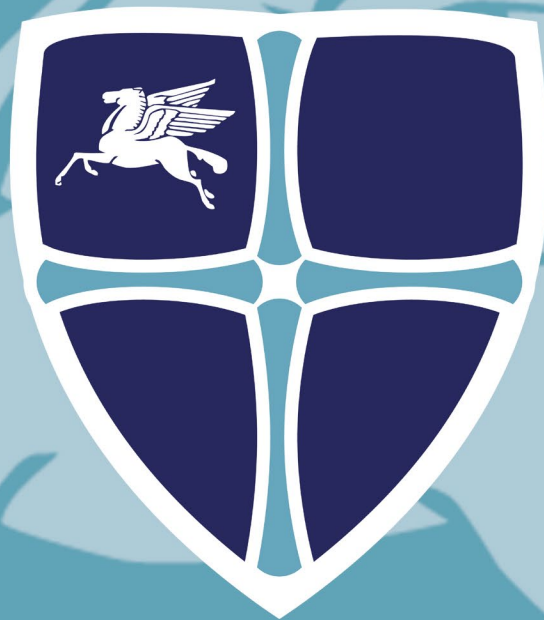


# Wellfield School



## Health and Safety Policy

Chair of Governors – Mrs N Wood

Headteacher – Ms S Hammond

Updated - 05/07/22

Review Date - 05/07/23

# HEALTH AND SAFETY

## RATIONALE

All people who visit Wellfield School have the right, under law, to learn and work in a safe environment. The Head Teacher and Governors of Wellfield Community School acknowledge and accept their statutory duties and responsibilities to make arrangements, as far as reasonably practicable, to ensure the health, safety and welfare of LA employees and any others who may be put at risk by the activities of the school.

The arrangements will be based on pro-active hazard / risk assessment management and are regularly reviewed to ensure statutory requirements and best practice standards are being met.

The health and safety arrangements at Wellfield School are in response to Durham Local Authority Health and Safety Policy. The Head Teacher and Governors aspire to a Statement of Intent from the Director of Children Services, following the management organisation as prescribed by the LA Health and Safety Policy, which in turn determines the specific procedures that are put in place. The management of H&S at Wellfield is divided into:-

- (i) a day to day management group consisting of teaching/pupil issues, admin issues, site maintenance issues and extended school issues and
- (ii) a strategic group linked to the Head Teacher and governors

## PURPOSES

To ensure that:

- The LA procedures are implemented
- Non and semi-ambulant persons' needs are responded to
- Necessary information, instruction or training is identified and organised
- Systems monitor the application and effectiveness of the procedures
- Positive attitudes to H & S are communicated and encouraged in an active and visual manner

## GUIDELINES

The guidelines follow LA procedures and indicate statutory areas for implementation. Durham LA H & S Policy prescribes performance standards for each procedure and at Wellfield these are followed as far as reasonably practicable.

Wellfield's employees have a statutory duty to ensure that they:

- Take reasonable care for the H & S of themselves and other persons who may be affected by their acts or omissions at work

- Co-operate with employer or duty holder to enable any duty or requirement imposed on the employer to be performed or complied with
- Report and seek advice on any unsafe conditions, defects or shortcomings in the H & S arrangements
- Do not intentionally or recklessly interfere with or misuse anything provided for health, safety or welfare
- Notify any injury, illness, disease or dangerous occurrence linked to their duties and responsibilities
- Read, understand and follow the LA Health and Safety booklet
- Understand that exact details of H&S procedures are available on the LA Extranet and from the school's H&S Management Group

## **WHOLE SCHOOL HEALTH AND SAFETY PROCEDURES**

As far as reasonably practicable, LA H & S performance standards are followed for all procedures. These are an on line document which aims to keep procedures and details quickly updated.

These areas include the following with additional information / guidelines / proformas included in appendices:

1. **Accident, Incident and Ill-Health Reporting**
2. **Animals - including small animals, chickens etc (Risk assessments as required)**
3. **Asbestos**
4. **Biological Hazards including Sharps**
5. **Building Related Projects**
6. **Confined Spaces**
7. **Design and Technology**
8. **Display Screen Equipment**
9. **Electrical Safety**
10. **Fire Safety**
11. **First Aid**

A rolling programme of first aid training is in place with the aim for the higher risk learning areas to have one basic qualified first aid person and a higher level of qualification based in reception area. We follow a pass onto – sign off system of referral for persons requiring first aid. The person with the higher-level first aid qualification is responsible for distribution and stock of first aid equipment.

12. **Food Safety**
13. **Hazardous Substances (COSHH)**
14. **Induction**

The needs of semi- and non-ambulant persons are highlighted with reference to learning area handbooks for specific details and for the whole school issues of:

building evacuation; lifting; early arrival/early leaving of persons to avoid corridor congestion.

