

# Ysgol Dyffryn School



**Safe Working  
Practices**

# SAFE WORKING PRACTICES

## 1.1 Management of Projects

- All building work should be organised via the LA or Surveyor. Prior to any work, **authorisation to work** must be sought (to establish if Asbestos is present).
- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must contact the Premises Manager.
- All contractors must report to the general office. The Headteacher or Premises Manager will then be informed of their arrival.
- Contractors will work under close supervision of the Headteacher or Premises Manager so as not to endanger the health and safety of children or adults in school.
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children.
- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas.
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area.
- Contractors will be informed of any hazards present at school.

All work will be monitored by the Headteacher and Premises Manager and any concerns reported to the contractor concerned and the appropriate department at the LA.

See Appendix A for sheet to be given to Contractors.

## 1.2 Personal Protective Equipment

Where it is not possible to eliminate hazards to the individual by any other reasonably practicable means, then individuals will be issued with personal protective equipment and clothing. Where this has been issued it shall be properly used whenever the employee is at risk from the hazard(s) for which it has been provided. All necessary staff will be assessed for personal protective equipment.

Typical examples of personal protective equipment are goggles, gloves and overalls.

### **1.3 Equipment – Use and Examination**

Description of safe working practices for equipment is located within relevant departments (P.E., Science, Technology) and is consistent with appropriate policies and procedures, including good practice. Equipment is monitored and maintained according to guidelines.

### **1.4 First Aid at Work**

Provision for dealing with a first aid emergency is apparent in all workplaces. Mrs. P. Durnell and Mrs. L. Loveys are the nominated persons to contact in an emergency situation.

The emergency First Aiders are:

J. Smith, J. Cornell, K. Rees, M. Griffiths  
L. Loveys, M. Goodger, A. Butler

A record of all First Aid administered will be kept in the Accident book, which is located in the office. This is then entered electronically onto the Local Authority Health and Safety Accident Reporting site. Miss Smith and Mrs. Loveys are responsible for checking and stocking the contents of the first aid kit on a monthly basis.

First Aid signage is displayed at strategic points around the school.

#### Administration of Medicine

Staff must not administer medicines or tablets to pupils unless the parents have filled in a school medical form and the member of staff agrees to administer the same. (Unions do not advocate the administration of medicines by school staff, although staff are free to make their own decisions in this area.)

No one should administer medicine to another member of staff. Any tablets or medicines can only be provided by a medical practitioner.

### **1.5 Fire Safety**

On discovery of a fire, the alarm must be sounded by activating the fire call point.

Everyone on the school campus must then evacuate the building using the nearest safe exit and report to their appropriate assembly point. Please refer to Appendix B for full procedure.

Headteacher and/or secretarial staff will telephone the Fire Brigade 999 and give them the appropriate details. Caretaker or Head of School will unlock double gates on yard in Lower School.

Secretarial staff will collect registers and distribute at assembly points.

Class teachers will carry out a roll call and inform Head of School at the assembly point if anyone is unaccounted for.

This information will be conveyed to the Headteacher who will be adjacent to the main entrance.

The headteacher will then liaise with the Senior Fire Officer on his arrival to inform him of the location of the fire, location of services and any missing persons.

Staff and pupils will only re-enter the building when instructed to by the Senior Fire Officer.

**Alternative location Church Hall, Grange Street, for Lower School and Neath Port Talbot College for Upper School.**

### Fire Drill

A fire drill will be carried out once a term.

As soon as the fire alarm sounds everyone must stop what they are doing and leave the building in an orderly fashion through the nearest safe exit.

A roll call will be carried out and at the end of the drill the Headteacher will debrief staff to identify any problems encountered and suggest any changes that might be needed.

The drill date and evacuation time must then be recorded in the fire log book.

### Lunchtime Fire Procedures

Where practical, all supervised classrooms/areas should be evacuated and the doors locked.

All staff members on duty in the playground shall on hearing the fire alarm gather all children together away from the building and ensure no child re-enters the building.

Staff members on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets/cloakrooms are vacated.

Where practical a roll call should be carried out. However the emphasis is placed on key staff confirming that all accessible areas are vacated.

The secretarial role will be identical to the standard fire procedure.

### Bomb Alerts

In the event of a fire or bomb alert the Headteacher must:

- Obtain as much information from the caller as practical.
- Ring the fire alarm to activate the evacuation of the premises of all adults and children (See fire drill procedure).
- Remain at the front of the school to meet the Fire Brigade/Police and provide them with relevant information and inform them if anyone is not accounted for.
- Ensure all children and adults remain outside.
- Only when the all clear has been given by the Fire Service/Police will the children and adults be permitted to re-enter the premises.

### Fire Fighting Equipment

The Mid and West Fire Service will maintain fire fighting equipment on an annual basis and records kept in the Fire Log book.

