



BRENTFORD SCHOOL FOR GIRLS

HEALTH AND SAFETY POLICY

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PART ONE

STATEMENT OF INTENT

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school. They recognise and accept their responsibility in providing a safe and healthy environment for the staff employed in the School, for the children attending the School and for other users of it.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

Each and every member of staff must recognise that there is a personal and collective responsibility under the Health and Safety at Work (HSWA) 1974 and under this Health and Safety Policy statement. A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name _____ Signature _____ Date: _____ (Chair
of Governors)

PART TWO

ORGANISATION

INTRODUCTION

An organisational chart showing the school's health and safety management structure is attached at Appendix 1.

THE GOVERNING BODY

The ultimate responsibility for ensuring that the school premises, the activities undertaken there, access and egress on site, and any plant or substance provided for use within the premises is safe and does not present an intolerable risk to human health, rests with the governing body. The Governing Body will ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils and demonstrates a commitment by the Governing Body to 'lead from the top' in all health and safety matters.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work and ensure continual improvement in health & safety performance.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.
- h) The school co-operates fully with any health & safety audits carried out by the Local Authority in order to facilitate their effective completion and a meaningful outcome.

THE HEADTEACHER

At operational level the Headteacher, or in their absence their nominated deputy, is accountable to the governors and is responsible, on a day-to-day basis, for implementing this school health and safety policy and for all matters relating to health, safety and welfare within the school on their behalf. In particular, this will include ensuring that:

- a) **Organisation** - there is an appropriate organisation within the establishment for implementing this policy;
- b) **Health and Safety Policy** - the health and safety policy is brought to the attention of all staff, a copy will be stored and available to all staff in the shared drive under school policies, 'Health and Safety Policy';

- c) **Responsibilities** - individual employees, and supply staff are aware of their responsibilities for health and safety, this is reiterated by staff induction;
- d) **Consultation** - promote through consultation and other means, the active involvement of staff and pupils in the development, promotion, implementation and monitoring of measures provided for health and safety;
- e) **Information** – copies of relevant codes of practice, risk assessments, procedures and safe working methods are kept in the Site Manager’s office of the school and where appropriate within departments;
- f) **Health & Safety Law Poster** – Copies of the poster (Staff room, School Kitchen and Site Office) are displayed prominently within the school and all required information filled in.
- g) **Communication** - other health and safety information is communicated effectively to relevant staff through the week ahead or at staff briefing meetings and on the health and safety notice board in the staff room;
- h) **Risk assessment** - adequate assessment of all the risks from hazards in educational activities is carried out and significant findings are recorded, with appropriate preventive measures in place to ensure safe practice; Visitors - the health and safety of any visitors to schools, and volunteers involved in any school activity is assessed and adequate precautions applied;
- i) **New or pregnant mothers** - that adequate assessment is carried out of any risks to new or pregnant mothers, with changes to work practices arranged or special precautions ensured;
- j) **Security** - that the security of premises, staff and pupils are protected;
- k) **Planning** - risks to health and safety are taken into account and assessed/reassessed when any change to policy, buildings, methods or equipment are being considered or planned;
- l) **Manual Handling** - manual handling operations are avoided whenever possible, or where they cannot be avoided, the risks are reduced to the lowest possible level through the process of risk assessment and the implementation of controls such as planning of tasks, use of moving and handling aids, instruction, training and documented safe working methods and limitations;
- m) **Display Screen Equipment** - VDU workstations for “users” are assessed and the risks reduced to the lowest reasonably practicable level; online training available annually for all staff to participate in;
- n) **COSHH** - exposure to hazardous substances is risk assessed and controlled to prevent ill health and the relevant hazard control data sheets are available and adhered to for all hazardous substances within the school; all relevant staff receive appropriate training annually;
- o) **PPE** - personal protective equipment is provided free of charge where identified in the risk assessment process, and that staff or pupils using it are aware of how and why it is to be used;
- p) **Maintenance** - that all electrical installations, portable electrical equipment, machinery, equipment and plant is maintained in a safe condition, and that inspections are arranged as appropriate and records kept;

- q) **Educational visits** - that educational visits are adequately planned, organised and the risks assessed in accordance with the School's Code of Practice, and that performance monitoring of educational visits and staff competency is carried out;
- r) **Incident reporting** - incidents and hazards are reported, investigated and recorded promptly using the established procedures and forms and that all persons under their control are aware of the reporting procedure; and that appropriate remedial action is taken;
- s) **Hazard removal** - in the event of any hazard or risk to health and safety of any person under their control, appropriate action is taken to remove the hazard. Where action is of a temporary nature, consultation will take place as appropriate to enable further positive steps to be taken;
- t) **Training, instruction & supervision** - training needs are identified and met, and that employees are kept informed, instructed and supervised, and are fully aware of the hazards involved in their work;
- u) **Induction** - new employees receive appropriate health and safety information, instructions and training, including details of the Health and Safety Policy, Codes of Practice, fire and other safety procedures;
- v) **Volunteers** - all volunteers and similar agents receive adequate supervision, instruction and training to ensure safe conduct of any activities in which they are engaged;
- w) **Fire precautions and Emergency procedures** - fire precautions and procedures are implemented (including fire drills) and all staff, pupils and visitors are made aware of these. All staff receive in house fire instruction annually and staff designated as Fire Wardens receive specific training. Procedures for a variety of emergencies are developed and implemented.
- x) **First aid** - staff, pupils and visitors are aware of first aid facilities;
- y) **Repair & maintenance** - arrangements are made to deal with premises and management issues e.g.: repair and maintenance of buildings, selection of and proper management of contractors, ensuring all statutory requirements are met, seeking external advice, ensuring joint risk assessments are carried out and significant findings recorded, with monitoring to ensure safe systems of work are followed;
- z) **Asbestos** – asbestos on site is properly managed, the location of the asbestos register is displayed in the Site Manager's office and made available to contractors before commencement of work. The visual inspection of all identified asbestos locations forms part of the school's health & safety inspection regime, so that damaged or disturbed asbestos materials can be identified promptly and necessary remedial action taken;
- aa) **Legionella** – all precautions following a water hygiene risk assessment are implemented, managed and monitored and a written scheme is produced and maintained for preventing and controlling the water hygiene risks on site.
- bb) **Record keeping** - all statutory registers and records are kept;
- cc) **Hiring & Lettings** - appropriate arrangements are made with regard to hiring and lettings, including risk assessment, first aid, child protection & safeguarding, provider credentials and insurance;

