



# ALL SAINTS

## CATHOLIC COLLEGE

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ORARE LABORARE SERVIRE

## Health & Safety Policy

Approved by: Finance & General Purposes  
Committee

Date: 12<sup>th</sup> November 2024

Last reviewed on: 28<sup>th</sup> November 2023

Next review due  
by: November 2025

## **1. STATEMENT OF INTENT**

The Headteacher and Governors of this School will ensure that their responsibilities under the Health and Safety at Work Act and other health and safety legislation are met.

The School will, as far as reasonably practicable:

- Provide adequate resources to maintain health and safety;
- Carry out risk assessments and review them as necessary;
- Ensure that the school, and our systems of work, are safe and without risk to health;
- Provide staff with any instruction, information, training and supervision as is necessary to ensure their safety and health, and that of the pupils and anybody else who might be affected by their actions;
- Provide adequate welfare facilities for staff and pupils;
- Maintain all machinery and equipment in a safe condition.

This Statement includes a description of our organisation and arrangements for dealing with different areas of risk to health and safety. Details of how these areas of risk will be addressed are given in the arrangements section.

To ensure that this policy and our arrangements are effective, the Governors and Headteacher will:

- Review them at least annually, or if there is a significant change within the school, and
- Make any changes known to all staff.

## **2. ORGANISATION**

### **Responsibilities of the Governors**

The Governors are responsible for:

- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the School's budget for the implementation of the arrangements below;
- Receiving from the Headteacher, or any other nominated member of staff, reports on health and safety matters, and ensuring that any appropriate and necessary action is taken promptly;
- Seeking specialist advice on health and safety which the School may not feel competent to deal with;
- Promoting high standards of health and safety within the School.

## **Responsibilities of the Headteacher:**

The Headteacher is responsible for:

- Taking overall responsibility for implementation of the School's health and safety arrangements;
- Acting as a focal point on health and safety matters, giving advice or seeking sources of advice where necessary;
- Reporting to the Governors any hazards which require their attention, or budgetary approval;
- Ensuring there is no misuse of plant, equipment etc;
- In the case of a national emergency, ensuring that the school follows the emergency government guidance and legislation

## **Responsibilities of Finance and General Purposes Committee:**

The Committee is responsible for:

- Carrying out spot checks to ensure the school is managing Health and Safety procedures, and reporting their findings to the Headteacher.

## **Responsibilities of all employees**

All employees of the School have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Co-operate with the Governors and Headteacher on all matters relating to health and safety;
- Not intentionally interfere with, or misuse, any equipment or fittings provided in the interests of health, safety and welfare;
- Report immediately to their line manager any serious or immediate danger;
- Report immediately to their line manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use.

### 3. ARRANGEMENTS

Arrangements covering the main risks and hazards in our School are as following:

- Arrangement 1        - Fire Evacuation and other Emergency Arrangements
- Arrangement 2        - Fire Prevention, Testing of Equipment
- Arrangement 3        - First Aid
- Arrangement 4        - Reporting Procedures
- Arrangement 5        - Lone Working
- Arrangement 6        - Health and Safety Training
- Arrangement 7        - Work Equipment
- Arrangement 8        - Flammable and Hazardous Substances
- Arrangement 9        - Manual Handling of Loads
- Arrangement 10       - Health and Safety Inspections
- Arrangement 11       - Play & PE Equipment
- Arrangement 12       - Premises and Grounds, and Contractors
- Arrangement 13       - Vehicle Movements
- Arrangement 14       - Out of School Activities and Visits
- Arrangement 15       - Asbestos

## ARRANGEMENT 1: FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Fire Risk Assessment, and details of emergency arrangements, are kept in the Fire Log Book, which is kept by the Site Manager. There is a written (fire) evacuation procedure covering a range of hazardous situations: fire, gas leaks, severe weather, electrical faults. These documents are located in the Site Manager's office and on the website.

The Fire Risk Assessment is to be reviewed annually or after building works.

The Fire Evacuation Procedure is as follows:

**Any person discovering a fire or if one is reported to you:**

1. Sound the alarm;
2. Alert reception as to its location who can dial 999 to call the fire brigade;
3. Attack the fire if possible using the appliance provided. Staff should only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire-fighting equipment if they are certain of its correct use;
4. Leave the building by the nearest fire exit;
5. Close all doors behind you;
6. Report to the assembly point as highlighted below;
7. If close to the fire crouch low to avoid smoke as this rises to the ceiling.

**Do not take risks**

**Do not return to the building for any reason until authorised to do so**

**Do NOT lock any doors**

**REGISTERS MUST BE COMPLETED BY TEACHERS FOR EVERY CLASS OTHERWISE LIVES WILL BE PUT AT RISK LOOKING FOR CHILDREN WHO MAY NOT BE ON THE PREMISES.**

**In the event of hearing a fire alarm in school**

**Procedures – When lessons are in session**

**Teachers: Your first duty is to attend to the safety of your pupils in your care**

1. Teachers should stop teaching their classes.  
Have class stand and leave the classroom in a calm, quiet and orderly manner by the nearest fire exit. The children are your responsibility and must stay with you. **The safe evacuation of persons is an absolute priority.**
2. LSAs should accompany the learner they are supporting in class to the assembly point and remain with them until stand down of the emergency procedure.
3. Last person out close the classroom door **AND WINDOWS** behind them **but do not lock.**
4. Teacher and pupils are not to pack away.
5. Report to the fire assembly point on the given playground.
6. Line your teaching group up in register order.
7. Check the register.
8. Report to SLT anyone from your class who is not present in your tutor group.
9. SLT to report to DHT the names of individuals missing from the teaching groups.

10. Teachers should ensure that the teaching group remains silent and lined up correctly so that any further instructions that may need to be given can be heard.

