ST VINCENT'S SCHOOL
A Specialist School for Sensory Impairment and Other Needs

To be reviewed: 09/27

Page No.	Contents
Section One	Introduction
3	Health & Safety Policy Statement
5	How our Health & Safety System Works
8	Organisation of Health & Safety Arrangements for Implementation
Section Two	General Information
13	Accident Reporting
19	Alcohol & Substance Abuse Policy
21	Bullying and Harassment of Staff in the Workplace
25	Bullying and Harassment of Pupils
28	Disability and Equality
32	Educational Visits
37	Events Safety Policy
42	New and Expectant Mothers at Work
45	Office Facilities Procedure
48	Safe use of Mobile Phones
50	Smoking Policy
51	Record Keeping
55	Stress in the Workplace
57	The Health & Safety (Safety Signs & Signals) Regulations 1996
59	Violence at Work
61	Whistle Blowing
64	Young Persons at Work
65	Working with Volunteers

Section Three Workplace

66	Construction, Design and Management Regulations
68	Contractors and Sub Contractors
69	Electricity at Work
74	Food and Nutrition Policy
79	The control of Hazardous Substances Hazardous to Health Regulations
81	Legionella
82	Lone Working
86	Medication Policy
99	The Management of Asbestos Materials
103	The Management of Health & Safety at Work Regulations 1999 (as amended)
104	The Manual Handling Regulations 1992 (as amended)
113	Positive Handling Policy
122	The Health & Safety (Display Screen Equipment) Regulations 1992
125	The Health & Safety (First Aid) Regulations 1981
127	The Personal Protective Equipment Regulations 1992 (as amended)
131	The Working at Height Regulations 2005
133	Vehicle Operators and Drivers
138	Repairs and Maintenance Policy
140	Pool Safety Operating Procedures
147	General Emergency Action Plan (GEAP)
153	General Normal Operating Procedure (GNOP)

Section Four

157	Security

Section Five

166	Fire Safety Policy and Procedures

Health and Safety Policy Statement

It is the policy of St. Vincent's School to ensure as far as is Reasonably Practicable, the Health, Safety and Welfare of its employees and all who may be affected by its operations. The Health, Safety and Welfare of all our employees is important to the Organisation, however it is the responsibility of each employee to co-operate in all aspects of Health, Safety and Welfare.

The Policy identifies the responsibilities of The Chief Executive, Headteacher and Managers and aims to demonstrate how a safe place of work, safe working practices and a healthy working environment will be achieved.

The Chief Executive accepts the overall responsibility for all aspects of Health and Safety within the Organisation. It is recognised that any person in charge of a group of subordinates has the responsibility for the safe working of that group. In this respect, everyday responsibilities for the implementation of the Health and Safety at Work etc; Act 1974 and associated legislation and regulations will rest with the Headteacher, managers and employees.

Any employee who during the course of their work is required to visit premises, or a site other than their normal workplace, should be instructed to comply with the Health and Safety rules relating to those premises or sites.

The Organisation believes that participation and co-operation are essential in the promotion of a successful Health and Safety culture and consults at all levels in compliance with the Health and Safety (Consultation with Employees) Regulations 1996.

All employees are advised of the need to report any accident that occurs at the place of work during working hours. All reasonable steps will be taken to identify the cause of the accident and wherever possible remedial measures will be taken to prevent a recurrence.

The procedure for the safe evacuation of premises in the event of fire or other emergency will be displayed within the building. All employees are required to familiarise themselves with the procedures involved.

New employees to St. Vincent's School will, as part of the staff induction process be provided with Health and Safety information relevant to their work. Appropriate information, instruction and training will be provided to all employees engaged in any work, which involves an element of risk or potential hazard.

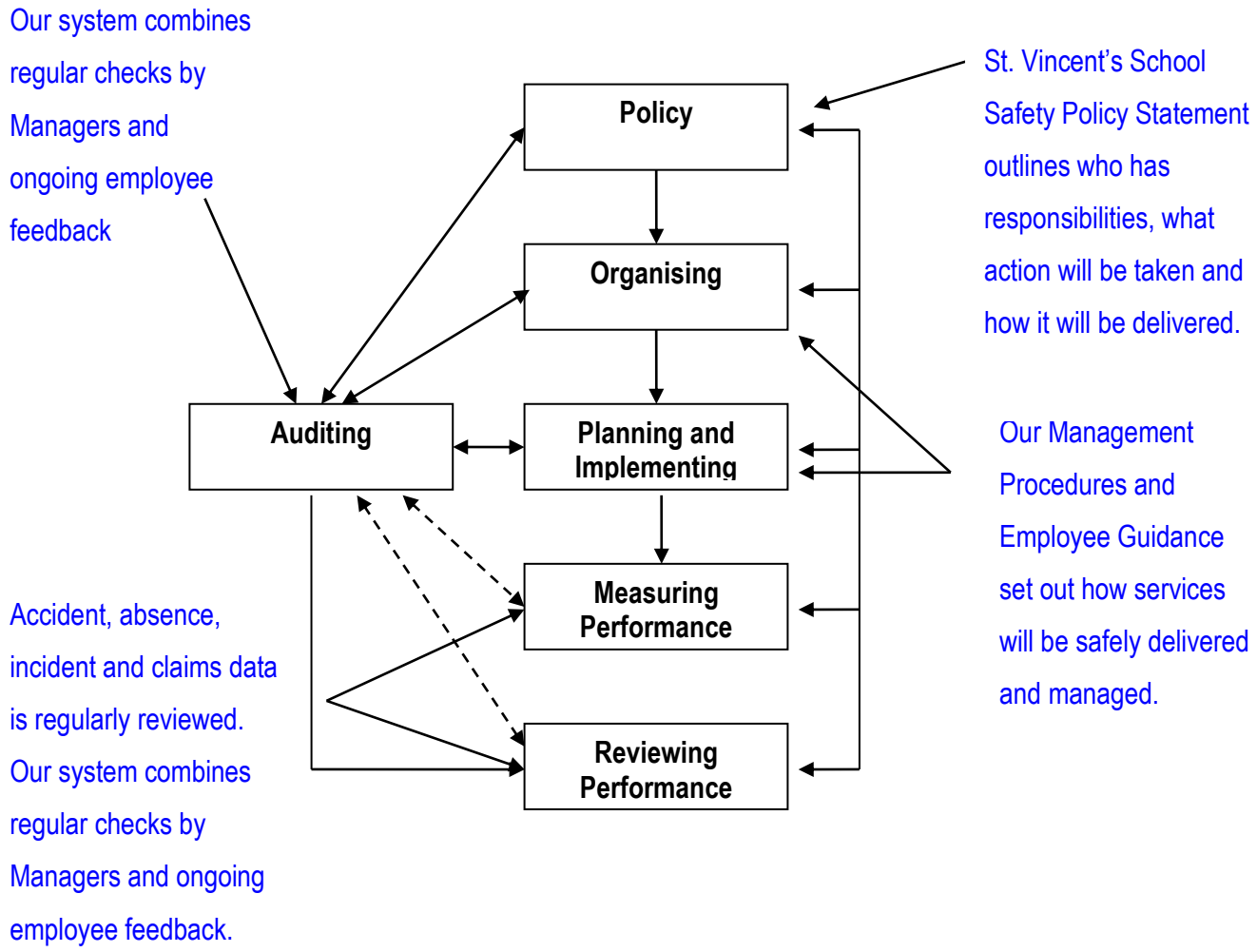
This document will be reviewed annually

How our Safety Management System Works

Background

St. Vincent's School takes its Health and Safety responsibilities seriously and has developed a safety management system based on best practice advice provided by the Health and Safety Executive (HSE) in its document HS(G)65 – Successful Health and Safety Management.

The diagram below sets out the key elements of the safety management system set out in HS(G)65 and shows in each case how these relate to our local arrangements. In an organisation such as St. Vincent's School, a successful approach towards Health and Safety requires managers, supervisors, employees and their representatives to be clear about their respective roles and responsibilities. Set out below is a summary of our arrangements and how these should be utilised to deliver improved health and safety performance.



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respective roles and responsibilities. Set out below is a summary of our arrangements and how these should be utilised to deliver improved health and safety performance.

Safety Policy Statement

Our Safety Policy Statement is essentially a statement of our intent and commitment towards effective health and safety in the work place. It identifies who has responsibilities, what those responsibilities are and how they will be delivered. It acknowledges that everyone has responsibilities in proportion to their position and role within the Organisation and that all contributions are welcomed if we are to learn from past experience and continually improve our standards.

All employees on induction are made aware of The Safety Policy Statement and existing employees are reminded to review this in the lead to annual policy update.

Management Safety Procedures

Safe service delivery requires considerable pre planning and the effective implementation of agreed practices and procedures. All senior staff shall receive service specific guidance on their role in ensuring safe working. This will reflect essential legal requirements and will be informed by relevant external best practice standards.

The overall aim is to provide managers with clear and comprehensible guidance to enable them to deliver services safely and efficiently. A programme of regular safety briefings will be provided in support of the management procedures. St. Vincent's School is also committed to ensuring that senior managers, and those in high-risk areas, achieve the Institution of Safety and Heath (IOSH) Managing Safely qualification.

Risk Assessments

Assessing and managing the risks associated with work activities and service delivery is the engine room of an effective safety management system. In this context 'risk' can be considered to be the likelihood or chance of an event and the impact should that event occur.

Risk assessment is a dynamic process in which organisations are required to identify foreseeable risks and take effective steps to remove, avoid or minimise those risks in order to prevent injury or ill health.

A set of framework, service based risk assessments have been completed to support managers in ensuring that the risks associated with service delivery are effectively controlled. For their part managers will need to regularly review risk assessments to ensure they accurately reflect service delivery arrangements, recognising that change is inevitable in a large and complex organization

Employee Safety Guidance

Alongside the system of management safety procedures, safety guidance for employees has also been produced with a particular focus on high-risk tasks and services. In addition to task based safety guidance, a range of thematic safety publications have been produced for cross cutting issues such as the use of display screen equipment, good hygiene and infection control.

Staff will be issued at induction with safety guidance relevant to their post. A programme of safety training will also be provided for staff, combining both task-based sessions for high-risk operations, plant and equipment, alongside training for specific safety roles such as first aiders.

Management Safety Audits

Regular checks by senior members of staff, of the workplace and service activities are a key element in monitoring safety standards, learning from past experience and improving safety performance. It is not the intention that senior members of staff should act as safety advisors but rather that they regularly review work place conditions, the effective delivery of agreed control measures and as a prompt for dialogue with the Health & Safety Advisor.

Organisation of Health & Safety

Introduction

This section of the Health and Safety Policy describes the responsibilities within the Organisation. **St. Vincent's School** has overall responsibility for ensuring the Health and Safety of all its employees. The day-to-day responsibility for ensuring this policy is put into practice is delegated to the Chief Executive. Everyone employed by St. Vincent's School has a duty to ensure that any work, which they undertake or are responsible for, is undertaken in a safe and responsible manner.

Responsibilities and Duties

Chief Executive

The Chief Executive has overall responsibility for the management of Health, Safety and Welfare within the Organisation and is responsible for ensuring that all matters relating to Health and Safety are addressed.

The Headteacher

The Headteacher will be responsible as far as is Reasonably Practicable for the Health, Safety and Welfare all members of staff within St. Vincent's School.

The Headteacher will ensure that **ALL** Health and Safety risks are assessed and that Risk Assessments are undertaken by the Nominated Person/s.

The Headteacher will report the following to the Chief Executive: -

- The arrangements within the school to cover all Health and Safety legal requirements.
- Produce a written statement of those arrangements and bring it, together with the Governors' Policy Statement to the attention of all staff.
- Be available to any member of staff to discuss Health & Safety problems not solved at a lower level or through established arrangements.
- To report to the Governors those instances where the Headteacher's executive authority does not allow the elimination or reduction to a satisfactory level of a hazard, but to take all necessary short term measures to avoid danger pending rectification.

- To be available to appointed safety representatives and to co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from safety representatives and respond in writing within a reasonable period.
- To ensure that a system is established for the reporting, recording and investigating of incidents and accidents and that all reasonable steps are taken to prevent re-occurrences.
- To review annually the provision of First Aid in the school, the emergency regulations/procedures and the need for further/continuing staff training in this respect.
- To review regularly the dissemination of safety information concerning the school, having particular regard for new/temporary staff, training placements etc.
- To recommend necessary changes and improvements in welfare facilities.
- Inform the Governors from time to time of the safety procedures of the school.
- To organise and record evacuation drills.
- To act as the "Appointed Person" to take charge of a situation involving injury or illness. In their absence, the next most senior member of staff on call assumes the responsibility.
- To ensure that all generic risk assessments are reviewed and updated.

All staff are to pursue the objectives of the Governors in respect of Health and Safety.

All employees are expected to:-

- Know the special safety measures and risk assessments to be adopted in their own working areas and ensure they are applied.
- Observe standards of dress consistent with safety and/or hygiene.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply emergency procedures in respect of Fire and First Aid.
- Use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others.
- Co-operate with other employees in promoting safety measures in their school.
- Co-operate with the appointed safety representative and the enforcement Officer of the Health and Safety Executive or Public Health Authority.

All Staff

- Will be responsible for day-to-day supervision of classroom safety and movement on corridors and stairs. Care Workers will be responsible for similar safety arrangements in the residential group situation.
- Have a collective responsibility to report via the maintenance job book, in the signing in room, any faulty equipment, fittings or furniture, if it represents a potential health or safety hazard it must be taken out of use until repaired or replaced.
- Have a general responsibility for the application of the Governors' safety policy to their own department or area of work and are directly responsible to the Headteacher for application of safety measures and procedures within their department/area of work.
- Where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances (e.g., chemicals, boiling water, guillotines).
- Deal with any Health and Safety problems referred to them by a member of staff and refer to the Principal or Safety Representative with any of these problems they cannot resolve.
- Carry out risk assessment and regular safety inspections of the activities for which they are responsible and where necessary submit a report to the Headteacher (copy for Safety Representative and Health & Safety Adviser).
- Ensures as far as is reasonably practicable the provision of sufficient information, instruction, training and supervision to enable other employees, pupils and others to avoid hazards and contribute positively to their own safety and health at work.
- Where appropriate, seek advice and guidance from the Line Manager, who would then propose to the Headteacher any requirement for safety equipment.
- Carry out risk assessment for all activities and all pupils

Site Manager and Maintenance Staff

In addition to the responsibilities outlined in the main job brief, staff shall:-

- Carry out regular inspections of the school and grounds and inform the Headteacher/H&S Adviser of any problems/deficiencies. Carry out the appropriate action to rectify the deficiency or contact the appropriate person to ensure the work is carried out.
- Keep a record of all such remedial work and requests for maintenance

- Fulfil all the necessary precautions regarding maintenance and cleaning duties including COSSH regulations and Electricity at Work regulations.
- Work with the H&S Adviser and Headteacher to ensure a safe, secure environment.
- Ensure the regular maintenance and inspection of all fire equipment, and alarms
- Have responsibility for hygiene of toilet facilities throughout the school.
- Ensure all outside contractors have reported to the school office and read the Safeguarding Statement.
- Liaise with H&S Adviser and Headteacher. Discuss the nature of any work and the risks to pupils/staff.
- Appraise outside contractor of any hazards in the area of work (see Appendix 2).
- Ensure that all outside contractors receive the schools Health and Safety guidelines applying to contractors and confirm that they will comply to these regulations by signing the sheet available at the main desk.

The Pupils

The pupils are expected:-

- To exercise personal responsibility for the safety of self and other pupils.
- To observe standards of dress consistent with safety.
- To observe all safety rules of the school and in particular the instructions of staff given in an emergency and to not wilfully misuse, neglect or interfere with things provided for their safety.

Health and Safety Consultant

The Health and Safety Consultant will be available to advise and assist the Organisation to implement the Health and Safety Policy and to help St. Vincent's School to achieve a high standard of Safety Performance.

This will be achieved by: -

1. Assisting the Management and staff in promoting and maintaining control.
2. Keeping St. Vincent's School up-to-date in respect of Fire, Safety, Health and Welfare legislation.
3. Advise on Codes of Practice and Safe Systems of Work.

4. To assist in the investigation of all serious accidents or dangerous occurrences reportable to the Health and Safety Executive, as required.

Contractors

All contractors must sign **IN** and **OUT** at reception. Failure to do so is a contravention of our Health, Safety and Security Policy and Safeguarding Statement. They should only perform certain tasks under an agreed permit to work, hot work (welding etc.) and electrical. Contractors must use identity badges and school visitor's badges all times.

Arrangements for Implementing Health & Safety Policy

The Health and Safety Policy should be communicated to all employees and the policy will be supported by detailed safe working procedures and codes of practice relating to the specific functions of St. Vincent's School.

St. Vincent's School's Health & Safety Policy is to provide a safe and healthy working environment for all the employees and to ensure that: -

- Provision is made for Health and Safety training to be provided to all its employees, who will be encouraged to attend these courses at a level commensurate to their responsibilities.
- Fire Fighting Equipment is provided within the building for use in the event of a fire.
- All staff should be familiar with the relevant Health and Safety Regulations applicable to their work.
- Accident report forms must be completed for all accidents/incidents, no matter how small.
- All reasonable steps will be taken to investigate and identify the causes of major accidents or dangerous occurrences.
- Accident records and statistics will be maintained and trends discussed and analysed by the Managers.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 requires the Organisation to report work-related accidents, diseases & dangerous occurrences for employees who are absent from work for more than five days. The reporting of such accidents & ill health is a legal requirement.

To ensure compliance of **The Control of Substances Hazardous to Health Regulations 2002,** COSHH Risk Assessments will be carried out, for all substances used within the building.

Manual Handling training will be provided to all members of staff who are required to undertake any manual handling activity within the course of their work.

Accident Reporting Procedure

Introduction

It is the policy of St Vincent's that **ALL** accidents and incidents are reported using the approved Accident **Report Fo**

This procedure sets out the steps, which staff shall follow when reporting accidents.

The Manager shall ensure that employees are familiar with and can follow St Vincent's accident reporting procedure with the emphasis on ensuring that all accidents **no matter how trivial the injury** are reported.

It is important that a record of accidents is maintained for legal obligations with regard to record keeping to comply with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The completed records should meet the requirements of the Department of Works and Pensions and the Health and Safety Executive.

All accidents involving staff/visitors or residents must be recorded and the injured person or someone acting on their behalf must complete all relevant parts of the accident form/book.

All relevant questions must be completed - this is a legal requirement.

The Principal must ensure all accidents are investigated and where necessary remedial measures implemented.

The Principal must ensure that a responsible person is appointed to take charge of the safe keeping and management of accident records.

Details of the accident form should be passed to the responsible person and retained in order to comply with the requirements of the Data Protection Act 1998. The records must be kept in a secure place and treated confidentially.

Accidents reportable to the Health and Safety Executive

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1996 require the following types of accidents to be reported to the Health and Safety Executive:-

Fatal accidents

Fatal accidents to **any person** arising out of or in connection with work activities. **Major Injury Accidents**

Major injury accidents to **persons at work** are defined as follows:-

- Any fracture other than to the fingers, thumbs or toes.
- Any amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (whether temporary or permanent).
- A penetrating injury to an eye or a chemical or hot metal burn to an eye.
- Any injury resulting from an electric shock or electrical burn (eg, arcing) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.

Any other injury:-

- Leading to hypothermia, heat-induced illness or to unconsciousness,
- Requiring resuscitation, or
- Requiring admittance to hospital for more than 24 hours.
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
- Any acute illness requiring medical treatment or any loss of consciousness resulting (in either case) from the absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Reportable accidents to persons not at Work

Accidents arising out of or in connection with work that results in a person not at work being taken directly from the location where the accident occurred to a hospital for treatment are reportable.

Over 7 Day Injuries

Accidents that result in persons at work being incapacitated for more than 7 consecutive days, excluding the day of the accident but including any days which would not be working days (e.g. weekends) are reportable to the Health and Safety Executive.

Reporting

Fatal, major injury or reportable accidents to persons not at Work

In the event of a fatality or major injury to a person at work or a fatality or reportable accident to a person not at work the Manager must ensure that the Principal is notified immediately.

Over 7 day injuries
Reporting of Injuries

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

Employers with responsibilities under RIDDOR must still keep a record of all over three-day injuries.

The deadline by which the over seven day injury must be reported will increase to 15 days from the day of the accident. Employers are therefore required to report any accidents within 15 days of the accident occurring.

Records need to be kept for at least 3 years after an occupational accident or injury.

Further information can be obtained in L73, Third Edition a 'Guide to RIDDOR'.

Telephone notifications and reports should be made to the Incident Contact Centre on 0845 300 9923 or online at www.hse.gov.uk/riddor.

Accident investigation introduction - Why investigate?

Accidents (including cases of ill health and disease) may need to be investigated for a variety of reasons.

- To provide information for insurers in the event of a claim.
- To allow accident statistics to be produced.

The fundamental objective is the identification of the CAUSE of the incident, a further objective, once the cause has been identified, is the prevention of recurrences.

In every investigation there are certain basic facts which must be obtained, name, sex, occupation, etc., but in order to determine the cause of the accident nothing should be altered or removed from the scene, unless it is necessary for safety purposes until investigations are complete. Investigation of dangerous occurrences must not be neglected, as these are also accidents even though no visible injury is evident.

When to Investigate?

For a variety of reasons it is not possible to investigate all accidents, but some investigation should be made of incidents involving lost time, hospital treatment or where it is believed an insurance claim may be made.

Speed of response is of considerable importance particularly when it comes to interviewing the injured person or any witnesses, and inspecting the incident location before the situation changes. To enable a speedy response there should be a clear procedure for the reporting of incidents of which all employees must be aware.

How to Investigate

Any investigation should set out to establish the facts and not have the establishment of blame as a primary objective. The investigation must determine:-

- The details of the injured person.

- The nature of the injury.
- The exact location of the incident and the general environment eg lighting, floors, housekeeping
- The circumstances of the accident/injury.
- If he/she was undertaking their normal job or task.
- What instruction the injured persons had received from the Manager.
- The names of the person with whom the injured person had been working.
- The names of any potential witnesses.

Photographs are extremely useful but failing that simple sketches with measurements will be helpful.

Interviewing Witnesses

- Obtain a brief but focused and signed statement of fact including name, address and occupation, location at time of accident and what was actually seen by witnesses.
- Do not prompt or lead witnesses
- Ask open ended questions not requiring a yes/no answer and allow them to respond in their own words, but stick to the point.
- Consider obtaining negative statements from those in the area – that is "I have no knowledge of this accident". This will deter people coming along later and saying they were witnesses.
- End the statement with "I believe that the facts stated in this witness statement are true" and get it signed, witnessed and dated.

Investigate the system of work

- The personnel involved, their training, age, experience and position.
- Level of supervision provided.
- The nature of the work – routine, sporadic or incidental.
- The situation with regard to the personal protective equipment – established rules, issue and use, correct type.
- Establish the timing and sequence of events.
- Consider the need for any immediate steps necessary to prevent recurrence.

- Produce a written report.

Accident reporting and the presentation of information

An example of an Accident/Incident report form follows this policy document. This is suitable for use by a supervisor and should only contain factual information. Any confidential information or matters of opinion should be held separately.

All Accidents, Dangerous Occurrences or Occupational Diseases must be reported to your Manager as soon as possible and an accident form completed. The form must be forwarded to the person in charge without delay to comply with the requirements of **Reporting of Incidents, Disease and Dangerous Occurrences Regulations 1996 (RIDDOR).**

The Regulations require employers to notify the Health & Safety Executive of fatalities, accidents involving major injury, Occupational Diseases and Dangerous Occurrences that arise out of or in connection with the employers business.

Notifying the Health & Safety Executive

St Vincent's will notify the Health & Safety Executive (HSE) in the following manner:

- Accidents and Dangerous Occurrences will be reported on Form **F2508.**
- Occupational Diseases must be reported on Form **F2508A**.
- By telephoning the HSE Incident Contact Centre.

Procedure for recording

St Vincent's will maintain records on file or electronically of all reported injury, disease or dangerous occurrences. The information will include the date of the incident, time and place of the event and the personal details of those involved, a brief description of the event or disease together with the Organisation's accident report form and investigation report.

Near miss procedure introduction

In order to detect trends, which could identify possible areas where accidents may occur, it is important that near misses are reported, recorded, investigated and monitored. For this reason, the following procedure is to be adhered to, by all the staff of St Vincent's, when a near miss occurs.

Definition of a near miss

A near miss is an unplanned event in which an injury does not occur, but, which had the potential should it occur again, to cause an injury.

Action Line Manager

In the event of a near miss occurring, the Departmental Manager must immediately report the incident to the person in charge who should arrange to investigate the reported near miss as soon as possible. This should include all/any recommendations to prevent a recurrence.

Alcohol & Substance Abuse Policy

Policy Statement

St. Vincent's School is concerned with the general welfare and health of all its employees and to this end aims to provide a safe and healthy working environment for all personnel. A key factor in this provision is to ensure that employees do not misuse alcohol or drugs nor are exposed to the consequences of misuse by others.

For the purpose of this policy alcohol and substance misuse is the use of legal or illegal substances, which intermittently, continually or repeatedly interfere with an employee's capability to work, or affect their conduct whilst at work.

Aims of the policy

Misuse of alcohol and drugs has the potential to adversely affect the health and quality of life of the individual, impair the ability to carry out duties efficiently, effectively and safely, jeopardise the safety of other employees.

The aims of this policy therefore are:

- To promote an awareness of the potential risks/consequences associated with alcohol and substance misuse and an understanding of the likely symptoms of abuse.
- To provide a working environment which is, as far as is reasonably practicable, safe and without risk to the health of employees.
- To provide confidential support and advice to employees who have alcohol and substance misuse related problems.
- To provide an environment that encourages employees to seek help voluntarily.
- To ensure that alcohol and substance misuse related problems are identified and recognised as a health problem and addressed in a caring, positive and constructive manner.