- dd) **Performance monitoring** - health and safety performance is monitored, and arrangements reviewed, including regular inspection of the school, completion of the annual internal monitoring checklist, routine equipment maintenance checks, that safety devices are fitted and maintained, that safety rules are observed and followed and personal protective equipment worn, investigation of incidents, causes of ill health and complaints, and reviewing incidents statistics to identify causes of accidents;
- ee) **Audit & review** - if during any internal, external or Local Authority audit or performance monitoring, variations from this policy are observed, immediate and effective steps are taken to rectify the situation;
- ff) **Safety Representatives** - Safety Representatives can carry out their functions including inspections and incident investigations and, where appropriate, that consultations take place with them;
- gg) **Advice** - specialist advice is sought on health and safety matters when necessary;
- hh) **Review** - the policy, risk assessments, procedures and systems of work in place are reviewed at least annually, that changes are made as appropriate and staff, pupils and visitors are informed of any such changes as necessary
- ii) **Compliance** - appropriate action is taken under the disciplinary procedures against anyone under their control found not complying with this statement or safe working practices;

For schools with radiation sources, they will ensure:

- jj) that a Radiation Protection Supervisor is appointed
- kk) that an approval letter has been obtained from the DfES to allow the school to purchase and use approved radioactive sources, and that a copy of this letter has been sent to the appointed Radiation Protection Advisor of CLEAPSS

SCHOOL HEALTH AND SAFETY CO-ORDINATOR

To ensure effective implementation of this policy, the School Business Manager and Site Manager have been delegated specific responsibilities by the Headteacher to:

- a) co-ordinate and manage the annual (or earlier if required) risk assessment process for the school;
- b) be the focal point for day to day references on health and safety and to give advice or indicate sources of advice;
- c) make adequate arrangements for first aid;
- d) investigate incidents and revise any risk assessment if appropriate;
- e) report incidents and to advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors;

- f) appraise the Headteacher of compliance with procedures and systems of work on a regular basis;
- g) develop emergency evacuation procedures and arrange drills as appropriate;
- h) ensure health and safety matters raised by staff are dealt with;
- i) maintain a central file of relevant codes of practice and other health and safety information;
- j) co-ordinate the implementation of safety procedures;
- k) ensure that regular monitoring of health and safety is undertaken and that working practices are checked and to co-ordinate the annual Health & Safety Audit and performance monitoring process;
- l) To make provision for the inspection and maintenance of work equipment throughout the school.
- m) Carrying out any other functions devolved to them by the Headteacher or Governing Body.

SITE MANAGER:

The Site Manager will have particular responsibility to ensure that:

- a) they are familiar with and comply with the health and safety policy, relevant risk assessments and codes of practice;
- b) access equipment should be inspected at least every 6 months and a record kept, in addition they should be checked prior to use to ensure safety;
- c) access equipment must be used in accordance with HSE guidelines;
- d) any monitoring required to control Legionnaires Disease is carried out and appropriate records kept;
- e) asbestos is managed on the site and that the condition of asbestos is checked regularly and records kept;
- f) contractors, service engineers etc. are made aware of the asbestos survey and any records relating to asbestos and that they have signed the "Contractor pre-Start Declaration" form;
- g) a Type 3 asbestos survey is carried out if asbestos needs to be removed before work can commence
- h) receives a copy of the health and safety policy of the contractor;
- i) regular inspections of the boiler(s) by a competent person (eg: CORGI/Gas Safe registered) takes place;
- j) they are trained in the operation of the boilers and are familiar with any action needed to be taken in an emergency;

- k) regular inspections of the boiler house are undertaken and that the sump pump (if present) is operating effectively and that the boiler room is not used to store any items;
- l) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with specified contractors.
- m) COSHH assessments are kept up to date, and data sheets are obtained for any new hazardous substances and an assessment made. Also, that any such information be made available to relevant personnel (e.g.: contractors, service engineers, cleaners and own staff);
- n) all cleaning staff are aware of any implications of the health and safety policy as it affects their work activities e.g.: storage arrangements for materials, equipment, substances etc.;
- o) traffic is managed safely;
- p) hazards notified to them are passed onto the Headteacher and School Business Manager;
- q) defects to the premises are dealt with in consultation with the School Business Manager, and that interim measures are taken to make an area safe where the defect cannot be dealt with immediately.
- r) any items received from suppliers e.g.: machinery, equipment, substances are accompanied by adequate information, safety data and instruction prior to use;
- s) testing of fire bells, fire doors, emergency lighting, intruder alarms, lock down alarm etc. is carried out at appropriate intervals (both in-house and under contract) with records kept;
- t) all fire alarm call points are numbered and tested every 13 weeks, with a record kept identifying the number tested and date etc.
- u) all door closers are checked, with records kept, to ensure that they are working properly once per term and that arrangements are made to rectify any defects immediately;

LUNCH TIME SUPERVISOR(S):

Lunch time supervisors are responsible for ensuring that:

- a) pupils are safe and without risks to health during the lunch period inside and outside the school building by effective supervision, and by challenging inappropriate behaviour;
- b) spillages are cleaned up immediately;
- c) arrangements for fire and first aid are followed;

SUBJECT LEADERS/CURRICULUM CO-ORDINATORS:

With their special knowledge of the area of work for which they are responsible, Subject Leaders and Curriculum Co-ordinators have a key role to play in the running of those activities safely. Subject leaders and Curriculum Co-ordinators are responsible, so far as is reasonably practicable, for implementing the safety policy within their Department.

In particular Subject leaders will be responsible for ensuring that:

- a) codes of practice appropriate to the Department are brought to the attention of all staff in the department;
- b) codes of practice are complied with and appropriate safety signs and notices are displayed;
- c) relevant health and safety information is communicated to staff;
- d) all incidents occurring within the Department are reported, the causes investigated and an incident form completed;
- e) health and safety training needs within the Department are identified and met, or reported to the Headteacher;
- f) staff are aware of first aid, fire and emergency procedures;
- g) new employees receive appropriate health and safety training, including Departmental Safety Procedures;
- h) assessments for all risks to health and safety are carried out and significant findings recorded, including COSHH, Manual handling etc., with appropriate preventive measures being taken;
- i) regular inspections of areas for which they are responsible are carried out;
- j) all equipment is safe for use and, where appropriate, seek specialist advice that this is so;
- k) as far as possible, any health and safety issues brought to their attention in respect of work and/or areas of premises for which they responsible are resolved;
- l) effective supervision of pupils takes place, and that pupils are aware of general emergency procedures in respect of fire and first aid and any special safety measures in relation to the teaching areas.