Any discharged fire extinguishers must be reported to the Headteacher immediately, who will contact the LEA for replacement/recharge.

Caretaker will ensure that all fire fighting equipment is located in its correct position on a weekly basis.

### Emergency Lighting

Emergency lighting will be tested on a half yearly basis by the local authority contractor and a record to be kept in the Fire Log book.

### Fire Alarm

The fire alarm is maintained on a half yearly basis. The fire alarm is tested on a weekly basis by the Caretaker who activates a different call point each week. This is then recorded in the Fire Log book.

### Fire Awareness Training

The LEA in conjunction with the Mid and West Fire Brigade arrange fire awareness training. The Headteacher will identify key staff to meet this need.

### Essential Services

The main service cut off points are located as follows:-

Electricity	U.S. -One switchgear room, basement corridor Room No. GF18 L.S. – Main Switchgear Rooms – keys in main office Main switchgear room Year 8 corridor opposite Head of Year office.
Gas	U.S. - One gas house right hand side of main drive. Keys kept in keypress in Main Office. L.S. – Gas meter in yard opposite lower labs entrance.

Water	<p>- Gas meter in kitchen boiler house keys in main office.</p> <p>U.S. - Manhole situated right hand side of main entrance. Cut-off valves: Music cell, No.25 (Canteen approx. Gym area), outside P.E. storeroom (right hand burner (Main Building)).</p> <p>L.S. – Three water meter manholes and isolation points:-</p> <ol style="list-style-type: none"> <li>1. Outside main gate</li> <li>2. Outside kitchen entrance York Place</li> <li>3. Outside rear gate Year 7</li> <li>4. Stopcock inside main gate in yard.</li> </ol>
Telephones	<p>U.S. - Lines enter school via P.E. storeroom to Headteacher's Room. Emergency use limited to main office via school mobile phone.</p> <p>L.S. – Switchgear on wall main office. Cabletel manhole outside main gate Year 8 Cabletel manhole outside rear gate Year 7</p>

Failure of mains services (gas, water, electricity)

1. Report immediately to Headteacher
2. If gas leak is suspected **DO NOT** turn on or off any electrical appliance including light switches
3. Caretaker turns off gas at isolation valve
4. Premises Manager to produce written report Headteacher

**1.6 Vehicles used for Council Business (Mini Bus)**

Minibus Co-ordinator - Premises Manager

1. Will arrange for annual MOT testing and regular servicing with an approved specialist.
2. Will provide training for any new driver via the LEA Safety Office who utilises the MIDAS Scheme.
3. Arrange for **two** drivers if journey time exceeds two hours or fifty miles.

Driver's Responsibility

The following guidelines are to assist you :-

1. Drivers **must** be 21 years of age (minimum) and hold a current driving licence (conviction free for 3 years) with D1 on their licence. They must have completed Midas Training before driving the school mini bus. They will need to produce their licence, business insurance and MOT certificate and a copy is retained by the School office.
2. All new drivers **must** have received training.

3. Before driving every driver **must** check vehicle for tyres, mirrors and doors and any visible defects, e.g. bulbs, fuel before leaving school.  
  
Drivers must inform the Premises Manager of any defects noted in usage. These to be entered into the logbook. If the minibus has any defect it should not be driven.
4. Ensure that the minibus is not overloaded and all pupils have their seatbelts fastened in the proper manner and wheelchairs clamped.
5. Note position of fire extinguisher, first aid kit and spare wheel.
6. In the event of a breakdown ensure that pupils are escorted well away from any danger. (Use mobile phone to notify headteacher).
7. **All** journeys must be logged.
8. The minibus **must** be booked in advance with the school office. Destination and times of departure and return must be entered into the school minibus book, which is located in the main office. All entries must be signed by the **driver** before leaving the site.
9. You must be medically fit before driving the minibus. If you feel unwell during the journey **STOP** and contact the school.  
Drivers must not smoke, drink or eat whilst driving.  
Drivers must not consume alcohol.

#### Insurance for travel to sporting fixtures

Separate insurance is **not** required for this type of travel as it is covered by the Standard Policy that the Neath Port Talbot County Borough Council have with their insurers.

##### 1a. School journeys

The LA guidance is adhered to and a copy is available from the office.

##### 2b Insurance for school journeys

All school journeys **must** be insured for the appropriate activity.

Insurance is provided and a blanket policy is held with the Neath Port Talbot County Borough Council.

## **1.7 Stress and Trauma**

Managers acknowledge pressures of work and make every effort to control these pressures so as to ensure good health of all staff.

Should the need arise, Occupational health are consulted and involved.

## **1.8 Welfare provisions**

Managers ensure that appropriate provision is made for staff and pupils including sanitation and rest facilities.