Alcohol/substance misuse

All employees are required to report for work able to carry out their work competently and safely. Contravention of this requirement may result in disciplinary action being initiated.

The Health and Safety at Work Act etc; 1974 requires employers to provide safe places and safe systems of work (Section 2) and employees to be responsible for their own safety and the safety of others (Section 7).

In order to comply with the Act and protect all employees it shall be the policy that alcohol shall not be consumed by personnel at work.

This policy is not concerned with social drinking where this has no effect on work performance. Where there is such an effect, it is for Management to decide whether it is appropriate for the case to be dealt with under the disciplinary procedures or within the framework of this document. If there are reasonable grounds to believe that an individual's work performance or safety, or the Health and Safety of other employees is compromised the Management will take appropriate action.

All matters relating to alcohol and drug related problems will be treated in the strictest confidence.

Employee support

Alcohol and drug related problems may develop for a variety of reasons and over a long period of time. It is further recognised that it will certainly impact upon an employee's life and ability to function and carry out work safely, effectively, and without risk to him/herself or others.

As far as the problem is treatable it should be considered in a similar way to other ill health matters. Individuals suffering from such problems are encouraged to seek help and treatment.

The aim in all cases will be to provide support with a view to the individual achieving a full recovery, thereby allowing a return to work to undertake full duties as appropriate to the individual's position within the Organisation.

Bullying and Harassment of Staff in the Workplace

Policy Statement

St. Vincent's School believes that everyone should be treated with dignity and respect and that our workplace should be free from Bullying, Harassment and Intimidation. All employees are to be encouraged to establish and maintain positive and supportive working environments, whatever and wherever their role.

Any form of bullying, harassment or inappropriate behaviour which causes offence, whether intentional or not, will be treated very seriously. Harassment is against our Policy and is illegal under the Protection from Harassment Act 1997, Sex Discrimination Act 1975 etc.

It is the responsibility of every employee to support and co-operate to ensure the success of this policy.

The equality legislation makes it unlawful in employment or vocational training to harass someone on the grounds of:-

- Sex.
- Gender re-assignment.
- Race.
- Disability.
- Religious/belief.
- Sexual orientation.
- Age.

Harassment – is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment. It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

Unlawful harassment may involve conduct of a sexual nature (sexual harassment). It may include, for example:

- unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing;
- unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
- offensive e-mails, text messages or social media content;
- mocking, mimicking or belittling a person's disability.

A person may be harassed even if they were not the intended "target".

Harassment, whether on grounds of sex, race, disability, sexual orientation, gender reassignment, marital status, ethnic origin, national origin, pregnancy or maternity, age, religious or political belief or for any other reason – is unacceptable behaviour which the Organisation will not tolerate. Appropriate disciplinary action, which may include dismissal, will be taken against any employee or Board Member, of whatever seniority, who contravenes this policy.

St.Vincent's School will not tolerate retaliation against or victimisation of any employee involved in the bringing of a complaint of harassment under the organisation's procedure. Such retaliation or victimisation will itself constitute a disciplinary offence, which may in appropriate circumstances lead to dismissal.

Bullying - is the persistent demeaning and downgrading of individuals by words and actions often unseen, introduced over time to undermine confidence and self-esteem.

St. Vincent's School will **NOT** tolerate bullying of anyone under any circumstances.

All parties in any relationship owe one another respect. Provocative behaviour is not acceptable.

Features of Bullying Behaviour

Overt features may include: -

- Shouting or screaming at staff, either in public or private, causing

embarrassment in front of colleagues or public humiliation, persistent unwarranted or unnecessary criticism.

- Spreading of malicious rumours.
- Deliberately talking to a third party with the intention of isolating another; - 'freezing out', ignoring or excluding.
- Constantly undermining effort.
- Not listening to another point of view.
- Making wild and inaccurate accusations.

Unseen features can include: -

- Removal of areas of responsibility, inflicting menial tasks instead, without due explanation, deliberately sabotaging or impeding the performance of work, constant but unnecessary changing of targets or work guidelines, withholding work related information or supplying incorrect information, deliberately interfering with mail and other communications, setting an individual up to fail.

- Blocking applications for leave, training or promotion without explanation and cause, attempting to instigate complaints to make an employee appear incompetent.

Responsibilities

Individuals with management responsibilities should be seen as role models and publicly endorse this policy. Staff witnessing someone being bullied should feel able to challenge or report the unacceptable behaviour.

Making a Complaint

No one comes forward to claim bullying easily and employees who are the victims of bullying often take months before deciding to make a complaint. The person being bullied may not realise immediately that they are being bullied and are often afraid of coming forward.

All complaints of bullying will be taken seriously.

St. Vincent's School will provide adequate support for complainants and take appropriate action against any individual found to have been bullying another.

Personal Harassment Contacts

St. Vincent's School acknowledges that it is often difficult for an individual to decide whether they are actually being harassed or not. It is, therefore important that an informal mechanism exists to enable you to talk through the situation.

Both the complainant and the accused should be advised of their right to be accompanied by a representative. The responsibility to advise the complainant and the accused of their rights rests with the Senior Manager.

Informal Action

Where individuals believe that they are victims of bullying, they must try, in the first instance, to ask the person to stop the bullying behaviour, making it clear that they find it offensive and unacceptable and describe the effect that it is having on them.

This can be done either verbally or in writing to the person concerned. In circumstances where it is too difficult or embarrassing for individuals to do this on their own behalf, the initial approach may be supported by a work place colleague or a Professional/Staff Representative.

It is advised that confidential notes of any approach made by the complainant are kept. Other employees who themselves may not be the subject of bullying but are concerned about the bullying of others, should seek confidential advice.

Formal Complaint

If the informal route does not resolve the problem, or is clearly inappropriate, then the behaviour must be reported to the complainant's Line Manager or, if the alleged Bully is the Line Manager, to the Principal.

Any complaint should be confirmed in writing and be signed by the complainant, detailing where possible any dates and warnings given by the complainant to the alleged Bully.

All complaints will be handled and investigated in a timely and confidential manner by the Principal. The investigation will always allow the alleged Bully to explain his/her view of the issue. He/she will have the right to representation in all such meetings/ interviews.

In some circumstances it may be sensible to arrange the transfer of one party either on a temporary or permanent basis. The decision on who to move and to where will be dependent on a range of factors and practicalities but should never be on the basis that the innocent party feels or appears to have been punished.

Both the complainant and the accused should be advised of their right to seek representation at any stage by their Professional/Staff Representative or work place colleague. The responsibility to advise on the right to seek representation rests with the Principal.

Anti-bullying Policy

St Vincent's is committed to providing a caring, friendly and safe environment for all of our young people to live and learn in a relaxed and secure environment; where respect for all cultures, religion, gender and disability is encouraged. The school believes that all staff and pupils have the right to feel safe and secure in the school environment.

Working in partnership with pupils and parents/carers, the school:

ensures a zero tolerance towards bullying in this school
maintains a safe environment for all pupils and staff
will reassure pupils, who feel bullied, that they will be listened to, taken seriously and that their reported experience will be thoroughly investigated and action taken, if necessary.

St. Vincent's School will ensure that everyone: -

- is treated equally
- takes responsibility for their own actions
- has a friendly atmosphere in which to live, learn and work
- on school premises will follow the safer practices of the school

The school encourages the following values:

respect for self
respect for others
responsibility for their own actions
responsibility for their family, friends, school and wider community

DEFINITION OF BULLYING AND CYBERBULLYING

Bullying is defined as an act of aggression causing embarrassment, pain or discomfort to someone**.**
Following consultation with pupils
Bullying is:

- Ignoring people.
- Physical abuse.
- Making fun of people.
- Taking other peoples possessions
- Calling people names.
- Spreading rumors.
- Threatening people.
- Pulling faces at people.
- Having a bad attitude.
- Giving people dirty looks and rude signs.
- Making someone unhappy.

Bullying is not:

- Something that makes you look clever.
- Something that makes you better than anyone else.
- Arguing with friends.

- An accident.
- Nice.
- Playing with a friend.
- Funny or a joke.
- Giving good advice to one another.
- Doing something nice for someone.
- Acceptable.

Cyberbullying is defined as a form of bullying that is perpetrated using electronic forms of contact such as mobile phones, internet. Some examples include:

misuse of social media to hurt or humiliate another person
sending offensive or threatening messages via email or text
posting offensive, humiliating or threatening images/messages on social media

If a pupil feels that they are being bullied they know that they can talk to any of the following: -

- A member of staff.
- The Child Protection Officer/Family Liaison Officer.
- Parents.
- Childline
- Bully-busters

If a pupil feels unable to speak to an adult about a worry or concern, a friend may speak on their behalf.

Procedure

Following an allegation of bullying:

be mindful of the effect of the allegation upon all parties involved
listen and reassure pupil
alert staff of pupils' concern, and impact upon school/care environment
investigate the concern/actions by speaking to all parties involved, checking records, collate and review evidence/responses
inform SLT and discuss if necessary
inform parents
decide upon the most appropriate course of action e.g. contacting relevant professionals, victim support groups, LADO, police, placing LA
if proven, a risk assessment would be put in place and monitored.
all incidents which require a sanction are reported to the Principal and recorded in the Sanctions Book.

Training on anti-bullying forms part of the staff CPD cycle.

Awareness

Through group meetings pupils give ideas that inform workshops. Throughout the school year pupil are involved in workshops covering issues relating to behaviour, health care, bullying and healthy relationships.
Staff and pupils have participated in workshops led by outside agencies which raise awareness on the subject of bullying and relationships.

Monitoring
Staff are required to read the log book daily which is closely monitored by the Principal. The Family Liaison Officer and the Pastoral and Independence Skills Manager, regularly monitor incidents recorded in the log book. This ensures that concerns re: pupil well-being and behavior are addressed.

Evaluation
The frequency of incidents of bullying are monitored and evaluated, and appropriate actions taken and subsequently evaluated.

Appeals
Where either party is dissatisfied with the outcome of the investigation a review may be requested. The review will be undertaken by the Chief Executive.

Disability and Equality

Introduction

On 1st October 2010 The Disability and Equality Act 2010 replaced most of the Disability Discrimination Act (DDA).

The Equality Act 2010 provides disabled people with rights in a number of areas including applications for employment. It is unlawful for employers to treat an applicant of an employee with a disability less favourable than other applicants or employees unless there is justification for such action. The Act aims to protect disabled people and prevent discrimination and provides legal rights for disabled people in the following areas.

- Employment.
- Education.
- Access to goods, services and facilities.
- Buying and renting land or property.
- Functions of public bodies.

The Act also provides rights for people not to be directly discriminated against because they have an association with a disabled person.

The Equality Act 2010 makes it unlawful for an employer to discriminate against or harass a disabled person and the employer must make reasonable adjustments for disabled people. People with a mental health condition do not consider themselves as disabled but may have rights under the Act.

The Definition of a Disability

In the Act, a person has a disability if:-

- They have a physical or mental impairment.
- The impairment has a substantial or long term adverse effect on their ability to perform normal day to day activities.

Policy Statement

St. Vincent's School wishes to state it is committed to the elimination of discrimination against disabled people or people who have a disability. This statement sets out the Organisation's policy for the elimination of such discrimination.

This policy may be read in conjunction with our other equal opportunities in employment policy.

The Organisation believes that it is in everyone's best interest to ensure that the human resources, talents and skills available within the Organisation and throughout the community, are considered when opportunities for employment, training, development etc. arise. Unjustified discrimination of any kind, which prevents us from doing so, is unfair and a misuse and waste of human resources.

St Vincent's School will:-

- Make **'reasonable adjustments'** as required by the Equality Act 2010 and will consider making reasonable changes to the physical features of our premises and/or to any work arrangements that we can, either during recruitment or employment which cause a disabled person a substantial disadvantage when compared to another person. St Vincent's School will do all it can to comply with this duty and, where possible, will discuss any such adjustments with the disabled person to ensure their needs are met.

- St Vincent's School will review its employment practices and take all reasonable steps to ensure that our working environment or any employment arrangements do not prevent disabled people either from taking up positions for which they are suitably qualified, or from pursuing their career with us.

- St Vincent's School will review its recruitment practices and procedures to ensure they encourage applications from disabled people and that they do not discriminate against disabled people. Where practicable, we will ensure that our job advertisements are available in a range of formats and, where appropriate, we will accept applications for employment in a range of formats such as Braille or audio cassettes as well as by the way

of our standard applications form or CV, and we will state these practices in our recruitment literature.

- St Vincent's School will review its selection criteria, including any qualifications, to ensure they are relevant and significant in terms of each job, and we will select candidates for interview, having taken into account any reasonable adjustment for applicants whom we know to have a disability.

- We will review our interview practices to ensure we make any reasonable adjustment at the time we first become aware of a candidate's desirability, and will ask applicants for interview to indicate whether there are any reasonable adjustments we could make to the interview process to help overcome any disadvantage an applicant may face.

- All successful applicants may be asked to undergo a medical examination prior to appointment or as is considered necessary.

- We will ensure that the induction for an employee with a disability takes account of any specific needs they may have and that, if necessary, such a procedure will be individually tailored to the individual.

- The Organisation will review the terms and conditions of employment we offer to disabled people, as well as our employee benefits, to ensure they do not discriminate against such employees.

- We will review our career development procedures to ensure that people with disabilities have the same opportunity as other staff, having taken account of any reasonable adjustment to access training and personal development opportunities and to develop their full potential within St. Vincent's School.

- We will not divulge any information about someone's disability to any other employee unless it is absolutely necessary to do so, to ensure a reasonable adjustment can be implemented. Where it becomes necessary to pass on such information, we will discuss the matter with the disabled employee in the first instance and will ensure the information divulged to any third party is the least necessary.

- The Organisation will provide any employee who becomes disabled with the fullest

support, including making reasonable adjustments, to maintain, or return to, a role appropriate to their experience and abilities within the school. We will consult with the disabled employee at the appropriate time, or times, about their needs and any effect the disability might have on future employment.

Disclosing your Disability

Under the Equality Act 2010 job seekers with disabilities can choose whether or not they wish to disclose their disability.

However, in some cases you may be obliged to disclose, for example ***"it is necessary to disclose if the job for which you are applying could bring you into an environment where your disability could present a risk to your own health and safety and that of your colleagues".***

If you do not declare a disability an employment tribunal might decide that your employer was justified in failing to make adjustments for you. However, it may also decide that your employer could reasonably be expected to know about your disability even if you have not declared it.

A job application form may include a medical questionnaire and by omitting details or giving false information you may predjudice your application. This could also result in dismissal if your disability comes to light after you start the job.

Any employee of St Vincent's who suffers discomfort at work and believes they come under the terms and conditions of the Equality Act 2010 should report any discomfort to their Line Manager.

The Line Manager should in the first instance make a report to the Principal.

The Line Manager must ensure that the employee presents all medical documentation for consideration including the employee's own doctor, hospital, or specialist reports relating to the employee's condition.

A copy of this policy statement will be available to all employees and will explain the policies and practices we adopt to avoid discrimination against disabled people as part of our existing employee communications process.

The Organisation will explain the obligations the policy places on employees and ensure everyone is aware that it is unlawful to discriminate against, or harass, a disabled person.

Educational Visits

The Governing Body has approved this policy, which is based on the document 'Health and Safety of Pupils on Educational Visits' (DfEE. A Good Practice Guide). A copy of the document is kept in the staff resource area. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Aims and Purposes of Educational Visits

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aim of the school to offer a wide and varied 24 waking Day curriculum, and opportunities for experiential leaning. The methods by which parents will be notified and asked for their consent are given within this policy.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Regular nearby visits (e.g.: shopping centres, libraries, shops, woodlands, place of worship, farms) – part of the regular curriculum.
- Day visits for particular year groups – part of the regular curriculum.
- Activities week – whole school, summer term.
- After school evening activities – residential pupils and day pupils by arrangement.
- Residential Visits – Geography, Science, PE.
- Overseas visits – History, PE.
- Adventure Activities, which might be classed as higher risk.
- Visits and activities to support Work Related Learning.

Approval Procedure and Consent

The Assistant Headteacher (Mr L Green) acts as the Educational Visits Co-ordinator (EVC). The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Learning and Environment sub-committee (L&E) and has nominated the Principal as signatories, as necessary, on behalf of the governing body.

Before a visit is advertised to parents the Principal, the L&E must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school's accounts.

For external activities, school teams and nearby visits, parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. Parents will be given the timetable for the activities that pupils are involved in and will be informed by letter or phone call if an activity has to be cancelled.

For any visit lasting a day or more parents will be asked to sign a letter, which consents to their son/daughter taking part. The school has a standard model letter, which should be used for this purpose.

As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. For all residential visits, parents will be invited to ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has separate polices for 'Charging and Remissions' and 'Health, Safety and Security' which applies to all educational visits.

All risk assessments are electronic versions on the staff server/ school intranet. Individual risk assessments for pupils are kept in the school office. Guidelines from the Mobility Policy are taken into consideration, and the school Health Care Co-ordinator gives advice on medical issues.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate the school will ensure that enhanced CRB screening is available for volunteer adults assisting with educational activities and visits.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, making time or finances available to conduct an exploratory-visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVCs might work in partnership to undertake planning and risk assessments.

The Expectations of Pupils and Parents

The school has a clear code of conduct for school visits. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a temporary exclusion from school.

Emergency Procedures

The school will appoint a member of the SMT as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The Group Leader will take with them a copy of the school's 'Emergency Procedure' document. (Appendix 1).

All incidents and accidents occurring on a visit will be reported back through the school systems.

The school will have emergency funding available to support the Group Leader in an emergency. School will decide the limitations of such a system as appropriate for the visit, but group leaders should be reassured in advance.

Evaluation

- The Group Leader with the EVCs will evaluate all visits. A short evaluation report will be made available for the Governing Body.
- The EVCs will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.
- The Group Leader is responsible for presenting a financial account for the visit, which will be audited as part of the schools' procedures.

Appendix 1

Emergency procedures framework during the visit

If an emergency occurs on a school visit the group leader should maintain or resume control of the group overall. The main factors to consider include:-

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure that all the group are safe and looked after.
- Establish the names of any casualties and get immediate medical attention.
- Ensure that a designated staff member accompanies casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together.
- Notify the police if necessary.
- Ensure that all group members who need to know are aware of the incident.
- Ensure that all group members are following the emergency procedures and the roles allocated to them – revise procedures and re-allocate roles as necessary.
- Inform the school contact and provider/tour operator (as appropriate). The school

contact number should be accessible at all times during the visit.

- Details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom).
- School contact should notify parents, providing as full a factual account of the incident as possible.
- Notify insurers, especially if medical assistance is required (this may be done by the school contact).
- Notify the British Embassy/Consulate if an emergency occurs abroad.
- Ascertain phone numbers for future calls. Try not to rely solely on mobile phones.
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.
- Keep a written account of all events, times and contacts after the incident.
- Complete an accident report form as soon as possible.
- No-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Refer media enquiries to a designated media contact in the home area.
- No-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from the school Principal.
- Keep receipts for any expenses incurred – insurers will require these.

Events Safety Policy

Introduction

Events organised by St. Vincent's School have a potential to make a major contribution to the school and to the wider community.

Participation can raise the profile of St. Vincent's School providing that events are properly planned and managed with appropriate arrangements in place for the Health & Safety of all participants, visitors and members of the public to ensure that events are successful and safe.

It is the aim and objective of this policy to provide information to everyone who needs to be involved in the organisation of an event.

It is important to ensure that all the requirements for Health & Safety are in place before any approval is given for the event to take place.

Policy objectives

The purpose of this policy is to provide a framework for St. Vincent's School to be able to co-ordinate and ensure that events are legally compliant, well planned and managed as far as is reasonably practicable and that the events are organised with the safety of the participants in mind.

It is recognised that safety is the prime responsibility of the event organiser but that all participants have a duty to ensure the event is run in a safe manner.

Criteria for approval of an event

The following criteria will be used to determine whether approval to hold the event will be given by the Principal -

- Security of St. Vincent's School and public safety issues.
- Effect of event on staff and pupils of St. Vincent's school.
- Timing of the event.
- Numbers attending or numbers estimated to attend.
- Impact on transport infrastructure to support the event, e.g. parking.
- A clear list of who is responsible for the event and any issues that arise.

Planning process chart

Below is a list of areas which must be considered in the planning process, prior to the event taking place. The list also shows the process that should be followed post an event, whether or not there is an incident.

- Safety Management Plan.
- Risk Assessments.

- Food Safety.
- Review Plans for future events.

The list is not exhaustive and will need to be added to for each individual event.

Event Management

The following documentation may be required for an event:-

- Health and Safety Policy.
- Safety Management Plan.
- Risk Assessments.
- Fire and Evacuation Procedures.
- Medical and First Aid Arrangements Plan.
- Food Hygiene Certificates.
- Waste Management Plan.
- Timetable and event description.

Insurance issues/Public Liability Insurance

It is important to ensure that there is adequate insurance cover in place. The extent to which insurance is required will depend upon the size and nature of the event and if members of the public are involved. It is important to ensure that public liability insurance is in place and also that the insurance policy is sufficient to cover the type of event being planned.

Risk Assessment

A written Risk Assessment is designed to ensure that adequate Health, Safety and Welfare measures are put in place and that Safe Systems of Work have been established in compliance with the Management of Health & Safety at Work Regulations 1999 (as amended). An example of a suitable risk assessment document follows this policy.

This has clear legal implications for events where staff, volunteers and members of the public etc. are engaged in the handling and management of the event to ensure that those attending the event can do so in a safe and friendly environment.

Evacuation arrangements

In all cases where an event is held either indoors or outdoors, an evacuation procedure should form part of the Organiser's risk assessment appraisal and plan, as required by the Regulatory Reform (Fire Safety) Order 2005.

Safety Stewards

The primary task of a safety steward is to minimise the risk of injury to members of the public and all those attending the event. Organisers are expected to provide sufficient safety stewards to cater for the size and nature of the event and staffing levels may differ where children are involved.

The findings of the risk assessment will have a bearing when deciding whether stewards are required and the number of staff who may be required to act as safety stewards.

Training/briefing

The principle of training and briefing the safety stewards is central to event safety. Where stewards are provided by volunteers the Organiser must be aware that the stewards are acting on their behalf to ensure the safety of the event.

First Aid

The Organiser of the event must assess the level of first aid required, and this must then be provided to ensure the safety of all people attending the event.

Children and people with special needs

Where children are likely to attend the event the Organiser must consider their needs, and ensure that arrangements for any play equipment/areas are properly supervised and suitable for children, including those with special needs.

The Organiser must ensure that all arrangements made, including emergency procedures, are sufficient to meet the needs of any vulnerable people with special needs who are likely to be at the event. Consideration must be given to those persons with mobility problems, impaired

vision or hearing etc. This includes ensuring that support can be provided as required by the safety stewards, or others, which will be sufficient to meet the needs of those attending the event.

Food Hygiene

Food poisoning is at best unpleasant and at worst extremely hazardous to the health of people attending any event, particularly for older people or young children. It is preventable by following some simple rules and ensuring that only staff who have received appropriate training are allowed to handle food. Members of the public should not be allowed to enter kitchen or food preparation areas.

Special effects, fireworks and pyrotechnics

Events involving lasers, strobe lighting, fireworks, smoke and vapour etc. require specialist knowledge to ensure the safety of all involved in the event.

Electrical safety

It is important to ensure that: -

- The electrical installation been installed by a competent electrician?
- The supply is protected by a suitable earth leakage device (RCD) with a maximum trip rating of 30mA?
- Cables do not create a trip hazard?
- Cables and other electrical equipment are protected against damage?
- Fixed sockets or fused multi-socket boards are used instead of adaptors?
- Electrical equipment is adequately secured, e.g. lighting?
- All portable electrical equipment is adequately maintained, tested and is in a safe condition?

Fire safety

You should undertake a Fire Safety Audit of the site prior to the event taking place and this should include the following checks:-

- Are there sufficient exits with wide enough doors and are they clearly indicated?
- Is a documented fire evacuation procedure in place and are safe exit routes displayed?
- Are there adequate numbers of fire extinguishers?
- Is there a means of warning people of fire?
- How will disabled persons be evacuated from the site?
- Are the Organisers and stewards trained on the evacuation procedure?

What to do if things go wrong

It is important to remember that St. Vincent's School is responsible for the safety of everyone attending an event on the site and a 'Safety Management Plan' must therefore be in place prior to the event.

Legal action will almost certainly follow if anyone is hurt or injured because of negligence caused by the Organisation at any event.

New and Expectant Mothers at Work

Introduction

The Management of Health and Safety at Work Regulations 1999, as amended, implements the European Directive on Pregnant Workers.

The Regulations require employers to take account of the risks to the Health and Safety of new and expectant mothers when assessing workplace risks: -

1' **New and Expectant Mother** means a worker who is pregnant, who has given birth within the previous six months or who is breast-feeding.

1' **Giving birth** is defined as having 'delivered a living child or, after 24 weeks of pregnancy, a still born child'.

This procedure sets out the steps that the Principal/Line Manager should follow, in order to ensure that the requirements of the Regulations are met.

A reasonable period of time should be allowed by the employer for the expectant mother to attend medical appointments relating to the pregnancy.

Assessment procedures

Upon notification from an employee that they are a new or expectant mother, the Principal shall review the workplace Risk Assessment. Where a significant risk is identified to the Health, Safety and Welfare of a new or expectant mother, which goes beyond the level of risk to be expected outside the workplace, then the following steps must be taken to remove the employee from the risk: -

STEP 1 Temporarily adjusts her working conditions and/or hours of work.

STEP 2 Offer her suitable alternative works if any is available; or if that is not feasible, you must,

STEP 3 Suspend her from work (give her paid leave), for as long as necessary to protect her Safety or Health or that of her child.

The above actions are required only where a significant risk has been identified. Prior to taking action, the Line Manager must consult with the Principal.

Once a suitable course of action has been identified, the Line Manager must explain the procedures and actions that will be taken to ensure that new and expectant mothers are not exposed to a risk that could cause them harm.