HEAD OF SCIENCE will be responsible for ensuring that:

- a) equipment is checked before use and tested as required:
 - 1. fume cupboards - every 14 months under the Control of Substances Hazardous to Health (COSHH) Regulations 2002
 - 2. autoclaves, pressure cookers, model steam trains etc. - periodic inspection required under the Pressure System and Transportable Gas Containers Regulations 1989
- b) offers of chemicals are not accepted, or viewed with extreme caution to ensure that stocks are not increased unduly and that no unwanted chemicals are included;
- c) equipment selected for purchase is safe and suitable for the intended purpose, and that any gifts are treated with caution and carefully assessed, and records of any assessment kept;
- d) chemicals are stored safely, including highly flammable liquids and that labels are readable and that a spill kit is to hand and properly replenished;
- e) hazardous activities involving chemicals are restricted to those who have received or are receiving proper training;

- f) access to laboratories, preparation rooms and store rooms containing hazards are kept locked at all times except when in use, and all services (including gas and electricity) is shut off;
- g) no class is allowed to work in a laboratory without adequate supervision;
- h) all science areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed;
- i) any field trips etc. are carefully planned and organised, with relevant guidance and information referred to;
- j) spills are dealt with safely and that all relevant staff are trained;
- k) normal procedures are followed for fire, and that science staff are trained to deal with minor bench fires, clothing and hair fires, with regular drills arranged;
- l) staff are able to carry out immediate remedial measures after accidents that occur in science whilst waiting for first aiders;
- m) safety information, including codes of practice and CLEAPSS Handbook is communicated well to all staff in the Science Department and that staff are kept up to date with any changes or new advice;
- n) adequate monitoring of health and safety is carried out in the Science Department;

The CLEAPSS Model Science Health and Safety Policy has been adapted to reflect the needs of our Science Department.

HEAD OF DESIGN AND TECHNOLOGY will be responsible for ensuring that:

- a) emergency stop buttons, shut down facilities, control of electrical supplies, guarding of machinery, dust extraction, storage of highly flammables etc. are all kept constantly under review;
- b) all equipment and machinery is checked prior to use and adequate monitoring is carried out in accordance with the appropriate codes of practice;
- c) all equipment and machinery is safe to use, and that care is taken in accepting gifts or purchasing new or second-hand equipment to ensure safety;
- d) equipment is not modified unless the modification is only minor and will not affect the integral safety of the machine;
- e) modifications are only carried out by a competent person;
- f) hazards are identified e.g.: defects to machinery, equipment and personal protective equipment (PPE), and appropriate action taken;
- g) any dangerous machinery or equipment due to a defect that could be a significant risk to health and safety is immediately taken out of use and appropriate measures taken to ensure it cannot be operated, and appropriate signage used;
- h) appropriate emergency stop controls are in place and that these are tested regularly and records kept of the tests;
- i) only competent trained staff are permitted to use equipment;
- j) records are kept of any training and that training needs are identified and met, including refresher training or reported to the Headteacher;

- k) equipment not to be used by certain pupils is clearly identified and understood;
- l) practical classes are adequately and closely supervised;
- m) any equipment or machinery is examined and tested by a competent person, and that records are kept, including Local Exhaust Ventilation (every 14 months), Lifting equipment, pressure vessels, power presses, and portable electrical equipment, gas cookers and equipment (annually by a competent person who is Gas Safety registered);
- n) safe working procedures are developed for all equipment/machinery and that these are well communicated;
- o) that lighting is adequate in all work areas;
- p) all teachers are trained in action to be taken in the event of electric shock;
- q) written emergency procedures for activities where there is a risk of serious and imminent danger to employees and/or pupils are prepared, including the need to activate electrical and gas shut off devices and evacuation procedures;
- r) any gas cylinders are safe to use and stored externally and that different gases and oxygen are either stored separately or at the required distance apart and that 'hazchem' warning signs are conspicuously displayed and emergency procedures developed;
- s) that the power supply and gas supply to any workshops is isolated and access prevented by locking doors when the room is not in use;
- t) that up to date safety information is communicated well to all staff in the design and technology department;
- u) that health surveillance is carried out by competent Occupational Health professionals where identified through COSHH;
- v) facilities for design and technology teaching are only used for educational purposes, not for other activities such as repairs or maintenance;
- w) one socket is provided for the use by cleaners that is live when the main workshop power is isolated so that cleaners can work safely;

A specific department Health & Safety policy has been put in place, please refer to this document for specific details.

THE RADIATION PROTECTION SUPERVISOR (RPS)- must ensure that:

- a) they understand the basic principles of radiological protection and the relevant requirements of the; [radiation/ionising legislation](#)
- b) they are fully aware of the hazards, risks and control measures of sources in his/her care;
- c) they carry out risk assessments as necessary to ensure the safety of other employees and pupils in their care;
- d) they attend a Radiation Protection Supervisor course specifically designed for school level work;
- e) they are involved in any work using ionising radiation;

- f) all work is carried out in accordance with [Cleapss – Managing-Ionising-Radiations-and-Radioactive-Substances-in-Schools](#) (L093) and other relevant information, codes of practice and local school rules covering handling, use, storage and disposal, records and use log completed;
- g) advice is always sought from CLEAPSS via the Local Authority Radiation Protection Officer (RPO) regarding safe disposal;
- h) the disposal of any source is to an authorised disposal route as detailed in L093 and that suitable records are kept;
- i) sources are only purchased from recognised educational suppliers for UK schools and approved by the DfE, and that records of all paperwork relating to the purchase and approval is kept;
- j) adequate supervision is provided;
- k) radioactive sources are checked for damage after use, especially if this involved use by a sixth form group;
- l) regular monitoring is carried out of all radioactive sources and their containers;
- m) leak tests are carried out annually in accordance with L093 and by a competent person;
- n) a correctly working Geiger-Müller counter is available;
- o) radioactive sources are returned to the store, and secured, at the end of the working session or day, and that the use log has been filled in;
- p) for security, the location of sources is regularly checked;
- q) Any potential loss is reported immediately to the RPA/RPO/CLEAPSS who will advise on searching for the source and contacting the authorities (the Environment Agency and the Health and Safety Executive). If it is suspected that it has been removed unlawfully the police will be informed;
- r) all records required in L093 are accurate and up to date;
- s) any necessary monitoring of the work area has been completed after sources are used, and that any contaminated sources or surfaces are cleaned, following appropriate procedures outlined in L093;
- t) they are aware of what to do in an emergency;
- u) they are satisfied that all persons involved are informed and trained to a level to carry out procedures safely, particularly if they are temporary or non-science specialists;
- v) staff are familiar with the procedures to deal with spills and contamination, and that they are able to act quickly, as detailed in L093;
- w) all staff handling/working with ionising radiation are familiar with, and have easy access to the local rules;
- x) students aged 16 years and above, who are allowed to carry out supervised investigations with sealed sources are given access to the appropriate section of the local rules;
- y) all users of radioactive sources fully implement the local rules;
- z) they maintain adequate materials required to deal with spillages/contamination as outlined in L093;

- aa) the RPO for LB Hounslow is supplied with a list of current sources and informed of any changes;
- bb) they use the Checklist for the Management of Radioactive Sources in the CLEAPPS guidance to ensure that appropriate procedures are in place before and during any work with radioactive sources;
- cc) radioactive sources are appropriately stored in line with L093.