15. **Lifting Operations & Lifting Equipment**

16. **Lone Working**

17. **Moving and Handling (Objects)**

18. **Moving and Handling (Pupils)**

19. **New and Expectant Mothers**

20. **Noise at Work**

21. **Personal Protective Equipment**

22. **Risk Register and Top Level Assessment**

Risk assessment is carried out at Wellfield via a “Hazard Assessment” proforma (see appendices). The H & S coordinator is trained with regard to risk assessment and can offer advice and training sources for those persons who need to complete hazard/risk assessments.

Assessments are completed by learning areas for activities taking place in the learning area. They are updated when new and changed activities come on line.

Risk assessments are completed for all off-site activities involving pupils.

Hazard/risk assessments are completed to address the management of semi- and non-ambulant persons.

23. **Science Teaching**

All science experiments/activities follow the CLEAPSS Laboratory Handbook procedures to ensure minimum risks. This handbook replaces the need for a risk assessment for experiments/activities.

24. **Swimming Pool Operation**

25. **Traffic Management**

The needs of semi- and non-ambulant persons with regard to traffic management – special parking is available near main school door and transport parking is arranged away from the general school coach park. This transport leaves at a different time if there are pupils with such needs.

26. **Violence and Aggression**

27. **Work Equipment**

28. **Workplace Welfare**

29. **Young Employees**

## **LEARNING AREAS**

Each learning area will respond to general and specific procedures as far as reasonably practicable, taking into consideration the needs of semi- and non-ambulant persons within these procedures (see learning area handbooks with regard to the management of semi- and non-ambulant persons).

In response to semi- and non-ambulant persons:

- Persons arrive early to lessons and leave early to avoid corridor congestion
- Persons are escorted with either support assistants or peer helpers (training provided in case of emergency)
- Stay with person, organise message to be sent to reception stating problem and location.
  - Duty teams available during break-time and lunchtime
  - SEN support is available for technology workshop sessions
- Where reasonably practicable, SEN support is available according to individual need
  - Learning areas ensure access and egress is easy
  - Where reasonably practicable, persons are taken off corridors prior to lesson start
  - Learning areas follow evacuation procedures regarding semi- and non-ambulant persons
  - Learning areas respond to individual needs taken from IEPs with reference to H & S
- Where reasonably practicable, special transport arrangements and SEN support are made available for field study visits.

## PROCEDURES PARTICULAR TO WELLFIELD

**Field Study Visits/Visits- See separate Visits Policy for full details**

***All visits follow the Local Authority Policy and Guidelines (2015) and comply with the LA EVOLVE visits system***

Prior to organising a visit, especially a residential visit, permission from the Governors, through the Head Teacher must be sought using the EV1 form.

Hazard/Risk assessments are completed for all visits

Visit sites and accommodation Hazard/Risk assessments are requested

Transport providers Hazard/Risk assessments are requested

Where reasonably practicable, special transport arrangements are made available

Where reasonably practicable, SEN support is made available

Where reasonably practicable, visit sites are previewed prior to visit with regard for H & S and SEN needs for semi- and non-ambulant persons

## MEDICATION ON SCHOOL PREMISES

A designated person is appointed to monitor all medication brought onto the school premises.

The designated person has completed a LA training course and the prescribed procedures are followed.

Medication that is given to the designated person by parents/carers for administering is kept in a locked container.

Records are kept and updated of persons requiring medication - this includes times and dosages. This information is requested from parents of pupils requiring medication.

The designated person records information regarding employees requiring medication.

## **MONITORING AND EVALUATION**

Health and Safety has an appointed School Governor. This person visits the school to complete visual site inspections and raises H & S issues with the Board of Governors. The H & S Management Team responds to issues raised by the H & S governor.

The H&S Management team also responds to H & S issues raised by the school employees via email to the Director of Finance and Premises.

(i) Teaching staff/pupil issues – F Swinburn

(ii) Site maintenance/site issues/maintenance staff – I Ness

(iii) Support staff/kitchen/Admin issues – I Ness

The H & S Coordinator responds to H & S issues from risk assessments.

The H & S Coordinator responds to H & S issues raised by LA.

Health and Safety Executive monitoring

LA Health and Safety monitoring via annual audit/action plan

**Prevent – Link to Prevent Policy:** See appendix 1

**Intruder Procedure:** See appendix 2

## **EVACUATION PROCEDURE FOR WELLFIELD COMMUNITY SCHOOL**

The primary focus for this procedure is to ensure that duty of care towards our young people and ourselves is paramount in everyone's mind when any evacuation takes place. The procedure consists of sets of instructions for all members of our school community. It is essential that each person understand everyone's individual role within the procedure for it to operate safely, quickly and effectively.