### **Pupils**

1. If you discover a fire, press the fire call point.
2. If the fire alarm sounds during class, follow the teacher's instructions and evacuate classrooms. using the nearest direct exit as quickly as possible following the teacher.
3. Do not talk unless it is necessary.
4. Do not collect personal belongings.
5. Do not pack away.
6. Do not re-enter the building.
7. Line up in your teaching group in register order Advise the teacher if any pupil is missing.
8. Remain in line in SILENCE until dismissed, listening for instructions.

If the fire alarm sounds outside of class hours, follow the same procedure as above without waiting for instructions.

Unless you've actually experienced a fire personally, you cannot imagine how frightening and dangerous it can be.

### **Pupils with disabilities**

1. If a child is attended by an LSA during classes, the LSA is responsible for ensuring the safe exit of the child from the building. In the LSA's absence, the teacher is responsible.
2. If an LSA is not present, the teacher should first ensure all other pupils leave the classroom and are supervised by other teachers once in the corridor.
3. The teacher should then attend to the child in the absence of the LSA. The child should not be left unattended.
4. If the child has poor mobility, they should wait for other children to first exit the building before exiting themselves as they might impede the prompt egress of those more mobile than themselves.
5. If upstairs, they should be helped downstairs to the exterior by their LSA, or in their absence, their teacher.

If the fire alarm sounds when they are outdoors, they should make their own way to the assembly point.

### **Head of Years & SLT**

1. Liaise with attendance officer/receptionist re unexplained absences.
2. Advise the DHT of any missing pupils/tutors/visitors under your care.
3. Await dismissal from Headteacher.

### **Site staff – Call the fire brigade if not already done**

1. Check the alarm panel to identify where the alarm has been activated.
2. Check the site of the activation to confirm.
3. Do not put yourselves at risk if it is clear that a fire is in progress.
4. Keep Headteacher informed whether or not fire is in progress.

### **Fire Marshals**

1. Put on their high visibility jackets and proceed to their allocated areas, provided it is safe to do so.

2. Check all rooms including toilets and any unlocked cupboards to ensure the areas have been completely evacuated and all fire doors closed.
3. Close but **do not lock windows/doors** and leave building as soon as you can once you are satisfied your area is clear.
4. Once satisfied the area is clear, leave the building and report to DHT to inform them that the area is clear or provide other relevant information as required.

### **School Administration Team**

1. Leave the area and go to the nearest fire exit and assemble in the appointed area
2. HT's PA to man the front door to direct visitors and the Fire Brigade.
3. All Admin team to close the doors as they leave the work area.
4. Attendance Officer to print registers by teaching class from classcharts.
5. The Receptionist to print off a list of staff, and of visitors including Governors, from the digital register
6. The Receptionist to collect any waiting visitors or parents and visitors and escort parents and visitors to assembly point.
7. Attendance Officer to give registers to DHT and assist with distribution to Heads of Year.
8. Once registers are checked, Attendance Officer to confirm with each Head of Year. the names of individuals registered but not present.
9. The Receptionist to check against the signing in and signing out books.
10. DHT to inform the Headteacher and Site Staff once confirmed that no individual has been found in the building on the initial check.
11. DHT to notify Headteacher of any pupil or member of the team not accounted for at roll call.

### **Catering Staff**

1. Switch off hot plates, microwave, ovens and assemble with non-teaching staff **in the main playground away from the building.**
2. Catering supervisor check all staff present per signing-in book and inform DHT
3. Await dismissal by DHT.

### **Teaching Support staff**

1. All support staff leave the building via the nearest fire exit and assemble in in the main playground away from the building.
2. HT's PA to do roll call of team and notify the DHT of any member of staff not accounted for.

### **Visitors**

1. Visitors to be escorted to their assembly point by colleagues they are visiting or if in Reception by the Receptionist.
2. The Receptionist to check the register of visitors from the digital reception software.

### **Evacuation chairs for people needing assistance in evacuating**

There are evacuation chairs sited in the LRC in the Francigena Building Block and the Oscar Romero centre in the Santiago Building.

## Responsibilities

**Headteacher** to liaise with emergency services and DHT, Site team.

**SENCo** to work with Heads of Year & SLT with special reference to any learners with mobility difficulties or SEND.

**All other staff** to supervise the pupils in form lines.

**Site staff** – call out of the **fire brigade**, checking alarm system, checking alarm points, notifying **Headteacher** of when the building is safe to re-enter, working in conjunction with **Fire Marshals**.

**Fire Marshals** – work in conjunction with site staff to check allocated areas and report findings to the Headteacher.

**Teachers** – safety of their own teaching groups when at the assembly point, checking the register and following instructions of SLT.

**Support staff** safety of themselves as an individual and following the instructions of their team leader.

**Visitors, Parents** – safety of themselves as an individual and following the instructions of their host and/or Receptionist.

**Pupils** – safety of themselves as an individual and immediately following the instructions of their tutor, Head of Year and SLT. Acting in a responsible, calm and orderly manner at all times. Informing the staff of any important information they might have including concerns.

Special care must be taken for the following:

- All pupils **MUST** be supervised at all times;
- Visitors should be supervised at all times;
- Staff should tell another member of staff if you are working in an isolated area or an area which you would not normally visit;
- Staff **MUST** sign out in the digital register in reception if they leave the premise;
- On evacuation, always think of reducing travelling distances to the assembly point;
- Long corridors create wind tunnels fire doors must be kept closed;
- **In general, pupils should evacuate the building promptly at end of the school day unless supervised;**
- **The introduction at special events must include information to visitors of the nearest fire exit and assembly point as a minimum.**

Attention must in particular be paid to:

- Pupils and staff for whom English is not their first language;
- Pupils, staff and visitors with hearing difficulties;
- Pupils, particularly in year 7, new to the building layout and procedures;

In addition:

- Clients who rent the school must be fully conversant with fire evacuation procedures, fire risks and keep to agreed areas, with signed acceptance should be recorded;
- Notification of anyone unable to evacuate unaided must be reported immediately on arrival and the fire marshals informed especially the deaf, blind, pregnant and wheelchair users
- Electrical/gas cut off affected in science labs at the end of each day to be reset at the beginning of the following day.