Guidelines for employees are attached to this code as **Appendix 1** and should be issued to all female employees on a recorded basis.

Reviewing the Risk Assessments

Although any hazards are likely to remain constant, the possibility of damage to the foetus as a result of a hazard will vary at different stages of the pregnancy.

The Line Manager will need to ensure that employees are not exposed to risks that could damage Health or Safety for as long as they continue to breast-feed. The Regulations do not put time limit on breast-feeding.

The Workplace (Health, Safety and Welfare) Regulations 1992 require suitable facilities to be provided for workers who are pregnant or breast-feeding, to rest. Suitable facilities would normally be a room in which pregnant women or those who are breast-feeding may rest.

Where workers continue to breast-feed for many months Risks Assessments should be reviewed on a regular basis. In reviewing risks it will be necessary to repeat the steps outlined earlier in this code.

Appendix 1

New and Expectant Mothers at Work: Guidance for Employees Introduction

The Management of Health and Safety at Work Regulations 1999 as amended, implement the European Directive on Pregnant Workers.

The Regulations require employers to take account of the risks to the Health and Safety of new and expectant mothers when assessing workplace risks.

- **New and Expectant Mother** means a worker who is pregnant, who has given birth within the previous six months or who is breast-feeding.
- **Giving birth** is defined as having 'delivered a living child or, after 24 weeks of pregnancy, a still born child'.

What you should do

If you are a new or expectant mother, you should notify the Line Manager as soon as your pregnancy is confirmed by your GP.

The Line Manager will ensure that your work is assessed to ensure that your work does not pose a risk to you or your baby. This will usually involve reviewing current Risk Assessments.

The results of the assessment including any significant risks, if these are identified, will be communicated to you along with any changes that may be required to your work pattern.

Should your General Practitioner place any constraints on your work, you should report these to the Line Manager in writing as soon as they are known to you.

Suitable facilities will be provided for workers who are pregnant or breast-feeding to rest. Where workers continue to breast-feed for many months, Risks Assessments will be subject to review on a regular basis.

Office Facilities Procedure

Introduction

The office facilities procedure details the steps that should be followed to ensure the Health & Safety of **ALL** employees, visitors and contractors.

A Risk Assessment should be completed for the office facilities, which should identify the significant hazards and control measures necessary to ensure the safety of employees and other persons. It is important that the Line Manager regularly reviews the assessment and makes any amendments as circumstances change.

Employees

Adequate workroom space and welfare provisions **must** be available to meet the requirements of the maximum expected peak workloads. The requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 must be complied with. As a minimum, each person must have at least $11m^3$ of space.

Consideration should be given to planning rotation of work activities, to reduce stress.

It is important to should ensure that employees receive any verbal and written instruction necessary to ensure their Health, Safety and Welfare. Records of issue should be maintained in an employee's personal file.

Ensure that all employees have been issued, on a recorded basis, with any items of Personal Protective Equipment (PPE) necessary to ensure their safety.

Ensure that any safety training undertaken by employees is recorded in the employee's personal file.

Ensure that all employees are aware of the Emergency Procedures.

Ensure appropriate First Aid cover and first aid boxes are available and that they conform to the requirements of the Health and Safety (First Aid) Regulations 1981. As a minimum, there should be one trained first aider for every 50 persons employed.

Ensure that the employees selected are competent to undertake the work, are aware of the hazards arising from the work and the control measures required by the School Office Risk Assessment.

Ensure the requirements for New and Expectant Mothers at Work and the requirement for the procedures once they are informed of the pregnancy. This will instigate the procedure for an individual Risk Assessment.

If work involves the use of substances that come under the Control of Substances Hazardous to Health Regulations (2002), it is important to refer to the relevant COSHH assessments and ensure that all employees comply with the required control measures.

Supervision/Monitoring Work

The Office Manager must ensure that all work under their supervision is carried out in a safe manner and in accordance with the requirements of this policy.

The Office Manager should keep, as is necessary, a written record of those instances in which problems are observed. Particular attention should be paid to the following:-

- Unsafe working practices.
- Equipment failures/damage.
- Accident/ill health.

Emergency Situations

It is important to ensure that all employees are aware of the detailed procedures in place to deal with the following emergency situations: -

- Fire.
- Bomb Threats.
- Accidents.

All the required signs and posters, should be prominently displayed and in good condition within office facilities. These should be reviewed regularly to ensure telephone numbers, names and titles are always correct.

Housekeeping

Office areas must be kept in a clean and tidy condition, this includes good storage of equipment/stationery, the prevention of trip or slip hazards and the orderly control of documentation/filing systems.

Storage of any combustible products **must not** be allowed near or behind any electrical equipment where heat or sparks may cause a fire.

Office Managers should ensure cleaning staff are aware of any specific hazards within their office facilities.

Visual Display Units (VDU)

The Office Manager should ensure prior to the use of any VDU, a Risk Assessment and any recommendations have been implemented, or are planned for implementation in the near future.

It is important to ensure that persons identified as 'Users' receive adequate training/information relating to the use of the workstation e.g., ergonomics, breaks and provision of eyesight tests, etc and a copy of the Visual Display Work.

Safe Use of Mobile Phones

Background

This guidance document has been prepared in response to concerns about the potential health risks arising from the use of mobile telephones. Mobile telephones receive and transit low levels of radiation and at present there is very little scientific research information available regarding health risks. The National Radiological Protection Board has issued a statement which indicates that the present generation of handsets used in the UK complies with current exposure guidelines.

The guidance outlines the steps that should be taken to minimise health risks.

General Use

The main use of a mobile phone is to receive and send messages when away from an office situation and unable to use a landline phone. Always use a landline if one is available.

Never use a mobile in any unauthorised area. These can include medical establishments, chemical plants, storage areas, garage forecourts, etc.

To reduce the absorption of radio waves to a minimum, the following simple guidelines should be followed: -

- Keep calls as short as possible.
- Use landline phones for normal conversations.
- Keep fingers and mouths away from antenna when using the phone.
- Avoid carrying phone in breast pockets when switched on.

Use in Motor Vehicles

It is a specific offence to use a hand-held phone, or similar device, when driving. Drivers may also risk prosecution (for failure to have proper control) if they use a hands-free phone whilst driving.

The use of 2-way radio equipment, (unless the device can also be used as a phone), when driving, is not included in the new offence, but there is still a risk of distraction and prosecution under other powers.

The Regulations apply to the drivers of all motor vehicles on the road, including cars, motorcycles, goods vehicles, buses, coaches and taxis.

The law applies at all times, including when stopped at traffic lights or during other hold-ups when a vehicle can be expected to move off after a short while.

Mobile phone whilst driving a vehicle.

Calls must only be made or answered by the driver when the vehicle is stationary i.e., parked safely and the engine switched off. This approach should be followed for all mobile communications.

If a received call is to be answered, the vehicle must stop in a safe manner prior to answering the mobile phone. If stopping is not an option e.g., whilst driving on a motorway, the call must not be answered. If calls are missed, the message services should be used. This must be undertaken with the vehicle stationary.

If a device is a dual or multipurpose device that can be used both as a mobile phone and a 2-way radio, the use of the device whilst driving is prohibited. Use is prohibited whether it is being used as a mobile phone or a 2-way device.

Hands free mobile phones must be standard issue for employees who travel in vehicles and who need to be contacted on a regular basis. The hands free kit must be properly assembled with the mobile phone available to receive calls prior to starting the journey. The 'any button' or 'auto' answer should be used if available. Portable hands free kit with remote control and ear clip should not require fixing to vehicles and will allow for use clipped to a person’s belt.

Notwithstanding a hands free capability, calls should only be made when the vehicle is stationary. Calls received via a hands free device can be answered, if the driving conditions are safe, but conversations should be kept as short as possible and if necessary a return call made when the vehicle is stationary. The caller should be warned that you are driving and you might have to end abruptly.

There may be occasions, notwithstanding the use of hands free kit that warrant the driver not answering a call, in such circumstances if calls are missed the message service should be used.

Texting and Internet access or video phoning is prohibited whilst driving if the device has to be held in order to operate it.

Smoking Policy

Policy Statement

St Vincent's School believes that smoking is now widely recognised as both a serious fire risk and a serious health hazard. We also comply with the Health & Safety at Work etc; Act 1974, in which passive smoking is seen as a hazard to staff and pupils.

Aim of the Policy

This policy is intended to set out the values, principles and policies underpinning St Vincent's School approach to smoking. The aim of the policy is to protect staff and pupils from the health risks associated with the inhalation of tobacco smoke, and to ensure their safety, and that of home property, by reducing fire risks.

Smoking Policy

St Vincent's School is committed to promoting the Health and Safety of all employees at work, and of all residents and clients who use our service. There is now a substantial body of research linking smoking to a variety of serious medical conditions, and evidence is increasingly suggesting that these health risks apply equally to passive smokers. There is also evidence to link smoking to high fire risks.

Therefore, St Vincent's School operates a **no smoking policy** on the premises. This applies to employees, volunteers, visitors and contractors.

Training

All new staff will be encouraged to read the policy on smoking as part of their induction process.

St Vincent's School is a No Smoking Site.

Use of e-cigarettes is also included in this policy.

Record Keeping

Record Keeping – Essential Standards

The following standards are essential:-

- Entries should be written legibly and indelibly.
- Written at the time of the incident or disclosure or as soon as possible afterwards.
- Written in a clear and unambiguous manner.
- If you are giving opinions clearly state that this is the case.
- If you are quoting the child, make it obvious that you have done so.
- If any alterations are made they are done so by scoring out with a single line followed by the initialled, dated and timed correct entry.
- Do not use abbreviations, meaningless phrases, offensive or subjective statements.
- Give a clear date, time, name and role within the school to each entry.
- Do not use initials when signing the entry – use full names.

When working with parent/carers staff should consider the following principles:-

- Open
- Honest
- Clear
- Two-Way
- Timely
- Responsive
- Consistent
- Credible
- Relevant

Guidance notes relating to the Incident Reporting System

The school has a central record system for sanctions, incident, accident and physical intervention with respect to positive handling, which is kept in the main school office.

An 'incident' is noted in the incident book which is kept in school office with the following information to allow cross-referencing:-

- An Accident – with a notation that further details can be found in the accident file that is kept in the School Office.
- A Complaint – with a notation that this has been referred to the Principal. (Pupils are made aware of the location of locked complaints boxes in school)
- A Sanction – with a notation that further details can be found in the Sanctions book that is kept in the school office.
- A Child Protection concern - with a notation that further details can be found in the Child Protection files within the Principal's Office.

What constitutes an incident?

An incident form needs to be completed in the following circumstances:-

- An accident or risk of an accident involving either a pupil or member of staff.
- Complaint made by pupil, parent/carer or staff.
- A child protection concern.
- Report of incident such as; bullying, fighting, offensive language, racism or an incident concerning the professional conduct of a member of staff.

What should be noted on an Incident Form?

(Refer to Essential Standards). In all cases the following should be noted: -

- The time and place the incident took place.
- Those present.
- Distinguish between observed fact and opinion - as an incident form could be used as evidence in a child protection case please note especially the following:
- Make the record as clear as possible including all relevant information. Other people may need to read it e.g. social workers, LA's, OfSTED.
- Accuracy is ***VERY IMPORTANT.***

- Try to make notes as full as possible and include all relevant information. ***AVOID JARGON!***
- If you are unsure if something is relevant, include it anyway.
- If you haven't the time to make full notes immediately, make brief ones and write them up later. You must keep the first set of notes and include reasons for any gaps between sets.
- If you can remember the ***EXACT*** words used by the child include them.
- If more than one person is present at a disclosure, all should make notes and include the fact that they were written with others.
- Sign, date and time your notes and put your work title on.

Where will Incident forms be kept? In a central record held in the school office.

What is the Central Incident Book for? It is important that an overall tracking and monitoring system is in place. From the incident book, it should be possible to analyse trends etc.

What is the Form Number for? The incident form has a space on which to place a form number, allowing tracking and cross referencing to other documentation.

Who can fill out an Incident Form? Any member of
staff.

Who should I hand a form to? The school office holds all incident forms. On completion SLT should be made aware an incident has occurred.

Who follows up incidents? There may be no need to follow up incidents if the member of staff has already dealt with the incident. Some incidents i.e. safeguarding, complaints, child protection will be dealt with by senior staff following the guidelines in appropriate policy documentation. The schools designated child protection co-ordinator will follow up a safeguarding/child protection incident. The Principal reads and signs all incident forms.

Investigations following incidents will be co-ordinated by SLT but may involve delegation of tasks to other staff.

Monitoring of Incidents

All staff should be mindful of this documentation and the incident book in order to maintain a strategic overview of incidents covering key pupils.

All staff can raise patterns of behaviour arising out of incident forms during supervision.

What should be recorded on a daily basis by staff on the issue of incidents?

If an incident has occurred (other than child protection, staff disciplinary and some complaints) it should be recorded in the log book located in the 'signing in' room.

What should I do if I witness a really serious incident involving a Senior Member of Staff?

There are some incidents that are so serious that it would be wrong for the school to keep them "in house" without involving outside agencies. If a member of staff genuinely feels that an incident would not be managed appropriately they should follow their guidelines laid out in the Whistle Blowing Policy.

Stress in the Workplace

Policy

The Health and Safety at work Act 1974, states employees have a general duty to protect Health, including Mental Health. Under the Health and Safety at Work regulations 1999 the employer has a duty to carry out a risk assessment at their workplace for all staff.

The Health and Safety Executive define as stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them".

St. Vincent's School will identify where possible, workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.

To this end St Vincent's School will:-

- Take preventative steps to protect the health of the workforce.
- Identify potential causes of stress in the workplace and take appropriate action to remove or reduce the risk.
- Show that it takes the problem of stress seriously and be understanding towards people who admit to being under too much pressure.
- Encourage staff to have an open and understanding attitude to what people say to them

about the pressures of their work and to look for signs of stress in their staff.

- Ensure that staff have the necessary skills, training and resources, and are confident in undertaking their duties and receive credit for it.
- If possible provide some scope for varying the working conditions and flexibility to allow employees to influence the way their jobs are done. This will increase their interest and sense of ownership.
- Ensure that people are treated fairly and consistently and that bullying and harassment are not tolerated in accordance with the Organisation's policy.
- Ensure good two way communication, especially at times of change. Don't be afraid to listen.

The Organisation will adopt the Health and Safety Commissions (HSC) guidance on stress as and when the legislation is updated

Procedure:

- When an employee returns to work after a stress related illness, the manager/supervisor will hold a return to work interview on the first day (where possible) to ensure that the employee feels ready to come back to work.
- The meeting must be confidential, ensuring enough time has been allowed and free from interruptions. The manager will monitor the employee's workload.
- The manager will hold regular meetings with the employees.

Responsibilities Managers:

- Ensure good communication between management and staff, particularly where there are organizational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworked.
- Monitor holidays to ensure that staff are taking full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.

Human Resources

- Give guidance to managers on the stress policy.
- Assist in monitoring the effectiveness of measures to address stress by collating sickness and absence statistics.
- Advise managers when a member of staff has been absent due to a stress related illness and give guidance.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to external counsellors where appropriate.

Employees

Raise issues of concern with your line manager.

The Health & Safety (Safety Signs & Signals) Regulations 1996 Introduction

The Safety Signs Regulations are a schedule of the Health & Safety at Work etc; Act 1974.

The Regulations came about as a result of a directive (92/58/EEC) from the European Economic Community (EEC). This EEC Directive specified that a system was required for the giving of Health and Safety information and which kept the use of words to a minimum. The Directive was required as a result of increased international trade and travel and the development of work forces, which do not share a common language.

The purpose of the Directive is to encourage the standardisation of safety signs throughout the Member States of the European Union so that safety signs, wherever they are seen, have the same meaning.

British Standard 5378

The Safety Signs Regulations state that a safety sign (including any colour on it) giving Health or Safety information or instruction to persons at work shall comply with Part I of British Standard 5378. This British Standard details a system of safety colours and signs for the giving of information.

Definitions of Signs

Listed below are the definitions of the different types of sign specified:-

Prohibition Sign - A safety sign that indicates that certain behaviour is prohibited.

Warning Sign - A safety sign that gives warning of a hazard.

Mandatory Sign - A safety sign that indicates that a specific course of action is to be taken.

Safety Condition Sign - A safety sign that provides information about safe conditions.

Supplementary Sign - A sign with text only, that may be used in conjunction with a safety sign to provide additional information. Supplementary signs may be oblong or square. The background colour will be white with the text in black.

Alternatively, the background colour will be the same as the safety colour used on the safety sign it is supplementing, the text will be in the relevant contrasting colour.

Symbol - A pictorial representation used on a safety sign. The design of symbols shall be as simple as possible and details not essential for the understanding of the message shall be omitted.

Safety colours and contrasting colours - BS5378 gives information of the different classification of colours to be used on safety signs. There are two classifications of colour.

Identification of a Danger - If an area is identified as potentially dangerous, identification of that area is required under BS5378. Identification is achieved by a sign that uses a combination of fluorescent orange/red or safety colour yellow and black. The proportions of fluorescent orange/red or safety colour yellow is 50%.

The danger identification is used only to identify the perimeter of a hazard. It may be used with or without a safety sign. If a safety sign needs to be used in order to identify a particular hazard, it shall be used in conjunction with the danger identification sign. The danger identifications sign must not be used as a substitute for a safety sign.

Violence at Work

Introduction

Employees who may have to deal with members of the public may face aggressive or violent behaviour. They may be sworn at, threatened or even attacked. This guide outlines the legal position, and provides an effective policy for St. Vincent's School employees.

Violence at work can take many forms including:-

- Rude gestures.
- Harassment.
- Verbal abuse and threats.
- Attempted assault.
- Actual assault.

The Health & Safety Executives working definition of violence is:-

> '***Any incident in which an employee is abused, threatened or assaulted by a member of the public, in circumstances arising out of or in the course of his or her employment'***

All employers have a legal duty under section 2(1) of the Health & Safety at Work etc; Act 1974 to ensure so far as is reasonably practicable, the Health Safety and Welfare at work of their employees. This duty can extend to protecting employees from assaults.

St. Vincent's School will so far as is reasonably practicable ensure that all employees are protected from acts of violence, arising out of or in connection with work activities.

Where it is identified that employees are at risk, effective control measures will be introduced to reduce that risk.

Reporting Procedure

On every occasion where violence or the threat of violence occurs, including those exposed to verbal threats or gestures from members of the public the employee must report this immediately to their Manager.

Incidents reportable to Health & Safety Executive (HSE)

In certain circumstances violence at work is reportable to the Health & Safety Executive (HSE) under the Reporting of Injuries and Dangerous Occurrence Regulations 1999.

TYPES OF INCIDENT	RESULT
Involving physical contact	Fatal injury Major injury (injury or emotional shock requiring first aid, out patient treatment, counselling or absence from work)
Involving serious persistent threats or verbal abuse	Emotional shock requiring counselling or absence from work Feeling or being at risk or under great stress.
Missile or stone attack	Causing injury or harm.

What can be done if you are a victim?

- In the first instance all incidents must be reported to your Manager.
- Inform the Police of the incident.

The HM Government has published a useful leaflet called **'Victims of Crime'**

Whistle-Blowing Policy

It is the policy at St Vincent's School to encourage the reporting to management of all matters of serious concern involving a member of staff, and for persons to feel that they can do so freely and without fear of reprisals or intimidation. **'Matters of Serious Concern'** will include, but may not be limited to the following: -

- Professional malpractice.
- Abuse of a pupil.
- Criminal activities (theft/embezzlement/assault, etc).
- Failure to comply with any legal obligation.
- Dangers to Health and Safety.
- Discrimination of any kind.

Persons reporting such incidents can include the following:-

- Fellow staff members (peers).
- Professional person acting on behalf of the children (advocate/Minister of Religion etc.).

Where an incident of serious concern is alleged, the person making the allegation must report this directly to the Principal. In the case of serious concern regarding the Principal, then another member of the SLT will be informed. A member of the Governing Body may support the SLT. He/she will be assured that appropriate enquiries will be made to establish the nature/reality of the incident, and that such enquiries will be carried out discreetly and in confidence.

Wherever possible, the identity of the person reporting the incident will be kept anonymous.

Where preliminary enquiries show that further investigations need to be made, then the Principal will inform the staff member against whom the allegations have been made. Where the alleged offence is of a serious nature, the following action will be taken: -

- The staff member at the centre of the allegation may be suspended immediately on full pay, pending the outcome of the investigation. The staff member will be informed of the necessity for this action and will be assured that at this point, there is no inference of

guilt.

- The matter will be reported to Liverpool Safeguarding Children's Board's (LCSB), Local Allegations Designated Officer (LADO).
- Report the matter to the Police and Child Protection Co-ordinator if appropriate.
- Report the matter to the Chair of Governors.
- Report the matter to the OfSTED.
- The Principal will undertake a full investigation, interviewing all parties concerned in the allegation. This may include other staff and a pupil's family, relatives and advocates as appropriate.

Following Completion of the Investigation

- If the allegations are justified, the staff member concerned will be subject to the Disciplinary Procedure through to summary dismissal, as appropriate. Criminal charges may be brought by the Police or other parties, depending upon the circumstances.
- If the allegations are not proven, the staff member will be restored to full duties, all parties being informed of the findings of the investigation.
- Personal support/advice will be given to any employee involved in the allegations – without bias.
- Where the allegation is not proven, but has proven to be a malicious action on the part of the accusing party, then the accuser will be subject to appropriate disciplinary action per the Disciplinary Procedure. This may involve discretionary re-deployment of the accuser's duties, or summary dismissal, as deemed appropriate.

If the investigation results in the prosecution and conviction of the staff member, this result must be communicated, in writing to the OfSTED for consideration of inclusion in the Child Protection Register, List 99, ISA and the DBS register.

Guidelines for Staff Who Need to Whistleblow

The Management of St Vincent's will ensure that pupils are safe from physical, financial, material, psychological or sexual abuse, neglect, discriminatory abuse or self-harm or inhuman or degrading treatment through deliberate intent, negligence or ignorance as stated in our written policies.

When to Whistleblow

All employees and health/social professionals have a duty of care to our pupils who are entitled to receive safe and competent care.

- If you have good reason to believe that a child/children require protection from harm, you should act quickly.
- You should inform your line Manager immediately if it comes to your attention that a pupil has, or may have been harmed, for example:-
    a. Sustained injury at the hands of another person.
    b. Suffered loss or damage to his/her personal property.
    c. Been deprived of treatment or care, food, comforts, dignity, benefit etc., to which he/she is entitled.
    d. Been victimised or harassed in any way.
    e. Been deprived of basic rights to a service, which falls short of what can reasonably be expected.

How to Whistleblow

- Take the matter to the person to whom you are responsible, who will support you in your concerns.
- If you feel that the response given by that person is inappropriate, you should refer the matter to the Principal, Head of Service or Duty Head.
- If, for any reason, you feel unable to follow the step detailed above, you should report your concerns directly to either:-
- The Chair of Governors.
- OfSTED.

What You Can Expect to Happen

- That your concerns will be listened to and acted upon in an appropriate manner.
- That the pupil's safety and confidentiality will be maintained.
- That an investigation will be carried out discreetly and in confidence.
- That, wherever possible, your identity will be kept anonymous.
- That you may be expected to write a statement and attend any subsequent disciplinary

or legal proceedings as a witness.

- That you can expect statutory employment protection when disclosing information reasonably and responsibly in the public interest.

At any stage seek the advice of, or involve, your professional Association/Union representative, or OfSTED.

Young Persons at Work

Introduction

The Regulation came into force in 1998 to implement the Health & Safety provisions of the European Directive on the protection of young people at work. The Regulation has however now been included within The Management of Health & Safety at Work Regulations 1999 as amended.

Employers are required to assess the risks to young workers (under the age of 18) including those on work experience, taking into account their youth and inexperience.

All significant findings and control measures must be communicated to the parents or guardians of students under the minimum school leaving age.

A copy of the general Risk Assessment will also be given to the young person on completion of the Induction Course given on the first day of reporting.

The Hazards to which young persons may be exposed to include: -

- Manual handling, slips, trips, falls.
- Electric shock.
- Noise.
- Injuries to eyes.
- Fumes.
- Machinery hazards (cuts or entanglement).
- Exposure to substances.

Induction Training

- Each young person will receive Induction Training on their first day of work, which will include a workplace tour and instruction in Fire Evacuation.

- In each area of employment the Manager or Supervisor will ensure that **'Young Persons'** are not exposed to any hazardous situation.

- Copies of the Risk Assessment must be kept for recording purposes.

Working with Volunteers Policy

Policy Statement

It is the policy of St Vincent's School to work positively and co-operatively with volunteers. St Vincent's School fully appreciates the help and support that they provide for its service users. However, St Vincent's School recognises that personal harm to service users, visitors or staff may occur if volunteers are not thoroughly screened prior to beginning voluntary work at St Vincent's School, and also that Volunteers must be given adequate training appropriate to the tasks that they are asked to fulfill.

Aim of the Policy

This policy is intended to set out the values, principles and policies underpinning St Vincent's School's approach to working with volunteers.

Working with Volunteers Policy in St Vincent's School:-

- All volunteers must undergo an enhanced DBS clearance
- All volunteers are given clear guidance and the support of appropriately trained staff.
- All volunteers must check with their supervisor before taking on any new tasks.

Training

Induction training is organised for all volunteers as they commence. This induction will cover POVA, fire, health and safety, moving and handling. Dependant on the role the Volunteer will be performing, appropriate, role specific training will be provided.

The Construction, Design and Management Regulations 2007

Work falling under the C.D.M. Regulations 2007 is as follows:

1. Where 5 or more persons are working on site.
2. Any demolition work.
3. The construction will last more than 30 days.
4. The construction will last 500 person days.

The Principal Contractor will liaise with members of the design team, client and all outside groups relating to Health and Safety.