The Head Teacher, or designated person, will take charge of an evacuation and will establish a control point area at the front of the school, or nearest safe area, where all information and communications must be sent.

### **ALL STAFF AND FIRE KEY HOLDERS**

Raise alarm at key operated call point in case of fire or any other reason for a school evacuation. **Without putting yourself at risk, every effort should be made to ensure that people evacuating the building are directed away from the danger area.**

In the event of a school evacuation, every able-bodied adult member of staff has a responsibility to assist young people in their care.

Fire call points are key operated, all staff are key holders. If staff do not have their key, spare ones must be collected from the office and returned when they have their original. Monitoring of keys takes place on a termly basis.

## EVACUATION DURING LESSON TIME - TEACHING STAFF / STAFF I/C YOUNG PEOPLE

1. On hearing the evacuation alarm, calmly prepare those in your charge to evacuate the area, tell them where you are taking them, reminding them to keep together with you and not to run or endanger anyone else's route.
2. If possible, switch off all gas / electrical appliances, close windows and classroom doors.
3. If you are teaching a non-ambulant or semi-ambulant person follow the procedure outlined in the next section.
4. Take your group. **Think! Your usual or designated route may be blocked**
5. Ensure that your exit route is clear and appoint a young person to lead the way following the designated exit routes (nearest to your room) to the assembly point at the rear of the bus bay next to the boundary fence.
6. Accompany your young people to the assembly point for their tutor / year group telling them to meet with their tutor and not to move away.
7. Once outside do not re-enter the building.
8. Go to your own assembly point.
  - o If you are a tutor or have been allocated a tutor group for the day, then put pupils into register order and complete an attendance check. Inform SLT immediately of any pupil marked present for the day but who is not present in the evacuation register. Hand both the attendance and not present records to your Head of Learning.
  - o If you have no young people to care for report to your designated Head of Learning and assist with supervision or replacement duties as specifically requested.
9. Stay in assembly point until you are told to leave by the Head Teacher or the designated person in-charge of the evacuation.
10. The egress of groups will go in Year 11 to Year 7 order

***Technology staff, and others teaching in South block, on evacuating the building, will ensure that the south side pedestrian gates are open.***

### **Semi- and non-ambulant persons**

**Parents and carers of semi- or non-ambulant persons will be informed of the evacuation procedure prior to attending the school.**

**If you have semi- or non-ambulant persons in your charge ensure these instructions are followed:**

#### **Ground Floor Evacuations:**

- Evacuate all able-bodied persons first

- When evacuation routes are clear escort semi- or non-ambulant persons out of the building to their collection area
- Report to your designated meeting area

### UPPER FLOOR EVACUATIONS:

- Evacuate all able-bodied pupils first
- Inform neighbouring colleague that you are supervising a semi- or non-ambulant person and ask them to supervise the remainder of your class to the bus bay assembly area
- Indicate which refuge area you are going to. If there is evidence of danger go to the nearest safe refuge
- **The colleague receiving this location must inform the Deputy Head Teachers of the person and at which refuge they are to be found**
- When evacuation routes are clear, escort the semi- or non-ambulant persons to the refuge
- Leave the semi- or non-ambulant persons at the refuge, where they will be met by a staff volunteer who will assist them. Then proceed to the bus bay collection area and proceed with assisting the evacuation. **Confirm location of semi- or non-ambulant person to Deputy Head Teachers or designated person who reports this information to Deputy Head Teacher**
- Deputy Head Teacher to inform Head Teacher or designated person in charge of the evacuation at the control point, of the location of the semi- or non-ambulant persons
- The Rescue Services will evacuate the semi- or non-ambulant persons and staff volunteers left in the building
- If the situation worsens prior to the arrival of the Rescue Services the staff volunteer must evacuate the area
- On completion of the evacuation of the semi- or non-ambulant persons and after the Head Teacher, or the designated person in charge of the evacuation, has been so informed, they can be moved, by the teacher in charge of their well-being (Hugh Conway or designated person), with all other persons with serious medical conditions to a predetermined safe area – Wingate Family Centre - if appropriate or necessary.
- Stairwell refuge area staff volunteers are:
  - Science stairs refuge 1 and 2 – Lab Technician / J Stones
  - Humanities and Maths stairs refuge 3 and 4 – M Antony / A Pearson

Stairwell refuge area staff volunteers should wait a reasonable time after the area has been evacuated to meet semi- or non-ambulant persons and if no one arrives evacuate the building. Staff volunteers then need to confirm to a Deputy Head that their refuge is clear or otherwise.