Pupils line up in either back playground, front playground or Astro dependent on their current location, leaving the school building by the nearest door.

Current Fire Marshals are:

Block	Description	Fire Wardens
Rome	Ground floor from reception through to emergency exit to front carpark (door to gym) and main hall windows through to chaplain's office including toilets, offices, dining hall, reception and meeting room. Ground floor performing arts rooms and practice rooms (corridor out to playground)	Margaret Shortiss
Francigena	Ground floor from Chapel onwards in both directions excluding Performing Arts – ground floor teaching rooms as far as Food Tech including store and utility, Art office and office on stairs, F06, purple toilets, English office and F011	Joe Romero
Francigena	First Floor; LRC and F102, Drama room, English and Languages classrooms, including offices on front stairs up to dark room	Julija Juskaityte
Francigena	Second and third floors, east wing only, Maths corridor N202 to N206 including Maths office, and RE corridor including RE office, and office on back stairs on first, second and third floors	Tobias Pazdej
Santiago	Santiago building ground floor including Gym, Bethlehem and Fitness Suite, PE Store, Dance Studio and white toilets.	Imogen Lemon
Santiago	Santiago humanities teaching rooms, second and third floor teaching rooms (Science and IT teaching rooms and prep rooms, Galilee rooms.	Evelyne Harispuru

IF YOU ARE ABSENT FROM WORK FOR ANY REASON, PLEASE ENSURE THAT YOU HAVE NOTIFIED SCHOOL USING THE STATED PROCEDURES SO THAT YOUR AREA OF RESPONSIBILITY CAN THEN BE RE-ALLOCATED.

IN GENERAL

- After any emergency event, the Headteacher should telephone the Chair of Governors and advise her of the situation;
- Fire drills will be undertaken termly, arranged by the Headteacher and a record kept in the Fire Log Book;
- Regular inspections of the premises and grounds, including arrangements for fire safety, will be undertaken by the Headteacher and spot checked by Health & Safety link Governor;
- Details of service isolation points (i.e. gas, water, electricity) are located in the Fire Log Book

Emergency procedures for dealing with incidents outside normal working hours are held by the Site Manager but are also on Teams

These procedures will be reviewed annually.

See also the school's LOCKDOWN POLICY.

## **ARRANGEMENT 2: MAINTENANCE OF EMERGENCY EQUIPMENT**

### **1.0 Introduction**

Fire has the potential to cause multiple fatalities and extensive damage to property, which could result in extensive disruption to the services run by the School. Therefore, the School will take the necessary measures to ensure that the prevention of fire is given a high priority, ensuring that we meet the minimum fire legislative requirements.

### **2.0 Legislation**

Under the Management of Health and Safety at Work Regulations, the School will ensure that there are suitable and sufficient fire risk assessments in place and that the necessary emergency plans are drawn up and people given the responsibilities for implementing them. To ensure that these are working effectively, the necessary fire drills will be held and staff provided with the appropriate training and information, ensuring their health, safety and welfare.

Other relevant legislation is:

- The Health and Safety at Work Act 1974;
- The Fire Precautions Act 1971;
- The Fire Precautions (Workplace) Regulations 1997 amended 1999;
- The Health and Safety (Safety, Signs and Signals) Regulations 1996;
- The Regulatory Reform (Fire Safety) Order 2005.

### **3.0 Responsibilities**

#### **3.1 The Headteacher and Chair of Governors**

The Headteacher and Chair of Governors have the overall statutory and operational responsibilities for ensuring arrangements are in place to manage health and safety throughout the School including the management of fire and emergency arrangements.

#### **3.2 The Headteacher and Senior Leadership Team (SLT)**

The Headteacher and members of the SLT are to:

- Ensure that the relevant resources, including training are provided;
- Support and promote the requirements of this policy;
- Ensure that the necessary arrangements are in place to identify fire risks and the implementation of suitable fire safety control measures and emergency procedures;
- Ensure that the necessary training is provided to those given responsibility for ensuring the implementation of fire safety control measures;
- Ensure that regular inspections are carried out on the control measures and their continued effectiveness.

#### **3.3 Subject Leaders**

Subject Leaders will ensure that:

- New staff are made aware of the local arrangements in place for what to do in the event of discovering a fire and their emergency evacuation procedures, along with the school's policies and procedures.
- Fire risk assessments have been conducted for their departments.
- All staff within their responsibility follow the school procedures and precautions.

- Ensure that any member of their staff who has a disability has a personal emergency evacuation plan (PEEP) (See Appendix 1). This will also apply to those members of staff who are suffering from any temporary disability.

### 3.4 The Site Manager

The Site Manager will ensure:

- That the relevant fire risk assessments have been implemented for the premises they are responsible for;
- That adequate fire safety arrangements are in place and implemented at premises they are responsible for;
- That the relevant fire signage is in place to meet The Health and Safety (Safety Signs and Signals) Regulations 1996;
- That there are sufficient fire marshals/wardens in place to ensure safe evacuation of the building and to whom the fire marshals/wardens report to, informing the Site Manager that their areas are clear and act as the main liaison with the emergency services on arrival;
- Supervision of the effective day-to-day upkeep of the fire safety and evacuation procedures;
- Regular fire drills are carried out and records maintained;
- That weekly fire alarm tests are carried out and records maintained;
- That all relevant maintenance and testing of fire equipment and systems are carried out in accordance with recommendations;
- That there is adequate cover for fire marshals or the chief fire officer at times such as, sickness, annual leave etc.