The Principal Contractor will:-

- Manage the site so as to ensure so far as it Reasonably Practical the Health, Safety and Welfare of persons working on site, visitors and members of the public who may be affected.
- Convene Health and Safety meetings as required or requested by client or design team.
- Appoint a Manager who will maintain a day-to-day responsibility for Health and Safety on site, produce Risk Assessments not already covered, ensure the plans provided by the design team have covered all aspects of Health and Safety.
- Liase with the Organisation's Health and Safety Consultant on all matters relating to Health and Safety.
- Provide Health and Safety tool box talks to staff visiting site.
- Supervise as necessary the works of Sub-Contractors.
- Keep records relating to Health and Safety up-to-date.
- Pass all relevant records to CDM Co-ordinator.
- Ensure safe access and egress from site at all times - including emergencies.
- Appoint a CDM Co-ordinator.

The CDM Co-ordinator will:

- Ensure notice of commencement has been issued to local Health and Safety Executive.
- Co-ordinate the Health and Safety of the Contractor in respect of the Organisation Health and Safety rules and requirements.
- Bring to the attention of the Site Manager any known hazards that could hinder the safety of people on site.
- Instruct all contracting staff of the special fire drills, precautions and assembly points to be used whilst on site.
- Bring to the attention of Principal Contractor any site rules. Principal

Contractor's

Health and Safety Adviser will:

- Visit site, on request from our Management.
- On request, advise on any items of Health and Safety.
- Liase with Site Manager and Planning Supervisors on Health and Safety matters

Whilst working as a Sub-Contractor, the Company will:

- Comply with the requirements of the Principal Contractor's Health and Safety Plan.
- Attend Health and Safety site meetings as requested.
- Ensure Risk Assessments/method statements are produced and complied with.
- Provide Health and Safety tool box talks.
- Ensure so far as is reasonably practicable the Health, Safety and Welfare of all persons affected by our undertaking.

Contractors and Sub-Contractors

St. Vincent's School will ensure that all Contractors and Sub-Contractors employed are vetted to ensure that they satisfy the following Health & Safety requirements: -

St. Vincent's School will, before employing outside Contractors or Sub-Contractors: -

- Request a copy of the Contractor's/Sub-Contractor's Health and Safety Policy.
- Ensure the Contractor/Sub-Contractor has adequate insurance cover.

- The contractor/Sub-Contractor has the relevant experience in the type of work being undertaken.
- The Contractor/Sub-Contractor has carried out COSHH Risk Assessment on the substances to be used, where applicable.
- The Contractor/Sub-Contractor has carried out suitable Risk Assessments for the work activities to be undertaken.
- The Contractor/Sub-Contractor provides Information, Instruction and Training to all members of their staff.

Electricity at Work Regulations 1989

Background

The Electricity at Work Regulations 1989 requires employers to ensure that all electrical equipment used in the workplace is safe to use, properly maintained and without risk to health.

Electricity

It is the policy of St. Vincent's School that only trained electricians are permitted to carry out any electrical work on behalf of the Organisation.

A competent person must inspect all electrical equipment and cables in use periodically. Any defective equipment must be taken out of service immediately. The period of inspection is outlined in the HSE booklet "Maintaining portable and transportable electrical equipment".

Operatives must ensure that they carry out a thorough visual inspection, immediately prior to using such equipment. If any defects are found the equipment must not be used and a suitable replacement sought.

The majority of potentially dangerous faults will be picked up by formal visual checks or by informal visual checks carried out by users. However, an effective system to ensure the safety of electrical equipment will comprise the following elements: -

- Electrical Test/Inspection - (carried out by an electrician/trained person)
- Formal Visual Inspection - (carried out by the Building Services Supervisor)
- Visual Checks - (carried out by everybody who uses electrical equipment)

This procedure gives guidance to Managers on how such a system will work and must be communicated to all personnel who use electrical equipment or are responsible for others who use equipment.

Maintaining portable & transportable electrical equipment electrical test and inspection

The Building Services Supervisor shall ensure that a record is kept of all portable and transportable electrical equipment used by their personnel. A pro-forma is attached, which can be used as both a register of equipment, and to record formal visual checks. It is important that the register is kept up to date with new items added following acquisition.

Suppliers of equipment have a duty, under Section 6 of the Health and Safety at Work etc Act (as amended by the Consumer Protection Act 1987), to ensure that the equipment they supply is safe and without risk to health. On purchase or supply of new equipment, items should be subject to a visual examination for obvious damage and incorporated into the schedule of equipment.

In general, unauthorised equipment brought into the workplace by employees is best removed from use until it has been subject to combined electrical test/inspection.

The Building Services Supervisor is responsible for ensuring that their portable and transportable electrical equipment is subject of an electrical test in accordance with the table below.

It will be the responsibility of the Building Services Supervisor to notify the Contractor of equipment to be tested by provision of a register or list. In accordance with the specification, the contractor will label all appliances and provide a written summary of results.

The precise frequency of electrical test will depend on the type of appliance and environment of use, however in general the following cycles should be followed: -

Environment	Equipment	Test Frequency
Construction	All	3 months
Kitchen/Workshop/Industrial	All	12 months
Office Equipment	All	1 - 3 years

Formal Visual Inspection

Formal visual inspection is designed to complement the programme of electrical testing rather than replace. It should not include taking equipment apart.

Formal visual inspection will normally be carried out by the Building Services Department or a person who has been given this responsibility and has read this code of practice.

Visual inspection should look for the following: -

- Damage to the cable sheath (apart from light scuffing).
- Any damage to plug (cracks, bent pins).
- Cable insecure entering plug or equipment.
- Water damage or other contamination.
- Damage to casing/loose screws or parts.
- Evidence of overheating (burn marks/discoloration).

Equipment, which exhibits any of the above, should be withdrawn from use until it can be examined by a competent person (usually an Electrician or trained person). It always pays to take a cautious approach with electrical equipment.

An example of a visual inspection record sheet is attached as **'Appendix B'.**

All users of electrical equipment shall be made aware of guidance in **'Appendix A'** and encouraged to check equipment for obvious damage before use.

Refresher training is identified within The Provision and Use of Work Equipment Regulations 1998. It is therefore recommended that refresher training is undertaken at 5 yearly intervals or if the testing equipment is replaced.

The Portable Electrical Tester should be re-calibrated on an annual basis and a copy of the certificate of calibration confirming the equipment has been checked, held on site.

Appendix A

Guidance for users of portable and transportable electrical equipment

This guidance will be issued to users of electrical equipment that is not part of a fixed installation, but can be connected by means of a flexible cable and plug or spur box. It includes equipment that is either handheld or hand operated, while connected to the supply, including Visual Display Units (VDU), floor cleaners, hand held drill/saw, kettle, table lamp and extension leads.

Before using portable or transportable electrical equipment always carry out a brief visual inspection of the following: -

- Damage to the cable (apart from light scuffing).
- Damage to the plug (cracks, bent pins).
- Loose cable where it enters plug or equipment.
- Water damage or other contamination.
- Damage to equipment casing/loose screws or parts.
- Evidence of burn marks or discoloration.

Do Not Use equipment if any of the above are found during your visual check. Withdraw the equipment from use and report the damage to the Building Services Supervisor immediately. Never try to repair or dismantle equipment yourself.

Equipment, which has been supplied to St. Vincent's School, such as photocopiers, printers, etc will not normally be subject to visual inspection on each occasion it is used. However, if such equipment malfunctions or shows obvious signs of damage, then it must be withdrawn from use immediately.

If you have any doubts or concerns about the safety of equipment that you use, inform the Building Services Supervisor immediately.

Appendix B

Example

Electrical Appliance: Visual Checklist						
Electrical Item *Indicate with an X if damage is found to the following:-*	**Date of Visual Check**	**Cable**	**Plug**	**Burn / Overheat**	**Water Damage**	**Casing Cracked**

Food and Nutrition Policy

Pupils are provided with healthy, nutritious meals that meet the New Food School Standards and all of their dietary needs. The school is inspected annually by OfSTED, who monitor all menus and food provision.

Aims of Food and Nutrition

We recognise the important connection between a healthy diet and a pupil's ability to learn effectively and achieve high standards in school and the role the school can play to promote family health.

We can achieve this, by aiming to: -

- Improve the health of pupils, staff and families by influencing eating habits through increasing knowledge and awareness of food issues, including what constitutes a healthy and environmentally sustainable diet, hygienic food preparation and storage methods.
- Ensure pupils are well nourished, and that every pupil has access to safe, tasty and nutritious food, and an easily accessible water supply during the school day.
- Present consistent, informed messages about healthy eating through all school practices
- Ensure that food provision reflects the medical and ethical requirements of pupils and staff for example; medical, allergenic, religious, ethnic and vegetarian needs.
- Ensure the provision and consumption of food is an enjoyable and safe experience.

Food and nutrition education forms part of the formal curriculum through Science, Geography, PSHEE and Food Technology. It is also an important part of the waking day curriculum for residential pupils.

Content

Topics and themes will be introduced and revisited from year to year taking account of the pupils' development and curriculum planning.

Organisation

Delivery will be:-

- As topics.
- Through planned aspects of PSHEE, science, FT, geography and RE.
- Addressed occasionally in assembly time.
- During pastoral time.
- Through the personal, social and emotional development area of learning in the foundation stage.
- Through extra-curricular activities.
- Through special projects e.g. healthy eating sessions, tasting sessions, competitions.
- Through the residential care programme.
- Active learning methods which involve pupils' full participation.

Where applicable, relevant staff will be supported by INSET for elements of Food and Nutrition.

School Fruit and Vegetable

All pupils are offered fruit during daily break time. Pupils are offered a variety of fruit and information regarding the benefits of healthy eating and the importance of including Fruits and Vegetables with their diet.

Breakfast Club

The school does not specifically provide breakfast for day pupils. However, pupils identified as requiring breakfast are catered for by Learning Support/Care Staff. Fruit, cereal, milk, fruit juice, water and toast may be provided.

School Meal Provision

School meal provision meets government nutritional standards. Sandwiches, salads, jacket potatoes, fruit and vegetables are readily available. Menus are on our talking menu. The dining room is supervised by members of the care staff and dining room staff.

The school council is regularly asked to report on school meal provision. They consider the organisation of the dining experience and the food provided. Catering staff are supported with in-service training on food and nutrition awareness (including allergies) and food hygiene. Catering staff monitor the temperature of food daily. Regular meetings are held between the Catering Manager and the Pastoral and Independence Skills Manager to ensure a good working relationship where the catering environment and the food provision are reviewed.

Meetings are also held with all pupils to discuss menus and healthy options.

Residential Pupils

A record of what pupils eat is kept by residential Care Workers, in line with national guidelines. Records of provisions to groups are monitored, and kitchen staff work closely with all care staff to maintain a balance between healthy choice and snack food.

Packed Lunches

Most pupils have meals provided by the school. For those who choose to bring a packed lunch, parents are encouraged to provide healthy selections. Fizzy drinks are not permitted in packed lunches. The school provides healthy, nutritious packed lunches for pupils who are at off-site visits and activities during meal times. These are ordered in advance from the Catering Manager.

Water Provision

All pupils have access to drinking water at all times. These are available at a number of points around the school, although pupils are encouraged to use the filtered water fountain in the dining room. Pupils are also encouraged to carry water with them and consumption is permitted both in the class, during break and lunchtimes. Water is also available during physical education and sport activities.

Milk Provision

Milk at lunchtime is supplied free of charge to all.

Key Points for Healthy Eating:

- Enjoy your food.
- Eat a variety of different foods in order to get a mixture of nutrients.
- Eat at least 5 portions of fruit and vegetables daily.
- Eat plenty of food rich in starch.
- Eat plenty of fibre rich foods.
- Drink plenty of water, 8 glasses daily/approx 2 litres.
- Cut down on saturated fatty foods.
- Cut down on sugar/sugary foods/sweets.
- Cut down on processed and fast foods.
- Eat plenty of calcium rich foods.
- Eat plenty of iron rich foods, green leafy vegetables etc.

(Taken from Sportslinx's Fruit and Vegetable resource publication)

Food Technology

Some pupils have weekly Food Technology lessons, which focus on health and nutrition within the programme of study.

Special Events

The school ensures that catering for special events includes healthy options. All such catering is delivered by the school kitchen. If a pupil brings a birthday cake to school the pieces are divided up for distribution in the dining room or residential group.

Sponsorship

The school considers carefully the messages being sent out to the pupils before becoming involved in any sponsorship scheme. Schemes which require the consumption of large amounts of fatty or sugary snacks are not promoted.

Hygiene

Pupils are encouraged to wash their hands after going to the toilet and before handling food. All government regulations appertaining to food hygiene are complied with by food service providers. Cleaning and disinfectant schedules are regularly inspected by the Health and Safety Co-ordinator and the Catering Manager.

All staff employed in food preparation and handling hold a Basic Food and Hygiene Certificate. All members of staff involved in the provision of food and nutrition are supported by an in-service training programme, implemented when certification needs renewal. An independent food hygiene inspection of food storage, meal preparation and food serving areas is carried out twice a year. The water supply is tested regularly.

Allergies

Parents inform the school if a pupil suffers from an allergy, identifying the foods to which s/he reacts and the usual symptoms of the reaction. To ensure all staff are aware of pupil allergies, information is disseminated by the Health Care Coordinator and relevant information is kept on pupil file. All staff members are aware of the school's medical, and health and safety procedures.

Food Poisoning

In the event of a food poisoning outbreak advice will be sought from the local area health authority, the local environmental health office and the health protection agency.

Evaluation, Monitoring and Review

Food and nutrition elements within the curriculum will be assessed in accordance with the school Monitoring and Evaluation procedures. A governor to be nominated will have a link role between the school and the governing body.

The Control of Substances Hazardous to Health Regulation 2002 (as amended)

St.Vincent's School acknowledges that no substance can be considered completely safe. All reasonable steps are taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

St.Vincent's School will strive to provide substances that have been assessed as free from risk to their employees and the general environment. All substances used within St.Vincent's School will be assessed to ascertain their hazard rating, and only substances that have been assessed as medium to low risk will be used.

All employees are provided with comprehensible information and instruction on the nature and likelihood of their exposure to substances hazardous to health, including flammable liquids.

The implementation of this policy requires the total co-operation of all members of management and staff.

St.Vincent's School will, in consultation with workers and their representatives:

- Ensure that all storage and transport vessels are appropriate and adequate.
- Provide suitable and well-maintained emergency fire-fighting equipment.
- Advise all employees, including new employees, who work or will work with flammable liquids of the risks to health and safety and the results of assessments.

Information and Training

St.Vincent's School gives sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided, and also to ensure the health and safety of workers who use flammable liquids. Information will also be given to others who may be affected, such as contractors, temporary staff and visitors.

Managers and supervisors of areas that use substances hazardous to health are given additional training to ensure the proper management of the risks.

Summary

Modern working methods involve the use of substances which may pose a risk to the health of people using them. These hazardous substances are certain defined substances used at work. They can be liquid, vapours, fumes, dust, gases or biological agents such as bacteria.

No substance is completely safe in all circumstances and any airborne dust, in significant quantities, can damage health. Since the hazard to health posed by many substances is not known it is good practice to use working methods to minimise exposure.

To reduce the risk of accidents involving flammable liquids, three important steps are followed: -

- All personnel are adequately trained in the use of flammable liquids, including emergency procedures.
- All equipment used for conveying or storing is adequate and suitable fire fighting equipment is readily available and easily accessible.
- Any equipment defects, spillages or accidents are reported immediately to a responsible person.

Hazardous Substances are those used directly in work activities i.e. adhesives, cleaning agents etc. There are also substances which are generated as a result of work activities or are naturally occurring substances i.e. dust and biological agents, such as bacteria.

Examples of the effects of hazardous substances include:-

- Skin irritation or dermatitis, as a result of skin contact.
- Asthma, as a result of developed allergy from substances used at work.

COSHH data sheets which are available and can be supplied by the manufacturer will be obtained for each of the products used by St Vincent's.

The COSHH Regulations require employers to assess the risk to their employees and to prevent or adequately control those risks.

It will be the Organisation's responsibility to ensure that COSHH Risk Assessments have been carried out and are adhered to and are recorded.

All COSHH Risk Assessments must be reviewed annually or when substances are replaced. In order to comply with COSHH Regulations, Risk Assessments of all substances used will be made available to all employees. Risk Assessments will include control measures for each substance.

Legionella

Legionella bacteria are widespread in nature, mainly living in natural water systems, eg rivers and ponds. However, the conditions are rarely right for people to catch the disease from these sources.

Outbreaks of the illness occur from exposure to legionella growing in purpose-built systems where the water is maintained at a temperature high enough to encourage growth, eg cooling towers, evaporative condensers, spa pools, and hot water systems used in all sorts of premises (work and domestic).

Most community outbreaks in the UK have been linked to installations such as cooling towers, which can spread droplets of water over a wide area. These are found as part of air-conditioning and industrial cooling systems.

Fatal cases of Legionnaires disease have also been associated with spa pool demonstrations.

To prevent exposure to the legionella bacteria, BBPI will comply with legislation that requires it to manage, maintain and treat water systems in its premises properly. This will include, but not be limited to, appropriate water treatment and cleaning regimes.

Legionella can grow in any workplace if the conditions are right - you do not have to work with microbiological agents, e.g. in a laboratory, for exposure to occur. Site management or contractors employed on behalf of BBPI to manage its water systems shall comply with the requirements of:- ***The control of legionella bacteria in water systems" (L8).***

Separate regulations (The Notification of Cooling Towers and Evaporative Condensers Regulations 1992) require the notification of cooling towers to the Local Authority. Notification is the responsibility of each project director.

If you suspect that you or an employee has contracted the disease as a result of your work then there is a legal requirement to report it to Health & Safety Executive without delay.

Lone Working

Aims

This policy recognises the responsibility for the Health, Safety and Welfare at work of our employees and the safeguarding and welfare of its pupils under the guidelines of the following:

- Health and Safety at Work Act 1974 [HSW Act]
- The Management of Health and Safety at Work [MHSW] regulations 1999
- Keeping children safe in education 2020

This policy applies to all staff employed at St. Vincent's School including agency and supply staff who, maybe required to work alone. Its aim is to protect all employees and young people with a framework of guidance, protocols and control measures through risk assessment.

The Principal and Senior Leadership Team (SLT) will be responsible for ensuring that appropriate staff within their area of responsibility are aware of the policy, its guidance and the monitoring of its implementation.

Special Circumstances

We acknowledge there will be times when a person will be unable to lone work:-

- Young people under eighteen years of age.
- Any person without DBS clearance.

The definition of Lone Working will apply to all the following working practices, risk assessments, protocols and procedures.

- A Lone Worker, works by him or herself, with a pupil without close or direct supervision. This includes staff that are working within the school but in isolation and also staff working off site in a one to one situation.
- Member of staff working outside normal hours.
- Member of staff off site - pupil's home.
- Member of staff off site - public venues.

Most people at some time during their normal work activity will be engaged in a solo activity out of sight or sound of others. Similarly, someone has to be first to arrive at work and someone will be the last to leave. Concentrating on "aloneness" is unnecessarily limiting and the

assessment of who is a lone worker must be based on those where the risks are higher, or those who work alone for considerable periods.

Risk Assessments.

The key to maximising safety wherever lone work is under consideration is the performance of a satisfactory risk assessment which should address two main features:

- whether the work can be done safely by a single person.
- what arrangements are required to ensure the lone worker is at no more risk than employees working together.

The risk assessment will be carried out by all staff whose working practice makes them vulnerable. These assessments should include:

- Safe access arrangements such as Guiding and Instruction – for safe protocols.
- Risk of violence.
- Safety of equipment.
- Channels of communication in an emergency.
- Security. (Alarm systems/personal alarms).
- Individual pupils own risk assessment.
- Travel involvement.
- Report Writing – following stipulated guidelines/ data protection.
- Trace Ability.
- Personal safety/security.

Managers' Responsibilities

Managers at all times must ensure that risk assessments systems are in place and meet the specific needs of all lone workers within their area of control and that these are updated and reviewed. Manager should:-

- Identify staff who lone work.
- Have knowledge of the need for lone working.
- Have in place safe systems in relation to lone working.
- Ensure appropriate risk assessments have been undertaken before work begins.

- Be ready to provide appropriate arrangements or back up when it is unsafe for staff to lone work.
- To follow the systems in place for staff to be traced and these systems regularly checked. - Off site forms and risk assessments.

Staff Responsibilities

Be aware of policies and procedures relating to lone working.

- Members of staff will alert another member of staff of their location, the time of the session, and the reason for the one to one session.
- Room will have a clear window or a glass-panelled door, or the door will be left open and the member of staff will have knowledge of nearest telephone communication point.
- Visiting tutors or visitors will be required to produce identification and sign the Visitors Registration and Screening Document with the outline of the Safeguarding Guidelines.
- Staff are required to act in an appropriate manner at all times.
- Records of one to one sessions must be dated and kept by the person leading the session and available to Line Managers at supervision sessions.
- The protocols laid out in the Code of conduct, discipline, rewards and sanctions/Positive Handling/ and Safeguarding/Child Protection policies in relation to incidents must be adhered to.
- Ensure that they comply with reporting systems and inform line manager of any changes.
- Ensure that they take reasonable care to protect themselves and implement all guidance, policy and practice relating to risks arising from lone working.

Medical Suitability

It will be necessary to determine:-

- Whether the job imposes any extra demands on the lone worker's physical or mental stamina?
- Whether the lone worker suffers from any illness that might increase the risks of the job?

Staff who are required to work alone on a regular basis may be required to attend for an occupational health assessment.

Training

Training will be monitored through the Continual Professional Development (CPD) and Performance Management Programme. Recording of this training will in kept in to ensure appropriate protocols are followed.

Medication Policy

Receiving Medication into School

All long term medication to be administered in school is to be accompanied by an authorised letter or prescription from the prescribing practitioner, detailing the following:-

- Medication.
- Name of pupil for which medication is intended.
- Quantity, form and strength of medication.
- Dose and frequency of medication.

Parents/Carers will be asked to complete a 'Permission to Administer Medication' form.

School acknowledges short course medication such as antibiotics may well be finished before a doctor's letter arrives in school. In this case parents/carers are asked to put the request for medication to be administered in school in writing, detailing the following:-

- Medication
- Name of pupil for which medication is intended
- Form and strength of medication
- Dose to be given
- Time medication to be given
- Any special instructions
- Signed and dated by parent/carer

All medication brought into school must, on arrival, be handed to an authorised member of staff, a member of staff who has undertaken Care of Medicines training, to be checked and

counted as soon as possible. If there is a delay in checking and counting the medication, due to unavoidable circumstances, the medication is to be locked in the medication cupboard until authorised member of staff is available.

Medication will then be checked against the pupil's Medicine Administration Record (MAR) and Prescription sheet, Dr's letter or the signed letter from the parent/carer for the following: -

- Medication is in its original container bearing a pharmacist label, pharmacy name and address.
- Name of pupil for which medication is intended.
- Quantity, form and strength of medication.
- Dose and frequency of medication.
- Date of supply and expiry date.

All medication is to be counted in and recorded on to the Receiving and Returning Medication Form. Any changes or anomalies should be reported to the Health Care Co-ordinator (HCC.)

A new prescription, or a letter from the prescribing doctor, to verify changes, should be obtained as soon as possible. Any anomalies, which may arise, i.e. not enough medication, wrong medication or medication with incorrect information on the label, will be brought to the attention of pupil's parents or carer and rectified as soon as possible by them.

Every effort should be made to obtain the correct medication before the end of the school day or before the medication is due, which ever occurs first. If this is not possible the pupil will/may be sent home, until a time they are able to produce the correct medication.

Storage of Medication

- All medication must be stored in a clean lockable cupboard, which is fixed to a wall and used only for the storage of medicines.
- Medication should be segregated according to route i.e. oral, topical.
- Access to the keys for the medicine cupboard should be restricted. Only authorised members of staff to have access.
- When not in use the medicine cupboard must remain locked.
- Medication must never be left out or unattended.
- All medication should be clearly labelled with the correct name of the pupil it was

prescribed for.

- Medication must never be given to a pupil it was not prescribed for.
- Each pupil's medication should be clearly segregated, i.e. in a named box or bag.
- All medication should be stored in an appropriate environment i.e. away from direct heat or variance in temperature.
- Medication requiring cold storage should be placed in a lockable fridge.
- The temperature of this fridge must be recorded daily with a minimum maximum thermometer. The ideal temperature being 2-8°C.
- Medication within the fridge should be segregated in a named box or bag.
- Pupils should know where their own medication is stored and who holds the key.
- Emergency response treatment should be readily available and stored safely and appropriately.

Controlled Drugs

See 'Appendix 1'

Administration of Medication

- Only authorised staff to administer medication, i.e. have undertaken Care of Medicine Training
- Where possible 2 members of staff are required to check and administer medication, one of whom must be authorised.
- Two members of staff are required when administering controlled drugs, both of whom will be authorised
- Ensure all equipment required is at hand before commencing the administration of medication procedure, i.e. prescription, MAR, Pupil Medicine Profile, PMP, drug reference book, water and tumblers, gloves, pill cutter and medication dispensing pots.
- Variation in dosage cannot be made on parental instruction alone and must be corroborated either by pharmacy label or the instruction of the prescriber.
- Any medication required for trips or activity must be signed out and in, within the Off-site medication book, by an authorised staff.

Procedure for Administration of Medication

- Wash hands and prepare a clean surface.
- Locate pupil.
- Check MAR sheet for pupil's full name.
- Check which medication is required at this time.
- Check the medication has not already been given.
- Check the dose which is to be given and the route the medication is to be given.
- Once the authorised member of staff or both members of staff, if two people are present, are satisfied with the above checks locate the correct medication from the medicine cupboard or fridge.
- Identify the correct medication by checking against the MAR sheet.
- Check for any special observations or requirements which may be required before administrating a medication on the PMP.
- Check the name on label.
- Check the expiry date.
- Check the dosage required and calculate how much is needed to achieve the prescribed dose, e.g. how many tablets or how much liquid. If tablets need to be cut, see instructions for cutting tablets.
- Before administering the medication check you are giving it to the correct pupil by verbally stating the pupils name against the MAR sheet.
- If the authorised or both members of staff are satisfied with all the checks the medication can be administered as prescribed.
- On no account must medication be left unattended to be taken later.
- Record on MAR sheet to indicate medication has been taken.
- Repeat above procedure for each medication due at this time for the pupil.