**LSAs may take semi-ambulant or non-ambulant persons to the refuge but only one staff volunteer person must remain with the semi-/non-ambulant persons at the refuge until the rescue.**

### HEAD TEACHER



- To be in charge of the evacuation
- Inform emergency services
- Sign off evacuation checklist
- When satisfied all persons are accounted for and have been informed that the situation is safe by the emergency services proceed with a full off site evacuation, or dismiss school in a safe and orderly manner.

In the event of a full off site evacuation being necessary contact with the LA will be made after the emergency services have been called.

### **MEMBER OF STAFF I/C LSU - ACCESS ROOM / HUB**

1. On hearing the evacuation alarm calmly prepare those in your charge to evacuate the area, tell them where you are taking them, reminding them to keep together with you and not to run or endanger anyone else's route.
2. Ensure that your exit route is clear and appoint a young person to lead the way following the designated exit routes (nearest to your room) to the assembly point at the rear of the bus bay next to the boundary fence.
3. If possible switch off all gas/electrical appliances, close windows and classroom doors. Follow your group and hand over individual young people to their Head of Learning.

### **HEAD OF LEARNING DUTIES**

- Collect register from office staff
- Give out to tutors
- Collect attendance information from tutor groups regarding the **young people** who are present or not (including non-ambulant and semi-ambulant persons) **and** all attendance of **staff** allocated to the year group and hand this to Deputy Head Teachers or designated person who will then inform Deputy Head Teachers or other designated person.
- Oversee the supervision of the year group.
- Allocate supervision support to all staff allocated to the year group

If a Head of Learning is absent, a member of SLT will take charge of the year group or designate a senior subject leader to carry out the required duties.

### **SENIOR MANAGERS WITH NO TUTOR DUTIES**

- Check learning area is clear
- Distribute across year groups depending on other staff attendance on the day
- Assist with supervision

### **OFFICE STAFF / REPROGRAPHICS / CLEANERS / KITCHEN STAFF/ LUNCHTIME SUPERVISORS**

- If possible switch off all appliances, close windows and doors

- Evacuate the building to designated assembly point
- Assist with the evacuation of your immediate area so long as there is no risk to yourself
- Report to Director of Finance and Premises or designated person
- Do not re-enter building
- Director of Finance and Premises to report to Head Teacher when all persons are accounted for and area is clear
- Do not leave assembly point until told to by Head Teacher or designated person in charge of the evacuation

## **DIRECTOR OF FINANCE AND PREMISES**

- Account for all staff under your supervision
- Ensure that an Evacuation Pack is updated and available daily
  - Pupil contact list
  - Daily attendance copies for all tutor groups
  - Late book
  - Pupil sign in /out list
  - Staff sign in / out list
  - Year team lists x 5
  - Visitors book
  - First aid kit
  - Time-tables of all semi- / non ambulant persons
  - Name list of semi- / non ambulant persons
  - Attendance register of all short term supply staff
  - Emergency Telephone numbers and Critical Evacuation Procedure
  - Walkie-talkie sets and loud hailer. (Issue to Head Teacher, Deputy Head Teachers, person i/c transport)

## **SUPPLY STAFF**

- Long term supply staff report to allocated year group
- Short term supply staff report to Cover Manager or Director of Finance and Premises

## **COVER MANAGER**

- Collect short term supply staff attendance register from Office Manager
- Account for all short term supply staff
- Report to Head Teacher when all persons are accounted for

## **FIRST-AIDER**

- Evacuate young person/s to tutor group
- Report to appropriate manager
- Collect first-aid from Office Manager
- Report to Head Teacher at control point (you may have to walk along the street path that runs parallel to the boundary of the school from the rear field gate if the front access is restricted)

## **VISITORS INCLUDING AGENCY/LA STAFF SUCH AS COUNSELLORS / INTERVENTION STAFF**

- Evacuate with the person you are with then make way to front of school to report to the Senior Office Manager

### **DEPUTY HEAD TEACHERS**

- Deputise as person in charge of evacuation if Head Teacher is not available
- Complete evacuation checklist, include timings
- Report information to Head Teacher when all are present and accounted for, including locations of semi- and non-ambulant and names of staff volunteer(s)

### **SITE MANAGER OR LEAD SITE STAFF**

- Site Manager or lead site caretaker: Identify area on main panel and liaise with emergency services, including stand down in the event of a false alarm - turn off alarm once egress is complete if safe to do so
- Assist with the evacuation of the school – doors, windows, electrical
- Check if anyone is left in the building e.g. Offices, staff room, toilets
- Report building is clear to Head Teacher or designated person i/c evacuation and:
  - Report location of problem / fire
  - Report location of semi-/non-ambulant persons
  - Report location and quantities of any hazardous materials

### **KITCHEN STAFF**

- Head cook, or other designated cook if absent: As a matter of first priority on hearing the alarm, go to and open the pedestrian gate on the bus bay driveway by pupil entrance (North block)