### 3.5 All employees

All employees must ensure that:

- They comply with the relevant fire and emergency procedures for their premises;
- **That all fire exits, escape routes and fire-fighting equipment are kept free of obstruction at all times;**
- That fire-fighting equipment is not removed from its appointed location at any time, unless for the use in the event of an emergency;
- **All signed fire doors are kept closed at all times**, unless they are fitted with the appropriate self-closing mechanisms in the event of the fire alarm sounding;
- No smoking policies are strictly adhered to;
- **Flammable substances are stored in their correct containers and in a cool place, away from ignition sources;**
- No vehicles are parked in places where it may obstruct emergency exits or obstruct access to fire appliances;
- Fire notices are obeyed and that on hearing the fire alarm staff immediately leave the building until they are authorised to return;
- If there are concerns over any fire safety matters, they are immediately reported to their line manager for action;
- They fully understand the actions to take on finding a fire or on hearing the fire alarm and where the fire and emergency assembly points are;
- They do not use a fire extinguisher unless they have been trained through the school's training providers;
- They inform their line manager if they have any disability or any pupil has any disability, whether permanent or temporary that will affect their evacuation from the premises in the event of an

emergency situation. A personal emergency evacuation plan (PEEP) may be required. (See APPENDIX 1)

### **3.6 Subject Leaders**

Shall:

- Monitor their respective departments to ensure that the fire safety policy and procedures are adhered to;
- Ensure that the Site Manager is informed of any breaches of this policy immediately and the remedial actions they are required to take.

### **3.7 Fire Marshals/Wardens**

Shall:

- Be the nominated person(s) to take charge of and control the evacuation of the premises on hearing the fire alarm, informing the DHT of any persons remaining in the building or if there are any anomalies found during the evacuation: in some cases, it may only be an area of a larger building that they are assigned to;
- Follow the directions as outlined within the associated procedures;
- Ensure that they have been on the school's fire safety training for fire marshals/wardens;
- Follow the prescribed details within the fire safety guidance;
- Be nominated by the Headteacher to carry out the role.

### **3.8 Chief Fire Officer – The Headteacher**

The Headteacher, or in his absence the most senior person who is present at the time, shall:

- Be the person nominated to act as the main liaison officer with the fire and emergency services on their arrival;
- Be the person that the DHT reports to when registration complete and when fire marshals report their areas to be cleared following the sounding of the fire alarm;
- Follow the directions as outlined within the associated fire safety guidance.

## **4 Fire Prevention Arrangements**

Fire precautions will be put in place to ensure that the school protects its pupils, staff, visitors, contractors and any other person(s) who may be affected, its property and its assets, against the fire damage.

The school will take steps to prevent the cause of fire by ensuring that:

- There is provision and maintenance of fire escape routes from premises;
- There is adequate fire-fighting equipment, which is regularly maintained and tested;
- That the appropriate fire alarm systems are in place;
- That emergency lighting is installed and regularly maintained;
- Where appropriate adequate automatic fire detection systems are installed and regularly maintained.

Within this policy, particular arrangements shall be put in place for the following:

## 4.1 Fire Risk Assessments

The Site Manager is responsible for ensuring that suitable and sufficient fire risk assessments are in place and shall:

- Ensure that an action plan is devised for any control measures that are required;
- Ensure that the staff have been made aware of the risk assessments through documents on MS Teams and what is required of them;
- Regularly monitor and review the risk assessment, ensuring it remains up to date;
- Plan for any emergency;
- Nominate people to assist in implementing the plan;
- Identify the means for detecting and giving warning in case of a fire or other emergency;
- Identify the necessary means of escape and use of emergency lighting.

Where the school does not have control of all parts of the building or the workplace is shared with other persons, the manager should ensure that they have been informed of any significant risks identified. The person who has to any extent control has a responsibility to make sure the regulations are complied with, in the parts they control. This may require communication and co-operation between all parties to ensure co-ordination of fire safety provisions, fire-fighting measures, evacuation procedures etc.

The fire risk assessment will help to identify all of the fire hazards and risks in the workplace. A decision can then be taken as to whether they are acceptable or whether there needs to be further actions taken to reduce or control them.

### 4.1.1.1 Fire Control Measures

Upon completion of the risk assessment, the necessary controls will need to be implemented to ensure the safety of school's staff, pupils and others who may be affected by its undertaking.

The first two sections of this Policy **FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS** and **MAINTENANCE OF EMERGENCY EQUIPMENT** are an aid for those responsible for carrying out the risk assessment process and should be used as a guide. Those responsible should also use their own level of knowledge in fire safety to ensure that appropriate measures are taken and those affected are informed of what these measures are.

Fire doors throughout the school were replaced during 2017 and 2018, and in subsequent refurbishment works. During 2023 double doors in high traffic areas have been converted to 'hold open' doors.

### 4.1.1.2 Fire evacuation procedures

Our Health and Safety Policy explains the fire and emergency evacuation procedures for the premises. The Site Manager, who is responsible within the premises, must ensure a procedure is in place and the staff in particular the fire wardens/marshals are familiar with the procedures and act upon the requirements.

## 4.2 Fire Alarm Systems

The fire alarm system should be tested on a regular basis, to avoid any unnecessary false alarms.

The following documents give more information.

- Fire alarm systems (See fire safety guidance notes)
- Fire alarm systems test record (held in the site office)
- Fire-fighting equipment (held in the Site Manager's office)

#### **4.3 Emergency Lighting**

The school has expanded the provision of emergency lighting, with the Francigena block and stairwells throughout updated. The programme of upgrade will continue as capital funds allow. During 2023 the outdoor lighting was upgraded.

#### **4.4 Chief Fire Officer & Fire Marshals/Wardens**

In the event of there being an emergency the fire marshal/wardens are to follow the directions as contained in the fire evacuation procedure. Training is provided annually.

#### **4.6 Fire Training and Information**

The Regulatory Reform (Fire Safety) Order 2005, 1974 Health and Safety Act and the Management of Health and Safety Regulations require staff to receive the appropriate level of fire training/instruction. Further details can be found in the documents held in the Site Manager's office.