If medication cannot be administered this must be recorded using the correct procedure. (See bottom of - MAR sheets for code).

Cutting Tablets

Some tablets need to be cut in half or even quarters in order to obtain the correct dose.

- Use a pill cutter
- Use score line on medication
- Use disposable gloves or tissue

Dealing with errors in administration of medication includes: -

- A medicine given to the wrong pupil.
- The wrong medicine given to a pupil.
- An incorrect dose of medicine.
- Wrong route used for administration.
- Medication given the wrong time.
- A medicine is omitted without due reason or record.

Every effort is made to prevent an error occurring during the administration of medication. In the unfortunate event of an error occurring: -

- HCC or a member of the Senior Leadership Team (SLT) should be informed immediately.
- HCC/SLT contacts NHS 24 by dialing 111 to find out consequence of the error and any action to be taken.
- Mild adverse reaction to be monitored and recorded in the pupil's Health Care Records.
- Acute adverse reaction pupil should be taken to hospital A&E or emergency services called.
- The error should be reported to parent/carer by the HCC/SLT.
- A full report of the error is to be recorded on an incident form.
- A record made in the Medication Error Book.

Spoilt Medication

- Any spoilt medication during its care or administration is to be placed in a grip seal bag, labeled with type of medication and pupil's name. The grip seal bag will be placed in a labeled envelope with the instructions 'Spoilt Medication Do Not Use' and stored in the Clinic medicine cupboard until it can be returned home for parents to correctly dispose of.
- HCC and care staff on duty must be informed.
- All spoilt medication to be recorded and signed for on the back of the MAR sheet.

Errors when Signing for Medication

- Any signing errors made must be recorded on the back of the MAR sheet dated and

signed. The HCC and care staff on duty must be informed.

- Do not cross out on the MAR sheet
- A record made in the Medication Error Book.

Returning Medication Home

All medication remains the property of the pupil it has been prescribed for, and is to be sent home with the pupil at the end of each week, unless prior arrangements have been made for it to remain in school.

- All medication is to be counted out and recorded on the Receiving and Returning Medication Form.
- Once medication has been counted out, it should be placed in a named zip wallet and stored in the lockable medicine cupboard. Until it is time to place it in the correct pupil's home bag.
- All home bags must have a name label attached to them.
- All bags with medication in will be placed in a supervised or locked room.
- A member of staff will hand over the pupil's bags to the escort or taxi driver.

Medication Remaining in School

All medication remaining in school will be counted out for the week, as above and kept in a locked medication cupboard or fridge.

Disposing of Medication

- Parents/carers are responsible for ensuring that date expired medication is disposed of correctly, i.e. returned to the pharmacy for safe disposal.
- All medication no longer in use is returned to parents/carers for them to dispose of correctly, this includes spoilt medication
- When destroying medications it is important to be aware that flushing them down the toilet or sink is not permitted.
- If school is responsible for the disposal of medication the Disposal of Medication form is to be completed by both the school and the Pharmacy where the medication is taken for disposal.
- The Disposal of Medication Form will then be attached to the MAR sheet

Administration of homely remedies

For minor injuries and ailments school keeps a small supply of homely remedies which parents/carers are asked to give permission for staff to give at the start of each school year. These include: -

- Paracetamol tablets/suspension — for pain or fever
- Simple Linctuses — for coughs
- Strepsils — for relief of sore throat
- Olbas Oil — for decongestion (inhalation)
- Plasters/Mepore Dressings — for minor cuts and grazes
- Antiseptic Cream/Sudocrem — for minor skin irritation
- Witch Hazel Gel — for bruises
- E 45 Cream — for dry skin

If a pupil requires one of the above homely remedies: -

- Check for parental permission before administering.
- If there is no permission, contact parents before administering.
- All homely remedies given to a pupil after 4pm must be recorded in the Daily Dairy, with the date, time, amount and reason it was given. This will be transferred to the Health Care Record.
- Homely remedies given during the school day will be recorded in the clinic diary and the Health Care Record.
- Parents to be informed by clinic attendance form or by phone of any homely remedies administered by school staff.
- Paracetamol (See Appendix 2).

Dealing with Sick or Injured Pupils

All significant episodes of a pupil becoming unwell or sustaining an injury while under the care of the school should be dealt with immediately, using the following procedure: -

1. The HCC or First Aider, to assess the situation.
2. The child should be reassured at all times and made as comfortable as possible.
3. Where appropriate, first aid treatment or a homely remedy should be administered

in accordance with the school medicine policy.

Phone numbers to summon help

Health Care Co-ordinator contact ext 2004

Office ext 2000 to request First Aider

Emergency services 9 for outside line then 999

First Aid

If medical intervention is required the following options apply: -

- Emergency (life threatening) – dial 9 999 for an ambulance (see Appendix 3 Emergency Procedure).
- Emergency (non life threatening) child escorted to hospital.
- Day pupil – (requiring to be seen by a Doctor within 24 hours) parent/ carer informed and asked to make arrangements for child to see their own GP.
- Residential pupil – (requiring to be seen by a Doctor within 24 hours) to be taken to the NHS Walk in Centre, Old Swan Crystal Close Liverpool L13 2GA 0151 227 6700. Open 7am – 10pm
- Residential pupil – (requiring to be seen by a Doctor for non urgent reasons) parents informed and asked to make arrangements for child to see their own GP.

Sick or injured pupil not requiring medical intervention

Children who become unwell or sustain an injury, which prevents them from continuing with their normal days activity, but do not require medical intervention, will be managed by the HCC or the designated First Aider in accordance with Appendix 4 of this policy.

Sick pupil arriving at school

It is requested that parents/carers do not send sick pupils into school. The HCC will assess all children arriving at school appearing, or complaining of illness. If it is thought necessary, i.e. the pupil will be unable to carry out their normal daily activities, the transport will be asked to wait while arrangements are made for the pupil to be sent home.

Managing sick or injured pupils off campus

- The staff in charge of the activity will ensure any pupil who becomes unwell or injured is given appropriate treatment, following the school's procedure for dealing with sick or injured children.
- School is to be kept informed of any illness or injury occurring off-site, along with parent/carer.

Remember all significant episodes of illness or injury, are to be documented in the appropriate files.

- Accident/Incident Form
- Medical File
- Residential Pupil's File

Keeping parents/carers informed

Parents/carers are to be informed of any significant episode of a child becoming unwell or injured while in the care of the school via one of the following:-

- Phone call
- Clinic Attendance Form

Pupils requiring medication during educational visits and off site activities

- Staff who organize an educational visit or out of school activity must liaise with the HCC who will hand over any medication which needs to accompany pupils.
- Please note that all medication taken out with pupils is required to be checked and signed for.

Appendix 1

Controlled Drugs

- Controlled drugs shall be stored in one of our two controlled drug cupboard, which are situated in Bridgman medicine room and the Clinic
- The controlled drugs cupboards are fixed to the wall and have a lockable cupboard inside.
- Access to the key for the medicine cupboard containing the controlled drugs will be restricted to the HCC and the Head of Care and the most senior care staff on duty who has undertaken Care of Medicine training. The Keys will be handed over in person at the start and end of each shift.
- All controlled drugs must be administered in the presence of two staff who have undertaken Care of Medicine training.

All controlled drugs must be counted prior to administration and the amount recorded in the controlled drugs book

Appendix 2

Guidelines for the Administration of Paracetamol

Paracetamol is used to:-

- Treat mild pain
- Reduce a high temperature
- Relieve the symptoms of cold, flu and sore throat.

Procedure for Administering Paracetamol

The HCC, First Aider or identified member of staff to administer Paracetamol after check the following:-

Important: Do not give any Paracetamol if pupil is taking a cold or flu remedy – as most contain Paracetamol

- Do the symptoms merit administration of Paracetamol
- Do we have parental permission to give Paracetamol. Check pupil medical profile or contact parent/carer
- Has the pupil had Paracetamol in the past 4 hours? If unsure check, with the person who was previously responsible for the pupil, this may involve phoning home or school.
- Has the pupil had repeated doses. May need to see a Doctor if the symptoms persist for more than 48 hours.

After above procedure has been completed Paracetamol may be administered.. Calculate the correct form and dose for the pupil from the table below:

Form and Dose Range for Paracetamol Suspension

Child's age	Paracetamol Suspension	How Much to Give	How Often
4-6 Years	Infant Paracetamol Suspension 120mg/5ml	10ml	Up to 4 times in a 24 hour period
6-8 Years	Paracetamol Six Plus Suspension 250mg/5ml	5ml	Up to 4 times in a 24 hour period
8-10 Years	Paracetamol Six Plus Suspension	7.5ml	Up to 4 times in a 24 hour period

	250mg/5ml		
10-12 Years	Paracetamol Six Plus Suspension 250mg/5ml	10ml	Up to 4 times in a 24 hour period
12-16 Years	Paracetamol Six Plus Suspension 250mg/5ml	10 -20ml	Up to 4 times in a 24 hour period

Dose Range for 500mg Paracetamol Tablets

Age	Paracetamol Tablet	How Much to Give	How Often
12-16 Years	500mg Paracetamol Tablet	One or Two tablets	Up to 4 times in a 24 hour period
16Years +	500mg Paracetamol Tablet	Two Tablets	Up to 4 times in a 24 hour period

Recording the Administration of Paracetamol

The member staff who has administered the Paracetamol will -:

- Record amount and reason for administration on back of MAR sheet.
- Sign pupil MAR sheet stating time and amount given.
- Record administration in Paracetamol Book:
  - Date and time
  - Pupil name
  - Dose given
  - Tally of tablets

Appendix 3

Emergency Procedure

In the event of a pupil requiring emergency treatment: -

1. Dial 9 999 ask for an ambulance
2. State the nature of the problem and the school address
3. Remember to give location within the school
4. Inform school office
5. If not already in attendance summon the HCC/First Aider
6. Member of staff posted at the nearest entrance to escort the emergency services to the scene of the incident
7. The HCC/First Aider will manage the situation, administering First Aid until the emergency service take charge
8. A member of staff will accompany the pupil to hospital and remain with them until a parent/carer arrives or the pupil admitted and settled.

Post Emergency Situation

1. Parent/carer contacted and informed of situation
2. SLT/Duty Head informed
3. Staff and pupils witnessing the incident should be reassured and given time to recover from shock
4. Inform relevant staff members of situation
5. At the earliest possible opportunity an Accident or Incident form should be completed.

Appendix 4

Management of a sick or injured pupil not requiring medical intervention

Effects of illness or injury being of a short duration i.e. 2 hours – after appropriate first aid treatment.

- Pupil to be rested and observed until well enough to continue with daily routine.

Effects of illness or injury predicted to last longer than 2 hours - after appropriate first aid treatment.

- Day Pupil, as above, parents/carer contacted and arrangements made for pupil collection.
- Residential Pupils, school hours, as above - pupils to be rested and observed in their own residential group. A decision as to whether the pupil is to be sent home will then be made by the HCC/Head of Care (HoC). Arrangements made with the parents/carer for the pupil to be taken home.
- Residential Pupils, out of school hours - as above, the parents/carer and Duty Head informed of pupil's condition. A decision as to whether the pupil needs to be sent home will be made by the HCC/HoC. Parent/carer will make arrangements for the pupil to be taken home.

Management of Asbestos Materials

Background

A site surveys has been conducted throughout St. Vincent's School to determine the location and condition of asbestos containing materials.

The survey programme followed a management survey approach (HSG264 – Asbestos: The survey guide).

An ongoing management programme to control risks associated with asbestos containing materials has been implemented and a copy of the survey report is held by the Building Services Department.

Identification and Initial Assessment

This procedure shall be followed in any of the following circumstances:-

- Prior to the commencement of any work or activity which might disturb materials likely to contain asbestos;
- Where, during the course of any work, materials which may contain asbestos are discovered;
- Whenever a material which is suspected to contain asbestos is identified.

When any of the above situations apply, the presence of asbestos shall be confirmed by one of the following means:-

- Checking archive records by reference to St. Vincent's School's Asbestos Register and site survey results.
- Representative sampling of the materials, with subsequent analysis performed by an independent laboratory holding current UKAS (UK Accreditation Service). accreditation for the identification of asbestos. **In most situations this will be the preferred method.**
- Assuming that the material contains amosite (brown asbestos) or crocidolite (blue asbestos).

Once it is confirmed that a material contains asbestos, an assessment of the condition of the material and the risk that it presents shall be undertaken.

Dependent upon the results of the assessment, a decision shall be made regarding future treatment of the material. Treatment shall involve one of the following:-

- If the material is in sound condition, unlikely to release asbestos fibres and unlikely to be disturbed during future work or activity, it may be left in place. The material shall then be labelled in accordance with Schedule 2 of the Control of Asbestos at Work Regulations, 2006.
- The location, position, type and extent of the material shall be noted in the Register. Materials entered in the register shall then be 'managed', by ongoing checks of the condition of the material by the Building Services Supervisor.
- A contractor who is competent to carry out such work shall remove the material under controlled conditions.
- In any cases where it is not reasonably practicable to follow options (1) or (2) above and assessment has shown the need for remedial action to be taken, the material may be sealed (encapsulated), it will then be labelled and managed as described in (1). This work shall be performed under controlled conditions by a competent contractor.

Dealing with damaged asbestos containing materials

Following damage to suspect materials, persons shall be decanted from all areas which may have been contaminated. On leaving each area, the doors, windows and other connections to adjoining work areas shall be kept shut in order to reduce air movement.

Where there is doubt as to the presence of asbestos, either a sample of the suspect material shall be taken for analysis or the material shall be assumed to contain asbestos. Analysis of samples shall be carried out by an independent laboratory holding current UKAS accreditation for the identification of asbestos.

Disturbance air testing (testing performed whilst dust raising activities are undertaken) shall be carried out to check for contamination in each area which may have been affected. Until testing indicates otherwise, the areas shall be treated as contaminated and any persons

entering them shall wear protective clothing including suitable respiratory protective equipment (RPE).

The procedures for removal of asbestos containing materials will be followed where any of the following conditions apply: -

- Damage is extensive.
- Additional disturbance of the material is necessary or likely.
- Air monitoring shows significant contamination.

Where contamination is not widespread, then a licensed contractor may undertake an environmental clean up of the area(s) by agreement with the Health & safety Advisor. Occupation by unprotected persons shall be allowed only after reassurance air monitoring by a UKAS accredited analyst indicates that it is safe to do so.

In the cases of asbestos insulation board and asbestos cement, where damage is very limited and the results of air testing show that the amount of contamination is minimal or where the material is external, it may be practicable for a licensed contractor to undertake local repair/removal under controlled conditions by agreement with the Health & Safety Adviser.

Removal/treatment works with asbestos containing materials

Works shall be supervised by a competent (P402/405 qualified) Supervising Officer who has a thorough knowledge and understanding of this code, and will ensure that all relevant stages of the code are adhered to during the project.

If work is to be put out to tender, an Asbestos Method Statement/Risk Assessment Form will be sent to each tendered prior to awarding of the contract. The results of asbestos identification shall also be communicated to all prospective contractors.

The contractor chosen to undertake the work must hold a current licence under the Asbestos (Licensing) Regulations, (1983) as amended.

Prior to any work starting, the contractor shall complete a Method Statement/Risk Assessment, specific to the work in question, for the approval of the Health & Safety Advisor.

St. Vincent's School will appoint a UKAS accredited analyst for identification and air monitoring work. The contractor carrying out the asbestos works shall not employ analysts.

The contractor carrying out the asbestos works shall:-

- Provide access and any labour required to ensure that observation of the smoke test and a thorough visual inspection, following completion of work, can be carried out by those performing testing work.
- Ensure that the works supervisor is available during visual inspection so that all necessary remedial work is relayed accurately. This will be best achieved if the contractor accompanies the Officer/Consultant performing the visual inspection.
- If an enclosure is used, incorporate a perspex-viewing panel.

If air monitoring, performed prior to enclosure construction, shows significant contamination, the work method shall be amended to include decontamination of the area. If significant contamination is found following the dismantling of the enclosure, the contractor shall be deemed responsible and shall rectify the problem.

Contractors shall make available, on request, the following records:-

- Examination and test of air extraction equipment.
- Examination and test of vacuum cleaners.
- Maintenance and repair of RPE.
- Evidence that their employees have undergone medical examination. (Anonymous systems information).
- Employee training records.
- Qualitative fit test certificates.

During the course of the works the Supervising Officer shall visit the site and check that the equipment specified in the work method is supplied and that the procedures described in the work method are adhered to. This function may be performed by those carrying out testing work if they are to be present during the works.

Note A record of non-compliance with stated work methods shall be kept for each contractor. Where either repeated or major problems occur the contractor will not be considered for future works.

The Management of Health and Safety at Work Regulations 1999 (as amended)

St. Vincent's School will in accordance with the regulations undertake Risk Assessments to assess all work activities undertaken by employees.

Specific Risk Assessments will be undertaken to ensure that employees are not exposed to any potential hazards within the workplace.

The outcome of the assessment should be recorded, together with the control measures required on the Risk Assessment form.

Employees are responsible for ensuring they are aware of the contents of the Risk Assessment prior to carrying out the task concerned. If they do not understand any aspect of the Risk Assessment, advice and further consultation with the Manager must take place.

The Principal should arrange to review each Risk Assessment or safe working procedure annually or as necessary, so as to comply with current legislation.

The Principal must produce the Risk Assessments file as and when required by the Enforcing Agency.

The Manual Handling Regulations

Introduction

The Organisation is responsible for ensuring that Risk Assessments are undertaken for any lifting or handling operations of items of plant or equipment, which are heavy and awkward in shape which it is envisaged is likely to cause personal injury to employees.

A Manual Handling Risk Assessment must be undertaken for tasks e.g. carrying and moving of stepladders, lifting and moving of equipment from one office to another. Any remedial action necessary must be implemented as soon as possible.

All written assessments must be held by St. Vincent's School for the purposes of, reassessment, and inspection by the Enforcement Authority.

Any specific handling or lifting technique involved in moving items should be addressed by:

- Relevant information, instruction or training being provided to all employees.
- The provision of written safe working practices, incorporating correct handling or lifting procedures, being provided.

Whilst it is appreciated that a Risk Assessment is not applicable to every job undertaken, employees are responsible for providing evidence that such an assessment was undertaken prior to commencement of a job involving high-risk features.

Arrangements for Securing the Health and Safety of Employees Assessment of Risk

The Principal will control and co-ordinate all Manual Handling Assessments and ensure that they are carried out by Competent Person(s) whose abilities will include:

- An understanding of the Regulations.
- A knowledge of the handling operations that are to be assessed.
- An awareness of human (individual) capabilities and limitations
- An ability to recognise particular risks.
- An ability to recommend reasonably practicable solutions.
- A judgement of what constitutes an acceptable residual risk.

Risks that are identified will be reduced to the lowest level 'reasonably practicable'.

Manual Handling Assessments will be recorded and kept in the Risk Assessment file held at St. Vincent's School.

Definition of Moving and Handling

Moving & Handling is any action required as part of a person's job that involves movement of a person or inanimate object by hands or bodily force. This includes activities such as lifting, lowering, pushing, pulling, carrying and supporting load.

It is recognised that Musculoskeletal Disorders (MSDs) can arise from periods of being in a static position (e.g. being seated at a desk for long periods) or repetitive stooping or bending and that they are often the result of a cumulative effect rather than being attributable to a specific incident.

It is important therefore, that any injuries or ill-health related to moving & handling or working in static positions and poor postures are reported.

The Scope of the Policy

The policy covers all moving and handling activities undertaken by staff during the course of their work. It applies to all members of staff and volunteers as well as the service users. It also applies to agency staff, contractors and visitors.

The policy recognises that all staff have a duty of care under common law to the service users and to any colleagues who may be involved in moving and handling tasks.

St.Vincent's School will take reasonable steps to ensure that any staff used who are employed by outside agencies have received the appropriate training and information on how to perform safer moving and handling prior to commencement of duties on behalf of the Organisation.

Load Handling

- A minimal lifting approach will be applied to load handling situations based on a full risk assessment, which takes account of factors such as size, shape, weight and design of the load. Mechanical aids should be utilised wherever possible.
- Whenever possible the risk of injury from Load Handling problems should be reduced by implementing measures at strategic level. Good planning and design at the workplace will often eliminate hazards at an early stage.
- Safe systems of transportation will be readily available for the movement of goods, supplies and equipment.

Organisational Responsibilities

The management of St Vincent's retain responsibility within their Organisation for the implementation of the policy. This includes for example, ensuring that sufficient resources are made available for the purchase of moving and handling equipment, the provision of training for all staff and the availability of specialist staff to support the risk assessment process.

Each organisation has a legal duty as far as is it reasonably practicable to ensure that:-

- The need for hazardous moving and handling is avoided or, when it cannot be avoided, an assessment is made of the operation and where there is a risk of injury; appropriate steps are taken to reduce the risk to the lowest possible level.

The assessment must follow the ergonomic approach and take into account the following factors:-

- Characteristics of the load.
- Physical capabilities of the individual worker.
- The working environment.
- The requirements of the task.

Information and training is provided to staff and managers on risk assessment and basic ergonomic principles.

Management Responsibilities

All managers have the responsibility, so far as is reasonably practicable, for ensuring that arrangements made under the policy, are implemented properly. This includes: -

- Being aware of the moving and handling tasks that occur within their area of responsibility and avoiding the need for employees to undertake any moving and handling tasks, which involve a risk of injury.
- The introduction of appropriate risk reduction measures where the handling task cannot be avoided. This may include the use of mechanical aids, redesigning the handling task or changing the environment.
- Supervising staff to ensure that safe working practices are being followed and that equipment is being used where applicable.
- Ensuring that adequate staffing levels are maintained to meet moving and handling requirements.
- Making sure that staff wear the appropriate clothing and footwear for moving and handling. In some situations this may include personal protective equipment, e.g. gloves and special footwear.
- Manual Handling Assessments are carried out and relevant records are kept.
- Adequate Information and Training is provided to persons carrying out manual handling activities.
- Any injuries or incidents relating to manual handling are investigated and remedial action taken.
- Safety arrangements for manual handling operations are regularly monitored and reviewed.
- Employees undertaking manual handling activities are suitably screened for reasons of Health and Safety before undertaking the work.
- Special arrangements are made, where necessary, for individuals with health conditions that could be adversely affected by manual handling operations.

Equipment

It is important to ensure that suitable and sufficient equipment is provided, is properly maintained and is easily accessible for all staff.

- Action if any defects are detected. If a hoist sling is faulty or worn it is removed from the work area immediately, rendered useless and given to the Line Manager in each area. In the same way if a hoist is faulty or fails a visual inspection it is clearly labelled and removed from the working environment.

Staff Health

- Ensuring that moving and handling requirements are clearly identified when recruiting staff so that appropriate medical advice can be taken as part of preemployment health screening.
- Making allowance for any known health problems which might have a bearing on an existing employee's ability to carry out moving and handling tasks in safety.

Accident/Incident Reporting

- Maintaining records of accident and ill health related to moving and handling and to investigate the circumstances surrounding the accident or incident.
- Reporting unresolved problems and deficiencies to the case manager, such as lack of equipment, unsafe working conditions or lack of trained staff.

Employee Responsibilities

Employees have a legal duty to take reasonable care of their own health and safety and that of others who may be affected by what they do or do not do. Staff must therefore:-

- Work within limitations and not carry out any activity for which they are not competent.
- Co-operate with their line manager in performing risk assessments for moving and handling.
- Look out for hazards and report any unsafe situation to the line manager.
- Use equipment provided.
- Follow safe working practices.
- Not interfere with or misuse any equipment or aids that have been provided.
- Not use equipment that they have not been trained to use.

- Follow training and instructions provided on moving and handling, e.g. moving and handling protocols, person handling plans and guidance from training courses.
- Attend moving and handling training including updates.
- Report pregnancy or any medical conditions, which may affect their ability to perform moving and handling.
- Wear suitable work clothing and footwear for moving and handling and comply with the dress code for their area of work.

Training

Training programmes will be based on an ergonomic and problem solving approach to moving and handling which include the following elements as a minimum requirement:

- The human, economic and legal costs of MSDs.
- Relevant health and safety legislation including Human Rights and the need for balanced decision making.
- The anatomy and function of the spine and the causes of MSDs.
- 24 hour back care.
- Basic ergonomic and manual handling principles.
- Assessment skills and knowledge of the assessment process.
- Current moving and handling techniques.
- Use of relevant mechanical aids and equipment.

Training must also be provided if new equipment is provided in the workplace or if there is a change in the work situation, e.g. changes to the environment or changes in service delivery.

Training would normally be delivered on induction, when systems or equipment change, on return to work following injury and otherwise at “suitable” intervals. St Vincent’s will aim to update staff on an annual basis where none of the above circumstances apply.

Risk Assessments

The following factors will be considered during the assessment: -

The Task

Does it include bending, stooping, twisting, stretching, excessive lifting/lowering, carrying over long distances, excessive pulling/pushing, sudden movement of the load, prolonged physical effort and/or team handling?

The Load

Is it heavy, bulky, unwieldy, difficult to grasp, unstable, sharp or potentially damaging?

The Individual

Does the task require unusual strength or height, put at risk those who might reasonably be considered to be pregnant or to have a health problem?

Sufficient knowledge and understanding of the work is an important factor in reducing the risk of injury. Individuals undertaking lifting will be given suitable instruction, training and information to undertake the task with minimum risk.

The Working Environment

Are there space constraints preventing good posture, uneven, slippery or unstable floors, variations in levels, extremes of temperature/humidity, gusts of wind, or poor lighting conditions?

Other Factors

Does the task require the individual to wear PPE?

