacher
- Deputy Headteacher
- Operations Manager
- Headteacher's PA
- Chair of Governors

The team should record all decisions and actions in a log book and be available for briefing sessions, handovers and post Emergency debriefs.

Position	Role during Incident
Headteacher	<ul style="list-style-type: none">• Leader of the Plan• Designate roles and responsibilities• Coordinates from School• Informs LEA of incident
Operations Manager	<ul style="list-style-type: none">• Assist Headteacher• Single Point of Contact / Liaison with Emergency Services• Ensure building access and security of Site• Coordinate collection of students and staff if required• Inform media if required / Deal with uninvited media
Headteacher's PA	<ul style="list-style-type: none">• Contact relevant outside agencies/partners• Support Headteacher• Facilitate Informing parents / carers
Deputy Headteacher	<ul style="list-style-type: none">• Assist Headteacher• Lead staff and student welfare arrangements• Adopt Leader role in absence of Headteacher
Chair of Governors	<ul style="list-style-type: none">• Support Headteacher as required
Others	<ul style="list-style-type: none">• Roles as designated

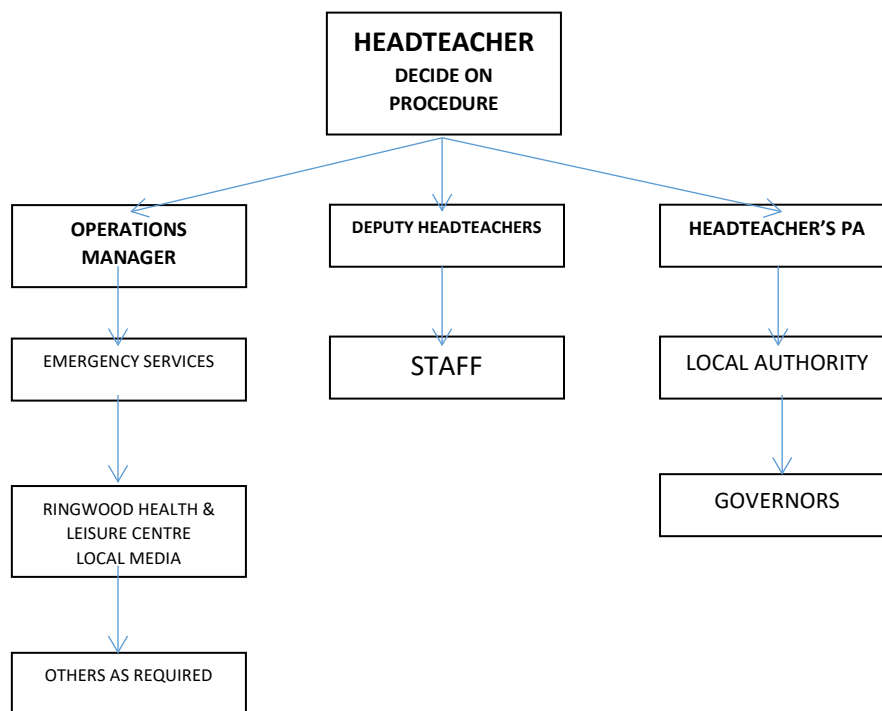
All members of the Team must:

- Have a copy of the Major Incident Plan at home and in School
- Be aware of the roles of each member of the team in order react swiftly and accordingly
- Have a deputy in case of absence – this can be a dynamic decision based on the situation and staff availability. All Senior Leadership Team members are to be rehearsed in this policy and the roles of each staff member.

ACTIVATION OF THE PLAN

The School Major Incident Plan can be activated by the **Headteacher** during school hours, or by the **Operations Manager** outside of School Hours or during holiday periods.

The Plan will be activated via the following system:



BASE SETUP

The preferred Base to coordinate any Major Incident will be the **Operations Manager Office**, which has access to telephone, IT and CCTV. All members of the Emergency Response Team should meet here and use this room as their main working base.

The School telephone system can be switched to Night Mode which will divert all calls to voicemail, leaving lines free to make calls as required (see Page 16).

NOTIFICATION OF OTHERS

In the event of an incident or emergency situation developing, there may be a need to contact Ringwood Health & Leisure Centre to notify their staff and any students present. The school has access to the Shift Managers Office Direct Line – see Page 3.

MAJOR INCIDENT PLAN – ROLES & RESPONSIBILITIES MATRIX			
Headteacher	Operations Manager	Deputy Headteacher	Headteacher's PA
Access the information and situation	Meet regularly with others to gather further information	Meet regularly with others to gather further information	Meet regularly with others to gather further information
Activate the School Major Incident Plan to ensure the safety / welfare of students and staff	Request attendance of the Emergency Services	Assist & Support the Headteacher in activating the School Major Incident Plan	Assist & Support the Headteacher in activating the School Major Incident Plan
Commence a log of all actions	Commence a log of all actions	Commence a log of all actions	Commence a log of all actions
Advise the Admin. Manager to gather the Emergency Response Team	Attend meetings of Emergency Team as required	Attend meetings of Emergency Team as required	Attend meetings of Emergency Team as required
Evacuation, Safe Routes & Records Decide safest assembly point for students (consider evacuation)	Ensure a quick and safe access route for the Emergency Services. Ensure all building and gate keys are readily available. If required immobilise gas, electricity and water supplies.	Decide for evacuation of the School	Ensure that the following records are readily available: * student registers * staff & student contact details * staff & student medical records * Retain the visitor's book
Evacuation Identify any student or staff needing specific additional support	Assist with evacuation. Trigger Lockdown Procedure.	Lead and direct all School Staff following meeting outcomes. Identify any staff or students needing specific support.	Help to lead and direct all School Staff
Consider emergency roll call of staff and students		Carry out emergency roll call of students if required	
Liaise with the Emergency Services	Liaise with Headteacher & Emergency Services		
Ensure the School Emergency Team are effectively carrying out their roles and duties		Keep staff and students informed of the situation	
Advise Chair of Governors and the LEA of the incident			
Regularly update staff and students on the situation			
Consider activating School closure arrangements			
Prepare information for parents		Assist the Headteacher in providing information and advice to Parents	Assist Headteacher in contacting parents
Control media enquiries	Advise the Headteacher of on-site Media requests		Liaise with Media
			Where possible cancel any planned visits to the School

MAJOR INCIDENT ON A VISIT

The school has a Trips procedure that staff are to follow to ensure the trip is as well organised and as safe as possible.

In the event of a major incident, part of the trip procedure is to appoint a Major Incident Contact Person (in addition to the Emergency Contact Person already in place). Typically, the Major Incident Initial Contact is the **Operations Manager**.