#### **4.7 Fire Folder**

It is considered good practice to maintain a fire folder. The Site Manager keeps the fire folder and ensures it is updated for the school. The document can be found in the Site Manager's office.

#### **4.8 Personal Emergency Evacuation Plan (PEEP)**

Where there have been general provisions provided for the safe evacuation of persons who have a disability, all members of staff who have a disability must be provided with a PEEP. However, there must be provision made for all others potentially effected to include members of the public, service users, visitors etc.

Completed PEEP forms can be found in the School office and a template is attached to the policy and available on MS Teams (See Appendix 1)

#### **4.9 Co-operation and Communication**

It is important that where the school shares the premises with external organisations, there is clear communication between the parties to ensure arrangements are in place in the event of a fire or other emergency situation.

#### **4.10 Fire Prevention Measures**

Consideration should also be given to other factors that may prevent the cause of fire, for example:

- Good housekeeping
- Suitable and sufficient security measures
- No smoking policies
- Control of contractors

### **5 Further Advice or information**

Should you require further advice, please consult with the Site Manager on [j.lenehan@allsaintscc.org.uk](mailto:j.lenehan@allsaintscc.org.uk)

Other sources of information can be found by clicking on the following links:

- [Health and Safety Executive](#)
- [London Fire](#)
- [Fire Safety - an employers guide](#)

The arrangements for fire prevention inspections and testing of equipment are as follows:

## **FIRE LOG BOOK**

A record of all tests will be kept in the Fire Log Book, which is kept by the Site Manager

## **TESTING OF THE FIRE ALARM**

The fire alarm will be tested weekly, and records kept, by the Site Manager

Defects on the system must be reported immediately to the maintenance engineer:

**Name**            **Ms. Rachel Butler**    0208 676 4300            rachel@westlondonsecurity.com

**West London Security**

## **INSPECTION OF FIRE FIGHTING EQUIPMENT**

The School's contractor undertakes an annual maintenance service of all extinguishers.

The contractor is currently Marlowe Fire and Security: Lorna Westaway on 0845 3711137 or 07968 765029 or e-mail [lorna.westaway@marlowefireandsecurity.com](mailto:lorna.westaway@marlowefireandsecurity.com).

The Site Manager is responsible for checking that the servicing and maintenance has been done.

Defective equipment or extinguishers that need recharging should be reported directly to the Site Manager who will arrange to have them replaced/repaired.

## **SMOKE DETECTION, EMERGENCY LIGHTING and OTHER FIRE/EMERGENCY SYSTEMS**

These systems will be checked as specified in the Fire Log Book.

The fire panel and the detection equipment are checked annually.



### ARRANGEMENT 3: FIRST AID

THE FOLLOWING STAFF ARE FIRST AID TRAINED:

NAME	COURSE NAME	DATE OF PASSING	DATE OF RENEWAL
Lichena Bertinato	Emergency First Aid at Work	19 <sup>th</sup> April 2021	April 2024
Jack Burke	Emergency First Aid at Work	19 <sup>th</sup> April 2021	April 2024
Evelyne Harispuru	Emergency First Aid at Work	19 <sup>th</sup> April 2021	April 2024
Rosa Lagunas	Emergency First Aid at Work	19 <sup>th</sup> April 2021	April 2024
Holly Offord	Emergency First Aid at Work	19 <sup>th</sup> April 2021	April 2024
Margaret Shortiss	Emergency First Aid at Work	19 <sup>th</sup> April 2021	April 2024
Emily Tuttle	Emergency First Aid at Work	19 <sup>th</sup> April 2021	April 2024
Thomas Fisher	Emergency First Aid at Work	28 <sup>th</sup> November 2021	November 2024
Margaret Samuel	Emergency First Aid at Work	31 <sup>st</sup> October 2022	October 2025
Shona Keith	Emergency First Aid at Work	31 <sup>st</sup> October 2022	October 2025
Julija Juskaityte	Emergency First Aid at Work	31 <sup>st</sup> October 2022	October 2025
Hayley Dunlop	Emergency First Aid at Work	31 <sup>st</sup> October 2022	October 2025
Stephen Waterhouse	Emergency First Aid at Work	31 <sup>st</sup> October 2022	October 2025
Muhammad Junaid	Emergency First Aid at Work	31 <sup>st</sup> October 2022	October 2025
Peter Vostry	Emergency First Aid at Work	31 <sup>st</sup> October 2022	October 2025
Bianca Alfieri	Emergency First Aid at Work	31 <sup>st</sup> October 2022	October 2025
Darah McCutcheon	Emergency First Aid at Work	31 <sup>st</sup> October 2022	October 2025
Alaia Rodriguez	Emergency First Aid at Work	31 <sup>st</sup> October 2022	October 2025
Anna-Marie Moss	Emergency First Aid at Work	31 <sup>st</sup> October 2022	October 2025

The Headteacher will ensure that all nominated First Aiders and Emergency Aiders have a current certificate and that new persons are trained as required to maintain the number of trained persons identified in the risk assessment.

#### FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- Francigena Building – Student Services
- Francigena Building – ground floor Art Department
- Santiago building – Oscar Romero centre
- Santiago building – 1<sup>st</sup> floor preparation room
- Santiago building – 2<sup>nd</sup> floor preparation room

The School Office Manager is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least half termly.