- Ergonomic design of the workplace and activity.
- The provision of automated and mechanical aids such as trolleys, lifts and conveyers.

Duties of Employees

The Principal must ensure that: -

- Manual Handling Assessments are carried out and relevant records are kept.
- Employees are properly supervised.
- Adequate Information and Training is provided to persons carrying out manual handling activities.
- Any injuries or incidents relating to manual handling are investigated and remedial action taken.
- Employees adhere to safe systems of work.
- Safety arrangements for manual handling operations are regularly monitored and reviewed.
- Employees undertaking manual handling activities are suitably screened for reasons of Health and Safety before undertaking the work.
- Special arrangements are made, where necessary, for individuals with health conditions that could be adversely affected by manual handling operations.

Employees should ensure that:-

- They report to Management any personal condition, which may be detrimentally affected by the manual handling activity.
- They comply with Instruction and Training, which is provided in safe manual handling activities.
- Their own Health and Safety is not put at risk when carrying out manual handling activities.
- They use equipment that has been provided to minimise manual handling activities.
- Any problems relating to the activity are reported to a responsible person.

Safe Systems of work

- Poor lifting techniques can result in discomfort and can increase the risk of injury and it is important to adopt the following simple precautions can reduce these risks:-
- Ensure that formalised systems of work, which have been designed for the work activity, are complied with.
- Make full and proper use of aids to lifting and carrying, such as trolleys, lifts and access equipment.
- Store heavy items between hip and shoulder height. Where possible only store small, light items above shoulder or below knee height.
- Avoid tasks that require excessive stretching or twisting.
- Ensure that regular breaks are taken where manual handling activities are repetitive or to prevent the onset of fatigue.
- Ensure there are no sharp, hot or cold edges that could cause injury.
- Ensure that walkways are clear of obstructions.
- Make full and proper use of Personal Protective Equipment (PPE).
- Report any problems or concerns associated with manual handling operations to a responsible person without delay.

Summary

More than a third of lost time injuries at work are caused by manual handling activities.

Simple, common sense measures can be taken to reduce these risks. The three most important steps are to: -

- Follow the system of work, using handling aids properly and effectively.
- Never take personal risks by over reaching, twisting, stretching, stooping or over exerting during a handling task.
- Report any problems in the working activity or equipment as soon as these arise and ask for assistance where necessary.

Positive Handling Policy

Introduction

This policy and guidance provides all staff charged with responsibility for the care and control of children and young people at St. Vincent's with the legal framework in which they are to operate. It also provides practical considerations of the circumstances in which we will work and strategies for successfully managing out of control behaviour.

In the foundation and implementation of this policy we formally adopt the guidance contained within DfEE circular and subsequent guidance.

It is important to remember that the majority of our young people behave very well and conform to the expectations of the school and community. We have a responsibility to ensure that good behaviour is valued and that circumstances within the school are geared to enhancing each individual's own sense of value and worth.

It is acknowledged that the majority of behaviour that does not meet the school expectations is managed within our code of conduct, discipline, rewards and sanctions policy and they do not rely on any form of physical intervention.

The Education Act 1997 (Section 4) clarified the use of physical force by authorised staff to control or restrain pupils, achieved through the addition of section 550A to the Education Act 1996.

This policy sets out to define the circumstances in which staff may judge it necessary and appropriate to use the application of force to control and or restrain a child or young person.

School Ethos

Our overriding ethos of care and respect determines the extent to which pupils will feel that they belong to the community and as a result impact on all aspects of behaviour. Our school achieves a positive, calm and facilitative environment in which children and young people can develop and learn through a wide range of measures.

A key factor in this is the provision of a broad and balanced curriculum appropriately differentiated to stimulate and engage all pupils, in conjunction with the provision of an effective personal and social education curriculum.

We widely recognise that reward based rather than a punishment orientated ethos which reinforces good behaviour and attitudes and avoids whole group sanctions brings about desired behaviour. Similarly the use of any form of force as a punishment as well as being unlawful is unlikely to induce positive attitudes and behaviour in children and young people.

The school environment is one where rewards and personal affirmation are more frequent than sanctions and disapproval. Sanctions are applied flexibly and in the context of the individual needs of the child or young person. We expect and value high levels of pupil involvement in the life of the school and achievement is regularly celebrated.

Staff relationships with pupils are based on mutual trust and respect. They are the firm foundation for communicating expectations regarding individual learning targets as well as managing all behaviours.

The supportive ethos within the school is determined by the extent to which staff feel safe and supportive in carrying out their duties. There is a recognition that from time to time some staff may experience verbal and physical assault whilst working with our children and young people. All staff recognise that they should not expect or accept such abuse and in events when it may occur appropriate action will be taken.

School Responsibilities

All staff are aware of what is expected of them, their contribution to the ethos of the school as well as their contribution to the management of pupils' behaviour.

Staff have access to guidelines on the support and training available to them to augment existing awareness, knowledge and competences relating to the management of behaviour in keeping with appropriately related school policy documentation.

Core Principles

Every child and young person needs security, stable and caring relationships and a dependable and predictable environment in order to develop self-discipline and control.

Behaviour management is the educational process, which involves the use of authority to bring about change. Children and young people are guided through their participation in this process towards socially acceptable, self controlled and responsible behaviour.

When staff are sure that a pupil has the ability to understand what is required and the skills necessary to behave in a desired way, behavioural approaches are most relevant. Change and enhancing social competency is much more than developing a strategy or rewarding actions to increase motivation towards desired behaviour.

Challenging behaviour is a developmental 'right of passage' that impacts on individual children and young people at different times and with differing levels of intensity. Testing boundaries are part of this process. When this occurs each incident needs to be considered and understood in context.

Interventions or responses to behaviour should be made following serious attempts at involving the young person in the behaviour management process. St. Vincent's has a positive culture in which incidents of poor behaviour may be viewed as learning opportunities for all concerned.

Sanctions will always be brief, clear and to the point. Disapproval will always be of the behaviour and not the person (see Code of Conduct, Discipline, Rewards and Sanctions for pupils Policy).

Definitions

In considering the use of reasonable force to control and or restrain children and young people it is essential that there is clarity about the terms that are used to describe physical interventions when they occur. For the purposes of this policy and resulting guidance the following definitions will be used to describe: -

I). Escorting: Accompanying for protection or guidance. The level of compliance from the child or young person being escorted and the degree of physical force being used by the member(s) of staff will determine whether this act should be considered as a restraint i.e. was the child or young person being overpowered in order to be escorted.

II). Holding: To assert authoritatively. The degree of force being used in relation to the level of co-operation and compliance being displayed by the child or young person that determines when holding becomes restraining. The higher the level of force the more likely the action will be deemed restraining. Ultimately it will rest upon whether the young person was overpowered and had no choice but to remain in the hold.

III). Restraining: Physical control as defined by the application of force with the intention of overpowering the child or young person to prevent them from harming themselves or others or damaging property.

The impact of section 550A on the action authorised staff at St. Vincent's to have control or charge of pupils is that they are expected to use reasonable force to prevent a child or young person from doing or continuing to do any of the following: -

- Committing a criminal offence (including behaving in a way that would be an offence if the pupil were not under the age of criminal responsibility);
- Injuring themselves or others;
- Causing damage to property (including pupils own property);
- Engaging in behaviour prejudicial to maintaining good order and discipline at school or among any of its pupils, whether that behaviour occurs in a classroom during a teaching session or elsewhere.

The provision applies when authorised staff are on school premises, and when he or she has lawful control of the children and young people concerned elsewhere e.g. on a field trip or other organized out of school activity.

Section 550A does not specifically detail what action staff should take to protect him/herself from attack. However everyone has the right to defend themselves against attack provided they do not use a disproportionate degree of force to do so.

The judgement about the degree of force will always be made in the context of the perceived physical threat i.e. how badly injured would the person be if they had not taken steps to defend themselves.

Where the aim of physical intervention is to maintain good order it is essential that the member of staff takes into consideration the extent to which any such action might exacerbate the situation. The age and understanding of the pupil will be taken into account. Physical intervention should not be used to replace good behavioural management.

Authorised Staff

Section 550A confers the responsibility for all staff to use reasonable force to control and or restrain children and young people in the same circumstances as would to be used by teachers. All staff if they are to use physical interventions must be authorised by the Principal to so do.

This group comprises of all teaching, care and LSA staff together with the FLO and the HCC. The Principal will explicitly inform the people concerned and ensure that they are aware of and properly understand what the authorisation entails. All staff, who work with the children, have received accredited training in Crisis Prevention and Intervention.

Planning for Incidents

There are a wide variety of incidents in which reasonable force might be appropriate, or necessary, to control or restrain a child or young person. Generally there will be three main categories:-

1. Where action is necessary in self defence or because there is an imminent risk or injury for example:-

   a. a pupil attacks a member of staff, another pupils or is self harming.
   b. pupils are fighting.

2. Where there is an assessment that risk of injury, or significant damage to property for example:-

   a. A pupil is engaged in, or is on the verge of committing deliberate damage to property.
   b. A pupil is causing, or at risk of causing injury or damage by accident, rough play, out of control behaviour or the misuse of objects.
   c. A pupil is running in a corridor or on a stairway in a way, in which he or she might have or cause an accident likely to injure him or herself or others.
   d. A pupil tries to leave the school without permission and such an action is judged to put them at risk within the community.

3. Where a pupil is behaving in a way that is compromising good order and discipline: -

   a. A pupil persistently refuses to obey an instruction to leave the classroom.
   b. A pupil behaves in a way that is seriously disrupting a lesson i.e. that learning becomes impossible for other members of the class.

Where the school is aware that a child or young person is likely to behave in a way that may require physical control or restraint, it will be essential to plan how to respond if and when the needs arise. Such plans need to address:-

a. The involvement of the child or young person and their parents-carers in developing the plan this ensuring all parties are clear about what action will be taken and why.
b. Staff awareness of the plan and their part in it (this may include specific training for staff most likely to be involved with the particular behaviour, an appropriate trainer is currently in the process of being identified).
c. Planning where appropriate how additional support can be summoned in the event of the plan being used.
d. Ensuring that the individual needs of the child or young person are taken into account, in some instances it will be necessary to consider the physical/health needs of the young

person in order to ensure that holds are safe.

Reasonable Force

There is no legal definition of reasonable force however consideration of what constitutes reasonable force will always depend on all circumstances in the case. In determining what constitutes reasonable force the following factors need to be taken into account: -

a. The use of force can be regarded as reasonable only if the circumstances of the particular incident warrant it. The use of any degree of force is unlawful if this is not the case. Therefore the use of force to prevent a pupil from committing a trivial misdemeanour or where resolution of the issue could be achieved without the use of force cannot be justified.
b. The degree of force employed must be in proportion to the circumstances of the incident and the seriousness of the behaviour or the consequences it is intended to prevent. Any use of force will always be the minimum required to achieve the desired result.
c. Where force is applied it will be done in a manner that attempts to reduce rather than provoke a further aggressive reaction.
d. The number or staff involved should be the minimum necessary to control/restrain the child or young person, whilst minimising the risk of injury to all parties.
e. Where the use of force is in self-defence if a person had done only what he or she honestly and instinctively thought was necessary, that would be the most potent evidence that only reasonable force was used.

Positive handling by staff can take several different forms. It might involve staff in any of the following: -

- Breaking up a fight.
- Blocking a pupils exit.
- Holding, pushing or pulling.
- Escorting the pupil by the hand or arm.
- Restraining a pupil.

Every physical intervention should be planned and conducted within the context of recognised strategies for the use of reasonable force. Only in exceptional circumstances, where there is an immediate risk of serious injury should a member of staff act/take any necessary action that is consistent with the concept of reasonable force.

- Holding a pupil around the neck, by the collar, or in any other way that might restrict airways and circulation.
- Slapping, punching or kicking.
- Twisting or forcing limbs against a joint.
- Tripping a child or young person.
- Holding a child or young person by the hair or ear.
- Holding a pupil face down on the ground (except in exceptional circumstances).

During the course of any physical intervention use of the voice is likely to be the most effective tool available to staff in seeking to de-escalate the situation. Holds and restraints should be chosen with this in mind and staff should attempt to communicate with the child or young person at all times. More than one member of staff should be present at all times to minimise potential injury.

The use of supine and prone restraint should only be used in extreme circumstances and when all other techniques have either been tried or the judgement of staff is that it is the only way to safely control extreme aggressive and challenging behaviour. Should either of these techniques be used then the following will apply: -

a. The technique will only be used by staff specifically trained for the purpose.
b. The incident will be recorded in detail as prescribed in this policy and that information will be used to plan for the future the emphasis will be on how to avoid the situation arising again. The content of the plan will be shared with the pupil, parents and carers as well as colleagues from other agencies where appropriate.
c. The use of the technique will be carefully monitored by someone not involved in the restraint. Careful attention should be paid to the amount of time that the restraint is applied. It may be necessary to call other agencies to the scene if the pupil is failing to calm and there is concern about the safety of extending the use of the technique

beyond 4 to 5 minutes.

d. Regular checks to ensure breathing and airways are clear are imperative during the use of the technique.

e. All such incidents will be reported to the Principal within two working days. A full copy of the written record will be sent in addition to any plan that was in place at the time of the incident.

Recording, Reporting and Repair

A written record of any occasion when the use of force has been made is required and established. The records include:-

- The name(s) of the pupils involved.
- The name(s) of all staff involved including witnesses.
- When and where the incident occurred.
- The reason that force was used and the nature of the force used, degree and type of hold.
- The antecedents, detail of incident including what was said, duration.
- Pupil's response and outcome of incident.
- Details of any injuries including marks to the skin.
- Details of damage to property.

The report is to be kept securely within the school office and individual staff should retain a copy for their own use.

The record should be used to assist all concerned with planning to avoid repetition of the incident that caused the use of force. Similarly the record should be used to analyse what worked well and how it might be replicated as part of a planned response to out of control behaviour in the future. The outcome of all such planning should be captured in a written plan that is shared with the child/young person and their parents or carers.

Staff involved in an incident should be provided with support. They may need time to reflect upon their involvement in the incident and calm themselves before continuing with their duties. Similarly pupils involved in an incident will need time to calm down and reflect upon

their part in it. It is only when pupils are provided with the opportunity to consider alternatives to the behaviour that caused the incident that any learning will take place.

Frequency of serious incidents requiring physical intervention

Training in physical intervention has been undertaken by all staff. Further training is to be sought in safe movement techniques.

Whilst an appropriate trainer is to be identified it should be recognised that due to the nature of the pupil's special need we are accustomed to physical guiding through our mobility programme. The good principles established through mobility training are a sound foundation upon which positive physical intervention is being developed.

The Health & Safety (Display Screen Equipment) Regulations 1992

Introduction

The Display Screen Equipment Regulations 1992 require employers to assess and control the health risks to Health and Safety arising from the use of Display Screen Equipment.

Display Screen Equipment is defined within the Regulations as any Alpha-numeric or Graphic Display Screen, and includes Cathode Ray tubes, Microfiche, Liquid Crystal Display, Plasma and Touch Screen Displays.

The Regulations do not cover: -

- Display Screen Equipment on board a means of transport.
- Display Screen Equipment intended for public use and those in public libraries and schools.
- Portable systems not in prolonged use.
- Window typewriters.
- Equipment that has a small data or measurement display - calculation cash registers and medical equipment.

How to determine who is a Display Screen (DSE) user

An employee will be a user if they satisfy the criteria given below: -

- The individual normally uses Display Screen Equipment (DES) for continuous or near-continuous spells of an hour or more at a time.
- The individual uses Display Screen Equipment in this way more or less daily.
- The individual has to transfer information quickly to or from DSE.
- The individual needs to apply high levels of attention and concentration.
- The individual is highly dependant on Display Screen Equipment.
- The individual has little choice about using Display Screen Equipment.
- The individual needs special training or skills to use the Display Screen

Equipment.

- Procedure

The Principal shall identify all employees who are 'users' of Display Screen Equipment. A person can be identified as a user if the following criteria are satisfied:-

- The employee uses the equipment continuously or nearly continuously for periods of an hour or more.
- The employee works in this way more or less on a daily basis.
- The employee is required to transfer information quickly.

In addition one of the following criteria must also be satisfied:-

- The employee needs to apply high levels of concentration.
- The employee is dependent on the equipment and has little choice about using it.
- The employee needs special skills to use the equipment. All staff should complete a workstation assessment using the checklist attached to this procedure.

All identified risks shall be reduced to the lowest extent reasonably practicable.

A copy of the booklet Visual Display Work: Guidance for Staff, concerning Health and Safety, shall be issued on a recorded basis, to all users of Display Screen Equipment and used as the basis for Training and Instruction.

Users of Display Screen Equipment may request an eye or eyesight test. In the first instance the organisation may provide a vision screening service through an approved ophthalmic optician.

Where eye and eyesight tests show users to require spectacles to correct vision defects at the specific viewing distance for display screen work, the organisation may consider meeting the cost of basic lenses and frames.

The Principal shall inform 'users', of Display Screen Equipment, of the need to take regular breaks away from the screen: -

- Breaks and changes in activity should be included in working time and reduce the workload

at the screen.

- Breaks should be taken when performance and productivity are at a maximum, before the user gets tired.
- The timing of the break is more important than its length.
- Short, frequent breaks are more satisfactory than occasional, longer breaks. For example, a 5-10 minute break each hour would be better than 15-20 minutes every two hours.
- Users should be allowed discretion as to when to take breaks and how they carry out tasks (but they should not be given total discretion as they may forgo breaks in order to expedite a task).
- Changes of activity away from the DSE appear to be more effective than formal rest breaks in relieving visual fatigue.
- Breaks should, if possible, be taken away from the workstation (surfing the Internet for private use does not constitute a break) and, in an addition in the new guidance, allow the user to stand up, move about and/or change posture.

If break-monitoring software is used: -

- Care needs to be taken when setting thresholds for the packages.
- Software packages are unable to detect screen-reading time.
- Employers must, in any case, ensure that the work is planned and that the breaks are taken.
- On-screen reminder rather than forced stops or lock-outs are less likely to frustrate users.
- The user should have some scope to configure the package.

Recording your Findings

The format follows the HSE document 'Five Steps to Risk Assessment'.

- For services delivered from more than one site, it is important that any site-specific hazards are considered and the framework assessment amended accordingly.
- There is no need to draw up a separate Risk Assessment for every new job, or facility/site at which the services are delivered, unless they introduce significant new hazards not adequately covered within the framework document.

The Principal should ensure that all those affected by the Risk Assessment should be informed

of its findings. This would include communicating with other employers in shared workplaces.

The Health and Safety (First-Aid) Regulations

The Law

The Health and Safety (First-Aid) Regulations require employers to provide suitable first-aid equipment, facilities and personnel to enable immediate assistance to be given to employees if they are injured or become ill at work. Regulation 3(2) states that in order to provide first aid to injured or ill employees, a person shall not be suitable unless he has undergone -

a. such training and has such qualifications as the Health and Safety Executive (HSE) may approve for the time being in respect of that case or class of case, and
b. such additional training, if any, as may be appropriate in the circumstances of that case.

Detailed information can be found in First Aid at Work. The Health and Safety (First-Aid) Regulations 1981.

St. Vincent's School is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring in St Vincent's.

St. Vincent's School will undertake a Risk Assessment of the First Aid requirements to identify the level of risk to employees, visitors and contractors. The findings will assist in considering what first aid equipment, personnel and facilities must be made available.

St. Vincent's School provides information and training on first aid to employees to ensure that statutory requirements and the needs of St. Vincent's School are met.

First aid boxes are provided within all areas of St. Vincent's School to ensure that there are adequate supplies for the nature of the hazards involved. All boxes contain first aid requisites sufficient for the numbers employed and in accordance with the Regulations. (The contents list can usually be found inside the lid of the box.)

First Aid boxes shall be suitably marked and be easily accessible for first aiders to make simple retrieval.

The first aid box should be kept in a prominent position in a marked location that is readily accessible and free from dust.

First Aid Training Courses

If you have identified that first-aiders are needed in your workplace, they must have a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW). EFAW training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work.

FAW training includes EFAW and also equips the first-aider to apply first aid to a range of specific injuries and illnesses. The findings of the first-aid needs assessment can help you decide whether your first-aiders should be trained in FAW or EFAW.

FAW courses involve at least 18 hours of training and are run over a minimum of three days. Training organisations offering the course need to be approved by Health & safety Executive (HSE) for this purpose.

The Health & Safety Executive strongly recommends that first-aiders undertake annual refresher training, over half a day, during any three-year FAW/EFAW certification period.

Although not mandatory, this will help qualified first-aiders maintain their basic skills and keep up to date with any changes to first-aid procedures.

The Personal Protective Equipment Regulations 1992 (as amended)

A Risk Assessment must be undertaken if Personal Protective Equipment (PPE) is required to be worn by employees.

The Regulations state that if appropriate Personal Protective Equipment is required to be worn it must be supplied by the employer.

Although it is essential to use Personal Protective Equipment, if required, following Risk Assessment it should be used only as the last resort, in controlling risk.

Protective clothing and equipment including head and eye protection

Statutory Regulations, which relate to the provision and use of protective clothing and equipment includes: -

- The Control of Asbestos at Work Regulations.
- The Noise at Work Regulations.
- The Control of Substances Hazardous to Health Regulations.
- The Personal Protective Equipment at Work Regulations.
- The Control of Vibration at Work Regulations.

An employer has a statutory duty to provide protective clothing and equipment, taking into account ergonomic and comfort requirements of an employee.

A Risk Assessment conducted by the employer, which identifies the need for protective clothing and equipment, must identify within the assessment the types of personal protection which may be required.

As part of your action plan following a Risk Assessment, consideration should firstly be given to removing the need for P.P.E. It should be remembered that P.P.E. is provided when all other methods of protection have been looked at.

Where P.P.E. has been highlighted as required under the Risk Assessment, then the P.P.E. will be provided at no cost to the employee.

An employer must provide Information, Instruction and Training to employees relating to the use of Personal Protective Equipment.

Employees are required to co-operative with their employer in the use and care of protective clothing and equipment.

All operatives must wear appropriate protective clothing and/or use protective equipment according to the nature of work undertaken and the identification of risks present.

All newly employed operative prior to commencing work, shall be issued with standard protective clothing and equipment.

Sub-contractors must provide evidence of having obtained standard items of personal protection, and that of specialist application, together with requisite training undertaken, prior to commencing work.

A record of issue of protective clothing and equipment must be kept. Any person not complying with a requirement to use protective clothing and equipment, whether directly employed or a sub-contractor will be subject to disciplinary action.

Head Protection

In accordance with the Construction (Head Protection) Regulations 1989, the organisation shall provide each of their employees, who is at work on operations or work to which these regulations apply, with suitable head protection and shall maintain it or replace it whenever necessary.

In most cases suitable head protection shall mean an industrial safety helmet (hard hat) conforming to BS. EN. 397. For work in confined spaces a bump cap designed to BS. EN. 812 may be more suitable, but is restrictive in its use.

It is the duty of every employee or self employed person under the control of the organisation to wear their hard hat at all times and to ensure their hard hat is maintained in good order. It should: -

- Be stored, when not in use, in a safe place, for example, on a peg or in a cupboard.
- Be visually inspected regularly for signs of damage or deterioration.
- Have defective harness or components replaced.
- Have the sweatband regularly cleaned or replaced.

The hard hat needs replacing when the harness is damaged and cannot be replaced, the shell is damaged (e.g. deeply scratched) or it is suspected that its shock absorption or penetration resistance has deteriorated.

All employees shall be instructed and actively encouraged to wear their hard hat at all times on site unless, in the situation they are working or are located, there is no foreseeable risk of injury to the head other than by falling. Head protection for use in construction work will not provide significant protection against the consequences of falling which is why the duty to ensure wear does not apply when this is the only risk

Examples where the wearing of suitable head protection may not be required include:-

- Sites which consist of, or where work has reached the stage of, completed buildings where there is no risk of objects or materials falling from one working level to another and which have sufficient headroom.
- In site offices, cabins, toilets, canteens or mess rooms.
- The cabs of vehicles, cranes etc; if they provide sufficient protection against falling objects.
- When all work is at ground level, for example, at road works such as kerb laying or resurfacing work.

Eye Protection

In accordance with the **Personal Protective Equipment at Work Regulations 1992**, the Organisation shall provide each of their employees, who are at work and maybe at risk of eye injury, with suitable eye protection and shall maintain it, or replace it whenever necessary.

Eye protection should be considered for the following activities:

- The blasting or erosion of concrete by means of shot or other abrasive materials propelled by compressed air.
- The cleaning of buildings or structures by means of shot or abrasive materials propelled by compressed air.
- Cleaning by means of high-pressure water jets.
- The striking of masonry nails by means of hammer or other hand tool or driven hand tool.
- Any work carried out with a hand held cartridge operated tool including the loading or unloading of live cartridges, and any maintenance, repair of the tool when loaded with live cartridges.
- The chipping or scuffing of paint, scale, slag, rust or other corrosion from the surface of metal or other hard materials by means of hand or power driven portable hand tools.
- The use of a high speed metal cutting saw or an abrasive cutting off wheel or disk, which in either case is power driven.
- The breaking, cutting, cutting into, dressing, carving or drilling by means of a power driven portable tool or by means of a hammer, chisel pick or similar hand tool other than a trowel, of any of the following -
- Glass, hard plastics, concrete, fired clay, plaster, stag or stone (whether natural or artificial).
- Materials similar to any of the foregoing.
- Articles consisting partly or wholly of any of the foregoing. Stonework, brickwork or blockwork.
- Bricks, tiles, or blocks (except blocks of wood).

The above is not an exhaustive list of occasions when eye protection needs to be worn, and therefore a Risk Assessment must be undertaken for each work activity.

The employer's duties under the **Personal Protective Equipment Regulations 1992** are generally the same in principal, to the old regulations with possibly the exception being that of the need to carry out a Risk Assessment before choosing which type of eye protection to provide.