## **1.9 Safe Working**

Safe working practices are in place in all areas.

### Electrical safety

Prior to use of any electrical equipment all staff have a duty to undertake a visual inspection to identify any patent defects – frayed leads, broken plugs damaged casing etc.

Any defects must be reported to Headteacher and the equipment taken out of use and signed appropriately.

Competent, qualified persons must undertake all repairs.

There are procedures for portable electrical appliance testing by competent, trained persons. All electrical equipment is tested on a 12 monthly basis. The records are kept in the school office.

A programme for P.A.T whereby the frequency of testing is determined by risk assessment is in operation. Accurate records of testing and repair have been established and maintained.

Where risk assessment dictates, RCD's must be used.

## **1.10 Consultation on Health and Safety**

All staff are consulted and informed via regular meetings and provision of handbook. Health and Safety issues are raised and addressed during scheduled meetings as and when the need arises. Concerns are also brought to the attention of Headteacher by individuals when appropriate.

So far as is reasonably practicable, employees will either be provided with, or have access to, all information necessary for them to undertake their duties with proper regard to the safety and health of others. Certain specialist areas will have supplementary policies specific to their own circumstances.

## **1.11 Safety Training**

New and existing employees will be given appropriate training to provide them with the skills and knowledge necessary to undertake their duties with minimum risk to themselves and others. The Headteacher will assess training needs. See Appendix C.

## **1.12 Work Places**

### Safety monitoring systems

Active monitoring will include:

Safety inspections - visual inspections daily by Premises Manager



Safety audits – quarterly by Premises Manager and reported to Health and Safety committee.

### Safety inspections

This is the scheduled inspection of workplaces by the Teaching Staff, Caretaker and Health and Safety Governor. It will be generally broad in its application, covering the school campus. The outcomes of the inspections will be a written report to the governing body and headteacher with recommendations for action; the reports will also be discussed at the relevant committee meetings.

### Security of the premises

The Headteacher is responsible for the security of the premises during the school day.

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

All visitors must report to the School Office on arrival and departure.

All parents and other adults are requested, when bringing children to school, or collecting them afterwards, to report to the office and ensure that children are able to enter or exit the school by the correct door.

### Visitors

The Caretaker, Security Firm and Headteacher are the designated key holders and are responsible for the security of the building.

All visitors must report to the office to register their presence at school. All visitors must sign in and out and display identification whilst on school premises.

All unaccompanied visitors not wearing identification are approached by staff to assist them and establish the reason for visit.

Visitors must comply with the School Health and Safety Policy.

Visitors will be informed of any hazards, which they may encounter whilst at school.

Staff are encouraged to approach unaccompanied visitors and offer assistance or escort them to the office.

These points must be adhered to, but in no way detract from the open door policy of the school.

## Slips, trips and falls

All staff must be vigilant and report to Caretaker/Senior Leadership Team/Office, any defects which may increase the risk of slips trips and falls. High risk areas such as toilets, wet play areas, kitchens, stairways, stairway landings etc. must be inspected daily and formally recorded. Arrangements to rectify any defect or hazard must be developed e.g. procedures for cleaning up water spillages in toilets and wet play areas.

## Caretaker

It is the responsibility of the caretaker to check that:

- All locks are in working order daily.
- The emergency lighting is working daily.
- The fire alarm has no faults
- The security system is working properly when setting.

Before leaving the premises, to check:

- All the windows are closed.
- The doors are locked and secure.
- All gates are locked and to report all defects to Headteacher.

### Security breaches

1. Where able raise the alarm
2. Do not attempt to foil any attempt of theft
3. Attempt to under take an accurate description of perpetrator
4. Designated person to call emergency services

## **1.13 Display Screen Equipment**

The LA guidance is adhered to and a copy of this document is available for inspection at the office.

## **1.14 Young Persons and New/Expectant Mothers**

Persons less than 18 years old employed or on work placement at the school will have a risk assessment made on their behalf and actions addressed accordingly. New/expectant mothers are interviewed and risk assessment procedures followed.

## **1.15 Risk Assessments**

1. These are a statutory requirement, and they are undertaken by competent persons in each risk area.
2. They must be retained for inspection.

3. No Risk Assessment should be discarded when a review of set task has been undertaken.
4. Reviews must take place if:
  - a) a change in legislation has occurred
  - b) a change in staff
  - c) a change in equipment/product/task
  - d) post accident/incident

For definition of competent person please refer to Appendix D.  
Examples of completed risk assessment forms Appendix E.