N.B. The Radiation Protection Advisor (RPA) for Hounslow is Ralph Whitcher under the CLEAPSS RPA Service. He can be contacted via the Radiation Protection Officer (RPO).

The Radiation Protection Officer (RPO) for Hounslow LA is The Corporate Health & Safety Adviser, Adam Stonely Tel: 020 8583 2610. Contact with the RPO should normally be made with any queries to act as a link between the RPA and the school.

The school's appointed Radiation Protection Supervisor is Mr Christopher Irons.

TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY

Deputy Headteachers, Assistant Headteachers, Subject Leaders, Technicians, Educational Visits Co-ordinator (EVC), Wellbeing Co-ordinator have the following responsibilities:

- a) Apply the school's Health and Safety Policy or relevant Local Authority Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible;
- c) Ensure that any staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work;
- d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- e) Carry out regular inspections within their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- g) Investigate any accidents that occur within their area of responsibility;
- h) Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility. This will be included as part of the annual audit. A template to aid this process will be included as part of this process;

TEACHERS (including supply teachers and students on training placements):

Teachers are responsible for the health and safety of pupils and students while in their care, as are student teachers and supply teachers. A teacher is responsible for ensuring that they:

- a) carry out risk assessments as necessary to ensure the safety of pupils in their care;
- b) follow school procedures relating to educational visits, and that they are clear about their duties on any educational visit, and that proper planning and organisation has taken place with risks assessed before and during the educational visit with appropriate control measures followed in line with school policy, and that performance monitoring / evaluation is carried out;
- c) know the emergency procedures in respect of fire and first aid and the special health and safety measures to be adopted in his/her own teaching areas to ensure they are applied;
- d) exercise effective supervision of pupils and students and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area;
- e) give clear instruction and warnings as often as necessary (notices, posters, handouts are not enough);
- f) students' coats, bags, cases etc. are safely stowed away;
- g) manage the storage of equipment and materials to ensure good housekeeping and prevention of slip/trip hazards;
- h) integrate all relevant aspects of health and safety into the teaching process and if necessary give special lessons on health and safety within the specific subject;
- i) follow safe working procedures personally;
- j) call for protective clothing, guards, special safe working procedures where necessary;
- k) make recommendations on health and safety matters to the Subject Leader or Senior Middle Leader;
- l) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- m) Report all accidents, defects and dangerous occurrences to their Subject Leader.

NEW AND EXPECTANT MOTHERS:

New and expectant mothers must inform the Headteacher as soon as possible when they are aware of the pregnancy so that they can be advised of any special precautions or changes to working practices. Without being aware of your condition, the school cannot properly support you. Risk assessments will be dealt with by either the HR Assistant or the School Business Manager.

ALL EMPLOYEES:

In addition to any specific responsibilities which may be delegated to them, all employees have responsibilities:

- a) to take reasonable care of their own health, safety and welfare and that of other persons affected by their acts or omissions;
- b) to co-operate with the school and any supporting authority that the school brings in, so far as is reasonably practicable, to enable it to meet its responsibilities for health, safety and welfare;
- c) to co-operate with school management in complying with relevant health and safety law.
- d) to be aware of, and follow, this policy, codes of practice and guidelines;
- e) to act in accordance with any specific health and safety training received;
- f) to make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident/incident reporting;
- g) to use work equipment provided correctly and carry out any activities in accordance with instructions and training;
- h) to take reasonable care of all safety equipment and clothing given to them, report any defects, and always wear personal protective equipment when undertaking those jobs for which it is required, and use all safety devices provided;
- i) to use, and not wilfully misuse, neither neglect nor interfere with things provided for their own safety and the safety of others;
- j) to ensure good housekeeping and prevention of trip hazards;
- k) to ensure that occasional one off manual handling operations are assessed before attempting them;
- l) to report all accidents, incidents, damage, hazard and defects to the Headteacher/person responsible;
- m) to inform their line manager of any work situations which represent a serious and immediate danger to health, safety and welfare, and take immediate measures to protect persons from such risk;
- n) to co-operate with the employer and other employees in promoting improved safety measures in the school;
- o) to co-operate with the Union appointed Safety Representatives, enforcement officers and advisers on behalf of the Local Authority;

PUPILS:

Pupils, allowing for their age and aptitude, expected to:

- a) exercise personal responsibility for the health and safety of themselves and others;
- b) report to the School Business Manager/Site Manager/Headteacher matters which may require their attention in accordance with agreed procedures;
- c) wear personal protective equipment provided;
- d) follow safe working practices and instructions;
- e) observe standards of dress consistent with safety and/or hygiene;

- f) observe all the health and safety rules of the school and in particular the procedures and instructions of staff given in an emergency;
- p) use and not wilfully misuse, neglect or interfere with things provided for their health and safety and the safety of others.

HEALTH & SAFETY REPRESENTATIVES:

The appointed safety representative is: Ms S Malik. The school does not have an externally appointed recognised trade union Health and Safety Representative.

- a) He/she will function in accordance with the Health and Safety Commission's Code of Practice for Safety Representatives; [HSE : Consulting employees on health and safety](#)
- b) The Safety Representatives Regulations allow representatives to formally inspect every 3 months (or more frequently if agreed) and to inspect after any notifiable accident, dangerous occurrence or notifiable disease, where there is a substantial change in working conditions or if new information becomes available;
- c) The frequency of safety inspections will be agreed by consultation with the Headteacher and the governing body;
- d) External Appointed Safety Representatives may wish to visit the school and are not therefore a member of the school staff. Assistance should be offered where possible to allow them to fulfil their duties;
- e) The Governing Body recognises the role of Health and Safety Representatives. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff;
- f) They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions.