It is of course important to remember that the old British Standards have been replaced with

the new European Standards, for example the grade 2 impact, chemical and dust goggle, (BS 2092-2-CD) has now been replaced with the BS. EN. 166F

The Work at Height Regulations

Introduction

Each year employees suffer a serious injury as a result of a fall from height in the workplace. Falls from height are the most common cause of fatal injury and the second most common cause of major injury to employees, accounting for around 15% of all such injuries.

The Regulations were introduced in 2005 and apply to all Work at Height, where there is a risk of a fall liable to cause personal injury.

What is Work at Height?

Regulation 2

A Place is at Height if a person could be injured falling from it, even if it is at or below ground level.

Duty Holders Must Ensure:

- All work at heights is planned and organised.
- Those involved in work at heights must be competent.
- Risks are assessed and appropriate work equipment is selected and used.
- Risks from fragile surfaces are properly controlled.
- Equipment for work at height is inspected and maintained.
- Risks from falling objects are properly controlled.

Hierarchy for Managing and Selecting Equipment for Work at Heights

Duty Holders Must:

- Avoid work at height, where possible.
- Use work equipment or other measures, to prevent falls, where work at heights can't be avoided.

- Where risk of fall can’t be eliminated, other work equipment or other measures should be applied, to minimize the distance and consequences of a fall, should one occur?

Following completion of a Risk Assessment for Work at Heights (all tasks must be assessed), please see next section of the policy.

- All work must be planned, organised and carried out be competent persons.
- Use the correct work equipment and select collective measures, to prevent falls/ such as guardrails and working platforms, before others, which may mitigate distance and consequences of a fall (i.e. safety netting).

Vehicle Operators and Drivers

Introduction

Minibuses are a cost effective and flexible means of transport however, the differences between a saloon car and a minibus are pronounced, particularly in respect of size and weight. Add to this the pressures caused by transporting a group of children, elderly or disabled passengers and it becomes necessary for drivers to have received some training, in order to ensure their safety and that of their passengers.

This procedure outlines the steps to be followed by all personnel who operate and drive minibuses on behalf of St. Vincent's School. A copy will be issued, on a recorded basis, to all relevant personnel. It is recommended that a responsible person is appointed who will ensure that the requirements of this policy are met.

Seatbelts

All Minibuses and coaches carrying three or more persons should be fitted with seat belts. There must also be sufficient forwards facing seats with seatbelts for the number of children being carried.

The minimum requirement is for a lap belt to be fitted to each seat used by a child aged 3 to under 16. A child restraint or disabled persons belt may be fitted as an alternative.

In cars and minibuses it is the driver's responsibility to ensure that all pupils wear their belts.

The belts and anchorages, must meet the requirements of Regulations 46 and 47 of the Road Vehicles (Construction and Use) Regulations 1986 (as amended), as appropriate to the particular vehicle.

No minibus to be used for the transport shall be hired or leased from a third party, unless it has front facing seats fitted as with a lap belt as a minimum, but preferably with a 3 point seatbelt, which conforms to the Road Vehicle (Construction and Use) Regulations 1986, as amended.

Licensing Requirements

If you had an entitlement to drive a car prior to January 1997 shown as GROUP A (B for automatics) on an old style licence or as Category B and D1 (not for hire or reward) on a new style licence you can drive a minibus provided: -

- You are 21 or over, the minibus has a maximum of 17 seats including the driver's and it is not being used for hire or reward.
- Drivers who have passed their car test on or after 1 January 1997 can only drive vehicles with no more than 8 passenger seats for hire or reward. To drive vehicles with between 9 and 16 passenger seats (Category D1) drivers will need to meet higher medical standards and take an appropriate test.

Drivers within this category will be able to drive a minibus with up to 16 passenger seats without having to obtain Category D1 provided: -

- The vehicle is used for social purposes by a non-commercial body.
- The driver is aged 21 or over.
- The driver has held a car (category B) licence for at least 2 years.
- The driver is providing his or her service on a voluntary basis.
- The minibus maximum weight is no more than 3.5 tonnes excluding any specialist equipment for the carriage of disabled passengers. Minibuses up to 4.25 tonnes will be permitted in certain circumstances.

When driving a minibus under these conditions you must not tow any sized trailer and you may only drive minibuses in this country.

Only those drivers who hold a full car licence and are 25 years old may drive a minibus under the current insurance arrangements.

It is the policy of St. Vincent’s School that all drivers of minibuses should receive driver assessment and basic training (1 day course) in the use of a minibus. The training covers two

parts, theory and practical elements both of which must be completed prior to any driver-undertaking official driving duties.

It should be noted that there are different legal and insurance requirements applicable if a minibus is driven outside of the United Kingdom. A 'green card' must be obtained from the vehicle insurer prior to taking a minibus outside of the United Kingdom.

Driver's Hours

Although there is no legislation limiting the number of hours for drivers of minibuses (17 seats or less), driver fatigue has been identified as a causative factor in a number of accidents. In view of this and in line with advice given by the Royal Society for the Prevention of Accidents (ROSPA) it is strongly recommended that a limit is placed on the amount of driving undertaken by any one person.

It is recommended that when added together, the total driving time and other work, undertaken by any one person, including acting as an escort, should not exceed 10 hours. Additionally, drivers should not drive for more than a total of 6 hours on a journey in any one day even with regular breaks. It is also recommended that drivers have a rest break of at least 15 minutes after every 2 hours spent driving.

When planning a journey using a minibus, if the time limits outlined above are not likely to be met, an alternative means of transport should be sought.

Driver's hours for each journey should be entered into the logbook maintained for each vehicle.

Passenger Supervision

Drivers cannot effectively supervise passengers and drive a minibus, consideration must be given to the passenger group and the likely need for supervision it is recommended that all minibus drivers are accompanied by an escort. Minibus journeys should take into consideration the following factors:-

- Anticipated time (including return) of journey.
- Extent of motorway travel (driver concentration).

- Nature of venue being attended (passenger excitement on outgoing/return journey).
- Needs of passenger group.

The driver should have a mobile phone for emergency situations. The engine must be switched off and the keys removed from the ignition before a mobile phone is used by the driver.

The Vehicle

All Minibus vehicles over 12 months old must have a current Ministry of Transport Test Certificate (MOT) and display a current road tax disc in the front windscreen. The vehicle must also be insured to carry passengers.

Vehicle drivers must satisfy themselves that they are covered by the vehicle insurance policy before commencing on any journey and check that the tax disc is current.

Drivers should complete a Driver Vehicle Check prior to commencing a journey.

All minibuses should be fitted with a suitable (Dry Powder) fire extinguisher and first aid kit.

If there is any doubt about the adequacy of any of the above or the safety of a vehicle the journey must not be undertaken. Pre-journey inspection will normally be carried out by a driver and record of pre-journey inspections should be maintained.

A logbook/sheet should be maintained which should record all journeys, the name of the driver in each case, the start and finish time, the mileage, the vehicle check on each occasion of use, any reported defects and by whom the repairs have been completed.

If regular long journeys are to be undertaken it is recommended that emergency/breakdown and recovery arrangements are made with one of the nationally recognised motoring organisations. You should ensure that the breakdown/recovery cover is sufficient for the type of vehicle and number of passengers carried.

Plant Machinery and Equipment

All plant, machinery and equipment, used by St. Vincent's School must be hired from a reputable supplier, must be of good construction, sound material, and adequate strength, free from patent defect and suitable for purpose. It must be properly maintained and competently operated by employees and contractors.

All machinery provided must comply with the requirements made under the Provision and Use of Work Equipment Regulations 1998.

All plant, machinery and equipment must be thoroughly inspected before use. Any defects found will render the equipment unserviceable and must be reported to management.

All certificates required under statutory provisions for plant and equipment must be current and presented for inspection, before use, by employees or contractors.

The operators of plant and machinery must ensure other persons are kept clear of their operations.

No unauthorised personnel are to remove or attempt to remove, any guard or cover fitted to any machine to safeguard the operator, and no machine shall be used unless all guards and safety devices are in place, and the machine is in good condition.

The school car or mini bus can sometimes be used to pick up petrol or diesel for use by the diver on mower or other school equipment. Named personal are used for this task – A member of the Maintenance department or a member of the Gardening team.

Repairs and Maintenance Policy

It is expected that all staff will be vigilant in identifying any Health, Safety or security concerns and be pro-active in the reporting of them.

Health, Safety and Security audits are carried out regularly by: -

- Members of the Health and Safety team.
- The Site Manager.

All defects and hazards relating to Health, Safety and Security in and around the school buildings and grounds should be reported immediately in writing using repairs and maintenance book (located in signing in room). The necessary work will then be actioned after consultation with the Principal.

The School employs a Site Manager and a Maintenance Person to carry out basic repairs and DIY tasks. They are not qualified to undertake any electrical or gas supply work other than replacing light bulbs.

The school also has the services of a qualified person to maintain the swimming pool water purity and cleaning protocols.

The school has 2 vehicles - a local garage undertakes any repair work needed. Any person who drives a vehicle assumes legal responsibility for the vehicle being fit to drive and that it conforms to the relevant requirements of the Road Traffic Act.

In order to check that the vehicle is safe the driver should conduct a visual safety check prior to use and defects should be reported.

For more general repairs and maintenance procedures the person reporting a defect will do so by: -

- Reporting the defect to the Site Manager or school office.
- Making an entry in the 'Maintenance book'.

- The Site Manager/Maintenance person will assess the work to be carried out and if necessary arrange for contractors to attend.

Only relevantly qualified contractors or those assessed as being capable are engaged to work on the premises.

Whenever possible repair or maintenance work to start and finish when the pupils are not in residence.

The residential care groups have a program of on-going refurbishment in line with OfSTED guidelines.

Electrical Safety

The school follows the guidance issued by the Health, Safety and Security Executive and the Code of Practice for the keeping of electrical equipment. Files also contains an updated list of tested equipment to be found in the school.

Guidance note D2 from the H&S Executive details recommended frequency of Inspection and Testing of Electrical Equipment.

Guidance Note D2 details frequency of inspection for wiring installations including the emergency lighting and fire alarm wiring systems.

All electrical equipment is tested annually, a record is kept. Equipment not passing the inspection is to be immediately withdrawn from use until full repairs have been undertaken and a second test made.

- Gas safety inspections are carried out annually and records retained in files.
- Boiler plant is inspected annually and serviced twice a year by manufacturer - records retained in files
- The hot water outlets in the department are controlled by pre-set mixer valves. The valves are serviced annually.

Pool Safety Operating Procedures

Introduction

St. Vincent's School Pool Safety Operating Procedure (PSOP) consists of the Normal Operating Plan (NOP) and the Emergency Action Plan (EAP) for the pool, changing facilities and associated plant and equipment.

The guidance is based on HS (G) 179 'Managing Health and Safety in Swimming Pools' which has been revised to take into account new technology, the law, and Managing Health and Safety.

HS (G) 179 provides guidance for those who have any involvement with the operation and management of Health and Safety in swimming pools including pool operators.

The PSOP document is provided for staff who have access to the swimming pool, and its aim is to provide guidance on the risks associated with swimming pool operation, and the precautions which may be taken to help achieve a safer environment for people who use swimming pools and employees who work at them.

The 'Pool Safety Operating Procedures' should be available for inspection by an Enforcing Authority, if required.

The NOP sets out the way a pool operates on a daily basis and includes details of the layout, equipment, manner of use, user group characteristics and any hazards or activity-related risks.

The EAP gives specific instructions on the action to be taken, by all staff, in the event of any emergency.

Where a pool is hired by an organisation, such as a school, swimming clubs etc; the relevant sections of the plan must be made known to the organisation and, where necessary, training given and regular checks made to ensure compliance.

All parts of the PSOP should be regularly reviewed and revised if necessary, particularly with the installation of new equipment or after a major incident, e.g. an accident that requires hospitalisation of the injured person or a near drowning.

As the pool is an ancillary part of a larger complex, a senior member of management is designated as responsible for safe pool operation.

Normal Operating Plan

Key functions of a Lifeguard

The key functions of a lifeguard include: -

- To keep a close eye over the pool and users at all times.
- Exercise the appropriate level of control over swimmers.
- Communicate effectively with pool users and colleagues.
- Anticipate any problems or accidents.
- Intervene to prevent behaviour, which is unsafe.
- Identify emergencies quickly and to take appropriate action.
- Carry out rescue from water.
- Give immediate first aid to the casualty.
- Be able to supervise pupils while on the poolside.

Requirements of a Lifeguard

The requirements of a lifeguard are: -

- All lifeguards must hold an appropriate Lifesaving Qualification.
- All lifeguards must hold a first aid certificate.
- A register of qualified lifeguards and staff are held within the main school office.
- School rules specify a lifeguard to pupil ratio of 1:16.
- No more than 32 swimmers are allowed within the pool at any one time.

- The lifeguard is to wear appropriate clothing suitable to their role, which should not hamper the wearer during a water rescue.
- The lifeguard will always carry a whistle.

Whistle Codes

One Blast STOP activity and listen to verbal instruction.

Two Blasts SILENCE whilst everyone climbs out of the pool and listens for instructions.

School Smoking Policy

St. Vincent's School is a non-smoking site and smoking is not permitted on the premises or anywhere on the school site.

Food and Drink

No glass, food or drink is allowed in the swimming pool or changing rooms at any time.

Damage to Equipment or Premises

All damage, accidental or otherwise must be reported to the main school office before leaving the premises.

Footwear

All outdoor footwear must be removed before entering the poolside area.

Safety Signs

The Health and Safety (Safety Signs and Signals) Regulations 1996 cover prohibition, mandatory warning and emergency escape or first aid signs. All signs should contain a pictogram indicating the danger.

The depth of the water in the pool, especially at shallow and deeps should be indicated to show areas where it is unsafe to swim.

Instructions on the safe use of the pool and its equipment should be provided.

Emergency Action Plan

Evacuation of the Pool

St. Vincent's School has produced a procedure for the safe evacuation of the swimming pool in the event of an incident or major emergency. Normal exit/fire exit routes should wherever possible be used, however this cannot be assumed and the evacuation and muster points will be identified as any situation evolves.

The main Muster Point within the school grounds is the school playground located adjacent to Primary and Keller wing of the school.

The Muster point for the swimming pool is the car park adjacent to the swimming pool fire exit.

First Aid

The Management of Health & Safety at Work Regulations 1999 as amended, require employers to assess risks to the Health and Safety both of employees and of persons not employed by them, including members of the public

The school will, as part of the risk assessment, identify the first aid provision required. Consideration should be given to the needs of staff and pool users; the type, quantity and location of equipment; the numbers of suitably qualified staff.

- All staff will be trained in basic first aid with CPR and will be capable of dealing with emergencies.
- In the event of an accident, the instructor in charge will give the emergency two whistle blast to clear the pool.
- A member of staff should be directed to meet the ambulance.

A first aid kit is located in the staff changing room and is checked on a regular basis by the School's Health Care Co-ordinator.

If the first aid kit is used, it should be reported to the main school office, so that they can ensure the Health Care Co-ordinator replaces any items.

Procedure in the event of Illness or Accident

- Render first aid.
- Dial **9 999** and request an ambulance, if required.
- Member of staff or other responsible person must accompany patient to hospital and remain in attendance until parent arrives.
- Principal to be informed.
- Accident report to be forwarded to Principal via main school office.

Serious Injury to a Swimmer

In the event of a serious injury to a swimmer the following actions should be taken: -

- The lifeguard should immediately blow two whistles.
- All swimmers to immediately exit the pool.
- The lifeguard should immediately use 'reach poles' or 'throw line' as necessary if the swimmer is in difficulty.
- If the assessment demands, the lifeguard will enter the water to help the swimmer.
- The lifeguard or member of staff will guide the swimmers out of the pool.
- A member of staff should contact the main school office by dialing 0 or the emergency services by dialing **9 999** as appropriate.

Over Crowding

The lifeguard on duty will immediately blow two whistles and immediately evacuate the pool. The maximum number of swimmers allowed within the pool at any one time is 32.

Disorderly Behaviour

- It is important to ensure that emphasis is placed on spotting disorderly behaviour early and an emergency whistle procedure should be in place.
- The instructor should deal with disorderly behaviour by adhering to the guidelines as outlined..

- Serious incidents should be logged.
- Swimmers should stay in the changing room until the pool is clear.

Disabled Facilities

If swimmers are disabled there are the following facilities available:-

- Hoists for entry to the water.

Lack of Water Clarity

- It is essential that at all times the bottom of the pool can be clearly seen.
- If the pool water clarity deteriorates then the member of staff in charge must immediately clear the pool of swimmers.
- Any change to the normal level of clarity must be reported to the main school office who will inform the Site Manager and arrange for the water be checked.

Action in the event of a Fire

- On discovery of a fire immediately raise the alarm by blowing the whistle.
- Immediately inform the main school office or emergency services.
- Do not attempt to tackle the fire unless safe to do so.
- Evacuate the building.

If evacuation is necessary it is important to remember the following golden rules:

- Do not stop to collect personal belongings or allow others to do so.
- All doors must be closed.
- Where possible use the nearest fire exit.
- Do not re-enter the building or allow others to do so until instructed.

Bomb Threat

- If you suspect a package **do not touch it** and immediately tell a member of the staff.
- If an evacuation of the building is necessary, immediately inform the main school office.

Lighting failure

Any light not working must be immediately reported to main school office/security. If the lighting fails: -

- Clear the pool of swimmers, get them dressed and then direct them from the building.
- The teacher in charge should check the changing rooms are clear and secure the pool entrance door.
- Do not re-enter the pool until instructed to do so by a member of staff.

Emission of Toxic Gases

In the event of an escape of toxic gases, staff should:-

- Immediately evacuate the pool.
- Inform the school office immediately.
- The main school office will ring the Fire & Rescue Service.
- Do not re-enter or stop to ventilate the area.

If faeces, vomit or blood is identified in the swimming pool, circumstances will dictate whether the pool must be cleared of bathers and immediately inform the Site Manager/Security.

Foot Infections

- The chance of transmitting any foot infections can be reduced by keeping the floor surfaces clean.
- People with severe athletes foot should not swim.
- If a child with a verruca wishes to swim they should be allowed to do so.

The following section contains relevant information to deal with various emergency situations that could arise whilst using the pool.

The Reporting of Injuries

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995, by the Health and Safety Executive require that all serious accidents are reported.

If accidents occur, staff and hirers are required to complete an accident report form, which should contain relevant information relating to the accident and the treatment provided.

Plant Room Operating Procedure

- Procedure for Monitoring/Testing water quality.
- Procedure for Dosing the swimming pool.
- Details of Personal Protective Equipment.

- Details of Emergency Procedures for the plant room.

Plant Room Emergency Plan

- **In the event of electrical failure in plant room** - The pool building should be evacuated immediately.
- **In the event of filter/pump failure** – If problem can not be repaired quickly the pool should be closed until repairs are completed.
- **In the event of fire in plant room** – The building should be evacuated immediately.
- **In the event of chemical spillage** – Full protective clothing must be worn.

General Emergency Action Plan (GEAP)

Objective and Scope

It is the objective of St. Vincent's school to work with each individual group to ensure that emergency situations are dealt with in a manner which minimises the risk to all those using the pool.

This procedure document identifies a general suggestion for the action to be taken in the event of various emergency situations, i.e. first aid, lack of water clarity, lighting failure, pool rescue and severe water pollution.

However, all instructors must refer to the Action Plan documentation for emergency instructions.

a. **Reference Documents**
   - St. Vincent's general Normal Operating Procedure (Internal Document)

b. **Review of Procedures**

The Emergency Action Plan (EAP) and Normal Operating Procedure (NOP) documents will be reviewed in light of operation experience or when there is any change in legislation, or any physical change to the building.

General Introduction

Make sure you are always aware of the location of all exit doors, fire-fighting equipment the location of each will be noted on your Site Specific PSOP but you should also carry out a visual confirmation when you start teaching in St. Vincent's pool. At the start of each lesson you should visually check that all of the above are free from obstructions.

Water Clarity and Temperature

/If the pool water appears excessively cloudy or the colour of the water causes you concern and you feel that the pool clarity affects the safety of the swimming session, evacuate and close the pool and inform the appropriate on-site pool manager.

If the water temperature is discovered to be too hot before entering the water then you should immediately inform the on-site pool manager. (Always check the temperature of the water before commencing lessons).

Similarly if the water temperature feels excessively cool, the temperature should be checked and if found to be lower than 30 degrees celcius then the pool should be evacuated.

Pool Incident Procedures – Minor Emergencies

A minor emergency is an incident, which, if managed effectively, does not normally result in a life-threatening situation, although procedures will need to be in place. These may include, for example :

- instructor becomes aware of an incident
- instructor ensures safety and supervision of others in the pool
- if appropriate instructor alerts swimming pool staff to incident and then either they deal with it or:
- instructor assesses the incident and deals with it as appropriate – eg administering immediate first aid or calling the EMS (Emergency Medical Service)
- instructor provides aftercare
- recording and reporting accident/incident log sheet and report incident to office
- return to normal
- Instructor, together with the school carries out full investigation/debriefing of incident. Any improvements/safeguards that can be put in place as a result of investigation must be communicated to all swimming instructors as well as to school office.

Serious injury to a bather/casualty in the water

Casualty may be :

- A bather who becomes ill during swimming
- A bather who has an accident during swimming

All swimming sessions are carefully planned with all activities supervised by the instructor.

Swimmers with a medical condition must have declared this on enrolment so that the instructor and staff in the office can be made aware of the condition.

a. Procedure

- If the instructor is in the water affecting a rescue, instructions should be given to another adult to call the Emergency services using the on-site telephone or instructor's mobile.
- If instructing from poolside the instructor should only enter the water to effect the rescue if the casualty is not at the pool edge or is unable to use the rescue aids.
- Where there is a suspicion of spinal injury, then no attempt should be made to move the casualty out of the water. In such cases the casualty should only be moved if they are face down in water and there is a likelihood of drowning.
- In other cases the casualty should be removed from the water and first aid administered by the teacher before the arrival of the Emergency Services.
- Safety of **everyone** in the pool area should always be paramount – including your own.

b. Reporting the Incident

- Any minor injury, major injury, fatality or near miss needs to be entered in detail in your Accident Log Book and a form be filled in at school office

Procedures for Dealing with Vomit, Diarrhoea, Faeces, Blood and Glass or Syringes

a. General Procedure for Dealing with Faeces – These are general guidelines only. In all instances please inform on-site manager ASAP of incident that has occurred.

- **If a child defecates in the pool and the stool is solid** it should be removed immediately using a net scoop and disposed of safely. Care should be taken to check for any floating remnants. Solid faeces pose no real health risk and indicate that a person is well.
- Pool users should be moved away from the affected area or out of the pool until the removal of the faeces. The chemicals in the pool will kill most bacteria relating to faeces.
- Chlorine levels and pH levels MUST be checked to ensure they are within the recommended ranges before the pool can be re-opened.

- **If a child has an escape of diarrhoea** then the pool should be evacuated immediately, and closed for 24 hours following treatment. Please ensure that the site manager is informed immediately as special cleaning procedures will need to be put in place.
- All pool users should shower thoroughly

b. General Procedures for Dealing with Vomit - If a child vomits in the pool take the following action:

- Baby: scoop in the direction of the pool filters (there is usually only a very small amount).
- Toddler: (small amount of vomit) remove with scoop.
- Older child: large amount of food where substances eaten can be identified, evacuate pool and stop further lessons. Inform the on-site pool manager as soon as possible as the pool will need to be cleaned.
- Vomit does not pose a significant health risk as the germs are easily destroyed by the chlorine present in the pool water. However, if the vomit is caused as a result of sickness or infection then this is more serious.
- Chlorine levels and pH levels MUST be checked to ensure they are within the recommended ranges before the pool can be re-opened.

c. Procedures for dealing with blood

Blood Spillage on the Poolside

- Any spillage on the poolside should NOT be washed into the pool.
- Anyone dealing with blood spillage MUST follow usual precautions for the task: i.e. wear disposable gloves and an apron.
- The spillage must be cleaned up using disposable paper towels, which should be disposed of safely in clinic waste (yellow) bags and the area should then be cleaned thoroughly.

Blood Spillage in the Water

- If blood is seen in the water all pool users should move away from the effected area, exit the water under normal procedures and shower thoroughly.
- Substantial amounts of blood spillage in the water will lead to temporary closure of the pool to allow dispersal and neutralisation of any effected particals by chemicals.

d. Procedures for Dealing with Glass or Syringes

- If a instructor finds any glass or syringes in the pool on the poolside then they should immediately contact the on-site pool manager, Pool Supervision & Lifesaver Responsibilities

Lifesaver Cover

- All instructors provide their own lifesaver cover in every instance as risks are limited due to the nature of the activity and the degree of control exercised within the lessons.
- You must please ensure that you always have the appropriate, current, lifesaving competencies. Don't forget that in most instances it will need to be renewed every two years.
- You must ensure that the office also hold copies of all relevant qualifications.

Ensuring Client Safety in the Water

- You must always be on poolside before bathers enter onto poolside
- You must never leave the swimming pool unattended whilst bathers are in the water or on poolside.
- You must be fully conversant with the schools pool Emergency Action Plan and SSPSOP.
- You must report all accidents (including near misses) and pool incidents to the school office and record it in your Accident Log Book. The school office should pass any relevant information on to the appropriate on-site pool manager.

Pool Security

- Access - Always keep within the set paths.
- Do not use any other route in or out of the pool area
- Do not let children, parents or carers play within school grounds

Theft

- Please always advise clients at the beginning of the course that we cannot ensure the safety of any valuable items that might be left in the changing room

Diving

- Diving from poolside is not allowed in any section of a pool.

Emergency equipment

- All equipment provided for emergency and or instructing use should be kept in its proper place and not removed from poolside.

Please ensure you know of the location of any landline telephones for use in emergencies and have been advised on how to access an outside line.

Emergency exits and signage

- Please ensure you are aware of the pool's emergency exit points and where each point leads to.
- Please ensure that all emergency exits remain unobstructed at all times.
- Always check this is the case before the start of each session and inform clients of the importance of not blocking any exits
- Please also be aware of all general signage and point any relevant signs out to clients at the beginning of each course.