### **SCIENCE TECHNICIAN**

- Make safe chemical store area if possible
- Have location and quantities of all hazardous materials available for the Head Teacher to report to the emergency services

## **EVACUATION DURING LUNCH TIME**

### **TUTORS/HEADS OF LEARNING /SENIOR SUBJECT LEADERS/AHTS/DHS/HT**

- Ensure your exit route is clear and go to your assembly point
- Assist with the movement of all young people to their assembly point
- Do not re-enter the building
- Meet your tutor group or allocated group and follow points 8 and 9 above □ Go to your own assembly point.
- If you are a tutor or have been allocated a tutor group for the day, then put pupils into register order and complete an attendance check. Complete an evacuation form for any young people who are not present but should be. Hand both the attendance and not present records to your Head of Learning.

- If you have no young people to care for report to your designated Head of Learning and assist with supervision or replacement duties as specifically requested.
- Stay in assembly area until you are told to leave by the Head Teacher or the designated person in-charge of the evacuation.

Office staff will have a daily updated 'Evacuation Pack' which will include those young people who arrived late to school, have gone home ill, and have a current lunch pass (information supplied by Heads of Learning). This 'Evac Pack' information will be handed to Heads of Learning or designated replacements from the Office Manager.

In the event of key persons not being available at lunchtime then the Head Teacher, Deputy Head Teachers or the Assistant Head Teachers will designate replacements.

## EVACUATION AFTER HOURS

### STAFF I/C YOUNG PEOPLE

- Evacuate all young people in your care to front of school
- Report to most senior member of staff
- Most senior member of staff who is on site to be in charge of the evacuation

### ALL OTHER STAFF ON SITE

- Evacuate to the front of the school
- Check areas you egress if possible
- Report to member of staff who is i/c evacuation

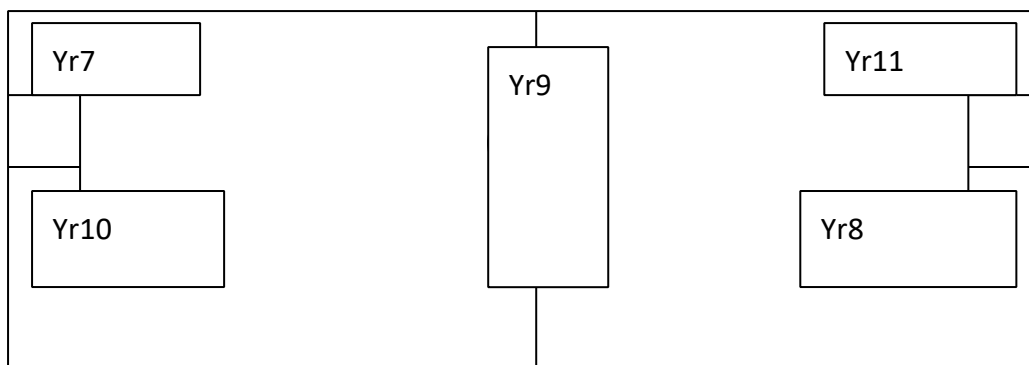
### Off site evacuation (pupils to be sent home)

In the event of a full off site evacuation the following procedures will be followed.

- Head Teacher or designated person in charge of the evacuation will have contacted the emergency services and informed LA. (Emergency telephone numbers and Critical Evacuation Procedure will be in the school evacuation pack)
- Sports Field gates will be opened by person designated by Head Teacher or designated person in charge of the evacuation
- PE pupils who are in PE kit to be issued with emergency blankets available in first aid kit and closely monitored by tutors
- Pupils will be moved to designated areas on football field by tutors in the **order determined by the Head**

#### Teacher

- Y11 ○ Year groups 10 – 7 in the same order as above to designated area as indicated below:



- **Head Teacher will delegate transport arrangements for pupils to be sent home**
- **All persons informed of sending home procedure**
- **Pupils sent to buses one year group at a time**
- **Head Teacher delegates parental information arrangements**

## **EVACUATION PROCEDURE – AMENDMENTS TO INITIAL GUIDELINES**

1. If an evacuation takes place during the start or the end of school when school buses are on site then the following points must be followed:
  - a. The Head Teacher or designated person in charge of the evacuation will stop the buses from coming onto site.
  - b. Heads of Learning and Tutors will move the assembly points around the rear of the bus bay onto the playing field grass area, to avoid any injuries by the buses.
2. **Counsellors, Intervention staff, Visitors, Office, Reprographics, Cleaning, Kitchen and Technical Staff and Lunchtime Supervisors**

The assembly point is next to the boundary fence, opposite to the kitchen corner.