HEALTH & SAFETY ADVICE:

Hounslow Council's Corporate Health and Safety Adviser will provide information and health and safety advice - Tel: 020 8583 2610.

OCCUPATIONAL HEALTH SERVICE:

The advice of the Occupational Health & Wellbeing Team from Health Management Limited is available to employees. This is organised by the HR Assistant.

PART THREE

PROCEDURES AND ARRANGEMENTS

INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

RISK ASSESSMENT

General Risk Assessment will be co-ordinated by the Site Manager, following guidance from the Health & Safety Adviser for Education from the London Borough of Hounslow (LA).

Maternity Risk Assessment will be carried out by the HR Assistant or School Business Manager following guidance given by the:

- Health & Safety Adviser for Education from the LA and after production of – [BSFG - Pregnancy Risk Assessment template](#) [Guidance - Working when your pregnant](#)

Return to Work Assessments will be carried out by the HR Assistant or a member of the Senior Leadership Team if it is felt appropriate following guidance obtained from the Health & Safety Adviser for Education from the LA.

Stress risk assessments will be carried out by the Headteacher (or designated representative/line manager) or HR Assistant who will follow the advice of the Health & Safety Adviser for Education from the LA following the school's *Stress Management Forms*

Curriculum Activities will be risk assessed by relevant Heads of Department or Line Managers and subject teachers following, if appropriate any departmental health and safety policies if available, Health and Safety Codes of Practice issued by the Local Authority and/or professional bodies (e.g. CLEAPSS):

Science risk assessments will be carried out by subject teachers in line with schemes of work and the specific departmental health and safety policy and checked by the Subject Leader following:

- [CLEAPSS website](#) with specific reference to
- [Making and recording risk assessments in school science](#) and
- [Health and Safety Induction and Training of Science Teachers \(CLEAPSS\)](#)

Design & Technology risk assessments will be carried out by subject teachers in line with schemes of work and the specific departmental health and safety policy and checked by the Subject Leader following:

- [Data - education Health and Safety advice](#)
- [CLEAPS Training & \[data.org.uk/training-and-events/\]\(http://data.org.uk/training-and-events/\)](#)
- [D & T Risk Assessment - CLEAPSS](#)

and advice from professional bodies e.g:

- [NAAIDT – National Association of Advisers in Design & Technology](#)

PE risk assessments will be carried out by Subject Leader for PE - following safety guidelines produced by the [Association for Physical Education \(AFPE\)](#)
<http://www.afpe.org.uk>

Swimming risk assessments will be carried out as required by all staff that will be responsible for the students taking part in swimming activities following: Swimming Charter (DFE).

Art risk assessments will be carried out by Subject Leader for Art.

Drama risk assessments will be carried out by Subject Leader for Drama.

Fire risk assessment will be carried out by an authorised independent assessor under the guidance of the Site Manager. The school will follow the Fire Safety Policy.

Manual Handling risk assessments will be carried out by the Site Manager. All staff identified within this whole school risk assessment that is considered 'at risk' will be given training. All staff will be offered training annually as part of their CPD. Further guidance will be sought from

- [Getting to Grips with Manual Handling - A short guide](#)

Display Screen Equipment (DSE) All staff will be offered online training annually in order to do a risk assessment associated with stations that they use. Should issues arise that need investigation a further risk assessment will be carried out by the Site Manager if appropriate.

Hazardous Substances. – the Site Manager will identify hazardous substances, which are not on the approved supply list of substances and for which a generic risk assessment is therefore not available. Specific risk assessment will be produced of these substances following guidance from the LA Health & Safety Adviser, supplier and the HSE website.

External contractors using hazardous substances in school will be responsible for providing risk assessments for all materials that they use on site. The Site Manager will monitor these risk assessments annually, making sure they are up-to-date and available for inspection should the need arise.

Working at Height / Use of Ladders/Platform Tower risk assessments will be carried out by Site Staff, IT and Display Technicians following guidance contained in:

- [Step by Step Guide to working at heights \(HSE\)](#)

- [Safe Use of Ladders and Stepladders - An employer's guide](#) (HSE)

All staff using ladders on a regular basis, will be trained appropriately and must do a written safety assessment every time a ladder is used. All assessments are kept in the Site Manager's office.

Work Equipment: risk assessments will be carried out by the Site Manager following guidance obtained from the LA Health and Safety Adviser.

Events will be planned and risk assessed by the Site Manager following guidance obtained from [Event-safety \(HSE\)](#)

Lone Working risk assessments will be carried out by the Site Manager.

First Aid Provision will be risk assessed by School Business Manager who will ensure the adequate level of suitably qualified first aiders.

Regular checks of suitably sited and stocked first aid kits will be carried out by the Wellbeing Coordinator, at least termly and in some departments with high usage half termly. Signs will be displayed in every room in school stating the nearest first aid box and how to obtain first aid during school hours.

Current list of first aid kits and locations: [First aid box check list:](#)

- [Guidance on First Aid in the workplace \(HSE\)](#)

Sun Safety will be risk assessed by Wellbeing Co-ordinator following guidance obtained from the LA Health and Safety Adviser and:

- [Heat Wave Guidance to Schools \(Public Health England\)](#)

Icy and Snowy Conditions will be risk assessed by the Site Manager to develop controls that will enable staff to work safely and ensure the operational continuity of the school and safe access and egress by students and visitors.

Glazing will be risk assessed by the Site Manager following guidance contained in glazing surveys carried out by a designated glazing consultant.

Violence. An assessment of the risks of violence to staff will be carried out by the Site Manager in consultation with the LA Health and Safety Advisor

Playground Supervision will be risk assessed by the Assistant Headteacher responsible for duties to ensure that supervision levels are suitable and sufficient for the school needs.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and evacuation procedures are detailed in [Fire Evacuation](#)

First Aid :[List of Staff with First Aid Training](#)

Transport to hospital:

In an Emergency the **member of staff at the site of the incident** should call Ext. 2252 – **Wellbeing Co-Ordinator**. If there is no response Ext. 2205 (Reception) should be called and the Receptionist will send the nearest available First Aider.

The **Wellbeing Co-ordinator** (or **designated first aider**) should attend the scene, a mobile phone should be carried. Having assessed the casualty if the decision is made that an ambulance needs to be called then the Wellbeing Co-ordinator (or designated First Aider) will call “999”.