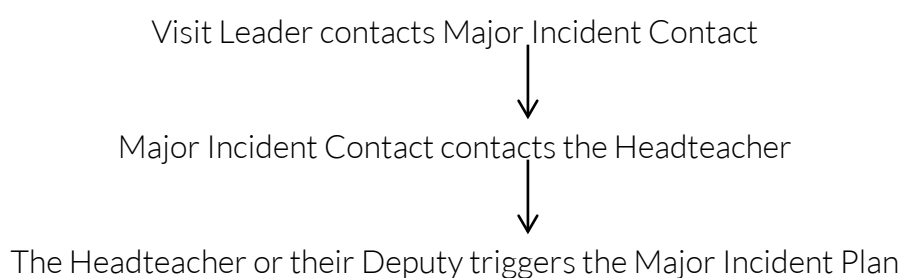
The Major Incident Contact Person must have by their phone, or with them:

1. Lists of all group members (including adults) and the address and telephone number of their next of kin
2. Complete details of the itinerary
3. The Major Incident and Emergency School Closure Procedures containing the home/contact telephone numbers of senior staff etc.

In the event of a serious accident or major incident, as defined in this procedure, the Major Incident Contact, or the person aware of the incident must inform:

- Headteacher
- EVC
- Emergency Contacts for the visit
- LT members
- Site Team as relevant

MAJOR INCIDENT PROCEDURE FLOWCHART



Accident, incident and emergency procedures

Introduction

The following are a guide to enable staff at times of stress to follow a course of action covering the main basic priorities. Obviously, no such list will ever be finite and there will be other necessary actions depending on the situation. However, it is important that the relevant information is quickly and easily available whenever groups are off-site and whatever the time of day or night.

- a) The leaders in charge of any venture must have lists of names, telephone numbers and addresses of next of kin of all members of the group and always carry the school mobile phone.
- b) The Trip pack must be available in school with all of the above and these must include any last-minute amendments.
- c) Two out of hours, and an Emergency (base) Contact person must be nominated to act as the communication link with the group. This will usually be the EVC and another Senior Leader. Groups must ensure that there is a contact person throughout the venture. The contact person must have their mobile phone and trip pack with them at all times. This is the Emergency Contact for everything during the visit unless it is a major incident.
- d) If there is a major incident the Visit Leader (or other visit staff) must contact the Operations Manager who is typically the school's Major Incident Contact.
- e) Visit Leaders must ensure that the school has a means of contact with the Visit at all times (for example School Mobile, Visit Leader's Mobile etc.)

Action to be taken by the Visit Leader (or by other visit staff) in the event of a serious accident/incident

A serious accident or incident is defined as:

- An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury
- Or
- Circumstances in which a group member might be at serious risk or have a serious illness
- Or
- Any situation in which the press or media are or might be involved

Action:

- a) Assess the situation
- b) Protect the group from further injury or danger
- c) Call Rescue Services (999 in UK; 112 in Europe) and/or police, as appropriate
 - State the nature of the emergency
 - Give your name and address/location and telephone number followed by:
 - The location of the incident
 - The nature of the incident
 - The names of the individuals involved
 - The condition of those involved and where they are located
- d) Render first aid or other service if practicable
- e) Protect the group from further injury or danger
- f) **Contact the Major Incident Contact as soon as possible**
- g) It is possible that both leaders and young people will be in a state of shock, therefore:
 - Remove remainder of the group to some secure accommodation and place under the care of a member of staff able to protect them from the attention of the press/media
 - If necessary request the police to assist
 - Calm and comfort the young people and arrange for their evacuation
- h) Do not allow students to contact home
- i) Retain all equipment involved in an unaltered condition
- j) Do not allow anyone to see any group member without an independent witness being present
- k) No-one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them
- l) Do not speak to the media and do not mention the name of the school

Action to be taken by the School Major Incident Contact person:

Take down a contact telephone number for the group leader and the group. Listen carefully and write down:

- What happened
- To whom
- Where
- When
- What has happened since the incident

Inform the Headteacher who will trigger the Major Incident Plan

- The parents of any injured young person be notified as a priority, but arrangements should be made for all parents to be contacted regarding the safety of their particular child or children.
- If necessary, assistance should be given to transport parents to their injured child if he/she is hospitalised.
- If necessary, an emergency control centre should be established as soon as possible.
- This document forms part of the school's Major Incident Plan and Lockdown Procedures which should be referred to in full for further information.

Major Incident Procedures – Visit Leader and Staff

Major Incident Contact is Sam Coombes (07738 236104, 01425 470169)

Action to be taken in the event of a serious accident/incident, e.g.:

- an accident leading to a fatality or serious injury
- circumstances in which a group member might be at serious risk or have a serious illness
- any situation in which the press or media are or might be involved.
- Stay calm - assess the situation.
- Call rescue services (112 / 999)
- Administer first aid if practicable
- Protect the group from further injury or danger.
- Do not allow students to contact their parents.
- Establish the name(s) of the injured
- If possible:
 - Arrange for an adult from the party to accompany the casualty to hospital.
 - If this is not possible, ask the name and address of the hospital and write it down
 - Ensure that the remainder of the party are adequately supervised throughout
 - Arrange for one adult to remain at the incident site to liaise with services.
- Phone the Major Incident Contact at school and inform them of:

What happened, to whom, where, when, action taken so far (WWWWA).

- Do not discuss matters with the media, do not discuss legal liability, do not apologise or express regret.
-

Major Incident Procedures – Major Incident Contacts

Major Incident Contact is Sam Coombes (07738 236104, 01425 470169)

Action to be taken in the event of a serious accident/incident, e.g.:

- an accident leading to a fatality or serious injury
- circumstances in which a group member might be at serious risk or have a serious illness
- any situation in which the press or media are or might be involved.

1) Record the telephone number of the Visit Leader and the group. Listen carefully and write down:

What happened, to whom, where, when, what has happened since the incident (WWWWA)

- 2) Inform the Head teacher or SLT of the relevant details as soon as possible.
- 3) Not only must the parents of any injured young person be notified as a priority, but arrangements should be made for all parents to be contacted regarding the safety of their particular child(ren).
- 4) If necessary, assistance should be given to transport parents to their injured child if he/she is hospitalised.
- 5) If necessary, an emergency control centre should be established as soon as possible.
- 6) Refer to the school's Major Incident Policy for press / media communication.

All Emergency Contacts must have by their telephone:

- lists of all group members (including adults) together with the addresses and telephone numbers of their next-of-kin
- complete details of the itinerary

Parsonage Barn Lane Ringwood Hampshire BH24 1SE T: 01425 475000

E: reception@ringwood.hants.sch.uk www.ringwood.hants.sch.uk

Registered in England and Wales Registration Number: 7552519

LOCKDOWN PROCEDURE

Ringwood School is implementing this procedure to ensure that students and staff are safe in situations where there is a hazard in the school grounds or outside the school that requires students and staff to be locked within buildings for their own safety. This will usually occur if there is a dangerous intruder on school grounds, but may also occur in some circumstances in the event of a hazardous situation such as a chemical spill or extreme weather event, which makes it dangerous for students, staff and visitors to be outside.

This procedure applies to employees, volunteers, parents/carers/students, and people visiting the school site. It covers the full personnel responsibilities when the school is required to go into lockdown.

The Operations Manager, or another member of school staff designated by the Headteacher, will schedule at least one practice lock-down drill per academic year and will be responsible to ensure all staff members are clear about the procedure before the practice drill takes place.

Teachers will remind students of the lockdown procedure via annual refresher through tutor time and assemblies.

PROCEDURE

In the event of an emergency, the Headteacher will make the decision, in consultation with police when deemed necessary, with regard to whether the school site needs to be locked-down.

If the decision is made to lockdown:

- **2 rounds of 5 short bursts of the class change bells will sound. The screen of all PCs will show a visual and audible alert that the school is in Lockdown.**
- **The Police will be called.**
- If necessary, **Reception will call the Managers at Ringwood Health & Leisure Centre** to make them aware of the lockdown. Staff and Students are to stay in the Leisure Centre until told otherwise.
- **All inner Gates of the School will be switched to locked mode** if practicable to do so.
- **Use the RUN, HIDE, TELL procedure** to stay safe and contact the Emergency Services when safe to do so, ideally with any intruder in view.

INFORMATION FOR STAFF

1. In the event of a building lock-down, it is mandatory that all students and adults remain in a place of shelter, typically a classroom. Students and adults who are in a corridor or outside are to move into the closest occupied classroom or other room.
2. Staff members who are not teaching at the start of lockdown should go to the nearest classroom or other room.
3. Staff should check corridors and toilets for students and visitors and direct them to the nearest classroom. Anyone looking suspicious or not wearing appropriate visitor ID should be reported to Reception if it is safe to do so via telephone (extn. 1200 or 1201)
4. Close windows and blinds in the classroom. Secure the door with a wedge or heavy item if safe to do so.
5. Position students against the door wall in the most non-visible corner, seated on the floor.
6. Do not allow students to use any school telephone or their mobile telephone if there is one available. All devices should be switched off.
7. Ask everyone to remain silent.
8. If an intruder enters a classroom you are in, try to raise the alarm by whatever means possible without escalating the situation.
9. The 'all clear' signal is two continuous 5 second bells, and the screen of all PCs will show a visual alert that the Lockdown has been lifted.
10. In the event of a Fire Alarm during Lockdown, staff should follow the usual evacuation procedure, being mindful that the alarm may have been activated by an intruder. Police should be on site to assist with student and staff movements and staff should follow their operational commands.



SCHOOL UTILITIES & OTHER SERVICES

Intruder Alarm

The school intruder alarm is located in the Store Cupboard in Reception.

The alarm is armed and disarmed by fobs held by the **Site Team**.

Lesson Change / Lockdown Bells

The Lesson Change / Lockdown Bell controller is located in the corner of Reception by the Student hatch and can be activated by pushing and holding the **MANUAL** button for the duration of each ring.

Telephone Night Mode

Night mode can be selected on the Telephone System by pressing the NIGHT hotkey (illuminated) on either Reception handset. Press again to return to day mode.

Water Supply

The main School water supply enters via Green Lane opposite the gates. A stop valve is fitted in the ground, to the left as you walk up the lane. This will isolate all water to the Site.

Gas Supply

The main School gas supply enters via the deliveries gate. Inside the small brick building is the main Gas isolating valve which will isolate the entire Site.

Electrical Supply

The School electrical supply comes from the transformer in the car park near the Performing Arts building. The main isolator is in the electrical intake cupboard by the Main Hall.



MEDIA

Any media requests should go to the Operations Manager who will release information from the Headteacher when appropriate.



Ringwood School

Health & Safety Policy

Appendix D

Fire Safety

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Significant findings	
Workplace	

Ringwood School – Fire Safety

Standards

The following standards shall be adopted.

Fire Precautions

- Suitable and appropriate means for giving warning in case of fire will be provided.
- Suitable and appropriate routes, exits and means of protection will be provided to enable occupants of buildings to evacuate quickly and safely in the event of fire.
- Sufficient and suitable emergency lighting will be provided where necessary.
- Suitable fire signage will be provided.
- Sufficient and suitable firefighting equipment will be made available.
- Structural fire precautions for all buildings will, so far as is reasonably practicable, comply with current good practice in the construction industry with the control measures to be adopted based on risk assessment.
- Suitable systems of maintenance are provided for all premises, facilities, equipment and devices to ensure that these remain in an efficient state, efficient working order and good repair.
- Provision of comprehensive and relevant information and adequate training for staff.

Ringwood School – Fire Safety

Roles and Responsibilities

Governing Body

- The Governing Body, being the employer at Ringwood School is the ‘responsible person’ as set out in the Regulatory Reform (Fire Safety) Order 2005 in relation to all its own workplaces be these a part of, or the whole of a premises.

Headteacher

- **Fire Safety Management Plan** - Ensure that a Fire Safety Management Plan is prepared and maintained for Ringwood in compliance with the Fire Safety Manual.
- **Fire Safety Co-ordinator** - On behalf of Ringwood School, appoint a fire safety co-ordinator and ensure that they are suitably trained, unless they undertake that role themselves, in which case they will ensure they are themselves suitably and sufficiently trained.
- **Risk Assessments** - The **Fire Safety Coordinator** for the premises will ensure a risk assessment is completed by a competent person for those premises and information of significant risks brought to the attention of employees and others at risk.
- **Significant Findings** - Ensure that any **significant findings** are recorded in their fire safety management plan and establish an action plan to address those findings which cannot be immediately rectified.
- Ensure that any **significant findings** are prioritised and action those findings which fall within their remit.
- Ensure that they inform their line manager/departmental health and safety manager of those **significant findings** which fall outside of their local remit.
- **The Responsible Manager** for each workplace or other premises will ensure an emergency evacuation plan is produced for those premises.
- **The Responsible Manager** for each workplace or other premises will ensure monitored fire drills are undertaken, evaluated and issues addressed where necessary for those premises with records maintained of relevant details and remedial actions.
- **A fire safety training programme** will be made available for all employees covering routine fire safety arrangements and relevant issues identified from the fire risk assessment and evacuation plan. Records maintained of who gave the training, what it covered and duration of training. The **Responsible Manager** for each building or premises will ensure all employees are suitably trained.
- **The Responsible Manager** for each workplace or other premises will ensure fire safety equipment is maintained and tested by competent people with suitable and sufficient records kept of relevant details.
- **The Responsible Manager** is responsible for liaising with other ‘responsible persons’ in any building or premises shared with other organisations.

Staff

- Adhere to fire safety instructions and procedures and bring defects and matters of concern to the attention of their fire safety co-ordinator or their line manager, who should ensure the fire safety coordinator or unit manager/headteacher has been advised.
- Cooperate with the fire safety arrangements in any other organisation or building in which they have need to work.

Definitions

Fire Safety Co-ordinator & Responsible Manager

- A competent person to administer, the fire safety management system identified in the Fire Safety Policy Standards with sufficient experience and knowledge of fire safety to undertake the local fire safety risk assessment. At Ringwood School the Fire Safety Coordinator is the Operations Manager, working alongside an external Risk Assessor (Lawes Marsh).

Significant findings

- Includes hazards or other conditions that could give rise to increased risk of fire or to increased likelihood of injury or death in a fire, details of any individuals or groups identified by the assessment as being especially at risk, and control measures to eliminate or reduce the risks, which are in place or need to be put in place.

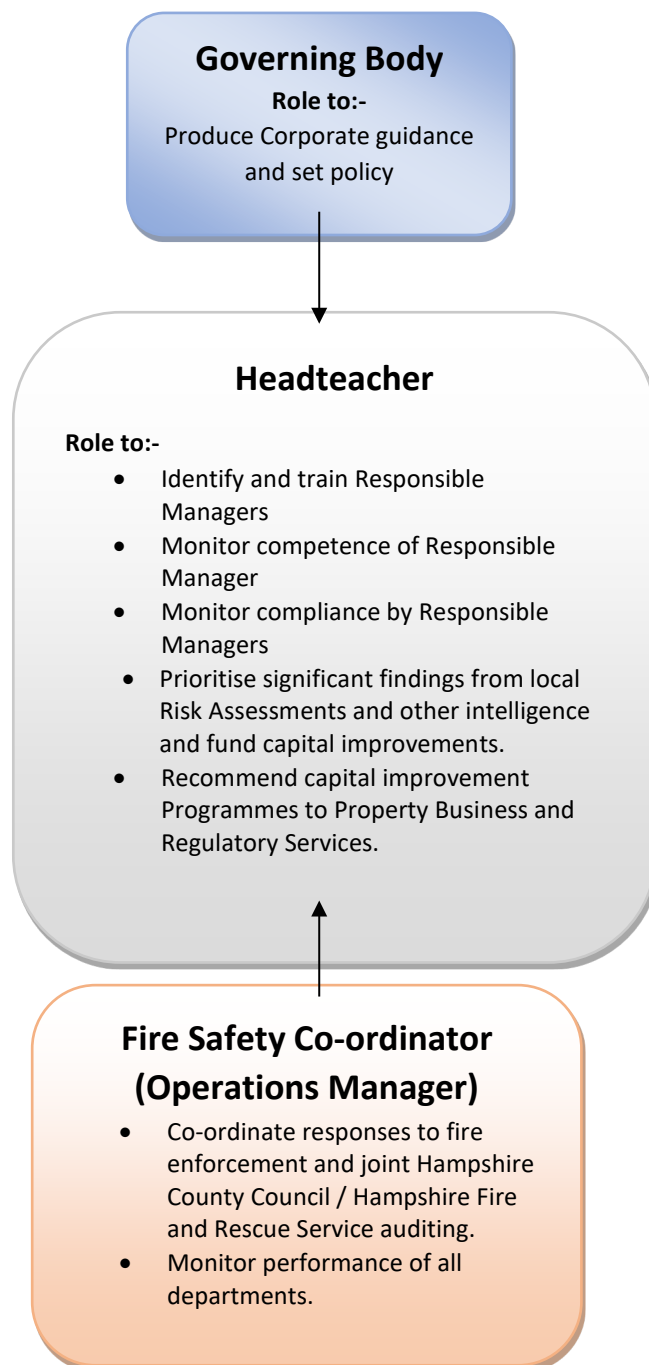
Workplace

- For the purpose of the Fire Safety Policy, the workplace can be a single building or group of buildings and includes areas shared with other departments or organisations, where there is a need for co-operation to secure effective fire safety arrangements.

DIAGRAM 1

Respective Duties in relation to fulfilling the role of "Responsible Person"

(to be read in conjunction with diagram 2)



Action required upon identifying "significant findings"
"The 5 steps of Risk Assessment"

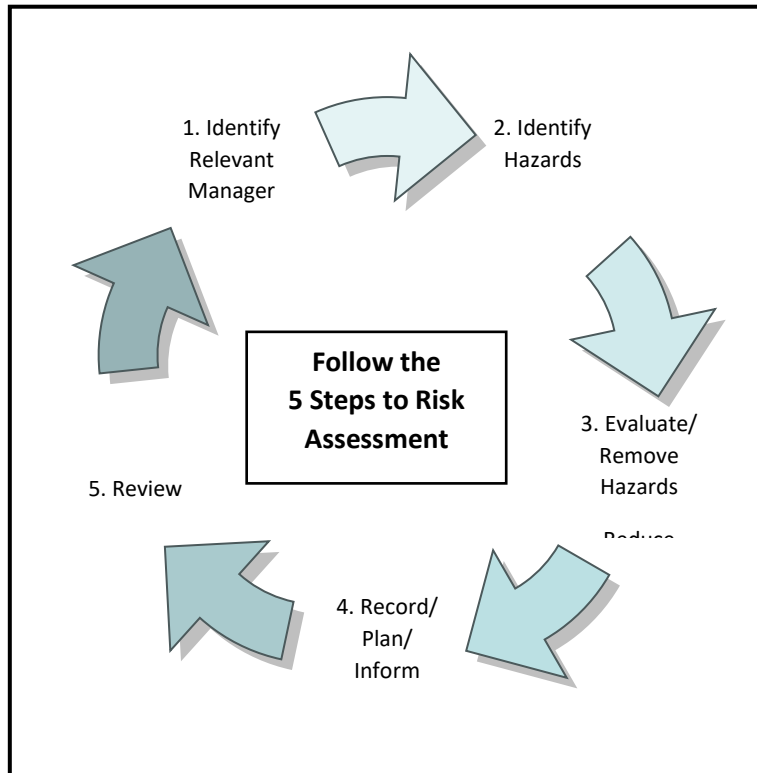
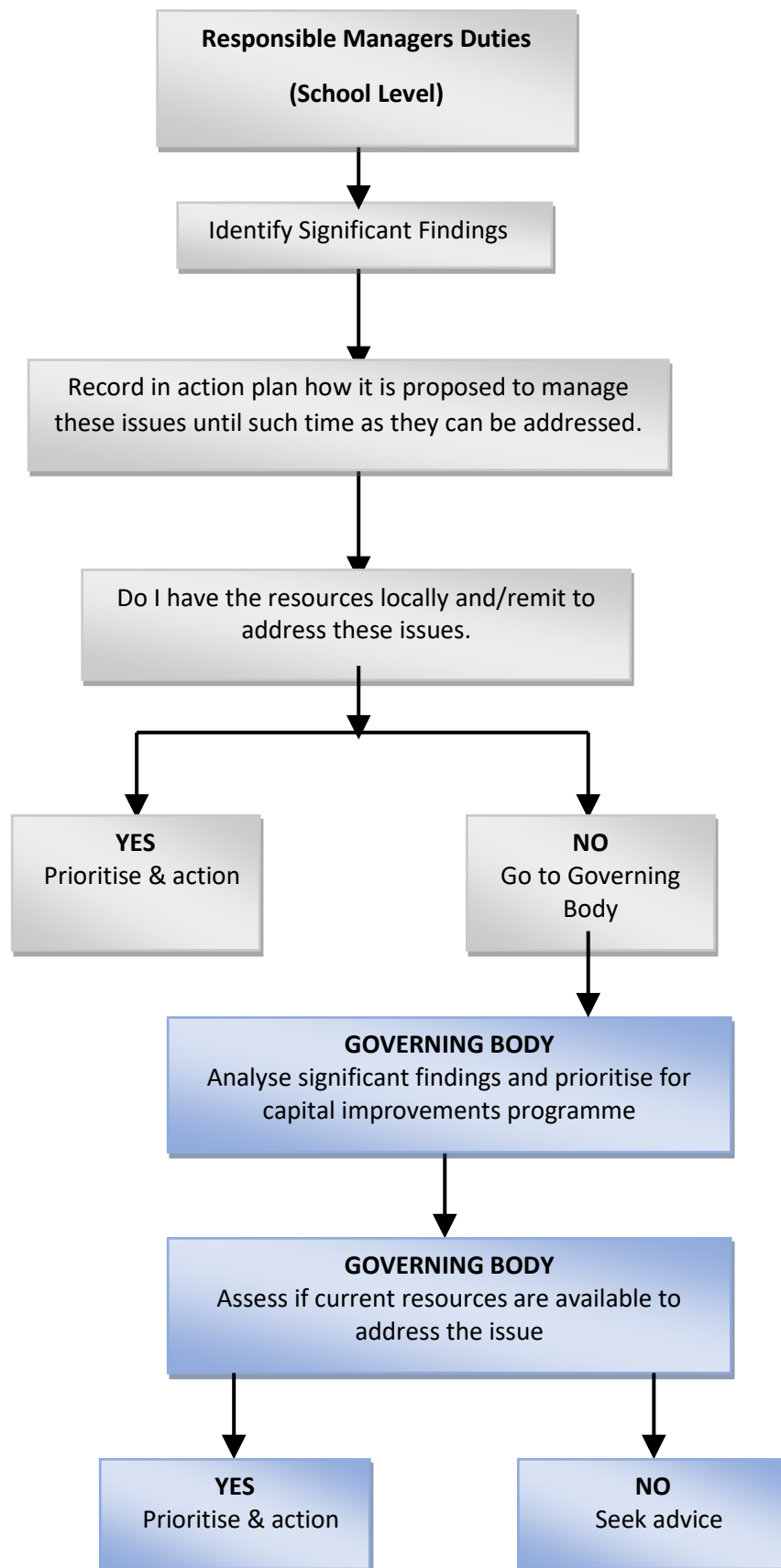


DIAGRAM 2 - Procedure to be followed upon identifying "Significant findings" (continued)





Ringwood School

Health & Safety Policy

Appendix D1

Fire Emergency Plan

RINGWOOD SCHOOL – FIRE EMERGENCY PLAN

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RINGWOOD SCHOOL

APPENDIX F1 - FIRE EMERGENCY PLAN

1. STATEMENT OF INTENT

This document details the fire and emergency evacuation procedures for the premises. Staff must ensure that they are familiar with these procedures and act upon the requirements.

2. Primary Actions

- On finding a fire, sound the fire alarm at the nearest fire alarm call point.
- On hearing the fire alarm, staff and others will leave the building by the nearest exit and proceed to the assembly point.
- On activation the fire alarm system will automatically call the Fire and Rescue Service.

3. Assembly Points

The assembly point is on the main school playing fields.

4. Evacuation Management

Evacuation Manager

The Operations Manager will assume the duties of this role, which are:

- Overseeing the evacuation and checking that all is operation in accordance with the predetermined plan.
- Be available to liaise with the Fire and Rescue Service as necessary.
- Coordinate, disseminate and act on information from the assembly point and the Fire and Rescue Service.

Teachers

Teachers will be responsible for ensuring that children in their charge evacuate in a calm and orderly manner and go directly to the assembly point.

The Catering Manager

The Catering Manager will be responsible for ensuring that kitchen staff will turn off all gas and electrical apparatus that does not automatically shut off on operation of the fire alarm.

Admin Staff will act as Fire Marshals and complete building sweeps upon final exit of the building.

Roll Call Manager

The Roll Call Manager, who is the **Assistant Headteacher for Guidance and Achievement**, will oversee the roll call of all students and staff.

5. Visitors, Contractors and Special Needs

Unaccompanied visitors and contractors will be informed what sound the fire alarm makes, the location of the assembly point and shown the emergency exits in the area(s) in which they have access or are working and will be required to attend the assembly point on operation of the fire alarm.

Visitors and contractors who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be assessed on arrival at the premises and suitable arrangements made to meet their needs.

Accompanied visitors/contractors will be escorted to the assembly point by their host.

Staff and students who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be the subject of a “personal emergency evacuation plan”, which will identify the needs and support actions necessary and details of that support.

6. Firefighting

Generally, with the exception of reactive firefighting to secure means of escape, priority will be given to evacuation.

Staff who have been suitably trained may attempt to extinguish a small fire but only if safe to do so.

Staff who regularly come into contact with open flame or heat producing equipment will be provided with additional ‘hands-on’ training in the use of extinguishers.

When staff use fire extinguishers they **must** follow the advice below:

They **WILL**:

- Only tackle small fires
- Ensure they are always located between the fire and the exit
- Be supported by another person if possible.
- Leave the building if the first extinguisher has little or no effect on the fire

They will **NOT**:

- Enter smoky atmospheres or where it’s obviously a rapidly developing fire or the fire is already well established.
- Commence or continue extinguishing a fire if visibility is deteriorating.
- Remain in the building if they feel unwell or the products of combustion are affecting their breathing.

When using extinguishers to tackle a fire the underlying principle will always be to ensure personal safety and not to over commit to extinguishing the fire.

7. First Aid

The first aid kit will be taken to the assembly point and a first aider will be available to render assistance should this be necessary. The first aider will be responsible for instigating requests for an ambulance should this be necessary.

8. Emergency Information Pack

To enable the Fire Brigade Commander to better assess the risks to fire fighters a Fire Service Emergency Pack will be presented to the Fire Brigade on their arrival via the on-site GERDA box. This will include as a minimum the following information:

The asbestos register (or copy)

A drawing of the premises indicating:

- Essential structural features such as the layout of the building, doorways, corridors, stairways
- The location of any highly flammable material and pressurized gasses e.g. oxygen, LPG and acetylene, etc. Plus, any chemical, biological or radiological risks.
- The location of main electrical supply switch, the main water shut-off valve and where appropriate, the main gas or oil shut-off valves.
- The location of the fire alarm indicator panel and any controls for equipment operated by the fire alarm, i.e. ventilation controls.



Ringwood School

Health & Safety Policy

Appendix D2

Fire Evacuation Plan

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1. STATEMENT

Ringwood School understands and accepts the legal obligations in respect of Fire Safety, and in accordance with the Hampshire Fire & Rescue Service Guidelines will provide, as far as is reasonably practicable an environment safe from fire, for staff, students and others who may be on the site. In this respect, suitable, sufficient, and risk appropriate Fire Precautions and Management Systems will be provided and maintained to facilitate safe evacuation from the premises and mitigate the effects of fire, should this occur.

2. MANAGEMENT

The **Governing Body**, via the **Headteacher**, is the Responsible Person for bringing into effect at Ringwood School the requirements of the Fire Safety Order and any other fire safety related requirements that may have effect now or in the future.

In the absence of the **Headteacher**, the management of this responsibility is delegated to the **Deputy Headteacher**.

3. SITE INFORMATION

Ringwood School is a vast Site made up of many old and new, single and two storey buildings, including temporary classrooms.

The buildings are all of mixed construction including brick / block, steel frame and timber cladding. Roof types include flat and pitched with a mix of concrete tile, slate, mineral felt and metal construction.

Doors and Windows are a mixed construction of aluminium and uPVC.

A small, unroofed enclosed courtyard exists in the Main original School building with limited access.

The Site is located adjoining the Ringwood Health & Leisure Centre and is surrounded by open playing fields and housing estates. Ringwood Infant School is in close proximity to the main playing field.

The general opening times for the school are as follows:

Monday	6.00am – 10pm
Tuesday	6.00am – 10pm
Wednesday	6.00am – 10pm
Thursday	6.00am – 10pm
Friday	6.00am – 10pm
Weekends	Saturdays, 8am – 2pm. Sundays CLOSED
Holiday periods	8am – 4pm Monday to Friday

Generally, the school is closed on Sundays and Bank holidays, although some maintenance works and lettings will necessitate opening during these times.

Ringwood School is a mixed Academy for students aged 11 to 18 years. There are approximately 1550 students on roll and 170 staff.

During weekday evenings and on Saturdays the school is open to various users including community dance and theatre groups.

4. FIRE SAFETY SPECIFICATION

Fire Alarm System

Ringwood School has a total of 17 buildings which are put to mixed use as follows:

- 6 multi storey buildings with multiple staircases
- 1 multi storey building with a single staircase
- 10 single storey buildings

All buildings have a networked fire alarm with manual call points. The buildings have a common electrical fire alarm with automatic fire detection in many areas. The fire alarm is connected to a monitoring station.

Emergency lighting is provided to all escape routes and areas not having windows used during the hours of darkness, plus areas where an Entertainments License applies.

The fire alarm system at Ringwood School has a minimum classification under BS 5839 of L4/M/P2 with enhancements based on risk. This is the minimum level for all HCC Schools. The specification is detailed as follows:

- a) Designed and installed to conform to BS5839-Part 1-Latest Edition, and give a minimum L4/M/P2 standard of cover. (L1 to multi storey SCOLA buildings).
- b) Note: The risk assessment process may require higher levels of coverage to be installed to address structural fire precautions deficiencies.
- c) 'Addressable' system installed by Chris Lewis Fire & Security
- d) Automatic detection is provided to all areas identified as part of the fire risk assessment. As a minimum automatic detection is provided to the following areas:
 - * Staff rooms
 - * All ground floor rooms with window or door to outside
 - * All rooms containing a particular risk such as gas, oil or significant amounts of electrical equipment.
 - * All rooms with window or door to outside with easy access from a flat roof
 - * Corridors
 - * Circulation areas
 - * Stairwells
 - * Plant rooms
 - * Kitchen
 - * Food Technology room (multi-sensor)
 - * Science laboratories and preparation rooms (multi-sensor)
 - * Workshops and stores (multi-sensor)

- * Design Technology areas (multi-sensor)
 - * IT Suites/Server Rooms/Communication Cabinet Rooms/location.
 - * Electrical intake rooms/distribution board locations
 - * Drama rooms
 - * Gym
 - * Offices
 - * Lift shafts/lift lobby
 - * School Hall
 - * Dining Room
 - * Voids greater than 800mm where fire risk exists (aspirated systems may be used to non-accessible voids greater than 800mm interfaced with the fire alarm system)
- e) Multi-sensor or programmable detectors are installed in some of the above locations as smoke detection may be prone to false alarms due to the normal activities or use of these rooms.
- f) Manual call points are provided to all final exits.
- g) The fire alarm system is linked to a remote monitoring station so that the Fire and Rescue Service are called automatically.

Note: Automatic fire detection in science laboratories is programmed to 'heat only' mode during school hours, and heat and smoke mode out of hours to prevent accidental activation during science experiments.

Various fire Extinguishers are located throughout the school site and are serviced annually. Fire blankets are provided in kitchen and cooking areas. Hose reels are not installed at Ringwood School. Evacuation from all areas is along routes that comply with current legislation concerning distances from a point of safety.

5. RISK ASSESSMENT

The Fire Risk Assessment is undertaken by an external consultant. This will be monitored by the Operations Manager and reviewed when changes occur or every 3 years – whichever is sooner. Previous versions of the Risk Assessment will be retained.

6. EMERGENCY PLAN

An Emergency Plan will be produced to indicate the arrangements for the safe evacuation of anyone in the premises. This will be reviewed when changes occur or annually – whichever is sooner. Personal Evacuation Plans (PEEPs) are undertaken by the team in The Hive for students with mobility issues, or by the Medical team for staff with mobility issues.

7. FIRE SAFETY TRAINING

All staff will receive Fire Safety training as part of their induction and annually thereafter. This training is provided in e-learning format. A copy of the programme and records will be kept in the fire manual for auditors / inspectors.

8. FIRE DRILLS

The Operations Manager will arrange for scheduled Fire Evacuation drills to take place each term. A record of these drills along with any issues arising and action points will be held.

9. FIRE PRECAUTIONS

All fire doors will be maintained self-closing or locked shut as appropriate.

If fire doors are required to be maintained in the open position, other than for short periods of time or for specific reasons, this will be achieved by means of suitable hold open devices that will automatically release the door upon operation of the fire alarm.

Staircases and fire escape routes will be maintained clear of combustible materials and unobstructed at all times.

Whilst the buildings are occupied, fire exit doors will be maintained unobstructed and immediately available to enable people to exit without using a key or code.

Internal bins will be emptied daily to ensure no undue build-up of flammable materials occurs within the premises. The external bin store is of metal construction and is covered by multi-point detector to minimise the risk to the premises should it be set alight.

Smoking is not permitted anywhere on the school site.

10. MAINTENANCE ARRANGEMENTS

The fire alarm will be tested weekly by the Site Team and serviced annually by competent contractors, monitored by the Site Team. Records will be kept in the fire manual for auditors / inspectors.

The emergency lighting will, where possible, be tested monthly by the Site Team and serviced annually by competent contractors, monitored by the Site Team. Records will be kept in the fire manual for auditors / inspectors.

The fire extinguishers will be visually checked monthly by the Site Team and serviced annually by competent contractors, monitored by the Site Team. Records will be kept in the fire manual for auditors / inspectors.

The Site Team will make periodic checks on escape and fire doors during the unlock / lock up routine and report any findings to the Operations Manager. Records will be kept in the fire manual for auditors / inspectors.

Hot Work Permits are to be provided to the school by those contractors undertaking any operation involving open flames or producing heat and/or sparks and must be prepared by a competent person. Hot works include brazing, torch cutting, grinding, soldering and welding. The Site Manager can provide a proforma document if required and will retail a copy of all hot work permits once works are completed.

11. FIRE EVACUATION PROCEDURE

On hearing the fire alarm all persons should leave belongings behind and leave the building via the nearest exit. The fire alarm is a loud, continuous sounder. In some areas, flashing beacons will also illuminate.

Evacuation routes should be followed to the Assembly Point on the Main Field. There are three access routes depending on which building you are coming from to help minimise congestion. The relevant access route is identified on the evacuation plan shown in each room of each building.

The EntrySign system will automatically print tutor group registers and a list of staff and visitors on site. These will print in Reception and Reprographics.

Students should move in silence.

Fire Muster Point Leaders, Senior Leadership Team, Roll Call Manager and the Evacuation Manager should adopt their hi-vis vests for easy identification.

When leaving the building staff should quickly sweep any rooms, corridors or toilet areas which they pass and call out for any children, closing doors behind themselves where possible.

On entering the Assembly Point students should gather in their tutor groups under the relevant signs along the far fence line.

Tutor staff should join their tutor group and await delivery of their register.

The Roll Call Manager (Attendance Officer or their deputy) will provide registers to Tutors. A manual register should be taken for each Tutor Group and the register returned to the Head of Year.

Non-tutor staff should gather alongside the Astro Turf Pitch in silence and report to their Muster Point Leader to be registered.

Visitors should be accompanied to the Assembly Point where Reception staff will register them.

Reception staff will provide registers to the Staff Muster Point Leaders and check the safety of all visitors using the printed visitor register.

Cleaning Staff should gather alongside the Astro Turf Pitch in silence and report to their Fire Muster Point to be registered.

Catering Staff should gather alongside the Astro Turf Pitch in silence and report to the Catering Manager to be registered.

The Site Team will confirm their safety with each other, investigate the issue and await arrival of the emergency services.

Tutors should report back to their Head of Year with their registers and notify them of any issues.

Staff Muster Point leaders should report back to the Roll Call Manager with their registers and notify them of any issues.

Only when the Roll Call Manager has received registers from the Heads of Year, Staff Muster Point Leaders and Catering Manager confirming all persons have been accounted for is the evacuation complete.

Once the situation has been resolved, the Operations Manager will give the all clear signal to the Headteacher (or their deputy) who will allow staff and students to return when ready.



Ringwood School

HEALTH AND SAFETY PROCEDURES

APPENDIX E

FIRST AID

Date policy was formally approved: Issue 2 2016

Review dates: May 2012, May 2013

Consultation: Sarah Pestridge, Safety Committee

Coordinator: Sam Coombes

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Statement

Ringwood School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all staff and to ensure best practice by extending the arrangements as far as is reasonably practicable to pupils and others who may also be affected by our activities.

Organisation

Responsibility for first aid at Ringwood School is held by the **School Nurse**.

All first aid provision is arranged and managed in accordance with the Health & Safety (First Aid) Regulations 1981.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
- Ensuring that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

First Aid Training

The School Nurse will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Appointed Persons

Where the first aid needs assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

At Ringwood School there are no appointed persons, as the school holds a number of qualified First Aiders.

Note: Appointed Persons are not First Aiders and should not provide first aid for which they have not been trained. However it is good practice to provide appointed persons with some level of first aid training. Such training does not require HSE approval.

Qualified First Aiders *(Those completing the HSE approved 3-day first aid course)*

At Ringwood School there are 15 qualified first aiders who are as follows:

Sarah Pestridge
Tina Franklin
Ali Fanos
Andy Hancock
Charlotte Fairbairn
Claire Doolan
Russel Etheridge
Peter Watts
Pete Lillis
Debbie Smart
Heidi Attwill
Jo Parker
Jon Bruchez
Laura Freeman
Liz Lowther
Nicky Hill
Rachel Abbott
Sam Coombes
Susan Loder
Vicki Lewis

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 30 first aid kits on the premises , These first aid kits will be situated at;
- Science Prep Rooms and Labs
- Technology Office
- Maths Office
- English Office
- Vocational building
- History Office
- Geography Office
- Admin Office
- PE Office
- Gym
- Kitchen
- Site Offices
- Reception
- Medical room
- Food Technology rooms
- Language Office
- Music Office
- 6th Form Front Office
- Detached Drama Building
- Art Office

- One travel first aid kit in each vehicle
 - These travel first aid kits will be located in
 - Minibus YT65 APU
 - Minibus YT65 AOX
 - Minibus HJ55 UWH

It is the responsibility of the School Nurse to check the contents of all first aid kits every 6 months and record findings on the First Aid Kit Checklist. Completed checklists are to be stored in the Medical Room.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The Medical Room is designated as the first aid room for treatment, sickness and the administering of first aid. The Medical Room will have the following facilities:

- Fridge / Freezer
- Running Hot and Cold Water
- Treatment Bed
- Telephone
- Toilet Facilities
- Sharps Disposal
- Swabs & Dressings Disposal
- Secure Medicine store cabinet

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a pupil, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents/guardians every hour. In the interim, we will ensure that the qualified first aider or another member of staff remains with the pupil until the parents/guardians can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider or another member of staff will accompany the pupil to hospital and remain with them until the parents/guardians can be contacted and arrive at the hospital.

Non-prescribed medicines

Calpol and paracetamol syrup is kept as stock in the medical room cupboard. Parental consent is requested via student data collection sheets.

Emergency Medicine

Dextrose gel or tablets are used in school to treat diabetics. Rescue medication and emergency procedures for low blood sugars in diabetics (Hypoglycaemia) are all detailed in child's Individual Health Care Plan.

Records

All accidents requiring first aid treatment are to be recorded on SIMS with (at least) the following information:

- Name of injured person
- Name of the qualified first aider administering treatment
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

Commented [SC1]: RIDDOR – explain



Ringwood School

Health & Safety Policy

Appendix G

Security Procedures

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1. 1. STATEMENT OF INTENT

Ringwood School recognise and accept their responsibility to provide a safe and secure environment for all staff, students and visitors. The Schools' security procedures will operate within the framework described in this policy.

The School will provide staff with all the resources, information and training necessary to implement the security procedures. The School will seek professional information and advice to determine the security risks and precautions required to deal with them.

The School will, where appropriate, be informed of breaches and failures of the procedures to enable them to take any corrective action as is necessary to ensure the safety of members of the school community.

2. 2. ORGANISATION

Employer Responsibility

The overall responsibility for Security at and of Ringwood School is held by the **Governing Body**, who will:

- Ensure that the School has security procedures
- Periodically review the Schools' security procedures
- Monitor performance of the School's security measures by the Governors.

Responsible Manager

The responsible manager for Security at Ringwood School is the **Operations Manager** who will:

- Set up arrangements in School that comply with the security procedures agreed by the Governors
- Ensure that all staff in the School receive information, instruction and training in the Security Procedures
- Establish a system for reporting, recording and investigating breaches of the procedures and take reasonable steps to prevent reoccurrence
- Ensure that all visitors and contractors adhere to the procedures
- Monitor the implementation of the security arrangements

3. All Staff (including volunteers)

All staff will comply with the arrangements made by the Headteacher to ensure the safety of students, employees and others on the school site.

Those listed below have been given specific responsibilities for school security:

Security Issue	Name	Specific Duties
Agreeing and reviewing the School Health and Safety policy	Governing Body delegated to relevant Committees	<ul style="list-style-type: none">• Agree Policy• Review annually
Day to day implementation of the security procedures	Headteacher / Operations Manager	<ul style="list-style-type: none">• Inform Staff• Monitor performance• Review arrangements
Securing the School site	Site Team	
Checking the condition and maintaining the safe operation of physical and electrical security devices (gates, intruder alarm etc)	Operations Manager	
Control of visitors	Reception staff	<ul style="list-style-type: none">• Issue Visitors Badge• Ensure all visitors sign in/out
Control of contractors	Operations Manager	
Security of money	Finance Team	
Security Risk Assessment	Operations Manager	<ul style="list-style-type: none">• Review annually• Inform Governors of findings

Students

- Students will be encouraged to exercise personal responsibility for themselves and others
- Students will cooperate with the arrangements made for security of the school.

ARRANGEMENTS

The school has agreed the following arrangements to ensure the safety and security of staff, students and other persons using the school premises:

3.1 Information & Communication

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play. All staff induction will include the schools' security policy and will be recorded in the employee's training record.

Parents will be informed about the schools' security arrangements and any part they are expected to play. For example, visiting the school site, dropping off students before school etc.

3.2 Controlled access and egress during the school day

Controlled access is a combination of measures to ensure that unauthorised persons do not present an unacceptable risk to students or staff.

Ringwood School has balanced the need to provide a welcoming environment to the community whilst ensuring the safety of all students and staff.

Buildings & Grounds

The school will take all reasonable efforts to restrict access to the building and grounds to prevent unauthorised access to children and to ensure the personal safety of all students and staff.

The access control procedures are as follows:

- During the school day all visitors must use the intercom system to speak with Reception to gain access.
- All staff and students to be aware of 'tail gating' through internal gates to not allow anyone to follow them through without relevant identification.
- The main building houses the Reception area where all visitors are asked to sign in and wear a visitor's badge. Reception has sight of the main access drive and car parks for the school. Signage directs visitors to Reception and the Main Entrance. It is impractical to have access control on all buildings and so staff supervision is relied upon to safeguard students in these areas. All visitors not wearing a school visitors' badge will be challenged by staff.
- Extensive exterior lighting covers entrance and exit doors and the car park areas.
- The school has close links with the Police and local Safer Neighbourhoods Team.
- The school operates an electronic registration system which allows us to monitor absence and truancy in real time.
- The school operates a signing in and out system for all staff, students and visitors. Students need a letter from their parent / carer which needs to be signed by staff in order to sign out.
- The Site Team closely monitor the movement of vehicles whilst present on the school site and are responsible for contractors on site.
- Contractors comply fully with school procedures at all times.
- Waste collection vehicles have restricted access to the school site and are to avoid times when staff and students are moving around between lessons.

3.3 Control of Visitors

The control of visitors is a fundamental part of the school's security policy for the safeguarding of both people and property.

Our Policy is that:

- All visitors report to Reception on arrival.
- Visitors are asked to sign in and are issued with a Visitors badge to be worn at all times. This includes parents and ex-students of the school. It is acceptable for LA staff and Governors to wear their company / school ID badges.
- Visitors are to be accompanied by a member of staff to their destination and will be returned to Reception by a member of staff.
- Any person on site without a badge will be challenged and asked to leave immediately.
- Any refusal to leave will be reported to Reception who will inform a senior member of staff and the Site Team.
- All visitors are issued with brief Health & Safety and Fire Safety information when signing in.

3.4 Supervision of Students

The school's overall safeguarding strategy requires that at times the security of students is achieved by competent supervision by authorised school staff.

- Playgrounds and fields – Students are to be supervised in these areas during break and lunch times. Supervisors in these locations use radios to communicate with Reception if the need arises.
- School gates – Staff on a duty rota monitor students arriving at school from 8.30am, and leaving school from 3.20pm.

3.5 Supervision of Contractors

Contractors and maintenance personal will not always have been CRB checked and should therefore not have unsupervised access to children. They will be controlled as follows:

- All will be asked to sign in and issued with a Visitors badge.
- They will only park where authorised to do so.
- Will only carry out work as agreed with the Operations Manager during agreed times.
- Will be supervised by a member of the Site Team. This does not mean constantly watched, but monitored in a way proportionate to their location and proximity to unsupervised children.

3.6 Lone Workers

Ringwood School completes Lone Working risk assessments for staff where there is a security risk due to the need to work alone. Staff at high risk will receive appropriate training.

3.7 Physical Security Measures

The Governing Body will consider the need to introduce physical measures such as CCTV and access control systems to ensure the safety of staff and students. These provisions will be reviewed on a regular basis in the form of a security risk assessment.

The risk assessment will consider:

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place
- The cost of the additional improvements and availability of funding

3.8 Locking Procedures

At different times of the day the school security arrangements require the locking of various entrances.

3.9 CCTV

The CCTV system is in operation for School Security and the safety of staff and students. Signage around the site informs people that CCTV is in use.

3.10 Cash Handling

Staff should avoid keeping cash on the school premises whenever possible. The school safe should be used and kept locked. Staff should avoid handling cash in visible areas; any money requiring banking should be done at irregular times, particularly when large sums are involved.

3.11 Valuable equipment

The security risk assessment will consider the location of high value items, such as ICT servers.

3.12 Personal Property

Personal property will remain the responsibility of its owner. This includes vehicles. Both staff and students are discouraged from bringing high value items into school.

Lost property should be handed to the Medical Centre where it is stored for 6 months before disposal.

4. RISK ASSESSMENT

A security risk assessment will be completed annually by the Operations Manager. The findings will be used in the review of this policy.

5. MONITORING & REVIEW

The Headteacher will monitor performance of this Policy and report any breaches, failings or security related incidents to the Governing Body.



Ringwood School

Health & Safety Policy

Appendix J

Lone Working

1. STATEMENT OF INTENT

The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, site and cleaning staff may be required, or choose, to work alone or in isolated situations.

2. DEFINITION OF LONE WORKING

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

3. CONTROLS

Staff should seek the permission of the Headteacher to work alone in the building outside normal school hours. The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working.

- Staff working alone must take reasonable care of their own health and safety and so not do anything to put themselves in danger
- Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police. They must not place themselves in danger by challenging intruders or vandals but should call the police for assistance
- Staff should only use doors which are left unlocked for them, and not open any doors which have been locked. If further access is required they should contact a member of the Site Team before accessing.
- Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.
- Only agreed tasks are to be undertaken avoiding high risk activities, i.e. working at height. It is essential that Lone workers should not undertake activities that have been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.
- Lone workers must be considered capable of responding correctly in an emergency situation, and whenever possible it is recommended that staff work with a colleague.
- Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the school's Fire and Emergency Procedures.
- Staff provided with mobile phones must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

- In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, they should keep each other informed about their movements.
- Home visits (that require going into the house) should be undertaken by two members of staff. Only by exception, or if staff from other agencies will be present, should a member of staff go alone, and in this instance they should inform the school once they have left the address. Where this is the case they must leave the address that they are going to with their other team members. They must have an agreed time of return and be contactable by mobile phone. Staff on home visits should sign in and out of school as normal.

4. KEY HOLDERS

Key holders may need to attend premises outside of normal school hours. This may be to carry out normal work activities or following the activation of an intruder or fire alarm or because of some other emergency that might have occurred.

Key holders' information is registered with the School's monitoring station and also with the Leadership Team.

Good practice dictates that at least three key holders should be appointed in order to cover holidays and sickness etc, all consisting of the Site Team. These are called in a sequence which will repeat until a Key Holder who is able to attend is found.