## **1.16 Manual handling**

Lifting, moving, carrying and transporting of materials

So far as is reasonably practicable, the arrangements for the lifting, moving and carrying of material and products shall minimise the risk of injury to employees. Wherever there is a risk to employees due to the nature of the load consideration will be given to the use of mechanical equipment via risk assessment. All findings of risk assessment should be recorded and employees informed of significant findings i.e. 2 persons lift, correct lifting procedures etc. Employees must be informed not to lift loads which would place them at risk. Staff must be suitably trained

The Headteacher will assess the manual handling training needs of all staff and arrange to meet these needs with the LEA Health and Safety Officer. Advice may be sought from the Local Authority Manual Handling Advisor.

### Policy on Children Moving Equipment

In the normal day-to-day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Children need to be shown how to lift and carry safely. Children must always be supervised when moving any equipment or item of furniture.

### PE and Sports Equipment

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend), for example netball posts – one child at each end.

## Furniture

Chairs should be moved one at a time and children must be shown how to carry them correctly. They may carry single chairs on their own. If a large number of chairs are needed then the Caretaker and teaching staff will supervise.

Tables need one child at each end; a child must not attempt to lift a table on his or her own.

Staging blocks are heavy and need at least two children per block, as they are awkward to handle. Children need to be shown how to pick them up and put them down so that their fingers or feet are not trapped.

Small items of equipment include tape players, CD players, PE trolleys etc. The children can move these freely.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

## Items Children Must Not Move

- Computers – monitors can easily fall off trolleys, or wires get caught.
- Piano – although on wheels, it can tip, and feet or fingers become trapped.
- Paper cutters – sharp blade.
- Large and/or heavy parcels.

### **1.17 Violence and Aggression**

Training is available for managing situations involving risk of violence or aggression. Systems are in place to enable pupils to control their own behaviour in this respect.

### **1.18 Lone Working**

Staff are not left alone in any building at any time, with the exception of Premises Manager or Caretaker.

On rare occasion when premises staff are working alone, risk assessments are completed and appropriate control measures implemented.

1. In the event of a call-out, designated staff should attend the premises.
2. The member of staff should conduct a quick visual check of the outside of the premises as far as is possible without entering the grounds.
3. If there is any suspicion that an intruder might be on the premises, staff should immediately call 999 and await arrival of the Police.
4. When it is safe to enter, staff should turn off the alarms and contact Chubb for the systems to be re-set.

### **1.19 Noise at Work**

If necessary, safe practices will be implemented in relevant areas.

### **1.20 Hand arm vibration**

Risk assessments are in place and have identified hazards with relevant machinery. Control measures in place.

### **1.21 Confined Spaces**

No employee shall enter a confined space. With regard to this instruction, a confined space is defined as any space which by design has:-

1. Limited openings for entry or exit
2. No (or very limited) natural ventilation
3. Is not intended for continuous or occasional occupancy, and
4. Which could contain air which is contaminated or dangerous for humans to breath

Some examples of confined spaces are: storage tanks, pits, silos, vats boilers, pressure vessels, ventilation and exhaust ducts, sewers, tunnels, pipelines, underground chambers.

This list is not exhaustive and is meant for guidance only. Where entry to a confined space is required for maintenance purposes, then the LEA should be contacted for advice.

### **1.22 Asbestos**

Asbestos register available for inspection prior to work taking place. Notice of procedures to follow if asbestos encountered available to all staff.

#### What to do if you suspect asbestos

- **Do not** disturb the suspected material even if this means stopping work.
- Warn other persons not to enter the suspected area.
- Contact your Line Manager by the quickest possible means
- Report your suspicions on the Hazard Report Form to your Line Manager
- If appropriate, report your suspicion to the Head or User of the Establishment/Property the reason why you are not proceeding with the work.
- The Line Manager will arrange to have a sample taken via the Property and Procurement Help Desk Telephone number 0800

214245 by appropriately trained and approved personnel for subsequent analysis.

- Pending result and written confirmation of the analysis any works connected with the suspected material should be suspended.
- The Line Manager will be informed of the results of the analysis and any resultant actions required.

### **1.23 Working at Height**

The Working at Height Regulations aim to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.

The prescribed hierarchy for safe work at height is as follows:-

- Departments shall avoid the risk by not working at height, where it is reasonably practicable to carry out the work safely other than at a height.
- Departments shall prevent falls where it is not reasonably practicable to avoid work at height, you should assess the risks and take measures to allow the work to be done whilst preventing, so far as is reasonably practicable, people or objects falling. This might include ensuring the work is carried out safely from an existing place of work or choosing appropriate work equipment to prevent falls.
- Directorates shall mitigate the consequences of a fall – where the risk of people or objects falling still remains you should take steps to minimise the distance and consequences of such falls. This also involves the selection and use of work equipment and preventing those not involved with the work entering the hazardous area.

### **1.24 Working on or near Highways**

Not applicable.