Once the ambulance has been called **Reception** must be notified of exact details of where the casualty is situated and also details of the incident. **Reception** will alert, depending on the time of day, the following members of staff:

Early morning until 8.30am : HR Assistant : Extn 2206

During normal school hours 8.30am – 4:30pm : Finance Officers : Extn 2239 or Extn 2242

Out of normal school hours 4.30pm until close: Site Team mobile 07768007126

The nominated person will meet the ambulance at the Boston Manor Gate and guide them to the casualty.

Reception will then notify parents and give outline details to the Headteacher. Parents to be kept informed once confirmation of where the casualty is to be taken if they are unable to get to school quickly.

Reception will print from SIMs any relevant information if the casualty is a student and the HR Assistant, if it is a member of staff and will contact the member of staff's next of kin if appropriate. Patient details from SIMs will be given to the person administering the first aid at the site of the incident so that this can be passed on to the ambulance crew if necessary.

Staff running activities after school will need to make arrangements to ensure they know what first aider is present on site as part of their risk assessment and depending on the time of day it is worth knowing that all members of the site staff are qualified in administering basic first aid.

Transport to hospital:

If an ambulance is required, the Wellbeing Co-ordinator will call “999”. It may be appropriate, in less severe cases, to transport a student to casualty department without

using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company. The school will reimburse additional insurance premiums where necessary. Two members of staff must accompany the student if taken to hospital in a member of staff's car (driver plus 1)

No casualty should be allowed to travel to hospital unaccompanied. The Wellbeing Coordinator or will designate an accompanying adult in emergencies where parents cannot be contacted.

Incident Reporting

All accidents and incidents are now reported on line via the London Borough of Hounslow link – this has restricted access to the Headteacher, School Business Manager, Site Manager and Wellbeing Coordinator - [LB Hounslow online report form](#). All incidents that have or might cause harm should be reported to the Site Manager/School Business Manager immediately.

Gas Leaks

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone the Site Team on 07768007126 who will be responsible for calling the National Gas Emergency Service (National Grid) on 0800 111 999 should it be necessary.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off by the appliances or by using the gas 'shutoff buttons' available in classrooms with specific gas appliances e.g. Science and Design Technology. This may clear the smell of gas. Windows should be opened. Any smell of gas should be reported to the site team for further investigation.

Chemical Spills

All Science teachers and technicians should follow guidance contained in the CLEAPSS Science Resource.

Any chemical spill, not associated with the Science department, will be handled by the Site team and guidance will be in line with COSHH regulations. All chemical spills must be reported to the Site team.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided for all new employees by the School Business Manager or Site Manager.

The following staff have received or will receive health and safety training in the following areas:

Strategic Health and Safety Management and Premises Management Training

- Health and Safety Awareness – Site Manager and School Business Manager
.....
- Premises Management – Site Manager and School Business Manager
.....
- Asbestos Management – Site Manager and School Business Manager
.....
- Fire Safety Management & Risk Assessment – Site Manager/Asst Site Manager (2)
.....
- Legionella & Water Hygiene Management – Site Manager/ Asst. Site Manager (2)/
School Business Manager
.....

Curriculum/Subject Specific Health and Safety Training

Completion of this training will be monitored by the senior member of staff responsible for line managing the specific subject areas and will be included as part of the performance management process when identifying CPD needs.

Science:

- CLEAPSS Health and Safety Management for Heads of Science
- CLEAPSS Health and Safety for Laboratory Technicians
- CLEAPSS Radiation Protection Supervisor
- Portable Appliance Testing –will be carried out by an external provider, however the Site Manager is qualified to undertake testing should the need arise.

Design & Technology:

- CLEAPSS Health and Safety Management for Heads of Design and Technology Departments
- DATA accreditation standards for Design & Technology
- CIEH Level 2 Award in Food Safety (formerly Foundation Certificate in Food Hygiene)

PE:

- Risk Management in PE and School Sport

Outdoor Education:

- Educational Visits Co-ordinator – Senior Leader responsible for trips & visits

Risk Assessment

- General Risk Assessment – Site Manager/relevant staff as required
 - Manual Handling – Online package available to all staff via Interactive Health and Safety Co. – log in details to online package made available from HR Assistant
 -
- COSHH – Canteen Manager and Site Manager to arrange as necessary for relevant staff. Cleaning contractor to arrange separately
- Stress – Headteacher/HR Assistant/School Business Manager

Essential Skills

- Manual Handling – Training will be provided as required to appropriate staff –online training package available to appropriate staff
- First Aid at Work and Emergency First Aid at Work

All staff trained currently see Appendix B and available on link [List Of staff with First Aid training](#)

Caretaking

- School Caretakers - Health and Safety Awareness

Site Manager will arrange training for appropriate site staff.

- Manual Handling

[List of staff with Manual Handling Training](#)

- COSHH

Caretaking team and Canteen staff

- Fire Safety Management & Risk Assessment

Site Manager and Assistant Site Manager

See attached list of staff currently trained and acting as [Staff trained as Fire Marshalls](#)

All staff are asked to complete annually an online fire awareness training where they log in using their school email address, link is sent out to them at the beginning of the autumn term:

- Safe Use and Inspection of Ladders and Stepladders

Current list of staff trained, list available, [List of staff - Safe working at Heights and with Ladders.doc](#)

- Safe Use and Inspection of Portable Tower Scaffolding

Current list of staff trained list available, [List of staff trained to erect a mobile platform](#)

- Monthly water temperature checks (Legionella)

Site Manager/Asst. Site Manager

Minibus

- MIDAS training for all minibus drivers except those with professional PCV licence – training to be arranged via Hounslow Community Transport

Training records held within Finance Department current list available [Appendix E - MINIBUS Drivers MIDAS TESTS.doc](#)

The Health and Safety Co-ordinator, in conjunction with the CPD Co-ordinator will identify training needs.

INSPECTION AND TESTING OF PLANT AND EQUIPMENT
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Statutory Inspections

All plant and equipment requiring statutory inspection and testing (i.e. steam boilers, compressors, lifting equipment, local exhaust ventilation, pressure cookers etc) will be inspected by appropriate contractors, this will be arranged by Site Manager and School Business Manager.

Portable Electrical Appliances

Inspection and testing of portable electrical appliances will be carried out ever following statutory guidance. Current documentation stored in Site Managers office.

Equipment Maintenance - Curriculum

Heads of Department will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented following guidance contained in health and safety Codes of Practice for Design & Technology, Science, Art, PE and Drama. All maintenance arranged in conjunction with Site Manager.

Ladders and Access Equipment

Site Manager/Asst Site Managers will be responsible for inspection and maintenance of ladders and other access equipment following training

HEALTH AND SAFETY MONITORING

Inspection of Premises

General workplace Inspections will be co-ordinated by the Site Manager and will be conducted with members of the school community and Staff Representative(s).