3. **All staff**  
Do not waste evacuation time closing windows if this is going to be problem.
4. The designated chain of responsibility for the person i/c of evacuation is as follows:
  - a. L Rodham      Head Teacher
  - b. G. Potts      Deputy Head Teacher
  - c. F. Swinburn    Deputy Head Teacher
  - d. L Metcalfe     Senior Subject Leader - English
  - e. M Antony      Senior Subject Leader - Maths
  - f. P Dodd        Assistant Head Teacher
  - g. N Armour      Assistant Head Teacher
  - h. I Ness        Director of Finance and Premises (H & S co-ordinator)
  - i. S. Armstrong    Senior HOL - Associate SLT
  - j. N. McConnell   Inclusion Manager

In the case of a Deputy Head Teacher not being available during an evacuation then Assistant Head Teachers would carry out role as written in Evacuation Procedure.

If a, b, c, d, e, f, g and h are not available during an evacuation then i and j will carry out role of Head Teacher i/c evacuation and Deputy Head Teacher roles as written in evacuation procedure.

## **YOUNG PERSONS**

If you discover a fire, or a need to evacuate the school, you must inform an adult immediately.

When the evacuation alarm sounds (the alarm will be a prolonged loud noise)

- Listen to the instructions from your teacher
- Leave the building by the nearest safe exit, as instructed by your teacher
- Your teacher will tell you who, in your group, will lead the way
- Think! – your usual route may be blocked
- Stay with your class group
- Your teacher who will take you to your tutor group assembly point
- Act sensibly, keep silent and listen to adults in charge of your safety
- Walk quickly to the assembly point
- Do not stop to collect personal belongings
- Do not re-enter the building
- Assemble with your tutor or the adult in charge of your group that day
- Stay in your tutor group until dismissed

If you are in the LRC when the alarm sounds, go with the teacher on duty to your assembly point.

If you are with a counsellor or other visitor, that person will escort you to your tutor group assembly point.

If the alarm sounds during Lunch, Break Time or Lesson Change Over, evacuate the school immediately and go to your tutor group assembly point to meet your tutor or the adult in charge of your group that day.

If the alarm sounds during an after school event, go with the adult in charge of you to the front of school and stay there until your parent or carer collects you.

**NB: There is a separate evacuation procedure for any cohort who may be in the middle of a GCSE examination which complies with JCQ examination regulations. Students sitting GCSE examinations are made aware of this prior to the start of the examination period.**

### **Appendices:**

#### **1. Prevent**

2. **Intruder Procedures**
3. **Visitors Protocol**
4. **ECC Card**
5. **EV1**
6. **Hazard Form**
7. **Hazardous Materials Audit**
8. **Pupil H and S – Entry and Egress**

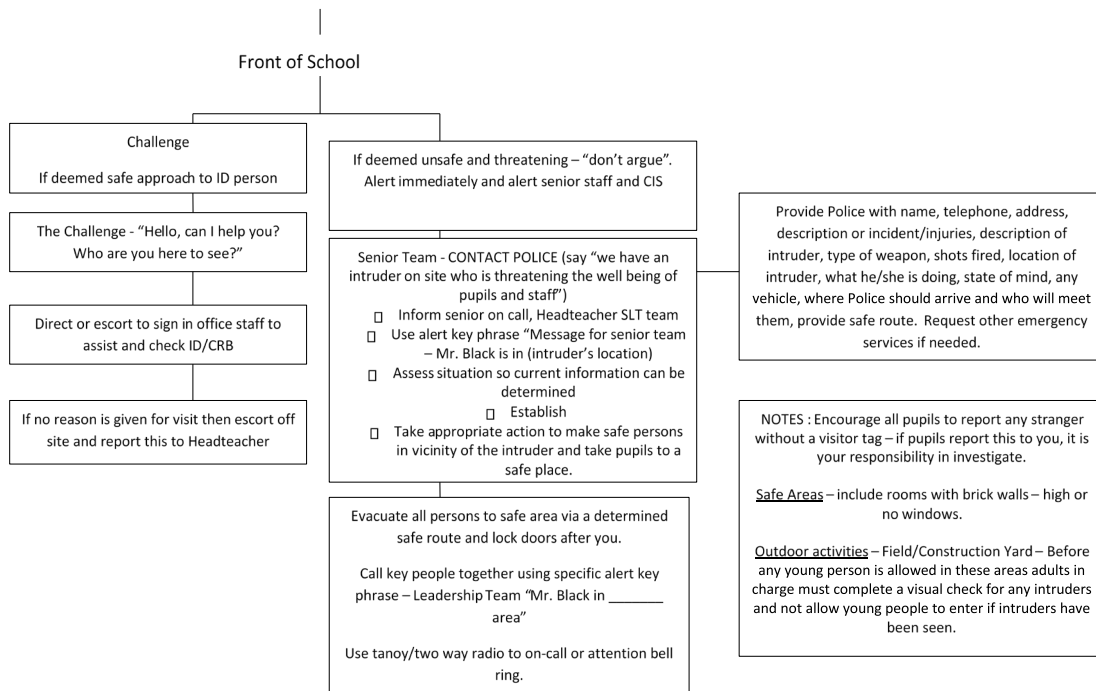
**For Visits and Evolve Protocol - see Visits policy**