### **1.25. Hazardous Substances**

The arrangement for ensuring safety and absence of risk to health in connection with the use, handling, storage of hazardous substances, is the overall responsibility of the Headteacher. However, the maintenance of these arrangements, i.e. ensuring all hazardous substances are stored and used correctly, is the responsibility of all employees within the school. Staff must not use any substances unless they have received the appropriate training. Guidelines are referred to for best industry practice.

Use and storage of cleaning equipment and substances

The arrangement for ensuring safety and absence of risk to health in connection with the use, handling, storage of equipment, is the overall responsibility of the Headteacher. However, the maintenance of these arrangements, i.e. ensuring all equipment stored and used correctly, is the responsibility of supervisors and employees within the structure. Staff must not use any equipment unless they have received the appropriate training.

## **Appendices**

### **Contents**

- A Advice to Contractors
- B Evacuation Procedures
- C Induction Arrangements
- D Definition of Competent Persons
- E Risk Assessment Forms
- F Accidents

## **Appendix A**

See information below to be given to contractors.

### **Guidance for Contractors on Site**

We have been recommended by the Health and Safety Officer (Local Authority) to ask you to refrain from:

- Smoking including any E-type cigarettes, vaping etc, in the building or in the grounds as we are a no smoking school.
- Talking to the children (our children are asked not to talk to strangers)
- Moving vehicles when children are at play
- Working on or near the playgrounds when the children are at play
- Leaving equipment around
- Playing music during school hours

If you have any problems, please see the Headteacher or Premises Manager.



## FIRE

### Action in the event of fire On discovering a fire, staff must:

- (a) **Activate** the fire alarm.
- (b) Notify the office staff, giving:
  - (i) **Location**
  - (ii) **Type of fire**
- (c) Office staff to **dial 999** to inform the Fire Service.
- (d) Evacuate the building.
- (e) Fire Marshall/Senior Member of staff will check the fire control panel to ascertain where the alarm has been activated.
- (f) When the Fire Marshall is sure it is a false alarm the Fire Brigade Control must be contacted on **01267 222044** and the Fire Brigade told to stand down.

Please note that no attempt should be made to tackle a fire before evacuating the building. **The first priority is evacuation.**

### Evacuation

#### Evacuation of a Room

- If a fire is found or there is evidence of a fire then the alarm system will be triggered. The alarm should also be triggered if there is a need for evacuation such as the suspicion of a bomb.
- Upon hearing the evacuation alarm:
  - All pupils should stand behind their seat, placing the seat appropriately under a desk.
  - No person stops to gather possessions.
  - The teacher closes all windows that are open.
  - The teacher will open classroom door and check for smoke and ensure that the exit route is not congested.
  - The teacher directs the students to walk in a single file along the appointed evacuation route.
  - The teacher locks the classroom door on exiting the classroom.
  - The teacher follows the class along the evacuation route ensuring that all pupils reach the designated assembly point.
  - The students are registered in forms by a member of staff who reports to the member of staff who is in charge of the assembly point.
  - All students and staff remain at the assembly point until they are directed to return by the fire officer.
  - Sweepers will check each floor for pupils/staff who may be left behind; unless teaching, when they should stay with their group.

### Use of Extinguishers

- Extinguishers are only to be used if the fire is very small and if the seat of the fire can be seen.

### Examination Rooms

- Examination rooms are evacuated in the same manner as any other room.
- All candidates assemble at the specially nominated assembly point where they are isolated from other people.

<b>SWEEPERS</b>			
Lower School		Upper School	
Year 8 Building	M. Griffiths Senior Staff	Top Floor	J. Landeg K. Wedlake
Year 7 Building	M. Griffiths Staff Present	1st Floor	Senior Staff
Science Lab	K. Wedlake	Ground Floor	Senior Staff
Verandah	Staff Present	Basement	S. Reed
Yard	Yard Supervisors	Maths/Drama Block	Staff Present

### Support staff

- (a) The senior kitchen staff member will report to the Assembly Point with their team and report to the co-ordinator when all staff are accounted for.
- (b) The senior office staff member will ensure all office staff and visitors are accounted for and report to the Assembly Point Co-ordinator.
- (c) The office staff should ensure that the registers, visitor's book, late book and signing out book are taken to the Assembly Point Co-ordinator.
- (d) At the Assembly Points, Heads of Year will be responsible for the registers and ensuring that all are accounted for against the registers.

### Assembly Point Procedure

- (a) At the Assembly Point, teachers will call the register for the group that they are teaching or one of the forms in the Year Group as allocated by the Head of Year. It is the correct procedure to register your nominated form and account for all

pupils. Anyone not accounted for must be reported to the Assembly Point Co-ordinator.

- (b) Forms will stand in register order.
- (c) Teachers will obtain registers from Heads of Year.
- (d) Heads of Year are to ensure that all pupils/staff are accounted for.
- (e) Assembly Point Co-ordinators must inform the Fire Service when everyone is accounted for, or the last known location of any missing persons.
- (f) Senior staff present will take the place of Heads of Year if not present.

### **Assembly Points (Upper & Lower School)**

Upper School            Assemble in the front tennis courts (see map)

Lower School            Assemble in the lane to the rear of York Place (see map)

**Mr. M. Grimes/Mrs. P. Durnell (Upper School) and Mr. C. Burden and Mrs. P. Bartle (Lower School) will be Assembly Point Co-ordinators. When these members of staff are absent, more senior member of staff on site will take responsibility.**

### **All Clear**

When the all clear is given, all forms will re-enter the school in an orderly manner escorted by the teachers. The return to school is just as important as the evacuation as accidents can still occur to uncontrolled children. This is particularly a risk to the pupils in the Lower School when crossing the roads.

### **Points to note**

- (a) Once alarm rings, even if only briefly, the full evacuation procedure must take place.
- (b) Try to ascertain last known location of anyone not accounted for.
- (c) If your exit is blocked, it is safer to stay in the classroom, close and seal door and raise alarm through the window.

## **Fire extinguishers**

1. Fire extinguishers to be positioned in school as per Mid and West Wales Fire Service specifications.
2. Fire extinguishers to be tested annually by Mid and West Wales Fire Service and recorded in Log Book.

Evening use of school

## ***Site managers to inform groups of: -***

- a) Position of fire exits.
- b) Position of fire alarms.
- c) Position of telephone to dial 999 for Fire Service.

## **Means of escape**

1. All external doors must be unlocked and easily operable at all times the school is occupied.
2. Corridors, doorways and external escape routes must be unobstructed at all times.
3. Fire doors must be operable at all times.

## **Fire alarm system**

1. Fire alarm system is to be tested weekly by using call points.
2. Each call point to be tested on a weekly rotational basis by site manager and recorded in Log Book.
3. The system will be serviced annually by the LEA/Contractor, recorded in the Log Book, with safety certificates/report retained.

## **Fire drills**

1. Fire drill to be held at least once a term and recorded in the Logbook.
2. Notices relating to fire procedure to be placed around the school, including each classroom.

## Appendix B Cont'd

### EVACUATION ROUTES – UPPER SCHOOL

Staff and pupils should use the nearest suitable stairs when leaving the building.

<i>Rooms</i>	<i>Exit route</i>
B1, B3 and B4	Leave using Boys Entrance
<b><i>B2, B5 and B6</i></b>	<b><i>Leave using Girls Entrance</i></b>
B9	Leave using Main Entrance
B7 and B8	Leave using emergency exit (B8)
B10	Leave using emergency exit
Studio 2	Leave using emergency exit
1, 2, 3 and Studio 1	Leave using Main Entrance
4	Leave using Girls stairs
G.R.1 and G.R.2	Leave using Main Entrance
5, 6 and Biology Lab.	Leave using Boys stairs
7, 8, 9 Library and Resources	Leave using Girls stairs
10 and Chemistry Labs.	Leave using Boys stairs
11 and Physics Labs.	Leave using Girls stairs
<b><i>Music room and cells</i></b>	<b><i>Leave using emergency exit</i></b>
Gym and changing rooms	Leave using emergency exits
C1, C2 and C3	Leave using Main Entrance
C4 (Drama Studio)	Leave using emergency exit
Office	Leave using Main Entrance

All Upper School assembly points are on the front tennis courts.

## Appendix B Cont'd

### EVACUATION ROUTES – LOWER SCHOOL

Staff and pupils should use the nearest suitable stairs when leaving the building.

<b>Rooms</b>	<b>Exit route</b>
<b><i>Sc. Lab. 1</i></b>	<b><i>Leave using emergency exit to Science Block exit</i></b>
<b><i>Sc. Lab. 2 (Upper)</i></b>	<b><i>Leave using emergency exit to Science Block exit</i></b>
Sc. Lab. 3 (Lower)	Leave using Main Science entrance to double green gates
4 and 5	Leave using yard entrance to double green gates
6 and 7	Leave using Main Science entrance to Science Block exit
8 and Library	Leave using Main Entrance
10 and Office	Leave using Yard entrance then Main Entrance
11, 12 and Technology	Leave using Main entrance
16, 16a and Gym	Leave using Main entrance
Canteen	Leave using emergency exit
18, 23 and Hall	Leave using emergency exit
17	Leave using emergency exit then double green gates
18, 23 and Year 7 Hall	Leave using Main Entrance then double green gates
19 and 20	Leave using Boys Toilet entrance to double green gates
21 and 22	Leave using Girls Toilet entrance to double green gates

**All Lower School assembly points are to the rear of York Place.**

**All Year 7 groups should enter the assembly point from York Place**

**All Year 8 groups should enter the assembly point from Talcennau Road  
Staff teaching in Year 7 Block should collect the double green gate key to  
exit at this point to avoid congestion at the main gate  
Staff in the Science Block and Geography Room 17 should also have a  
double green gates key**

## **Definition of Competent Person**

A competent person must have adequate knowledge experience and understanding of the work, systems and hazards involved with the area of concern. They must also have the ability to recognise dangers, understand the precautions required and determine the degree of supervision.

## **Functions of Health and Safety Competent Person**

The Management of Health and Safety Regulations 1999 requires all Headteachers to identify a member or members of staff to assist them in the management of health and safety. Such staff may be named as Health and Safety Competent Person this does not mean that they have extra health and safety responsibilities other than those assigned to their particular job. The responsibilities rest with the Headteacher and Governing Body. Their roles will be to provide assistance, advice and practical help to the Headteacher Governing Body and Colleagues undertaking some or all of the following functions as agreed.

### **Awareness:**

To remain aware of current health and safety issues and regulations relevant to the Cleaning of Establishments.

### **Advice:**

To advise the Headteacher and Governing Body, so far as they can, of possible health and safety implications for the establishment, of any new legislation or of any proposed changes in use of the premises or working practices.

### **Policy Assistance:**

To assist the Headteacher and Governing Body to implement the LA's Health and Safety Policy and Guidance notes within the school and/or to formulate the school's own policy and procedures.

### **Identify Hazards Assistance:**

To assist the Senior Staff to identify hazards and prepare risk assessments.

### **Implement Procedures Assistance:**

To assist the Headteacher and Governing Body to implement procedures to reduce any significant risks to the minimum.

### **Accident Investigation:**

To investigate all accidents or near misses and to raise awareness of others to prevent further occurrences.

## Appendix C

### Induction Programme

Induction is helping a new employee to settle down into a new post as soon as possible by becoming familiar with: -

The People  
The Surroundings  
The Post  
The Organisation

It is the process by which staff have the opportunity to assimilate sufficient background information to enable them more readily to undertake their work.

The induction period is a “settling in” and at this stages a “mentor other than the Line Manager should be identified to support the new employee throughout the induction process.

Line Mangers will normally include within the induction programme the following elements:

1. Structure, Management and Policy of the School
2. Administrative Procedures and working environment
3. Introductory Meetings with colleagues
4. Time spent shadowing a colleague in a similar post

(A checklist of items to be included in the induction programme is attached. New recruits should be encouraged to keep a personal log to assist with future work and to form the start of their Staff Development Profile).

The induction process will involve a gradual assumption of the day-to-day responsibilities. At the end of the induction period the new member of staff and Line Manager will discuss the job description with specific attention being paid to identifying training needs. The induction period will be recognised as a learning process for the new staff member, the Line Manager and colleagues.



INDUCTION CHECKLIST

Employee's Name:

.....

Post and Establishment:

.....

Start Date: .....

**FACILITIES:**

- Toilets
- Car Parking
- Private Telephone
- Tour of Building (if necessary)
- Introduction to work area and duties

Instruction given by: .....

Date: .....

Received and understood by: .....  
(Employee)

**HEALTH AND WELFARE**

- Sickness procedure
- Accident reporting
- First Aid arrangements
- Security/Emergency procedure
- Health and Safety Policy and arrangements

Instruction given by: .....

Date: .....

Received and understood by: .....  
(Employee)

**HOURS OF DUTY**

- Hours of work
- Overtime working

Instruction given by: .....

Date: .....

Received and understood by: .....  
(employee)

**SALARY**

**Payment date  
Where to make enquiries  
Have details of bank account been notified**

**Instruction given by:** .....

**Date:** .....

**Received and understood by:** .....  
**(Employee)**

**LEAVE**

**Entitlement  
Who to authorise**

**Instruction given by:** .....

**Date:** .....

**Received and understood by:** .....  
**(Employee)**

**INFORMATION & POLICY**

**General policies  
Staff Development**

**Instruction given by:** .....

**Date:** .....

**Received and understood by:** .....  
**(Employee)**

**GENERAL ROUTINE**

**Use and location  
Resources and equipment  
Issue and guidance of P.P.E**

**Instruction given by:** .....

**Date:** .....

**Received and understood by:** .....  
**(Employee)**

**DEPARTMENT/UNIT STRUCTURE**

**Discussion on:**

- **Individual Programme (Staff Development Profile)**
- **Staff Development and Reviews**
- **Job Description – duties and responsibilities**
- **Who is the supervisor**
- **To whom to refer problems**
- **Self management – use of time, motivation, personal needs, personal discipline**

**Instruction given by:** .....

**Date:** .....

**Received and understood by:** .....  
**(Employee)**

## Appendix D

### Instruction

#### **NO EMPLOYEE SHALL, UNDER ANY CIRCUMSTANCES ENTER A CONFINED SPACE AS DEFINED IN THE POLICY**

##### Notes 1

1. If in doubt **do not enter**. Ring the safety officer for clarification.
2. Where entry to a “confined space” is required for maintenance purposes contact the **Helpline**.
3. This notice must be brought to the attention of every employee. The Headteacher must ensure that it is fully understood and compliance is absolute.

##### Notes 2

If any Headteacher is aware of any “Confined Space” being present at premises or workplaces under their control, which need to be assessed for any reason by any employee of Neath Port Talbot County Borough Council then they should notify the safety officer detailing in the notice the position and description of the confined space and the circumstances and reason for entry by our employees.

# Risk Assessment Form

Activity to be Assessed	Assessment Number
-------------------------	-------------------

Persons undertaking or affected by the activity

Employees    
  Contractor    
  Public    
  Pupil    
  Service User

Other .....

Identified Hazards and Associated Risks	Severity	Likelihood	Risk Level
1			
2			
3			
4			
5			
6			

Existing Control Measures / Additional Control Measures Required	

Reassessment of Activity Hazards	Severity	Likelihood	Risk Level
1			
2			
3			
4			
5			
6			

Name	Signed	Date Completed
Position		

Reviews	Key		Risk Level Table						
Review Date :	Severity	Likelihood	Severity of Injury	5	5Y	10R	15	20	25
Reviewed by:	1 nuisance 2 minor 3 medical treatment 4 major 5 fatal	1 very unlikely 2 unlikely 3 likely 4 very likely 5 certainty		4	4	8	12	16	20
Review Date :				3	3	6G	9	12	15
Reviewed by:				2	2	4	6Y	8	10Y
Review Date :				1	1	2	3	4	5G
Reviewed by:				0	1	2	3	4	5
Review Date :			Likelihood of Injury						
Reviewed by:			Low Risk	Medium Risk		High Risk			

## **Appendix F**

### **ACCIDENTS**

#### **Staff**

***In the event of an accident, the following procedure is to be followed: -***

1. Minor injuries: treat at workplace.
2. Severe injuries:
  - (i) If no other adult present, send a pupil to contact nearest adult.
  - (ii) If required, administer First Aid.
  - (iii) Contact appointed persons.
  - (iv) Transport to hospital, contact relatives.
3. Complete Accident Report Form.

#### **Pupils**

In the event of an accident, the following procedure is to be followed: -

1. Make the injured pupil as comfortable as possible.
2. If required, administer emergency First Aid (see position of First Aid boxes).
3. Contact nominated person, but do not leave injured person.
4. Minor injuries - Treat at school and if necessary contact parents/guardian.
5. Severe injuries - Contact parents/guardian and ambulance as required. Explain nature of injury. Parent to transport pupil to hospital.
6. Where parents have not been contacted, continued effort to be made to do so by the Administration Team/Senior Management Team
7. Remain at the hospital with pupil or until parents arrive. Where required take pupil home after treatment.
8. Complete an accident form for all accidents.

#### **Cleaning Routine – Toilets**

Please ensure specified routines are strictly followed to reduce the possibility of cross contamination.

- Red buckets, red mop heads and red handles for toilets.
- Pink cloths for ladies toilets
- Blue cloths for gents toilets

Red bucket, red mop head, red handle with red tape for body fluids etc. Mop head to be cleaned and replaced as necessary.

### **Accidents to Pupils/Staff outside school**

1. Make the injured pupil as comfortable as possible.
2. If required, administer emergency First Aid.
3. Minor injuries
  - (i) Treat injury at place of accident.
  - (ii) If necessary, accompany pupil home.
  - (iii) Contact parents the following morning to explain accident (if not already done so).
4. Severe injuries – Accompany pupil to hospital with
  - (i) Another member of staff/responsible adult, looking after other pupils,  
or
  - (ii) Take all pupils with you.
5. Contact
  - (i) Parents from hospital, explain nature of injury.
  - (ii) School.
6. Where parents have not been contacted, continued effort to be made to do so by the staff/school.
7. Stay with pupil until parents arrive or if necessary accompany pupil home.
8. Complete Accident Report Form.

### **First Aid Boxes**

1. First Aid boxes kept at the following locations in both schools: -
  - (i) Craft areas
  - (ii) Science laboratories
  - (iii) Physical Education areas
  - (iv) Secretaries Office
  - (v) Cleaners room
  - (vi) Canteen
2. First Aid boxes to be easily visible and accessible in the above areas.
3. First Aid boxes to be checked and restocked as required.

Approved by Governors on 20<sup>th</sup> September, 2017

Signed ..... (Chair of Governors)  
Next Review September 2018