THE FIRST AID TREATMENT RECORD BOOK FOR RECORDING DETAILS OF ALL FIRST AID ADMINISTERED IS KEPT IN: Student Services – Medical File

DETAILS OF CONTACT NUMBERS OF HOSPITAL ACCIDENT AND EMERGENCY DEPARTMENTS, AND OTHER MEDICAL SERVICES ARE DISPLAYED IN: Student Services – Noticeboard

EMERGENCY SERVICES

LOCAL POLICE STATIONS

Dial 999 in all emergency cases and 101 for a non-emergency and request Police. Local stations are situated at

Notting Hill	101 Ladbroke Rd, W11 3PL
Kensington	72 Earls Court Rd, W8 6EQ
Chelsea	2 Lucan Place, SW3 3PB

The Safer Neighbourhood Team can be reached on 020 8721 3016

LOCAL FIRE STATIONS

Dial 999 in all emergency cases and request Fire Service

AMBULANCE SERVICE

Dial 999 in all emergency cases and request Ambulance

LOCAL HOSPITALS

St Charles Hospital	Exmoor Street, W10 6DZ	020 8969 2488
St Mary's	Praed Street, W2 1NY	020 7886 6666
Hammersmith	Du Cane Rd, W12 0HS	020 3313 1000
Chelsea & Westminster	369 Fulham Road, SW10 9NH	020 3315 8000
St Thomas'	Lambeth Palace Rd, SW1 9RT	020 7188 6522
Charing Cross	Fulham Palace Rd, W6 8RF	020 7311 1234
University College	235 Euston Rd, NW1 2BU	020 3456 7890

ARRANGEMENT 4: REPORTING PROCEDURES

Staff must report all accidents, incidents, dangerous occurrences, violent incidents, verbal abuse and near misses to Student Services.

- “Near Misses” must be reported. These are incidents that occur but where no injury or damage is sustained. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- Faulty systems of work, plant, equipment, fittings etc, must be reported to The Site Manager and attended to as soon as possible. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- The Headteacher will investigate accidents and incidents, and take remedial steps to avoid similar instances recurring. Investigation should be in proportion to the incident.
- Any death or major injury to pupils must be reported immediately by the Headteacher to the Health and Safety Officer at RBKC on 020 7361 3735. The Health and Safety Executive (HSE) will be advised as necessary by the Health and Safety Officer. The HSE should not be contacted directly by the school. A copy of the report containing any information given to the HSE will be sent to the school.
- Staff absences of seven days or more, resulting from an accident must be reported immediately by the Headteacher to the Health and Safety Officer at RBKC on 020 7361 3735 or the online schools incident website <https://tri-b.info-exchange.com/school>. The Health and Safety Executive (HSE) will be advised as necessary by the Health and Safety Officer. The HSE should not be contacted directly by the school. A copy of the report containing any information given to the HSE will be sent to the school under RIDDOR.

## **ARRANGEMENT 5: LONE WORKING**

LONE WORKING means working alone, after hours, at weekends or in holiday periods.

All staff should:

- Notify the Headteacher and obtain his/her permission on each occasion when lone working will occur.
- Take all appropriate steps to keep themselves safe when working alone. This will include:
  - keeping doors locked for security (but ensuring fire escapes are not locked)
  - not carrying out hazardous work (including working at height, with noxious chemicals and so on)
  - ensuring help can be summoned if needed (mobile phone, access to office phone and so on)
- Try to notify a partner, friend or colleague of their whereabouts and the estimated time of return.
- Ensure they do not put themselves or others at risk
- Report any incidents or situations where they may have felt “uncomfortable”. Good communication between colleagues, in terms of personal safety is essential.

Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. If in doubt, police assistance must be called before attending the site.

## ARRANGEMENT 6: HEALTH AND SAFETY TRAINING

The Site Manager, Office Manager, DHT, Head of Art. Head of Science, Science Technician all have responsibilities for drawing the following health and safety matters to the attention of all staff:

- Emergency evacuation, e.g. fire drills and routines (SM)
- Use of emergency fire-fighting equipment (SM)
- Issues arising from safety inspections (SM)
- Good housekeeping including defect reporting (SM)
- Manual handling arrangements (SM)
- Safe use of work equipment (tools, machinery and other equipment) SM / Head of Art in that area
- Personal safety and security including lone working policy (SM)
- Use of personal protective equipment (SM and Heads of Art & Science in their areas)
- Safe systems of work (SM)
- Handling of chemicals – CLEAPS (Head of Science / Science Technician)
- First Aid (Office Manager)
- Visits, journeys and working off site with pupils (DHT)
- Accident, incident reporting (including violent incidents and verbal abuse) (DHT)
- Provision of training (DHT)
- Use of Display Screen Equipment (computers for example) DHT

The School has nominated the DHT to be responsible for co-ordinating health and safety training needs, and for including details in the training and development plan.

She will also keep records of training undertaken and will arrange refresher training when necessary, and will also be responsible for assessing the effectiveness of training received.

She will also keep records of training undertaken and will arrange refresher training when necessary, and will also be responsible for assessing the effectiveness of training received.

The Site Manager is responsible for COSHH.

## ARRANGEMENT 7: WORK EQUIPMENT

The following equipment has been identified as likely to involve specific health and safety risks and details are given below on inspection, use and repair.

N.B. Copies of this list should be prominently sited so staff can refer to it.

EQUIPMENT	RESPONSIBLE PERSON (who can assess risk)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (termly annually etc.)
Access equipment e.g. ladders, mobile access platform	Site Manager & Site Assistants	Site Manager & Site Assistants	Supplier	As required
Caretaking/cleaning equipment including hand tools	N/A	N/A	Julius Rutherford	Termly
Grounds maintenance equipment	Site Manager (Sundry Equipment)	Site Manager & Site Staff	Gingko Gardens	Annually
PE and play equipment	Head of PE	PE Staff	Replay Sportsafe (contractors)	Astro pitch 6 x a year Sports equipment annually
Lab Equipment	Science Technician	Science Staff	Gas – –Ecomec ACTest (contractors)	Annually
Technology Equipment	Network Manager	All staff	Network Manager or his recommended suppliers (no contractor appointed)	Continuous
Art and Design Equipment	Head of Art	Art Dept. staff & pupils	Teaching staff – no contractor	Annually
Stage Lighting, Staging, Seating	Head of Performing Arts / Site Staff	Drama Dept.	Stage Electrics Husseys (contractors)	Annually
Portable electrical equipment	Site Manager		ACTest (contractor)	Annually

## **ARRANGEMENT 8: FLAMMABLE AND HAZARDOUS SUBSTANCES**

Inventories of flammable and hazardous substances and risk assessments for their use are maintained by The Site Manager

This person must ensure the safe use of these chemicals or substances in the areas they are responsible for, and ensure that adequate warning notices are properly displayed especially in storage areas.