Health and Safety Policy – Appendix 1

### **Prevent – Link to Prevent Policy**

Schools have a vital role to play in protecting children and young people from the risks of extremism and radicalization. This role is underpinned by the Counter Terrorism and Security Act (2015) to have due regard to the need to prevent people from being drawn into terrorism. The school has a clear Prevent Policy relating to this (please refer to this for more details).

Students identified as possibly being a risk of radicalization will be referred as per agreed procedures and the school will work with other agencies to provide appropriate support. The school also seeks to reduce such risk through ensuring that a wide range of opportunities exist for the teaching (and learning) of Citizenship, Community Cohesion and British Values (e.g., through PSHE program). Students engaging in school in any activities related to the Prevent Agenda will be sanctioned in accordance with the Behaviour for Learning Policy, as well as probable involvement with the Police.





# HEALTH AND SAFETY - SAFEGUARDING PROTOCOL: VISITORS

## Essential Guidelines

- All visitors are required to sign in and out at reception.
- If visitors are going into school, they must provide identification, which is current and relevant.
- Visitors who are working with children must provide up to date DBS documentation and identification before they can be allowed to work unsupervised with students.
- Visitors who do not have DBS documentation **MUST** be accompanied by a member of staff **AT ALL TIMES**.
- The main reception waiting area is a restricted area for visitors controlled by an electronic locking system.

Please note:

It is the responsibility of the member of staff organising any activity involving visitors to check that they have current DBS documentation and that this is brought with them on their first visit to the school. This includes ex-pupils returning to assist with extra-curricular activities **if they are aged 18 or over**.

**DBS details are held in the Single Central Record, which is maintained by Mrs Willis, PA to the Head and the SLT.**

## Procedures

1. All visitors **MUST** wait in the entrance lobby and report to reception on arrival.
2. **Parents and carers:**
  - a. sign in using the sign in machine
  - b. wait in the lobby until the appropriate member of staff comes to meet them,
  - c. are escorted into the building
  - d. are taken to an appropriate meeting place
  - e. remain in the company of the appropriate member of staff at all times
  - f. return, escorted, to reception on completion of business, sign out and leave the premises.
3. **Official visitors** including multi-agencies, LA personnel and visiting teachers or support staff from other schools:
  - a. enter the lobby and report to reception showing identification
  - b. sign in using the sign in machine

- c. produce DBS as appropriate on first visit unless identification is current and Local Authority approved or they will be under constant supervision by a member of the staff.
  - d. receive visitors pass, Evacuation and Critical information Card (ECC) containing the following information:
    - i. evacuation map and brief explanation
    - ii. safeguarding team details
    - iii. First Aid personnel and procedure details
  - e. attend and complete business in school
  - f. return to reception and sign out, handing over visitors pass
  - g. leave building
4. **Irate or Aggressive visitors – including those whose demeanour is any cause for concern**
- a. Must not be admitted to the building at all initially.
  - b. Must be seen in the interview room in reception
  - c. SLT must be informed and either be in the close vicinity to OR present at any meeting as appropriate.
5. **Intruders/unknown persons on site**

**Anyone who is not recognised and is not wearing appropriate ID, including visitors pass, must be challenged by any member of staff. IF STAFF ARE UNCOMFORTABLE DOING THIS FOR ANY REASON, THEY MUST INFORM SLT IMMEDIATELY OF THE LOCATION OF THE PERSON AND FOLLOW THE INTRUDER PROTOCOL.**

**Follow flow chart protocol as advised by Local Authority “security in school” document (see attached)**

*Updated July 2019*

<p style="text-align: center;"><b>Educational Visits and Off-site Activities</b> Visit Proposal Application for Initial Approval by Head Teacher</p>
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Visit /Activity: \_\_\_\_\_

Group Leader: \_\_\_\_\_

Target Group: \_\_\_\_\_

1. Purpose of visit and specific educational objectives

\_\_\_\_\_  
\_\_\_\_\_

2. Places to be visited:

\_\_\_\_\_  
\_\_\_\_\_

3. Dates:

\_\_\_\_\_

4. Checked against the diary for staff absence Y/N

\_\_\_\_\_

5. Transport Arrangements:

\_\_\_\_\_  
\_\_\_\_\_

6. Organising company / agency if applicable:

\_\_\_\_\_  
\_\_\_\_\_

7. Proposed cost and financial arrangements:

\_\_\_\_\_  
\_\_\_\_\_

8. Insurance arrangements:

\_\_\_\_\_  
\_\_\_\_\_

9. Accommodation to be used:

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10. Proposed programme of activities:

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11. Details of any proposed hazardous activities and the associated planning, staffing and organisation:

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12. Proposed names, relevant experience, qualifications and specific responsibilities of staff accompanying the visit:

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13. Proposed size and composition of the group:

Age range: \_\_\_\_\_ Adult to student ratio: \_\_\_\_\_

14. Considerations for pupils with special educational or medical needs:

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15. Additional information considered relevant:

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Proposal signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_



**To be completed by the Head Teacher**

**I am unable to approve this application without further information.**

**I have read this application and am satisfied with current proposals for planning, organisation and staffing of this visit. Approval is given.**

**Additional information required or action to be taken:**

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**Signed:** \_\_\_\_\_ **Date:**  
\_\_\_\_\_

Visit to \_\_\_\_\_ Date: \_\_\_\_\_: Hazard  
Assessment

Section 1: Travel – outgoing and inbound

Hazard	Risk	Persons at Risk	Control

Section 2: On location

Hazard	Risk	Persons at Risk	Control

Visit Leader signed: \_\_\_\_\_

Date: \_\_\_\_\_

H & S Officer signed: \_\_\_\_\_

Date: \_\_\_\_\_

## AUDIT - LOCATION OF HAZARDOUS MATERIALS

To be regularly updated and submitted to Site Manager and Health and Safety Officer

Location of inflammable gas bottles: \_\_\_\_\_

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Location and quantities of hazardous materials: \_\_\_\_\_

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Date of Audit: \_\_\_\_\_

Signed \_\_\_\_\_ (Science Technician)

Signed \_\_\_\_\_ (Director of Finance and Premises)

Signed \_\_\_\_\_ (Health and Safety Officer)

Date: \_\_\_\_\_

## **PUPIL HEALTH AND SAFETY SIGN POST TO RISK ASSESSMENT (RA)**

RA's are carried out in all subject areas as appropriate. There are general classroom RA's and subject specific RA's for technical curriculum areas Science, Technology, Art and PE.

The RA are reviewed annually and/or when any change to teaching may arise – i.e. change of materials, equipment and location. Copies of RA's linked to curriculum and site are held centrally with Health and Safety office.

RA are carried out for expectant mothers, staff and pupils. RA are carried out for pupils who are determined at risk of harm due to behaviour, vulnerability or as a result of reduced mobility due to an accident.

RA's linked to personnel are filed with the Head's PA and the person i/c Health and Safety although other staff may be made aware of aspects of the RA, mindful of confidentiality, as appropriate.

### **Safeguarding Children - Pupil Health and Safety**

#### **Entry and Egress to school:**

Pupils' safe entry to school at the start of the day (from 8.05 a.m.) is ensured by using the following procedures.

Parents/Carers have been informed that school is not open to pupils until 8.05 a.m. and it is parent/carer responsibility to ensure pupils are not on site before this time. The Pupil Entrance is locked until 8.05am.

Supervision of pupils from 8.05 until 8.25 is provided by Site staff and Science and Technology Technicians.

Supervision of pupils from 8.25 - 8.35 is provided by teaching and support staff as per the normal duty rota.

#### Pedestrians 8.05 – 8.35 p.m.

- Entry by pedestrian gate
- Access school via pedestrian crossing
- Students enter via pupil entrance in North block (bus bay)
- Duty staff in bus bay and by gates at front of school
- Duty staff, question and direct visitors to main entrance
- Staff will be available to supervise from **8.25 a.m.** in the following areas – Dining room, corridor area at the rear of main hall, main yard, bus bay area, front of school beside bus bay entrance.



- Between 8.05 and 8.25, students arriving MUST stay in the LRC or the dining room. They MUST not go to any other areas in school unless accompanied by a member of staff. □ Site staff /Senior team and before school duty staff to wear high visibility jackets.

Bus transport 8.15 – 8.30 a.m.

- Gain entry through bus bay gates into pupil entrance as above

Health and Safety Policy - appendix 8: Sign post to risk assessment and entry/egress

Egress at end of day 2.50 p.m:

Front of school gates are closed to all traffic until site staff deem it safe – pedestrians have vacated site.

Bussed pupils access bus bay via pupil entrance through dining room.

Bussed pupils will be supervised behind safety barriers until on their school transport

**Pupils arriving at school other than at the normal start to the day, for example following a medical appointment, will sign in at reception**

**Pupils leaving school other than at the end to the day, for example to attend a medical appointment, will sign out at reception.**