Ongoing Observation

Should you notice any significant/ongoing deterioration in hygiene/safety standards in and around the pool and changing areas please inform the school office.

General Normal Operating Procedure (GNOP)

General pool descriptions and procedures

It is important that you are fully aware of the layout and procedures for the pool.

a. The Pool

- Pool dimensions, maximum bather load
- Average pool and air temperatures
- Disinfection system used, pool water turnover time and frequency of water testing
- Points of entry and exit to and from pool
- Operation of pool covers and replacement policy
- Procedures for access to pool
- Any specific water features
- Any movable flooring

b. Poolside Areas

- Location of lights and operation of emergency lighting
- Location of emergency exits
- Location First Aid equipment
- Location of emergency telephone
- General outline plan for pool including all evacuation routes
- Location of pool keys (if appropriate) and pool entrance procedure
- How and where swim equipment is stored
- The position and securing of any hoist equipment
- Seating arrangements for spectators

c. Changing Areas

- Location of changing areas (including male and female and teacher changing areas)
- Location of toilet facilities
- Access and availability of changing facilities for clients with special needs

Equipment Testing and Maintenance

- School maintenance staff are responsible for the up keep of the pool. However, should you notice a cracked or loose tile, wobbly entrance steps etc please report this to the school office and we will pass the information.

Water Testing

School site manager is responsible for water testing procedures. Possible water quality issues include:

- Cloudy water (when you can't see the bottom of the pool)

  Action: Inform the relevant on-site member of staff as soon as possible and do not enter the pool.

- Water feels cold

  Action: Check the temperature with the in-pool thermometer.

- Water is too hot

  Action: Never enter the water without having initially checked the temperature. Inform the on-site member of staff as soon as possible. In instances where the water is only slightly hotter than normal the addition of cold water via the hose maybe sufficient to be able to carry on with the lessons.

Potential risk factors

A school risk assessment is updated annually.

a. General People Hazards

- No one should be within the pool area or the pool without an instructor being present
- Only authorised persons should enter the plant room.

b. General Activity Hazards

- Please ensure that all pupils are not allowed to run within the pool area.

c. General Physical Hazards

- Before the start of any session please do a quick check of the pool area to ensure that any chemicals etc have been placed in appropriate storage areas.
- If the poolside/changing areas seem particularly wet/slippery at the start of a lesson please ask that they be mopped down (or mop them down yourself if necessary).

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You should also:

- To as great a degree as possible, supervise the entry of all pupils into the water.
- Never leave the pool unattended.
- Always ensure that you are the last person to leave the pool area/building ensuring that the site is appropriately secured when you go.

Use of Pool Equipment

- Instructors should only ever use equipment specifically provided.
- Instructors should always ensure that they have collected in all pieces of equipment (including goggles) at the end of every exercise.
- All equipment should be stored in your instructors bag (never left strewn along the poolside etc).

Meet and Greet Policy

At the start of each new course the instructor should instruct all clients on the following:

- safe procedures for entering and exiting the pool
- any potential hazards within the pool and on the poolside
- observation of any particular signage within the pool and poolside areas

Mobile Phones

Mobile phones are not banned by school for teachers or instructor but are for pupils and spectators

First aid provisions

- All instructors are required to carry their own First Aid box which they must keep at the pool side. It is your responsibility to ensure you have it to hand at all times.
- As a minimum requirement your first Aid box should always include the following: 20 assorted wash proof plasters, 2 clinical waste bags, 1 emergency foil blanket, 1 sterile eye pad with bandage, 1 face shield resuscitation device, 1 guidance leaflet, 1 instant cold pack, 1 large sterile wound dressing, 2 pairs of latex gloves, 1 medium sterile dressing, 1 2.5cm microporous tape, 6 safety pins, 1 triangular bandage (non woven), 10 antiseptic wound wipes, 1 antiseptic cream (15g), 1 conforming bandage

(7.5cm), 1 crepe bandage (5cm), 2 20ml eyewash pods, 4non-adherent dressings (assorted).

Please note the existence of any additional on-site First Aid equipment and the location of clean water (generally available from the taps in the changing and shower areas).

Emergency equipment

- All equipment provided for emergency and or teaching use should be kept in its proper place and not removed from poolside.
- Even if there is an alarm to raise attention to emergencies when the pool is in operation, outside of normal school hours there is no guarantee of assistance. Therefore persons using the pool at these times should have a mobile telephone readily to hand.
- Please ensure you know of the location of any landline telephones for use in emergencies and have been advised on how to access an outside line.

Emergency exits and signage

- Please ensure you are aware of pool's emergency exit points and where each point leads to.
- Please ensure that all emergency exits remain unobstructed at all times. Always check this is the case before the start of each session and inform clients of the importance of not blocking any exits.
- Please also be aware of all general signage and point any relevant signs out to clients at the beginning of each course.

Ongoing observation

Should you notice any significant/ongoing deterioration in hygiene/safety standards in and around the pool and changing areas please inform school office.

Security Policy

All Staff

- Should have an awareness of, and a responsibility for Child Protection and Safeguarding. procedures
- Will be responsible for day-to-day security of the school.
- Have a collective responsibility to report any security concerns to the safety adviser.
- Have a general responsibility for the application of security to their own area of work.
- Have a responsibility for ensuring the identity of any visitor that you may allow entry into the building.
- Have somewhere safe to store belongings.
- Are responsible for any valuable items they may bring into the workplace

Security Measures

- Contracted security Firm (IYI) used for external and internal security throughout evenings and weekends (see Appendix 1)
- All visitors to the school are expected to sign into the visitor's book and to wear a badge clearly identifying them as a visitor.(See Appendix 2)
- Identified Security Officer has responsibility of locking all doors and windows into the school on a daily basis.
- All emergency fire evacuation doors are checked to ensure that they are closed.
- Night time security lights are illuminated in the grounds. Faults to the lighting system should be reported to the Site Manager as soon as possible.
- Keypad locks are fitted to the main front door and care groups - these are kept locked
- That residential pupils belongings are recorded on personal inventories
- That outbuildings, garages and sheds have suitable locks fitted.
- The school is staffed, when occupied by pupils overnight, by a waking night officer and Care Workers on sleep in duty.
- Care Workers and Duty Head can contact waking night officer by mobile phone.
- The security of the swimming pool and access to it is paramount, at no time is the pool door to be left unlocked. Unauthorised use of the pool is strictly forbidden.

- The Site Manager is responsible for unlocking the school each morning.
- The security of the school vehicles is the responsibility of the last member of staff to use them.
- The boiler house is out of bounds to all but designated staff

Appendix 1

Brief reference for IYI Security Staff Working at the St. Vincent's School Site

Familiarize yourself with the building.

Make regular checks around the buildings on the site.

Check all rooms/areas within the indicated points on the Building Check Report Form.

Ensure any areas have been vacated before locking up.

Complete the Building Check Report Forms in a clear and accurate manner.

Make sure you are aware of the emergency procedures, including Fire Policies and Procedures.

In the event of fire alarm activation call 999 and meet fire brigade at main door.

Close all fire doors whilst carrying out building checks.

Lock/close all windows and doors that are not being used.

Whilst on duty, identify who is the Senior Member of Staff or Duty Manager, and know how to contact them.

Keep vigilant whilst on duty.

Visitors to baths are not permitted to play in the school grounds.

Turn off any lights and electrical equipment not being used.

Report and complete any forms regarding serious incidents or maintenance issues.

Check radios and mobile phones are working and carry them with you while on duty.

Keep all areas you work in clean and tidy.

GUIDE FOR SECURITY STAFF WORKING AT ST VINCENT'S SCHOOL

As a member of IYI Security staff, it is essential you read, understand and comply with the following policies and procedures whilst working on the St Vincent School site.

Staff should familiarise themselves with the interior and exterior of the main school building, taking particular note of any isolated areas that could be used to gain unlawful access to the building. Doors that are often used during the normal school day should also be given extra attention as these could be left unsecured.

As a member of the Security team, it may be necessary for you to contact the emergency services. In any such cases you should give clear and accurate information, including the full postal address of the place you are calling from:

St Vincent's School,
Yew Tree Lane,
West Derby,
Liverpool,
L12 9HN
Tel.: 0151 228 9968

You should make sure that you are familiar with the keys to the building and that those keys are left in the correct location or handed over to the appropriate senior member of staff/ night supervisor before you leave the site. The name of the night duty senior can be found on the board in the reception area. You should also make sure you know any entry code numbers within the building; do not pass these numbers on to any other person without authorisation and avoid writing the codes down.

All report/building check sheets should be completed accurately and on time, and be placed in the correct folders. Times of building checks will vary depending on any school activities, weekends, holiday periods, etc. Interior and exterior building checks should be carried out at the earliest opportunity after coming on duty. End of day checks should be completed as near to the end of your shift as possible.

Exterior building checks should commence when you arrive on duty. This includes normal school opening times, weekends and bank holidays, unless there is a lot of activity in the school/reception area, or the conference room is being or about to be used. Building checks should commence once the conference room has been vacated or the activities have decreased.

Whilst children are in residence, Monday to Friday, interior building checks should commence once normal school activities have finished. This is normally 6.30pm but can vary; for example, the gym is used until 7.30 on Thursdays. It is essential you check all activities have finished in each area/room before you start the locking up procedure. Once the Chapel Foyer and areas beyond have been fully cleared and checked, the main door to this area should be locked by using the chain which can be found in the main reception office.

Once Queen's Wing and primary classrooms have been fully cleared and checked, the main door to this area should be locked using the chain that can be found in the main reception office.

Study rooms, Common rooms and Youth club may possibly be in use until later in the evenings. These areas will be made secure by teachers/night staff once vacated. External checks on these areas must still be completed by security staff.

Playroom and Caulfield will be made secure by teachers/ night staff. External checks on these areas must still be completed by security staff.

Main corridor, kitchen and laundry corridor, dining room corridor, and conference rooms should be checked and locked once vacated.

Internal checks at weekends, school holidays and bank holidays should take place at the start of your shift. All other areas indicated on the Internal Building Check Report Form should be checked.

During both internal and external building checks, particular attention should be paid to classrooms and offices containing high value items such as computer equipment and musical instruments; in these rooms blinds should be left in the closed position.

Small staff car park gates should be locked after day staff have left and St Vincent's vehicles have been returned. Keys for these vehicles will be passed onto security staff; they should then be placed into the black wallet and returned to the main office reception.

All staff should have a clear understanding of St Vincent's Fire Safety Policy and should make sure they remain up-to-date with any changes. Further information regarding fire policies and the fire alarm system can be obtained from Site Manager.

In the event of fire alarm activation whilst children are not in residence, call 999, give details and meet fire services at the main door. You may be required to take further instructions from the fire brigade officers. If the fire alarm is activated whist the conference room is being used by visitors, direct them to the nearest fire exit.

If the fire alarm is activated during school working hours or whilst the school children are in residence, dial 999 and give details; you will be met at the main door by a teacher/ night staff to await the arrival of the fire brigade. Teachers/ night staff will take control of evacuating the building.

Staff should collect mobile phone from office when reporting on duty and should keep this phone with them at all times while on duty. It should then be placed back into the main office before the end of duty. This phone should not be used for personal phone calls.

A copy of emergency telephone numbers is included in this folder and it is the responsibility of the staff to ensure they know who to contact in case of emergency.

No person is allowed within the grounds to exercise pets or for any other purpose without the permission of a member of senior management. Any unauthorised persons should be encouraged to leave the grounds.

Any incident deemed serious should be immediately reported to Arthur Jones (IYI Security) and the appropriate senior member of staff/night duty manager. A serious incident report form should be completed and left in reception for the attention of Principal or the Duty Head in his absence.

Please note any damaged interior/exterior doors or windows in the comments section of the Building Check Report Form, and complete a maintenance request form to pass onto the maintenance team. Any door/window that cannot be made secure should immediately be reported to maintenance team. If this occurs out of the normal school hours, use the emergency contact telephone number to contact the appropriate person. If the situation cannot be resolved, contant Arthur Jones IYI Security.

Please note any damaged or defective lighting in the comments section of the Building Check Report Form, and complete a maintenance request form to pass onto the maintenance team.

It will be necessary to periodically check the perimeter fencing for damage or vandalism. The unused parts of the school should also be periodically checked, in particular the first and second floors above Queen's Wing and Chapel Foyer. You should report any areas showing signs of water damage, etc.

When staff take over reception/front office duties they should make sure any visitors sign in and out of the register. This also applies to any visitors at the weekend.

It may be necessary at times for outside contractors, maintenance team, gardeners, etc. to be using doors to gain access to the buildings whilst work is in progress, these doors should be checked immediately after work has been completed.

Any contractors working on site either within the buildings or on the grounds should be asked to read and sign the contractors' book, which can be found in reception.

School baths and other areas of the building are used by outside organizations; it is essential that these areas are checked and made secure as soon as they are vacated: internal doors and lights should be checked; any gate access should also be checked and locked. Ensure visitors to the baths remain within the baths' perimeter fencing. Visitors are not permitted onto any other part of the school grounds or to play in the school play areas.

Whilst carrying out internal checks, please check doors to rooms containing cleaning materials and electrical cupboards are locked.

All internal fire doors should be closed; any fire door found wedged open should be closed and reported in the comments box on the internal check sheet.

Please turn off any lights or electrical equipment that are not being used– with the exception of computers. Any computers found switched on should not be turned off, but should be reported in the comments box on the internal report sheet.

Staff should avoid using lifts within the buildings.

All staff should ensure at the end of their shift that any areas in which they have been working are left clean and tidy.

The above guidelines could be subject to changes; you will be informed of any such changes by Senior Management, Head Teachers or IYI Security, but it is your responsibility to make sure you are familiar with these guidelines and keep up-to-date. Please contact Arthur Jones if you do not clearly understand anything within these guidelines.

ST. VINCENT'S SCHOOL
Yew Tree Lane
West Derby
Liverpool
L12 9HN

0151 228 9968

EMERGENCY TELEPHONE NUMBERS

IYI Security Services Arthur Jones	0151 283 0666 0786 488 5370
Site Manager and Maintenance John Bishop	07941743806
Duty Head Name can be found on board in reception	07538929807
Principal John Patterson	07931 366 888
Fire Alarms Honeywell Contract No. 0040005169	0844 879 1706
OSS- Security	0151 724 6010
Police (Non Urgent)	0151 709 6010

An extended list of telephone numbers can be found listed on the security mobile phone, provided by St. Vincent's.

ST. VINCENT'S SCHOOL
Yew Tree Lane
West Derby
Liverpool
L12 9HN

0151 228 9968

EMERGENCY PROCEDURE

FIRE ALARM ACTIVATION INDICATING FIRE

Dial 999
Follow FIRE SAFETY PROCEDURES
Contact IYI Security only AFTER the fire brigade have arrived and taken control.

FIRE ALARM INDICATING FAULT

Follow FIRE SAFETY PROCEDURES
Liaise with Deputy Head

URGENT POLICE EVENT / URGENT ASSISTANCE

Dial 999
Make Duty Head aware of the circumstances, avoid panicking the staff.
Contact IYI Security

OUT OF HOURS MAINTENANCE PROBLEMS

Contact John.
Make Senior Member of Staff on duty aware of the circumstances.
Contact IYI Security if the problem cannot be resolved.

Maintenance Request Form

Date	Brief Description	Requested By	Signature

Serious Incident Form

Date of Incident	
Time of Incident	
Police Incident No.	

Please give details below.

Signature		**Date**	

Fire Safety Policy

Introduction

St. Vincent's school will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

Legal Requirements

The Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the RRO) came into effect on 1st October 2006 and replaces all previous fire safety legislation eg The Fire Precautions Act 1971, the Fire Precautions (Workplace) Regulations 1997 etc.

The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

This Policy explains how the school complies with the **Regulatory Reform (Fire Safety) Order 2005** to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

Responsibilities

The School Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below:

- Governors ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation;
- The Principal has ultimate responsibility for the implementation and management of this policy and will support the Health and Safety committee in this respect;
- The Health and Safety committee will take responsibly for the effective implementation of this Policy and its role within the School's Health and Safety Policy:

- The ‘responsible person’ who is someone who has control of premises or anyone who has a degree of control over certain areas or systems during out of school hours.
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

Policy Objectives

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety;
- To minimise the risk of fire and to limit fire spread;
- To minimise the potential for fire to disrupt

Managing Fire Safety

The school has delegated day to day responsibility for managing fire safety to the responsible person i.e. the Principal. The Health and Safety members will:

1) Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting.

2) Provide and maintain in working order all fire fighting appliances and devices including:

a) fire detection and alarm systems;

b) emergency lighting systems;

c) fire fighting equipment;

d) notices and signage relating to fire procedures;

e) means of escape, taking into account the needs of any disabled users.

3) A fire safety risk assessment will be undertaken and reviewed annually of the school buildings to ensure that the school’s facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments.

4) Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school.

5) Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures.

6) Identify any special risks, eg the storage of hazardous materials, and put in place appropriate procedures to minimise the risks.

7) Liaise with third parties including Safeguarding Officer, the school's Health and Safety advisors; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place.

8) Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

Monitoring

- The school utilises the services of various outside personnel to carry out effective monitoring of its duties;
- The school fire detection and alarm system is maintained and checked by Honeywell/Roberts Fire and Security quarterly;
- The firm alarm sounders are tested on a weekly basis;
- The school emergency lighting is checked annually;
- Notices and Signage are updated as and when required and checked annually by Roberts Fire and Protection Services;
- Fire fighting equipment is checked regularly by caretaking staff and extinguishers are replenished or replaced annually by Roberts Fire and Protection Services;
- The school Health and Safety Adviser, is consulted on a regular basis;

A Fire Log Book which contains records of fire safety issues is maintained by the maintenance staff. These logs include:

- fire drills;
- hot work permits, etc;
- the storing of hazardous materials;
- the inspection and testing of:
    - fire detection and alarm systems;

- emergency lighting systems;
- fire fighting equipment;
- staff training records.

Fire Risk Assessment

The school has carried out a comprehensive fire risk assessment completed by Roberts and Sons. These assessments are kept within the P&ISMs Office.

The fire risk assessments identify who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc, and where these people are likely to be located.

The fire risk assessment will be reviewed and amended on a yearly cycle if it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;
- Any change to work processes or work equipment which may introduce new fire hazards;
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

Fire Safety Training

- All staff receive basic fire safety induction training and attend refresher sessions when required.
- Key staff in the individual school buildings receive more detailed instruction including the use of fire fighting equipment.
- Pupils are given instruction by their form staff during the first week of the Autumn term on their actions to be taken in the event of a fire.
- Fire drills are planned each term to evaluate the effectiveness of the school's evacuation procedures. The findings of the drill are reported to staff through the Minutes of the Health and Safety Committee meetings. Any conclusions and remedial actions are recorded and implemented.

Evacuation Procedure

The Fire Alarm

The person discovering the fire **s**hould:

- break glass of nearest alarm and, from a safe location, contact either Reception or the Main Office to confirm that there is actually a fire.
- In any event, the caretaking staff will check the source of the alarm to establish the cause of the activation.

In all cases when the fire alarm sounds, an orderly evacuation will take place and all other procedures (below) will be followed.

On hearing the fire alarm

All persons proceed to assembly point

Where appropriate, ensure Master switches for gas and electricity are off and windows closed. NB In the event of a gas leak, when evacuation is likely to be as a result of verbal instructions rather than a fire alarm sounding, no electrical switches should be used.

In classrooms, Staff assemble pupils **IN SILENCE** and instruct them to proceed to the Assembly Point (outside Junior classroom yard) **IN SILENCE**, walking rapidly **NOT** running. The classroom door should be closed behind the last person to leave.

Use the directed route - the quickest fire escape route is displayed in each room - unless a blockage makes this impossible. Be prepared to find an alternative route if necessary. Should the alarm ring during Break or Lunchtime pupils should be instructed to leave the building by the nearest safe fire exit and proceed to the Assembly Point. Staff should assist this process where possible without putting themselves at risk. Under no circumstances should staff or pupils return to their form rooms. All doors should be opened by those who are first to reach them and closed by the last person to pass through them.

Staff in Main Office will take the Visitors' signing in book to Assembly Point.

Office Manager should collect registers, named person to collect staff signing in/out books, off-site lists come with the office staff.

The **Site Manager** on duty or **Waking Night Officer** will meet for the Fire Brigade and await their arrival and will prevent any casual visitor from entering the premises.

If a named person with responsibility is absent, their named deputy will assume their role in the event of an emergency evacuation.

Procedure for Assembly and Roll Call (refer to Fire Procedures)

Pupils' Reporting Procedure:

- Pupils will assemble in Form or Group lines
- Form teachers collect registers from Office staff and supervise roll call.
- Once roll call is completed, all wait until informed by Principal the build is safe

Specific Evacuation Guidance and Requirements

Wheelchair users/Persons with Mobility Difficulty

Wheelchair users or any person with difficulty walking (eg anyone temporarily using crutches) should wait until everyone else has left the room before making their way to the exit.

Visitors with disabilities

On arrival, disabled visitors to the School should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor's safety in the event of an emergency evacuation.

Wherever possible (i.e. when on ground floors) all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes. Whenever the route is blocked or the person is above ground floor, wheelchair users must be either assisted by their 'buddy' or other third party. When evacuating the upper floors of the buildings, anyone unable to leave without assistance should wait for assistance in the refuge1 areas at the top of the stairs or at the top of the outside fire escape.

The use of the term “Refuge” is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken. It is not a place to leave people for the duration of the alarm, but it has been selected for its additional protection from fire, meaning that it will remain a safe place to wait.

Lifts must not be used during an emergency evacuation

Fire Procedures

All Staff

- Should be aware of evacuation procedure as outlined during induction.
- No person is expected to fight any type of fire unless they have been trained to do so.
- Should attend a basic fire awareness course;
- Should report any missing or damaged, fire fighting equipment signage or doors which do not close properly.
- Should be aware that use of wedges on doors is STRICTLY forbidden;
- Should be aware of the Duty Head and first aider. The names of these are displayed at main entrance.

In the event of the fire alarm sounding our evacuation time is regularly under 3 minutes maximum of 4 minutes. The Fire Brigade base is approximately 1½ mile away and arrival at the site is usually within the same time scale as evacuation.

Staff Responsibilities in case of fire

To facilitate the checking of pupils and staff at the fire assembly point, all members of staff are reminded of the following instructions:

- Upon hearing the fire alarm, direct the pupils in your care to the nearest fire exit, or out to the fire assembly point.
- When leaving the building please make sure to close all doors behind you.
- All members of the school community assemble at The Fire Assembly Point which is situated on the Yard outside Queens Wing
- Upon assembling outside please check your classes or groups and report to either the Principal or Duty Head/Senior Care Staff
- Never return to the building until permission is given by the Staff in Charge.
- Do not turn the Fire Alarm Off – This is the responsibility of the Fire Advisers
- As a back up a 9 999 call may be made

The Fire Alarm System

- The building houses a fully automatic system installed and maintained to comply with current regulations.
- Main Indicator Panel is installed in the reception area.
- Gents Optical and Fixed Temperature Heads and also manual call points will trigger the system.
- The alarm system is tested weekly and recorded.
- Fire drills are carried out twice per term one in school hours and one during the 'out of school' period.

Fire Fighting Equipment

- All fire fighting equipment is tested and serviced twice per year by a specialist contractor and is available for inspection under current regulations.
- The equipment is appropriate for all classes of fire that may occur throughout the building.

Emergency Lighting

- This system is tied into the Fire Alarm system; operation is independent of mains failure (24V Fluorescent) and is tested weekly.

Fire/Smoke Doors

- '½ hour' fire doors and smoke barriers doors are in use throughout the building. Most are manually closing.
- One unit 'Bridgman' uses magnetic closures tied in to the alarm system.

Lifts

- These are inspected annually and serviced by specialist contractor. They are not to be used in the event of a fire alarm.

Main Kitchens, Laundry and Residential Care Groups

Are all covered by separate risk assessment with particular emphasis on:

- Deep Fat Fryers
- Main Cookers
- Hot Water Boilers

The equipment is serviced annually by specialist contractors.

Smoking

St Vincent's School is a no Smoking Site including e-cigarettes. (See Smoking Policy).

Safety Signage

- Fire Action Plan
- Position of Fire Equipment
- Fire Assembly Points
- Position of Call Point
- No Smoking Site

Electrical

- The 440V 3 phases supply intake to the building is marked on the site plan.
- A portable appliance testing to appropriate equipment is in operation and records available.
- Visual inspection only on leads feeding computer and electronic equipment.

Gas

- The main kitchen area is served by gas supply. This has a main shut off valve. Signed for emergency use.
- The main gas intake is in a locked brick intake in the Lodge/Rice House Garden.
- Staff are instructed not to use and to report any equipment they may suspect as faulty.

Steam Boiler

- A service contract with the manufacturer's service department twice yearly.
- Steam Plant is inspected annually.

Appendix 1

Areas of responsibility

- Governors
- Headteacher
- Health and Safety Adviser
- Health and Safety Committee

Persons Responsible

- All Staff

In the absence of the Headteacher, the Acting Head is designated to act.

Health and Safety Advisers: **J Bishop**

Area Covered	**Person Responsible**
	(Safety representatives)
Major Services and plant	J Bishop
Kitchen and ancillary rooms	T Pearson
Clinic and first aid boxes	M Gray
Gym/changing rooms/ fitness suite	L Green
Swimming Pool	J B
School vehicles	JB
Class rooms	L Green All Teaching/LSA responsible for own areas
Group rooms	Staff in charge of group
Corridors	JB
Yards, Grounds and Grids	JB

Area Covered	**Person Responsible**
	(Safety representatives)
Dining rooms	T Pearson
Staff and Visitors rooms	JB

Assembly Hall	JB
Laundry	S Pope
Science room	LC
Reprographics	S Irvine
School Office	Office Manager
Mobility	Mrs. Jones / Mrs. Biernacka