



Health and Safety Policy
May 2017

Update in progress. Discussed at FGB 02.10.19

Denton Community College Health & Safety Policy

The policy for Health and Safety is consistent with our Mission, Ethos and Values for Denton Community College ...

“Our aim at Denton Community College is to prepare young people to meet the challenges of being lifelong learners, leaders, and good citizens who are able to meet the demands and expectations of a world that is ever changing.

Our core values of: responsibility, respect, integrity, inclusion, courtesy and empathy prepare our students to meet these challenges.

Learners understand and believe in their own potential, take responsibility for their learning and have pride in their development. We achieve this aim through learning programmes that develop mutual respect and trusting relationships, and by providing programmes that build on the current development of learners and their potential for future achievement.

The college is organised around three distinct learning communities within the larger College. In each, learners feel a sense of belonging and purpose. Teams of staff spend dedicated time with students in each learning community to facilitate individualised learning programmes driven by agreed targets. Mentoring and coaching ensure appropriate challenge and progress. High standards are expected and high aspirations are nurtured for all, learners and staff.

We provide a happy confident and successful learning community where everyone is valued and challenged to achieve their personal best. We help our students develop the personal skills of self-respect, personal esteem, self-reliance, teamwork, and adaptability and self-confidence. As a result they learn effectively and make the very best use of the opportunities our learning community offers.

We aim continually to create an atmosphere of excellence and success running through the heart of the college. This raises levels of achievement and standards, creating a positive ethos in the college community. This, in turn, helps our young people adopt healthy life-styles and maximise their potential for success throughout their lives.

In summary, throughout a young person's time in our College we will seek to inspire them, help them to aspire to great achievements, and enable them to perform and achieve successfully. This policy for Child Protection has been developed by governors and members of the SLT to be fully consistent with the above statement.”

The attached **Health and Safety Policy** was developed by the Headteacher, Designated Safeguarding Lead and Office Manager in conjunction with Finance and Personnel Committee of the Governing Body:

Policy adopted by the Governing Body on [Date] _____

Frequency of Policy Review [Annual, Bi-annual, 3-yearly] __Bi-annually_____

This policy will next be reviewed in: [Term/Year] __Summer Term 2019_____

Denton Community College

1) **Statement of Intent:**

- a) The Governors of Denton Community College recognise their corporate responsibility under the Health and Safety at Work Act to provide a safe and healthy environment for all staff who work at the College, the students of the College and other people who come onto the premises.
- b) The Governors will take all reasonable and practical steps to fulfil their responsibilities. They will provide safe and healthy working conditions that take account of all appropriate statutory requirements, codes of practice, advice and guidance, including those issued by Tameside Council.
- c) The Governors shall:
 - i) Appoint and maintain the responsibility structure set out in Appendix 1
 - ii) Appoint and record the name of the Health and Safety Officer
 - iii) Record the name of and consult with the elected Health and Safety representative
 - iv) Robertsons FM provide plant, equipment and systems of work, which are safe
 - v) Provide supervision, training and instruction so that staff and students can perform their activities in a healthy and safe manner.
 - vi) All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, students and others, then the governing body will ensure within the financial resources available, that such training is provided.
 - vii) Provide necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision.

Notes for clarity

Denton Community College is a PFI school operated in partnership between the Governors of Denton Community College, Tameside MBC, Tameside LEP and Robertsons FM.

Each of these partners shares the responsibility, sometimes delegated, for the health and safety of Employees, Students, Contractors and other visitors to the College.

The over-arching responsibility for advising on and monitoring the safety of the College lies with Tameside MBC.

The Board of Governors is responsible for documenting the Health and Safety Policies adopted by the College and for monitoring the work of the Headteacher in ensuring that those policies are carried out.

This Health and Safety Policy has been prepared by the Senior Managers of the College in cooperation with advisers from Tameside MBC and Robertsons FM to enable them to carry out that element of the shared responsibility, delegated by the College Governors to the Headteacher and devolved to members of the management team. The local reference text for clarification and detail of individual on any issue relating to Health and Safety remains the Tameside Education Health and Safety Policy contained in "The Red Book"

Robertsons FM through their contracts with Tameside LEP and Tameside MBC claim ownership of the buildings and premises of the college and are responsible for the safe maintenance of the premises and its emergency services including all fire safety equipment. The company is also responsible for the Health and Safety required to supply food and drinks to meet the College's needs and for the safety of their employees on the premises.

Robertsons shares the responsibility for members of the public visiting the site with the College Governing Body.

The Headteacher is responsible for monitoring that the safety of all users of the building is safeguarded and reporting any shortcomings to Robertsons FM, the Tameside LEP and Tameside MBC and to the Board of Governors of the College. The responsibility for the day to day operation of the College's policies may be delegated to other senior members of staff.

2) Responsibilities:

a) The **organisational structure** is set out in Appendix 1

b) The **Headteacher's responsibilities** are as follows:

- i) The Headteacher will be responsible for the day-to-day operation of this organisational structure, the implementation of the statement of intent and the policies and procedures set out in this document.
- ii) The Headteacher will ensure that all areas of the College are inspected at least once per term.
- iii) The Headteacher will report to the Governing Body those instances where the Headteacher's delegated authority does not allow the elimination or reduction of risks to a satisfactory level. The Headteacher will take all necessary short-term steps to avoid danger.
- iv) The Headteacher will ensure a system for reporting, recording and investigating accidents is in place. All reasonable steps will be taken to prevent recurrences.
- v) The Headteacher will ensure a system for the recording of all visitors to the site and that they are briefed of any hazards on site.
- vi) The Headteacher will ensure arrangements for the safe conduct of maintenance work so that the impact on staff and students is considered.
- vii) The Headteacher will ensure that new employees receive a copy of this policy before starting work at the college and that they are briefed on safety arrangements.
- viii) The Headteacher will organise effective arrangements for the safe evacuation of the building in case of fire and other emergency and that suitable firefighting equipment is available and maintained; See Appendix 7.
- ix) The Headteacher will ensure that systems of risk assessment are in place to enable prompt identification and control of hazards.
- x) The Headteacher will ensure that all training needs are identified and that staff are trained to the appropriate standards.
- xi) The Headteacher will ensure that risk assessments are carried out as appropriate.

c) **Risk Assessments**

- i) The Headteacher and Office Manager are responsible for the maintenance of risk assessment records.

d) **All members of staff**

- i) All employees will make themselves familiar with the Health and Safety policy and the procedures contained within it. They should take reasonable care of their own Health and Safety and that of any other persons who may be affected by their activities. Everyone should avoid actions that would put themselves or anyone else at risk.
- ii) Appendix 2 contains a checklist of duties for all members of staff.

e) **The Health and Safety Committee**

- i) The Health and Safety Committee will consist of the Headteacher, Governor responsible for Health and Safety, teaching staff Health and Safety representative (one of the union representatives), Office Manager, Designated Safeguarding Lead and Site Manager. It will meet at least once per term.
- ii) Health and Safety will be an agenda item on every meeting of the Resources and Personnel Committee. An annual report on Health and Safety will be submitted to the first autumn term meeting of the full Governing Body.
- iii) See Appendix 8.

3) Working Arrangements

a) **Accidents**

- i) What to do when an accident occurs:
The following procedures are suggested, but may vary according to the severity of the accident and the circumstances.
 1. Time should be taken to assess the situation and emergency First Aid should be given only if you are fully confident of the correct procedure.
 2. Obtain assistance from another adult immediately.
 3. Do not leave the accident victim.
 4. Inform office/senior staff with accurate details and indicating the type of assistance that is required (this may be a First Aider or the Emergency Services).
 5. After the emergency has passed, procedures for reporting accidents should be followed.
- ii) Accident Reporting. The system for reporting accidents is managed and reviewed by the Headteacher and Designated Safeguarding Lead, working with the designated First Aiders (see Appendix 3).

b) First Aid and Illness

- i) Arrangements for First Aid (see Appendix 6) will include the following:
 - The number of First Aiders
 - Training arrangements
 - The medical room and its provision
 - First Aid boxes: their contents and location and procedures for checking them
 - Procedures for contacting a First Aider, contacting emergency services and parents, covering classes in an emergency
 - The location of lists containing emergency phone numbers
 - Rules on medication
- ii) Illness
 - (1) Students: Teachers should assess the situation as to whether or not the pupil is capable of continuing the lesson/activity. If the illness is severe then follow the procedure for Accidents; if the student is able to continue with the lesson they should stay with the teacher and see their Head of Year at the end of the lesson..
 - (2) Staff: If you are taken ill and feel incapable of continuing with the lesson, obtain assistance from another member of staff.

c) Emergencies and Evacuation Procedures – Appendix 7

- i) An emergency is considered to be anything that unexpectedly disrupts the normal running of the College such as the sounding of the fire alarm or the occurrence of an accident. Here we deal with other possible emergencies.
- ii) Serious Service/Structural Malfunction. This covers gas leaks, bursts, electrical faults etc. You should assess the seriousness of the situation and remedy it, if possible, without involving unnecessary risk to you or to others. If necessary, evacuate the teaching area and send for assistance.
- iii) Intruders. In the event of a disturbance caused by intruders, you should, after assessing the situation, take steps to defuse the situation, seek assistance from another member of staff, inform the office, and remember not to be a hero and risk the safety of either students or yourself. Inform a member of the Major Incident Team who can implement the Major Incident Plan.
- iv) Students Absconding From Lesson. Remain with your class. Inform the Attendance Officer.
- v) Emergency Evacuation If for any reason, we are advised by the Council (LA) to evacuate the College, the procedure should be as is set out in the Fire Regulations. The procedures for the safe evacuation of the building will be made known to all users of the building and plans will be displayed at all appropriate locations. See the Major Incident Plan.
- vi) Critical Incidents – see the Major Incident Plan.

d) Fire Precautions

- i) The College is a no smoking environment. This applies to all staff, students and contractors.

e) Electrical Safety

- i) The following procedures are in place to ensure electrical safety:

Portable electrical equipment is tested on an annual basis by Robertsons FM and the report received is acted upon immediately. The date of inspection is recorded in the Robertsons Health and Safety log and the next inspection placed in the annual programme of maintenance.

f) Hazardous Substances and Materials

- i) Only substances or materials that have been assessed in accordance with the COSHH regulations may be used in College.
- ii) All substances or materials must be used in accordance with the hazard data sheets.
- iii) Any hazardous substances that are unwanted or unused must be removed only by recognised disposal contractors.

g) Contractors in College

- i) All contractors who are due to carry out work on the College site or inside the building must report to Visitors Reception where upon a permit to work will be issued by Robertsons FM. Contractors must be accompanied at all times when students are in school unless their DBS has been approved by the Office Manager.

h) Infection Control

- i) A table giving guidance on exclusion from College for the more common or important infectious diseases is kept in the office behind reception.

i) Supervision of Students

- i) All adults who work at the College should be aware of the arrangements for the safe supervision of students throughout the College day and when partaking in College activities. The current arrangements are set out as Appendix 4.

j) Security

- i) It is the responsibility of Robertsons in liaison with the Headteacher and in consultation with the Governing Body to ensure the security of the buildings and grounds.
- ii) All visitors will wear a visitor's badge to aid identification and confirm that signing in has taken place. All visitors must complete the appropriate forms on reception. Visitors where we have seen a DBS and it has been approved by the Office Manager will be given a green visitor lanyard; visitors for whom we have not seen a DBS or whose DBS discloses information that would prevent the person working with students unsupervised will receive a red visitor lanyard. Staff must challenge visitors with a red lanyard on if they are unsupervised.
- iii) Staff should take care not to leave their personal valuables unattended in any area of the College at any time and should ensure that College equipment such as computers, videos, televisions, cameras and audio equipment is locked away out of sight when not in use. A visual check of classrooms should be made at the end of the College day to ensure that valuable equipment has been cleared away. Money should always be kept secure and should always be placed in the College safe overnight. Thieves can cause extensive damage breaking in to steal even small amounts of cash.
- iv) General security in the working day depends on all occupants of the building being vigilant and reporting to the Office Manager or a senior member of staff anything unusual, suspicious or causing concern. Serious breaches of security may require the emergency procedures contained in the Major Incident Plan to be used.

k) Out of College Activities

An Assistant Headteacher (Mr James Haslam) is the Educational Visits Coordinator.

The following outline procedures should be applied to all educational visits and holidays. All risks will be assessed, recorded and controlled.

Planned educational visits for one day or less

Follow the TMBC Arranging Educational College Visits Guidelines on the shared area and complete appropriate forms for permissions and risk assessments.

For all other visits (holidays) and any visit involving hazardous activities

Follow the TMBC Arranging Educational College Visits Guidelines on the shared area and complete appropriate forms for permissions and risk assessments.

Itineraries for College Visits and Holidays.

The required detail will vary depending on the nature and duration of the visit. Take the following points into account when constructing your itinerary:-

- times and point of departure/arrival/return
- approximate duration of travel
- all planned activities
- supervision arrangements, especially periods of intermittent supervision
- detail should be given for any evening activities and to supervision on residential visits

Risk Assessments will be carried out for all visits. Organisers should complete these in consultation with Headteacher and Assistant Headteacher. These should take place at a very early stage before final approval for the visit has been given. Further Risk Assessments may need to be taken dependent upon the terrorist threat level and the destination of the visit.

l) Display Screen Equipment (DSE)

The term Display Screen equipment (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used i.e. the desk, work surface, chair, input devices, software, printer and document holder.

The duties under the *Display Screen Equipment Regulations 1992* requires the employer to assess the risks to the health and safety of its employees from the use of DSE.

m) Personal Protection Equipment (PPE)

Personal protective equipment (PPE) is the generic name given to items of protective clothing and equipment used by individuals to control their exposure to hazards. Where it is not practicable to control exposure to hazards by any other means, the employer will provide employees with suitable PPE free of charge. The types of PPE required will be determined as part of the risk assessment process. All employees are responsible for using PPE as directed and for storing it correctly.

p) Manual Handling

Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. The employer recognises that such tasks have the potential to cause injuries. Where it is not possible to lift or move loads by mechanical means, tasks will be assessed, mechanical aids will be provided to reduce the amount of manual handling required and employees will be provided with training in safe lifting techniques.

q) Work Equipment

For the purpose of this procedure work equipment includes plant, equipment and tools, whether owned by the College or obtained on loan or hire. The employer acknowledges and accepts its duties under the *Provision and Use of Work Equipment Regulations 1998 (PUWER)*. It will take all reasonably practicable steps to provide work equipment that will not put health and safety of any person at risk and that is suitable and properly adapted for the purpose for which it is provided.

All employees are responsible for using machines in accordance with the manufacturers' instruction. Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when the machine is running. Damaged equipment must not be used.

r) Use of Ladders

Always select a ladder, which is suitable for the work which is being performed. Examine it before use to ensure that it is free from defects, of good construction, sound material and of adequate strength of the job. Ladders should be fitted with non-slip feet.

Ladders should always be used when putting displays up of any kind. Staff should not stand on chairs or tables to put displays up.

s) Lone Working

Lone working does occur on occasions, and as this may place individuals concerned at 'increased risk'. It is important that the issue is addressed within the risk assessment for the particular activity/task. In order to do this, situations need to be identified in advance so that assessments can be conducted and where necessary, appropriate measures put in place. Examples of lone working:

- Caretaker/Site: Manager early start, late finish, College holidays, call-outs etc.,
- Teaching staff: preparation, meetings, etc., outside 'normal' hours
- Late meetings, weekend working

t) Legionella Prevention

Robertsons FM are responsible for ensuring that monitoring systems are adhered to and the logbook completed and to ensure that routine testing of the water systems are carried out so as to comply with the Council's guidelines and procedures.

Appendix 1: Organisation Chart for Health and Safety Issues

Governor with responsibility for Health and Safety - Chair of the Resources and Personnel Committee

Head teacher (day to day operation): Mr Greg Rule

Health and Safety Officer: Rachel Marsland

Designated Safeguarding Lead: Donald Cumming

Key holders – Robertsons

Accidents and near-misses should be reported to: Office Manager – Helen Kenyon

Appendix 2: Checklist of duties for all staff

All members of staff should

- Take reasonable care of their own Health and Safety and that of any other person affected by their activities.
- Co-operate to enable any statutory duty or requirements to be met
- Familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put them or anyone else at risk
- Be familiar with the Health and Safety policy and the particular aspects which affect their work
- Report any observed defects in the premises, plant, equipment and facilities
- Take an active interest in promoting Health and Safety and suggest ways of reducing risk

Where machinery or equipment is used, staff should

- Check that it is adequately guarded
- Check that it is in safe working order
- Not make unauthorised or improper use of the equipment
- Use the correct tools or equipment for the job and adopt any appropriate protective or safety measures
- Ensure that hazardous substances are properly used, stored and labelled
- Ensure that any students using equipment are appropriately supervised

Appendix 3 : Accident Reporting

1. All employees are required to report any accidents, which occur at work.
2. An accident report form must be completed for all accidents which result in medical treatment or absence to staff, students or third parties. The completed form should be given to Office Manager. The Designated Safeguarding Lead & Headteacher will review the data and advise on any changes to procedures or policies as a result.
3. All accident report forms are submitted to Services for Children and Young People as quickly as possible. School retain a copy of the form and the original is sent directly to the Local Authority within four working days. Copies of accident investigation reports and any written statements that may have been made by the injured party or witnesses must be attached to the form. Records should be kept for seven years.
4. A separate form must be completed for each individual who suffers injury.
5. The Office Manager is responsible for ensuring that records of trivial/minor/non-consequential incidents, where the individual involved does not require first aid or medical treatment and where there is no apparent injury, are kept.
6. If the accident is likely to be reportable to the Health and Safety Executive it should be reported immediately by telephone to Services for Children and Young People. Tel. 0161 342 3751.
7. Staff, who have witnessed an accident should co-operate fully with the Headteacher in supplying information to complete the form with special reference to Section 8.
8. All reasonable steps will be taken to identify the cause of the accident or dangerous occurrence and, wherever possible, remedial measures will be taken to prevent a recurrence.
9. Violence or aggression
All incidents of violence or aggression must be reported using the approved *College's Special Initiative Package*. School retain a copy of the form and the original is sent directly to Tameside Services for Children and Young People within four working days to. If, as a result of a violent incident, an accident occurs Tameside accident report form should be completed.

Appendix 4: Supervision of Students

Please see the College Behaviour Policy and duty rotas. Any staff who know they will be absent at the time they are due to be carrying out duties should make arrangements for another adult to carry out their duty.

Staff are required to actively supervise, rather than passively supervise, the students in their care whether in lessons or on duty.

The College Day

Before and After College - Staff are on duty at planned points on and around the site before College starts and when College finishes. Those staff supervising gates and other entry points should remain there until the gate is locked.

Morning Registration - Students are registered in forms and any lates and absences followed up by the Attendance Officer.

Break supervision - Staff duty rotas are devised so that all areas are covered.

Lunchtime supervision – SLT, Head of Year, Assistant Heads of Year and Learning Mentors are on duty every lunchtime. We also employ Midday Supervisors to support supervising the students at lunchtime.

Teaching staff are required to remain on the college site for at least 10 minutes at the end of the college day.

Road Safety

Advice is shared with students on road safety through assemblies, letters, text messages to parents and website messages.

Parking

Health and Safety issues with parking at the front of College were looked into by the Local Authority; new barriers were put up outside College in June 2013 and the yellow lines extended. A letter was sent to parents requesting that they drop off and pick up their children at Crown Point North.

Appendix 5: Security arrangements

1. Robertsons Caretaking staff are responsible for opening the College in the morning. They are also responsible for opening and closing gates at the agreed times in line with safeguarding.
2. Robertsons Caretaking staff are responsible for checking all doors and windows before setting the intruder alarm and locking the College and the gates.
3. Visitors to the College
All visitors to College are registered at reception and issued with a visitor badge and accompanied at all times.
Contractors undertaking works to be issued with a Permit-to-Work by Robertsons FM
4. Contact with the Police. A record is kept by the Office Manager of all contacts with the Police.

Appendix 6: Medical and First Aid arrangements

First Aid

- A list of current First Aiders is kept by the Office Manager.
- The Office Manager, in liaison with the DSL, is responsible for maintaining records of training and ensuring that staff are booked on refresher courses as appropriate.
- A rota system is used to ensure there is always a trained First Aider available during the college day, including period 6.
- If a student or member of staff becomes ill the First Aider should be called by phoning the First Aid mobile phone (07960 642366).
- UNDER NO CIRCUMSTANCES should a student who has had an accident or says that they feel ill be sent to find a First Aider; the student should remain with the member of staff and the First Aider will attend to them.
- If the First Aider is needed in more than one place at a time, the First Aider on duty is responsible for delegating further incidents to other identified First Aiders.
- First Aid boxes are positioned in the Science Prep Room and the PE Staff Workroom. There is a First Aid bag containing essential medical supplies available for the first aider on duty to carry with them. A first aid bag is provided to the First Aider accompanying any college visit.
- Robertsons are responsible for the provision of all essential First Aid equipment; the college ensure the purchase of all equipment as needed.
- There is a defibrillator positioned at reception.
- If an ambulance is needed, either on site or during a college visit, the Headteacher should be informed immediately via his PA; he will identify a Senior Member of Staff to coordinate the incident. This should be logged on the record sheet held by the Office Manager as soon as possible afterwards.
- If a member of staff who is supervising students feels too ill to continue their duties they should call for another adult as soon as possible. This person can then ensure that the Headteacher is contacted so that support can be put in place.
- When a student is ill or has an accident the Learning Support Officer is responsible for ensuring that contact is made with the student's parent(s). When a member of staff is ill or has an accident the Headteacher is responsible for ensuring that contact is made with the member of staff's next of kin, should the need arise.

Medical

The college has a separate policy for supporting students with medical conditions including those who need to take medication during the college day. Medication is stored in a locked cupboard behind reception; students are not allowed to carry their medication with them, with the exception of asthma inhalers, epi-pens and insulin. There is a medical room available in reception, for use when a student is ill or needs medication; students are not allowed to use this room unsupervised.

Emergency Cover for Staff

- Should there be an accident involving a member of staff or a member of staff is too ill to continue teaching their lesson the Senior Leader responsible for coordinating the incident will ensure an appropriate adult is deployed to cover their duties. Staff with a medical condition that may lead to emergency situation have a separate emergency plan in place.

Appendix 7: Emergency Evacuation Plan

Emergency Evacuation Plan for :	DENTON COMMUNITY COLLEGE
Premises address and contact number	Taylor Lane, Denton, Manchester M34 3NG 0161 336 2219
Plan date	01/09/2015
Review date	31/08/2016

Sound of the alarm

The sound of the alarm will be a continuous warning siren (backed up by flashing lights).

Raising the alarm

In the event of a fire beginning or other emergency beginning:

If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by activation of the nearest call point which will trigger an initial alarm. i.e. break the glass on a fire alarm call point.

If fire is detected by automatic detectors, this will trigger the fire alarm and in all cases the siren will signal to evacuate the building. The receptionist must prepare to move to the fire assembly point with the emergency pack containing mobile phone, signing in book for visitors and guests and any college staff paper registers.

Lesley Pope (Heateacher's PA), in her absence Helen Kenyon (Office Manager), will unlock the entrance gate by the cycle sheds. Greg Rule (Headteacher), or in his absence a Deputy Headteacher, will attend the fire panel to identify the call point triggered. The Site Manager or Site Staff on duty immediately attend the fire panel in reception and will go to the call point which has been triggered and locate the emergency/fire. The Site Staff and Greg Rule will determine if the emergency is genuine or not and site staff will report this information to the Fire Service.

There is a 3 minute delay between the fire alarm sounding and the automatic call being made to the emergency services.

If there is a fire the Headteacher will ensure 999 is called to inform emergency services that there is a real fire and ensure their speedy arrival.

There must be at least 2 people at all times investigating the emergency.

In the absence of the Headteacher or the Deputy Headteachers, James Haslam (Assistant Headteacher) will attend the fire panel and act in his place.

Please note:

- When the alarm is triggered lifts will automatically descend to ground floor and are fixed there.
- Theatre and other lights will go to full brightness.
- Safety curtains will drop in key areas, triggered by sensors.
- Sprinklers will only be triggered by heat sensors in the immediate area of the sensor

Action staff should take on hearing the general alarm to evacuate

The following actions will be taken upon the fire alarm being raised:

- The Deputy Headteachers and Assistant Headteachers will be in charge outside at the Assembly point and will co-ordinate from the Assembly point.

- Reception staff on duty will take out the visitor signing in book to register visitors at the assembly point and the Denton staff signing in/out sheets. Staff will be registered in their year groups by the following staff:

Homebase Staff	Fire Register	Fire Register Assistant
Homebase 7	Tania Faverzani	Janice Griffiths
Homebase 8	Lisa Makinson	Cathie Mills
Homebase 9	Rachael Jenks	Receptionist
Homebase 10	Alison Pope	Rachel Marsland
Homebase 11	Sharon Jackson	Gill Shaw
Reception / Leadership	Helen Kenyon	Mary Margison

All staff should check the homebase to which they have been assigned as soon as the list is published; staff will be informed when the list is changed.

- All staff will supervise an immediate evacuation of the building – ensuring this is done in a calm and orderly manner. Senior Leadership Team will move to pre-arranged supervision points to support in this.
- Separate 'Personal Emergency Evacuation Plans' (PEEPs) are in place for students, staff and known visitors with additional needs as well as 'General Emergency Evacuation Plans (GEEPs) for members of the public who may visit the building. Both these will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site). The SENCO (Rebecca Lumb) will check if any of the students have used the refuge points; in her absence the designated TA (Andy Mellor) will do this.
- Lifts are not to be used for evacuation. Anyone unable to leave via the stairs must know to wait in the sheltered areas marked on the Fire Safety Plan.
- Senior Staff (DoLs) are designated to sweep the building to ensure all areas are clear (including back areas), if safe to do so, and ensure all doors are closed on the way out.
- All staff to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.
- Everyone should meet at assembly point and check all visitors and staff members are accounted for.
- Greg Rule to liaise with Site Manager and Fire Service upon their arrival. Greg Rule will give the instruction to return into the building when the Fire Service has given permission.

Escape routes

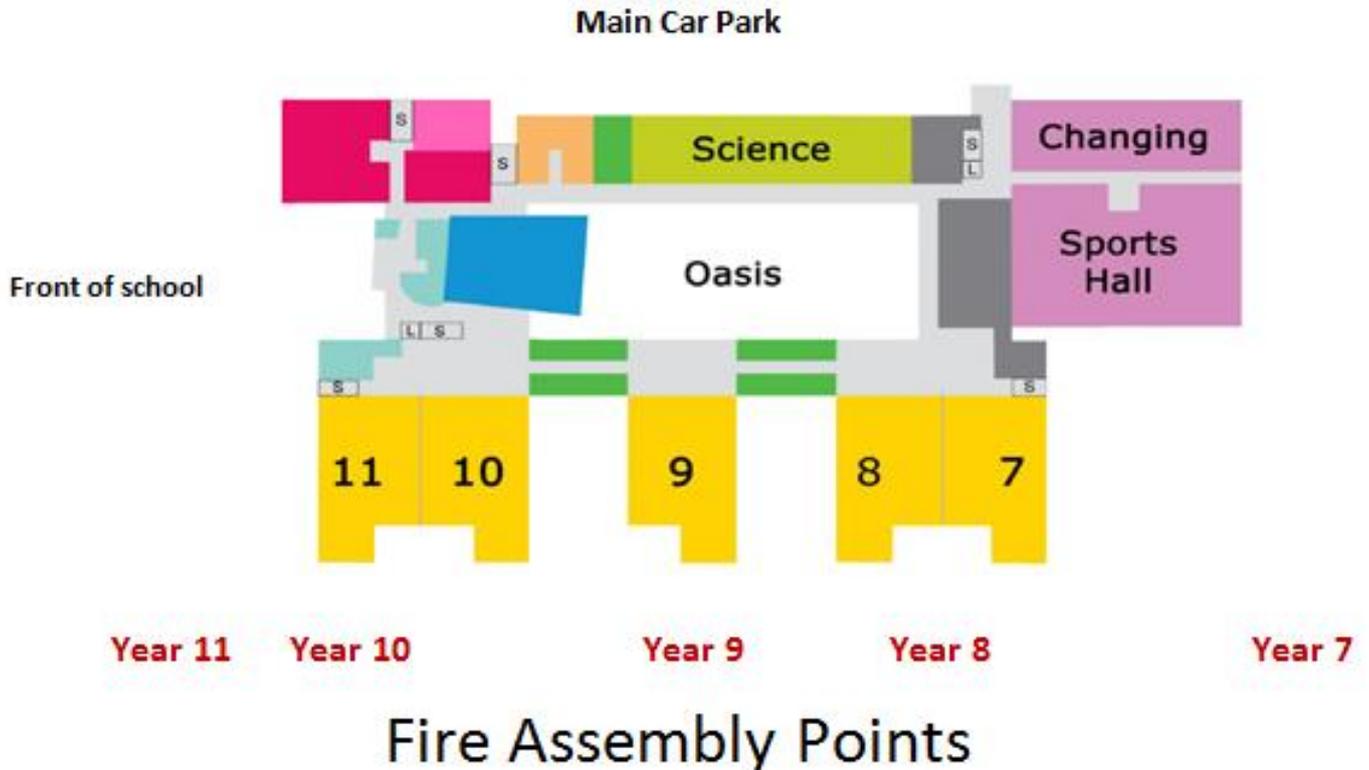
The escape routes from the building are:-

1. From the South Wing (Homebases, Admin teams and Performing Arts) via the nearest fire door in Homebases and Main entrances to the hard standing play areas to the south of the building.
2. From the North Wing (Science, Art, D&T, PE) out by the nearest signposted route to the car park; via the push button gate to the front entrance and round to the hard standing play areas to the south of the building.

Staff and students MUST leave at the nearest fire exit point and MUST NOT cross the Oasis to get to the assembly point.

Fire assembly point

The assembly point is the hard standing play areas to the South of the building (see map below). Students line up in forms with their Form Tutors.



If it is not safe to use the assembly point the public address system will be used to direct everyone to the alternative assembly point which is on the playing fields behind the sports hall.

After reporting their presence to the person doing the Fire Register for their year group, the staff at the assembly point are responsible for supporting the supervision of students:

- Heads of Year should ensure their year group is lined up in form order.
- Form tutors should check their form are all present and report any unknown absences to the Head of Year so that the student can be located as quickly as possible.
- Staff who are not form tutors should report to the Head of Year who will direct them to groups of students who need supervision.

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use.
- It is deemed safe to do so i.e. there is a clear means of escape, fire is small.
-

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire.

Location of key safety hazards or other fire related equipment

Gas supply shut off: Automatic

Mains fuse box: Automatic control

Mains water inlet: Automatic control

Gas/oxygen cylinders: Science area

Location of fire alarm panel: To the right of the Reception area immediately on entry to the college main entrance

Number of staff needed to carry out evacuation plan

- To implement the evacuation plan trained staff are needed when the alarm sounds.

- During weekends and during special events (see variations section below) etc, 2 staff need to be on duty at all times.

Equipment needed to effect the emergency plan

Mobile phones/Radios.

Variations to plan

Staff organising events outside of college normal working practices (eg dance/drama/music productions, sports events, Summer/Christmas Fair etc) should ensure that they liaise with the Health and Safety Officer to ensure they have an effective plan at least 2 weeks before the event takes place.

Staff inviting students into college during the holiday periods are responsible for the safety of those students and should ensure they are all evacuated from the building should the alarm sound.

During the examination periods, students taking exams will have a separate evacuation plan – see Appendix 7a

Back up arrangements

In the event of fire alarm failure the general alarm will be sounded by the public address system. All other procedures remain as in the standard fire plan.

All staff with duties will be trained to stand in for each other with regard to emergency procedures in case of staff absence; people who can take on the role of designated staff have been identified throughout this document.

Responsibilities

For ensuring plan is up to date: Health and Safety Officer/Designated Safeguarding Lead

For ensuring adequate staff are on duty to carry out the evacuation plan: As above

For training staff on the evacuation plan and in their roles and responsibilities: As above

GEEPS produced by Robertsons FM.

Appendix 7a – Emergency Evacuation for Students Taking Examinations

These procedures will be used with students taking exams should the fire alarm sound.

For Students in:

Sports Hall

In the event of a fire alarm sounding during an examination students will be asked to remain in their seats, for a maximum of 3 minutes, whilst the authenticity of the alarm is established unless direct evidence is available. If evacuation is required students will be told to leave their papers on their desks and directed through the emergency exits into the delivery yard area where they will assemble in row order and be supervised by invigilation staff. If this is not possible or the area is deemed unsafe students will be led to the MUGA via the PE corridor and supervised in row order.

FL1

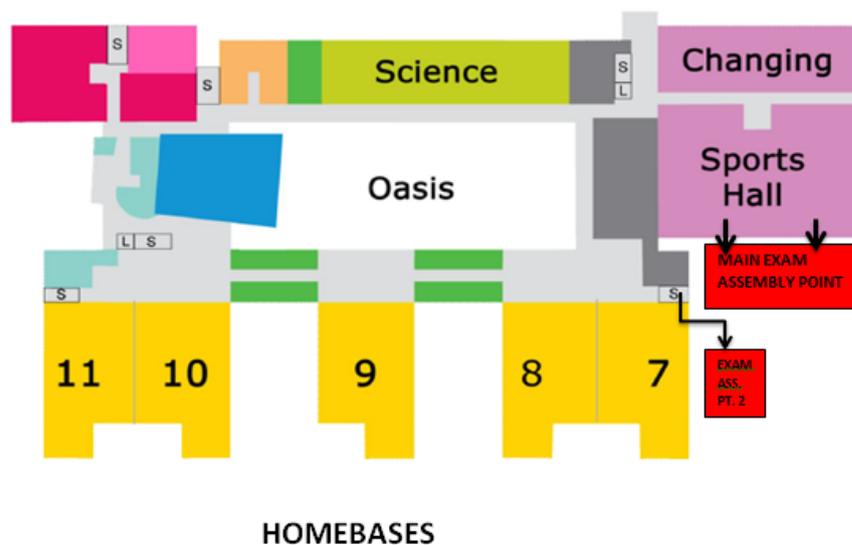
Students will be told to leave their papers on the desk and evacuated immediately down the emergency stairs and will assemble alongside the Year 7 Homebase where they will be supervised by invigilation staff/teaching assistants. If this area is deemed unsafe students will be led to the drive near the year 7/8 assembly area.

Other rooms

Students will be asked to hand their paper to the invigilator and evacuated immediately following the normal evacuation routes and asked to assemble in room order beside the Year 7 Homebase where they will be supervised by invigilation staff/teaching assistants. If this area is deemed unsafe students will be led to the drive near the year 7/8 assembly area or through the delivery area to the MUGA.

Main Car Park

Front of school



Fire Assembly Points

General

These orders are designed to keep the examination candidates from contact with the rest of the school population during the time of the evacuation.

If needed, the exams officer can use a key to the gate so that candidates can be taken into (or out of) the delivery area behind the sports hall, in order to maintain segregation.

At the earliest opportunity the exams officer will allow students back into the exam room(s) in order to continue the examination.

When it is convenient the exams officer will contact the exam board(s) for further guidance.

Students with mobility issues

Students with mobility issues will be accommodated as far as possible on the ground floor and will be escorted from the examination by one of the invigilation staff to the designated assembly point.

If a student with mobility issues is accommodated in an upstairs classroom they will be supervised in the nearest refuge point by an invigilator/teaching assistant and await help.

The Examination Officer is responsible for reporting to the appropriate Head of Year the evacuation status of any students taking examinations.

Appendix 8: Health and Safety Committee

Membership:

Chair – Health and Safety Governor
Headteacher
Governor responsible for Health & Safety
Office Manager
Site Manager
Association reps
Designated Safeguarding Lead

Remit

- Termly meetings
- Keep policy up to date
- Check policy in operation
- Spread Health and Safety awareness
- Role of competent persons is to advise on Health and Safety needs / priorities / problems

In addition to members of the committee there are areas with significant Health and Safety responsibilities; these are Science, Technology and PE who have their own Health and Safety Policies.

Outline agenda

1. Minutes of previous meeting
2. Matters arising not covered by previous agenda
3. Actions since last meeting
4. Diary of future events
5. Fire Procedures
6. Ventilation and heating
7. Site Issues

Useful contacts:

Jackie Sharpe, Tameside Health and Safety Officer – 0161 342 3671
Occupational Health and Safety Unit – 0161 342 2129/3153
Services for Children and Young People – 0161 342 3751
Greater Manchester Health Protection Unit – 0161 786 6710 (Infection and Control)

For further Information on policies and guidance go to:-

TMBC website Education - support net – health and safety