Relevant safety information is given on posters displayed in cleaning and caretaking stores, the staffroom, and the kitchen. All staff should ensure they are familiar with the risk assessments for each substance they use, and follow the control measures given.

## **ARRANGEMENT 9: MANUAL HANDLING OF LOADS**

All manual handling activities which present a significant risk to the health and safety of staff will be identified to The Site Manager

Manual handling activities will be eliminated where it is reasonably practical to do so. Where elimination is not reasonably practicable, a risk assessment must be made and the risk will be reduced as far as is reasonably practicable.

Site Staff will be trained to help carry out risk assessments.

Whenever possible, handling equipment (sack barrows, trolleys etc.) will be used to reduce risks arising from lifting and carrying.

Staff should advise Staff if they require such equipment.

Written risk assessments will be provided to relevant staff who must follow the instructions given when carrying out the task.

The written risk assessment will take into account the task, load, environment and individual and any other factors that might affect the risk to the health and safety of employees or other persons.

### **Notes:**

Activities where the load is quite small but the activity is of a highly repetitive nature are included in these arrangements – it is not only large loads which give rise to risk.

People (pupils or adults) should not be lifted or moved, unless it is necessary to do so to remove them from danger. Where somebody is unable to get up themselves, medical assistance should be sought through the normal first aid arrangements.



## **ARRANGEMENT 10: HEALTH AND SAFETY INSPECTIONS**

Termly Health and Safety reviews will be carried out by the Headteacher and Site staff, and spot checked by the Health & Safety link Governor. The Local Authority also conduct an annual Health & Safety inspection.

A written report for each inspection will be prepared, and copies given to the Headteacher.

Responsibility for actions detailed in the safety inspection report will be delegated to relevant staff by the Headteacher, who will follow up at regular intervals to ensure that the actions have been completed.

## **ARRANGEMENT 11: PLAY and PE EQUIPMENT**

All play and PE equipment (climbing apparatus, fitness equipment and so on.) will be inspected by a competent person as detailed in Arrangement 7.

The member of staff on duty is responsible for making a visual check of all equipment before allowing it to be used by pupils. Where there is any doubt about whether the equipment can be used safely (e.g. wet or slippery conditions, damage to safety surfaces), then the Headteacher will be consulted for a decision based on their assessment of the risk presented.

Pupils are not permitted to use any play or PE equipment without supervision. Risk assessments detailing the required levels of supervision, and any qualifications or training required for each piece of apparatus, are available from the PE subject leader.

## **ARRANGEMENT 12: PREMISES and GROUNDS, and CONTRACTORS**

Responsibility for ensuring that the premises and grounds are safe for use ultimately rests with the Governors and the Headteacher. However, the duty to ensure that regular inspections are carried out is delegated by them to members of staff.

An inspection of individual work areas (classrooms for example) will be carried out by the teacher in charge of that area. Every work area must be checked at the start of each day before pupils are allowed to enter, and any hazards dealt with immediately. Where a hazard cannot be adequately removed, the Headteacher should be informed, the area secured, and alternative arrangements made for accommodating the affected pupils.

Termly inspections of the whole school (including the grounds) will be made as detailed in Arrangement 10 by the Headteacher and Site Staff, and spot checked by the Health & Safety link Governor.

An external contractor, currently the Local Authority, is retained to carry out an annual Health and Safety audit

The Site Manager is responsible for making arrangements with contractors.

Arrangements for security will be discussed with contractors before they start work, and detailed in their contracts. Risk assessments will be required from all contractors in advance of work commencing, and adequate insurance cover will be verified.

All building and maintenance works must be adequately secured (e.g. by Heras fencing) to prevent any access by pupils or other unauthorised persons.

Contractors will be required to sign in on arrival, and will be provided with relevant health and safety details. These will include arrangements for first aid, evacuation, vehicle parking and movement, no smoking rules, and advice on school activities which might give rise to risk to the contractors.

Contractors vehicles accessing the school grounds will only be allowed to do so outside of the beginning and end of the school day.

## ARRANGEMENT 13: VEHICLE MOVEMENTS

No private vehicles are allowed to be brought onto school grounds, other than on designated roadways (i.e. the drive and car park) unless specifically authorised to do so.

Parents and guardians are reminded that the safety of all the pupils (including their own) whilst on and around the school is their own responsibility when delivering or collecting them. Any parent or staff member deemed to be putting children at risk by their driving on, or immediately outside, the school premises will be advised verbally in the first instance, followed by a written notice if they persist. Should a third instance of unsafe driving or parking occur, the school will consider excluding the driver from bringing a vehicle beyond the gates.

All delivery vehicles will be asked to avoid calling at the beginning and end of the school day whenever possible. It is recognised that it is not possible for the school to totally control their arrival times, but every effort will be made to minimise vehicle movements at times when pupils will be liable to be on the roadway and car parks.

*There are occasions when contractors need to bring vehicles onto the grounds. All contracts will state that the vehicles not on the driveway or car parks must be stationary at any times when pupils are outside. Arrival and departure times will be controlled to avoid the beginning and end of the school day.*

Pupils are not permitted to cross the driveway or car parks, other than when being delivered or collected. Where a school activity necessitates pupils using these areas, adequate supervision in accordance with risk assessment will be provided.

## ARRANGEMENT 14: OUT of SCHOOL VISITS and ACTIVITIES

All school day trips and residential journeys are managed through the local authority's approved online portal 'Evolve'. Day trips require approval of the EVC and overnight trips require LA approval.