Monitoring inspections of individual departments will be carried out by Heads of Department. Any defects must be reported to the site team immediately.

Performance Monitoring

Performance monitoring will be co-ordinated by the School Business Manager.

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The Finance and Premises Committee, which holds the responsibility for health and safety under its terms of reference, meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

The Trade Unions' appointed Safety Representative(s) on the staff is: Mrs Sameem Malek.

Communication of Information

The Site Manager will ensure that systems are established so that staff and students are familiar with the arrangements set out in this document.

The Health and Safety Law poster is displayed on the Staff Room Health and Safety board/Canteen and Site Team office. All notes of inspections and checks made will also be displayed on the Health & Safety noticeboard in the Staffroom and communicated that information is available via staff briefing meetings

PREMISES MANAGEMENT

Supervision of Students

Arrangements for supervision of students are:

- Gate supervision from 8am - Access to students only permitted from this time
- Supervised breakfast club
- Staff on duty from 8.40am in all buildings
- Break and lunch duty in all buildings
- After school duty in all buildings and gates from 3.10-3.20pm

Security and Visitors

All visitors must report to Reception where they will be asked to sign in using the automated system and wear an identification badge.

All staff to be issued with an identification badge which must be worn at all times for ease of identification.

Vehicles on Site/Parking

Cars must be parked in designated areas. Speed limit across site is 5 miles per hour.

The risks of persons and vehicles coming into contact will be controlled by:

Delivery/contractor vehicles must park immediately within the vicinity of the Dining Hall for delivery to the Canteen. Any vehicle that needs to move through the school site when students are present must wait until a banks-man is available. Deliveries, where possible, are to be avoided during break and lunch time.

Arrangements for Disabled People

A whole school site DDA access audit has been completed and updated annually.

Building Maintenance

General building maintenance is carried out in house where possible and reputable companies used when work needs specific skilled contractors. Tendering process will follow as per financial procedures and consultants used for large contracts as necessary.

Asbestos

The asbestos register and asbestos management plan is held in the Site Manager's officer/in the caretakers shared drive. Site team are responsible for ensuring that contractors, who may be working in areas of the premises where asbestos materials have been identified, sign the register and that any changes to the register are changed on the master CAD drawings.

Control of Contractors

All contractors must report to the Site Manager or member of Site Staff on duty where they will be asked to sign in and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

Hiring's & Lettings

Hirings & Lettings are managed by the Site Manager and Senior Finance Officer following:

- All lettings offering provision for children will check that all supervisory staff hold DBS clearance.
- That all hirers hold Third Party Hirers Insurance.

See also the school's Lettings Policy

OTHER PROCEDURES

Emergency Planning & Critical Incident Management

The school has produced an Emergency & Response Plan – access available by SLT [Emergency Response Plan](#)

Managing Medicines

Prescribed medication will be administered to pupils by the Wellbeing Co-ordinator following guidance as contained in the schools 'Managing Medicines' policy.

Educational Visits

Educational visits will be organised following guidance contained in the Schools Trips and Visit document and staff handbook. The school's Educational Visits Co-ordinator is Assistant Headteacher – Paul May

Minibus

Operation of minibuses will be will be co-ordinated by the following members of staff:

Site Manager – allocate member of staff to do weekly safety checks of vehicle – log of checks kept in Caretakers office

Midas Training to be organised by School Business Manager in conjunction with Hounslow Community Transport.

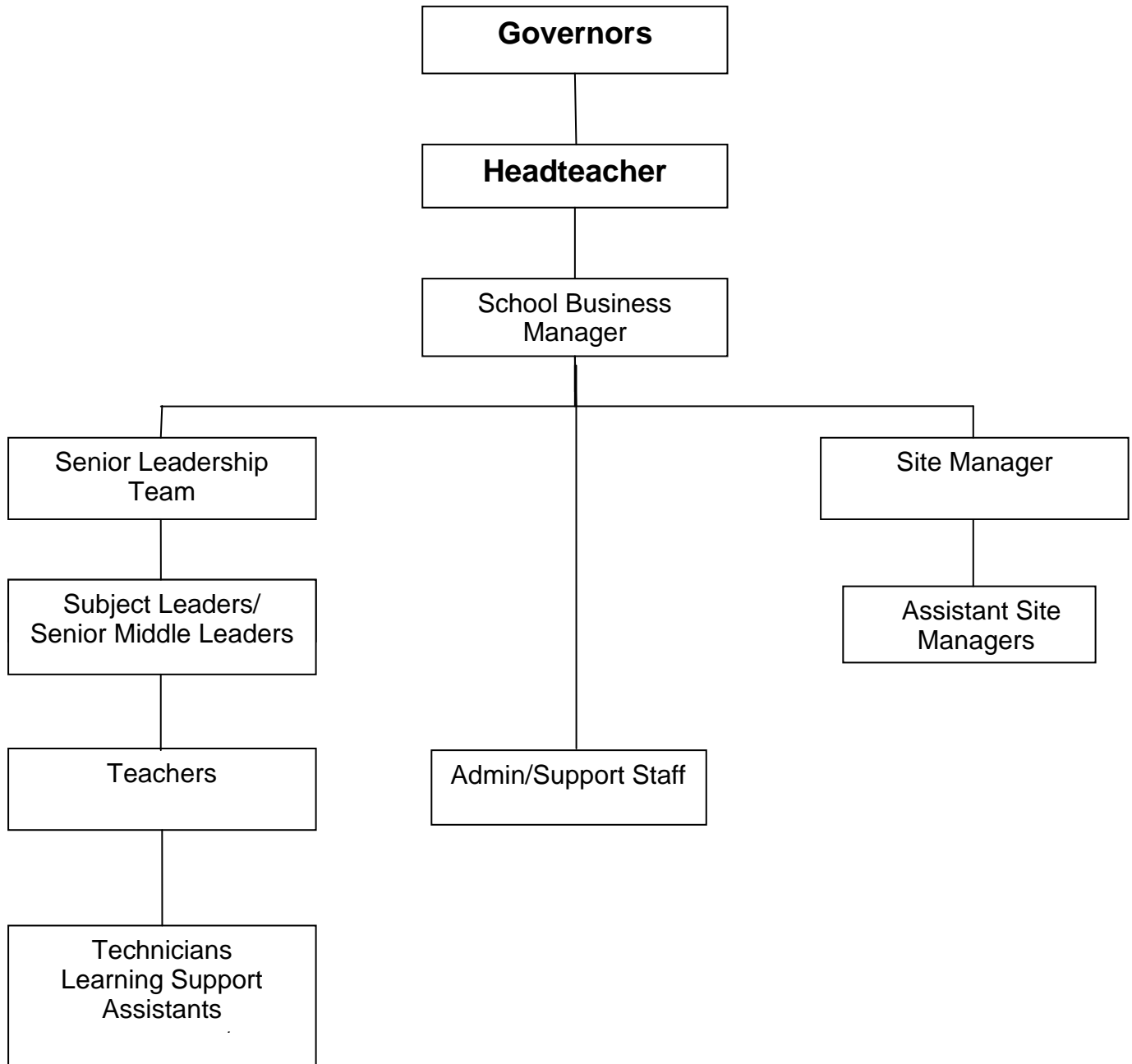
See also the school's Driving for Work Policy

REVIEW

These arrangements will be reviewed annually and revised as new topics arise which may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

Brentford School for Girls

HEALTH AND SAFETY ORGANISATIONAL CHART



Appendix 2

FIRE AND EVACUATION PROCEDURES

Fire safety will be managed in accordance with the school's [Fire Safety Policy](#) will be adopted for local Fire Safety Inspections.

- Fire notices are displayed in every classroom and office and checked annually as part of the health and safety inspection
- Escape routes are checked by Site Team every day as part of opening/closing daily routine
- Fire Extinguishers are maintained and checked by external qualified experts every 12 months - log kept in site office
- Fire Alarm sounders are tested and logged by Site Team every Friday morning – log kept in site office
- Complete Fire Alarm system tested and maintained by external qualified experts and checked every 12 months
- Emergency lighting is tested and logged by Asst Site Manager once a month – log kept in site office
- Emergency lighting is tested and maintained by external qualified experts every 6 months – log kept in site office

Emergency evacuation procedures will be tested once every term. Fire drills will be recorded by Site Staff and will evaluate performance. If problems are identified, such as the evacuation is unsuccessful in terms of time taken to leave the building, staff or pupils failing to follow procedures correctly, escape routes obstructed etc., these issues will be addressed and the drill repeated within the same term until it is done satisfactorily.

All staff will receive fire awareness training in the specific precautions and procedures in place within the school, at least annually, or earlier if changes occur or improvements to the system are identified. Annual training is provided by an online training suite and individual log in details sent out to staff by HR Assistant.

Specific training is provided to staff designated as Fire Wardens and is refreshed annually.

Fire Wardens and their designated areas of inspection are:

- [List of Fire of staff trained as a Fire Marshall](#)

PREMISES EVACUATION ARRANGEMENTS in case of an alarm being activated are as follows: -

Fire Drill - Details available in all classrooms and offices around the school

Currently the school does not have any registered severely disabled pupils. Should this situation change then these procedures will be amended and a PEEP will be drawn up following consultation with the Health and Safety Co-ordinator the disabled student and their parents

- The Health & Safety Co-ordinator will also draw up a PEEP with any disabled members of staff and generic PEEPs will be established in readiness for any disabled visitors.

The Headteacher, or in their absence a Deputy, will undertake overall supervision of the assembly areas.

Immediately pupils arrive at the assembly area, they must stand in their subject/form groups in silence while staff check their registers. Registers, set lists, first aid box and signing in details will be taken out to the assembly point by designated staff. The result of this check must be reported to the person in charge as soon as it is completed.

- The designated wardens will sweep their designated zones of the building(s) and report any issues to the Site Manager/School Business Manager.
- The Lead Fire Warden (Site Manager or on duty Asst Site Manager) will go straight to the fire panel to identify the zone in which the fire is situated and will notify Site Manager/School Business Manager by mobile phone to warn them of the suspected location. They will then remain in phone contact with the School Business Manager/Fire Warden to ascertain if the fire is genuine.

School Business Manager/Fire Wardens will liaise to check that any named disabled pupils and helper or disabled staff or visitors have been evacuated.

Routes for building sweep are as on attached maps.

When the school is clear, Fire Wardens will evacuate, ensuring that final exit doors are closed to prevent re-entry to the building, and will report to a senior member of staff at the assembly area. Classroom doors will not be locked

- The Lead Fire Warden (Site Manager or on duty Asst Site Manager) will make a decision whether the activation is a false alarm or the Fire Brigade needs to be called. The fire alarm monitoring company will call and Site Staff will inform them whether the fire brigade needs to attend site. The decision will be communicated to the Headteacher or senior member of staff in charge. Site Team and senior member of staff will liaise with the Fire Brigade on their arrival. Laminated plans of the building, contained in the grab bag identifying fire panel zones and location of fire panel, fire equipment, exits, and emergency gas shut off and main electrical intake will be passed to the fire brigade and the location of the fire shown. Details of asbestos locations and Radio Active Sources will also be communicated.

If the Fire Brigade are called, only when the Fire Brigade is satisfied that it is a false alarm, can the alarms be silenced and reset. Only then can the senior member of staff notify the Headteacher that staff, pupils and visitors are able to return to the building.

If the building cannot be reoccupied following an evacuation, pupils will be evacuated to St Paul's and arrangements made to contact parents.

- All external lettings will follow school procedures and evacuate to the Astroturf sports pitch. All lettings will be responsible for checking that anyone attending their session is accounted for.

INCIDENT REPORTING AND INVESTIGATION

All incidents will be reported in accordance with guidance from London Borough of Hounslow. All 'notifiable' incidents are reported on line by The Wellbeing Co-ordinator and details of these are kept securely in her office.

To comply with the Data Protection requirements, individual incident reports will be passed to the Health and Safety Co-ordinator and stored securely to ensure that personal details remain confidential.

Investigation of Incidents and Remedial Action

The School Business Manager will investigate all incidents and make appropriate recommendations to the Site Manager to prevent a recurrence. These actions will be entered onto the form and saved for future reference.

Reporting

The person responsible for recording accidents and reporting of incidents to the Corporate Health & Safety Adviser at the Civic Centre and maintaining records is the Site Manager and Wellbeing Coordinator.

Health and Safety Monitoring

Whole site monitoring

Monthly	-	School Business Manager Site Manager
Termly	-	School Business Manager Site Manager Staff H & S Rep/Gov Rep (if available) Governors (if available)
Annually	-	Consultation with all staff – areas specific to their own working environment or use frequently– classroom(s)/office(s) Other communal areas – site split into different areas Site Manager Asst Site Manager Staff H & S Rep Governors
Audit	-	London Borough of Hounslow – Adam Stonely