All out of school visits and activities are run according to current best practice and advice, as set out in the DfE document "Health and Safety of Children on Educational Visits".

The RBKC document 'Guidelines and Code of Practice for Off-site Activities' is used at the school, and all visits and activities that take place off the school premises must be organised according to the requirements of the document.

All out of school visits and activities must be authorised by the Headteacher at the planning stage. The Headteacher is responsible for ensuring that all necessary documentation (e.g. emergency contact details, medical notes, parental consents etc) is completed before any school party leaves.

Wherever practicable, leaders of groups must visit the site of a planned visit well in advance.

Risk assessments, insurance cover details, and details of health and safety arrangements will be obtained by group leaders from the management of the intended visit site.

Group leaders will prepare full risk assessments for every off-site visit. Where a visit is a regular event (e.g. weekly swimming pool trip), a 'generic' assessment can be made – there is no need to do a separate one every time unless there are specific factors which vary and which will affect the assessment.

All group leaders will ensure that they have a mobile phone, or other means of contacting the school, for use in case of an emergency.

All coaches used for school trips will be fitted with seat belts, and staff will ensure that all pupils are securely belted in before allowing the driver to move away.

All trip risk assessments are held by the Headteacher or delegated member of the Senior Leadership Team.

## **ARRANGEMENT 15: ASBESTOS**

The Establishment's Authorising Officer for any work involving the fabric of the building (where there may be asbestos containing materials present) is the Site Manager.

The asbestos location register including a management survey with details of location and type of identified occurrences of asbestos in the building is kept in the Site Manager's office.

Any damage to materials known or suspected to contain asbestos should be reported to the Site Manager who will contact

**Jamie Perkins-Best**  
**Environmental Management Solutions**  
**Suite 404**  
**324-326 Regent Street**  
**London**  
**W1B 3HH**

**Mob: 07970 994179**

**Tel: 0800 3581100**

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Site Manager.

Under no circumstances must staff carry out work however minor to the fabric of the building unless it has been approved by an Authorising Officer.

**Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.**

Personal Emergency Evacuation Plan (PEEP)

This form should be completed for anyone who requires assistance with any aspect of emergency evacuation. Once developed, the PEEP will describe the pupil's intended means of escape in the event of emergency, including drills. The PEEP will specify what type of assistance is agreed and how it is to be maintained to ensure the pupil's continued safety and should include assistance required from the point of raising the alarm to passing through the final exit of the building.

A completed form should be held:

- By the pupil
- In the Pupil's personal records
- By the Fire coordinator (for each building identified)
- By the Form teacher

**Note:** This plan must be reviewed on an annual basis (at least) and when significant change in circumstances (of the building or pupil) is anticipated or identified i.e. change in timetable. This document should be coordinated by the SENCO/Inclusion Manager or designated member of the Senior Leadership Team (SLT).

Pupil's name:			
Registration room or number:			
Registration area location in building: (Attach a timetable to this document, showing daily movements; times and room numbers).			
Registration teacher's name:		Tel: Ext No:	
Date completed:		Reviewed:	
Reviewed:		Reviewed:	

<b>Name of person who completed this Form:</b>	
<b>Date completed:</b>	

<b>Date of next review:</b>	
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**Points to consider:** Either the fire safety coordinator within the school or the responsible staff member should complete this form together with the pupil.

Question for the pupil to consider:	Answer	Comments
Do you change classrooms during the course of the day, which takes you to more than one location within the building and other buildings?		
Do you have difficulties reading and identifying signs that mark the emergency exits and evacuation routes to emergency exits?		
Do you have any difficulties hearing the fire alarm?		
Are you likely to experience problems independently travelling to the nearest emergency exit?		
Do you find stairs difficult to use?		
Are you dependent on a wheelchair for mobility?		



If you use a wheelchair would you have problems transferring from the wheelchair without assistance?		
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**A: Alarm system**

**1. The pupil is able / unable to raise the alarm (delete as appropriate)**

If the pupil is unable to raise the alarm independently, please detail alternative procedures agreed. If able give brief description of how.

**2. The pupil will have been informed of an emergency evacuation by:**

existing alarm system:	<input type="checkbox"/>	vibrating pager device:	<input type="checkbox"/>
visual alarm system:	<input type="checkbox"/>	other: (please specify)	<input type="checkbox"/>

**Give details:**

B: Exit route procedure (progress starting from when the alarm is raised and finishing on final exit)

C: Designated assistance (details of all persons designated to assist in the evacuation plan and the nature of assistance to be provided by each)

D: Method of assistance (e.g. transfer procedures, methods of guidance)

E: Equipment Provided (details of all equipment needed to execute the plan and its location)



Has a copy of the exit route on plan been attached?	<input type="checkbox"/>	<input type="checkbox"/>
Has the equipment detailed above been tried and tested?	<input type="checkbox"/>	<input type="checkbox"/>
Have all issues been completed to full satisfaction?	<input type="checkbox"/>	<input type="checkbox"/>
Has a copy of this form been sent to person responsible for fire evacuation?	<input type="checkbox"/>	<input type="checkbox"/>
Has the fire coordinator informed all relevant staff of these arrangements? E.g. Class teachers, support assistants.	<input type="checkbox"/>	<input type="checkbox"/>

Record the length of time of practice evacuation.

_____ mins
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If **No** to any of the above please explain:

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I (pupil/parent) am/are aware of the emergency evacuation procedures and believe them to be appropriate to the needs identified above, (a parent is to sign this off on behalf of a minor):

Pupil signature:		Date:	
Pupil name:			
Parent signature:		Date:	
Parent name:			
Person responsible for fire evacuation signature:		Date:	
Person responsible for fire evacuation name:			
SENCO signature:		Date:	

SENCO name:			
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List of people who have received a copy of this completed document: