



**CYNFFIG COMPREHENSIVE SCHOOL**  
East Avenue, Kenfig Hill,  
Bridgend, CF33 6NP

**Health & Safety Policy  
and Emergency Procedures**

Approved by Governors: 30.6.16  
Reviewed: July 2017

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## **1. INTRODUCTION**

Regulation 8 of the Management of Health and Safety at Work Regulations 1999 requires building owners and employers to establish and put into effect procedures to be followed in the event of situations giving rise to serious and imminent danger to persons working in their undertakings, and others effected.

The Regulation also requires that a sufficient number of competent persons should be nominated to implement any actions in relation to these procedures, and be readily identifiable. Other specific regulations such as the Regulatory Reform (Fire Safety) Order 2005 also call for procedures, in that case specifically relating to fire safety, to be put in place.

Cynffig Comprehensive takes Health and Safety and their responsibilities very seriously. Part of the strategy for Cynffig Comprehensive includes an ongoing review of the existing policies and procedures regarding their validity and robustness and to ensure that they have appropriate procedures in place to deal with all foreseeable emergency situations.

The procedures contained within this document outline the measures to be taken by Building Management, and others to secure and reduce the disruptive effect of any emergency situation. The basic aims of the procedures therefore are to:

- Safeguard the individuals within the building,
- Safeguard others, who may be affected,
- Secure the property,
- Reduce the potential damage to the building fabric and services within,
- Assist in restoring normal operational circumstances as soon as possible.

Staff must co-operate in implementing these procedures and ensure that all appropriate staff are available and aware of such procedures in the event of an emergency.

Due to the varying nature of possible emergencies, these procedures should be used as a guide only and must remain flexible in their implementation if they are to be successful.

The purpose of the plan is to:

Ensure that the people in the workplace know what to do in case of fire/emergency situation; and

To ensure that the workplace can be safely evacuated.

Depending on circumstances the plan should be amended to meet the specific requirements of the building.

Roles and responsibilities listed in the first section may be linked to one or more persons dependent on the size of the premises and staffing arrangements.

### **RESPONSIBLE PERSONS:-**

Governing Body, Head Teacher, Deputy/ Assistant Head Teachers, Business Manager, Operations Manager, All Staff of Cynffig Comprehensive School.

OWNER: - Bridgend County Borough Council

Address:-Civic Offices Angel Street Bridgend CF314WB

POSITION:-Local Authority

## 2. STATEMENT OF INTENT

Cynffig Comprehensive School believes that ensuring the health and Safety of staff, visitors, service users and all relevant persons is essential to our success. We are committed to:

1. Preventing accidents and work related ill health.
2. Compliance with statutory requirements as a minimum.
3. Assessing and controlling the risks that arise from our work activities.
4. Providing a safe and healthy working and learning environment.
5. Ensuring safe working methods and providing safe working equipment.
6. Providing effective information, instruction and training.
7. Consulting with employees and their representatives on health and safety matters.
8. Monitoring and reviewing our systems and prevention measures to ensure there effectiveness.
9. Setting targets and objectives to develop a culture of continuous improvement.
10. Ensuring adequate welfare facilities exist throughout the School.
11. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Fire Safety Management System will be created to ensure the above commitments can be met. Employees throughout the School must play their part in the creation of a safe and healthy working environment for all.

Signed: \_\_\_\_\_

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

Head Teacher.

### **3. ORGANISATIONAL CHART (HEALTH & SAFETY)**

Chief Executive Bridgend County Borough Council, Governing Body, Head Teacher, Deputy Head Teachers, Assistant Head Teachers, Business Manager, Operations Manager, All staff. (Appendix 1)

#### **3.1 Responsibilities**

Governing Body, Head Teacher, Deputy Heads, Assistant Head Teachers, Business Manager, Operations Manager, Fire Wardens:-All Staff. (**Appendix 2**)

### **4. COMPLAINTS ABOUT SAFETY AND EQUIPMENT**

If any employee or other person considers that a danger exists as a result of the unsafe condition of equipment or premises, then he/she should report the matter immediately to his/her line manager or the Headteacher who will decide what action should be taken on the complaint.

If an individual is not satisfied with the remedial action proposed, then it will be open to him/her to have the matter raised with:

- a. the Headteacher and if still not satisfied -
- b. the Governing Body
- c. the Directorate's Health and Safety Officer, who will arrange for the necessary inspection and reports to be completed.

If in the opinion of any member of staff the continued use of any equipment, or premises is likely to create an immediate danger to Health and Safety, then such equipment or premises should not be used until a decision is made by the Headteacher.

### **5. STANDARD PRACTICES**

- 5.1 All offices and workplaces will be regularly surveyed to ensure a safe working environment.
- 5.2 Safe access and egress routes for employees and authorised visitors to offices and workplaces must be maintained.
- 5.3 Provision must be made to ensure that materials and equipment are properly and safely sited or stored.
- 5.4 Regulations in force regarding fire precautions must be complied with and all gangways and corridors kept free from obstructions at all times.
- 5.5 Notices indicating procedures to be followed in case of fire and bomb threat and information on First Aid facilities should be displayed in every area. Access and egress routes to and from every area should be indicated so as to be sufficiently obvious to all employees and others who may be at that location.

## 6. ACCIDENTS

Minor accidents in the first instance, after necessary medical attention is sought if necessary, must be reported to the Headteacher/Head of Department and Operations Manager and an accident report completed.

Major accidents should be reported to the Authority's Health & Safety Unit in the proper manner i.e. completion of relevant accident form etc.

## 7. FIRE EVACUATION POLICY

- Staff should be aware that evacuation procedures which are successful under practice conditions may be less so in the event of a fire as they cannot adequately simulate the confusion, fear and uncertainty which can arise in an emergency.
- The school will regularly review the policy and procedures for evacuations (at least annually).
- The location of the fire is conveyed to the Fire Officer either directly by the member of staff who has detected the fire, by the Responsible person or via the Head teacher.
- The school will appoint Fire Marshalls. These will be all members of staff responsible for checking rooms and toilets as they are evacuated. Fire Marshalls will NOT be expected to return to the building.
- The school will ensure that all staff and visitors sign in at the main school office so that there is a record on site.
- The school will ensure that all adults (visitors and staff) sign out when leaving the premises and back in again upon their return.
- All parent helpers and volunteers will be made aware of the emergency evacuation procedures and their responsibility for ensuring that they are followed.
- Any clubs that are run outside school hours (after 15:30) by adults other than those working for the school will be responsible for ensuring the safe evacuation of those under their care to the assembly point. All clubs should maintain an attendance register and report to a senior member of school staff or the site supervisor at the assembly point.
- Information regarding fire/emergency evacuation procedures must be shared with those hiring the premises outside normal school hours prior to signature of contracts of hire.
- The Staff Handbook and the Supply Teacher's Pack will include the fire/emergency evacuation procedures.

## 8. FIRE ACTION/EVACUATION PROCEDURES

### **On hearing the Fire alarm**

Leave the building by the nearest available exit closing all doors behind you

Report to person in charge of assembly point outside of **Boys Gym. Second option is the Sports Hall Car Park.**

1. Responsibility for the management of the fire evacuation procedure, and recording the dates and efficiency of fire drills is with the Health and Safety Officer, Wayne Berry.
2. A Fire Drill will be arranged at least once a term. The warning is the continuous sounding of the bell.
3. Full evacuation procedures will take place whenever an alarm bell sounds. It is recognised that false alarms will happen, and when this happens the opportunity will be taken for a full drill. We have a good record of catching pupils who set off false alarms.
4. It is the responsibility of the Operations Manager/Head teacher to contact the Fire Brigade in the event of fire, dial 999, provide details of location and telephone contact number 01656 740294.

5. Appropriate notices will be placed near all alarm points.
6. Pupils should be told to leave in an orderly way from the nearest exit, and make their way quickly to the assembly point. Normal routes will be used in order to maintain good order – there will be no shortcuts across grassed areas. The fire doors now in place will give ample time for alternative routes if a fire makes the obvious route inappropriate.
7. Bags and coats should be left in classrooms.
8. Teachers should shut windows and doors and leave with the pupils.
9. Senior staff will check each block before they leave:
  - Block 2 – S.H.
  - Block 1 and any exam rooms – N.R.
  - Block 5 - M.S.
  - Block 4 – G.T/N.M.
 W. Berry will check the alarm point.
 

In the event of any of these staff being absent, the Head will cover.
10. Appointed Fire Wardens to check all pupils/staff have evacuated their designated areas and report any findings.
11. Pupils assemble in the designated area near the boys' gym. Pupils line up in forms as at present. It is the form teacher's responsibility to keep good order of their classes.
12. Office Manager (TE) will be responsible for taking registers of Years 7 – 13 and daily cover list showing absent staff, to the assembly area. The receptionist will be responsible for telephoning the fire station, if necessary.
13. The Receptionist will be responsible for bringing a list of any pupils taken home ill.
14. Staff report to Office Manager (TE)/Data Officer (JM) who will check names off the staff list. This means teaching and non-teaching staff (excluding kitchen staff who have separate arrangements).
15. The Receptionist will supply the Head with a list of visitors on the site, and will check these at the assembly point.
16. Student teachers will report to the Senior Student Mentor.
17. Supply teachers will be responsible for the class they have registered, otherwise will report to the Head.
18. The caretaker on duty will report firstly to Office Manager (TE) and then go to the front gate to direct the fire engine.
19. Form tutors check pupils against the registers and then report to the appropriate Learning Leader, with the names of any absentees. If a teacher has substituted for another at registration (a.m. or p.m.) then it is her/his duty to register that form at the fire assembly area. Learning Leaders should offer support in instances like this as they know the year group and forms well.
20. The Learning Leader report to the Head when all classes have been reported by the form tutors. Names of any missing pupils are passed to the Head who will take appropriate action. If a Learning Leader is absent, form teachers report directly to the Head.
21. Pupils will be dismissed in an orderly fashion, one class at a time, when the school has been declared safe. Form tutors ensure an orderly departure.
22. If there is a fire bell in the dinner hour, on the advice of the Fire Officer, the above procedures are complied with as far as possible. On checking registers, form tutors should provide a list of absent pupils to the Learning Leader.
23. If any of the staff identified above, as links in the procedure are absent, the Head will act in their place.
24. In order for this procedure to work, it is vital that registers are returned to the register boxes immediately after each registration.

A record of fire drills will be kept in the site office.

### **On discovery of a fire**

Sound the alarm – Activate Break Glass Unit.

Leave the building by the nearest fire exit

Report to the assembly point: - **Outside Rear of Boys Gym**

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

- The location of the fire should be conveyed to the Operations Manager/Fire Service Officer either directly by the member of staff who has detected the fire or via the Head teacher.
- Lead pupils quietly and in an orderly manner to the assembly point (**Outside Boys Gym**) and line up in year groups.
- The office staff will bring all registers, along with the signing in/out folders (late book, visitor log) to the assembly point to enable a count of pupils to take place.

- Once registers are checked alert the Head teacher/Member of Senior Leadership Team immediately if a child is missing and he/she will inform the operations manager who will be in direct contact with fire officer in charge.
- **No member of staff should re-enter the building until given the all clear but the Fire Service.**

## 8.1 RESPONSIBILITY

**All** members of staff must make themselves aware of the location of fire fighting equipment, and break glass detection points.

The first priority of staff in the event of the alarm being raised is the safety of the pupils in their charge. They will lead their class to safety selecting the safest route, ensuring no one is left in the room or toilets on the way out. The Head teacher or a member of the office staff, in his/her absence, will check the staff toilets and Admin area.

In the event of a fire a member of staff will operate the nearest break glass unit to signal the need to evacuate the school buildings. Staff must follow the procedure laid out below. The only exception to this is when the fire alarm is being tested; this will be announced before hand.

## 9. MAJOR INCIDENT (BOMB THREAT)

In The event of an incident occurring which requires evacuation of the whole school site the following procedures will be implemented:-

1. The Head Teacher/Responsible person will contact the emergency services 999 and local authority/Health and Safety department Telephone:- 01656 642880 to inform of the threat and to request Police traffic control whilst in transit to safe site on foot **via the Industrial Estate. – Pyle Swimming Pool Car Park, Marshield Ave., Pyle, Cf33 6RP.**
2. The fire alarm will be sounded which will be **3 Separate Alarms**, by Responsible person to initially evacuate on mass to the designated Muster Point which is the **Sports Hall Car Park**, where a roll call will be carried out and immediately evacuate to safe site by foot.
3. The Head teacher/Responsible person will ensure that all visitors are accounted for and they leave the premises safely.
4. ALL school staff that are on site at the time of emergency will assist with Pupil control to safe site.
5. The Head teacher will ensure that class registers and contact telephone numbers are brought from the school and taken to safe site.
6. The Head teacher and staff will evacuate the school site.

## 10. FIRE SAFETY AND THE DISABILITY DISCRIMINATION ACT (PEEPS)

The main principle of fire safety is that all people should be evacuated from a building in the event of fire. Existing fire legislation requires suitable evacuation procedures to be in place for all people using the building. The responsible person must ensure that any staff required to assist with evacuation are adequately trained. Managers are required to notify the “responsible person” their departmental heads and where applicable the building facilities manager when they have new employees, part time staff, agency staff, students, volunteers, visitors, and ancillary workers who may have a disability, including staff who may be temporarily incapacitated due to an injury. This will enable suitable arrangements for evacuation in the event of an emergency to be put into place.

Personal Emergency Evacuation Plans (Peeps’) are required for people that need assistance to leave the building. Peeps’ are to be written by the responsible person / site managers in conjunction with the individuals concerned and are based on knowledge of the structural provisions within the building. They explain the method of escape to be used in each area of the building on a case-by-case basis, and when agreed are kept by the relevant parties. Through the recording of PEEPs’, the management team should be made aware of the amount of people support required for each evacuation.

## 11. FIRE DRILLS

These will take place regularly (at least once a term). With the exception of examination periods the whole school will evacuate on every occasion the alarm sounds. The only dispensation is for kitchen staff who will be informed

of a Drill as they cannot leave the kitchen due to cookers having to be left unattended, they can not be turned off due to food hygiene regulations, However if the kitchen staff are not informed of a fire drill then they MUST evacuate and isolate all main appliances and gas main on departure this will activate the Gas safe system. All hot food must be disposed of if probing temperature falls below specified recommendations.

- The school will regularly carry out building evacuation procedures (at least termly) and log the “escape time”.
- The school will ensure that the first drill of the academic year is done after pupils are briefed about the procedures. Teachers will consider how this is best done, taking into consideration age and Special Educational Needs.
- The second drill will be done with only the staff knowing beforehand.
- Further drills will be done with no notice and also practicing exiting the building via other routes, simulating fire blocking the usual exit and the removal of pupils to simulate “persons reported missing”.
- Details of fire drills will be entered in the fire logbook, information to include:
  - Date
  - Duration
  - Name of instructors/observers (e.g. Head Teacher and/or Operations Manager)
  - Type of drill (e.g. full evacuation, simulation with blocked exit or route)
  - The results and any recommendations (see further details below)

## **12. FIRE SAFETY MONITORING**

A regular check is made by the Operations manager and Site Supervisor of fire evacuation procedures and that escape routes are clearly visible in all areas of the school.

All exits must be kept clear and fire extinguishers must be easily accessible. (Resources must not be stored in front of either exits or fire extinguishers).

Monthly checks by Fire Wardens for their designated areas and report any faults/concerns to the Operations Manager.

## **13. FIRE PREVENTION**

- Storage rooms/cupboards used for combustible materials to be kept locked shut
- Corridors must be kept clear to enable easy and fast access.
- Paper or other combustible materials should not be stored by or above any heat source.
- The Fire Risk Assessment is reviewed annually or when any major change occurs.
- All corridors and classrooms have fire detection installed along with fire extinguishers/ blankets fixed to the wall.

**ALL STAFF ARE RESPONSIBLE FOR GOOD HOUSEKEEPING.**

## **14. FIRE EXTINGUISHERS**

Any member of staff choosing to use a fire extinguisher in the event of a small contained fire must do so with care, checking for the correct type of extinguisher; each are clearly labelled. The nozzle of the CO2 extinguisher must not be touched as it will burn. It should be directed at the base of the fire and then turned on. **NO** member of staff is expected to use an extinguisher but must know where they are situated. All staff (teaching and support staff) must know where the fire break glass points are throughout the school should they ever need to activate it. All doors that exit the buildings have one by the door.

The school have 81 fire extinguishers of relevant types and 13 Fire blankets Fire extinguishers are serviced annually by Fire Safety Direct and when required. A record is kept in the Fire file located in the site office. All

comply with BS5306:3.2009. Visual inspections are carried out on a “as you pass” check the extinguisher throughout the school on a daily basis.

## **15. FIRE HYDRANTS**

There are three fire hydrants located on school grounds painted yellow, please see attached school plan overview for locations both have a flow rate of 3bar/750ltrs per min when tested individually. one is outside Main Office, one by the Sports Hall and Top of ramp Block 5 these are cleaned and inspected by school caretaking staff 6 monthly and serviced annually to BS9990:2006 and BS EN 14339. By Dry Riser Specialists Ltd, 47 Newfield Road, Hagley, Worcs, DY90JR (via Fire safety Direct)

## **16. FIRE DOOR OPEN DEVICES**

Four sets of Doors in Block 2, two sets in Block 1 upper floor, three sets in Block 5 both floors, One set in the Link Block. All doors are hard wired to the Fire Alarm, on activation of the fire alarm the doors are released to shut.

## **17. MAINS GAS**

The main Gas shut off valve is located in the Gas Meter room which is located outside of the School Kitchen opposite the Youth Wing. There is a gas detection system in **ALL** boiler houses which shuts off the main gas solenoid to the boilers in the event of Fire or Gas leak.

## **18. MAINS ELECTRICITY**

The main Electricity supply can be isolated under Link Block next to disabled toilets. Please see attached plan for locations.

## **19. FIRE ALARM SYSTEM**

The school alarms will be checked regularly as part of the Service Level Agreement (SLA). These checks will be performed (currently by Fire Safety Direct) and logged. Should an incident occur, the alarm will sound in the school signalling the need for evacuation. The whole school will evacuate with NO exception. The school will test the alarms weekly at random times to ensure that they are working. Fire alarm system is BS5839 Classification L1 Explanation A BS5839 L1 classification includes automatic fire detection in all rooms, on all escape routes and in all voids over 800mm in height. Sounders positioned throughout the building to achieve a minimum of 65dB (A) throughout the building. In areas of high ambient noise sound levels the fire alarm sound levels should be 5dB(A) above the normal noise level although not exceeding 120dB(A). The system is tested weekly by the caretaker using different call point locations each time, and recorded in the “FIRE” file Log Book located in the Site Office. The Fire alarm system is serviced regularly by Fire Safety Direct in accordance to B.S.5839 The Fire alarm system is not currently monitored.

## **20. EMERGENCY LIGHTING**

Consists of Maintained and Non maintained emergency lighting throughout the school. Daily visual checks are carried out by caretaking staff as is a monthly function test which is recorded in the “**FIRE**” file kept in Site Office. BCBC carry out a bi-annual test and provide the school with a defect report. As with any checks carried out if a defect is found it is replaced/rectified as soon as possible.

## **21. CHEMICALS AND PORTABLE GAS**

The science Labs in the Link Block and Block 5 carry no significant volumes of chemical risk in a fire situation. Risk chemicals for experiments are kept in a locked ventilated room in a fireproof cupboard.

## 22. ASBESTOS

There are three commonly used types of asbestos.

*White asbestos or chrysotile. The only type of asbestos used in the UK since 1984.*

*Blue asbestos or crocidolite. Banned by law for use in manufacture since 1984. It may, however, be present in older buildings.*

*Brown asbestos or amosite. Banned in use and manufacture since 1984.*

Many schools were built or renovated during a period when asbestos was extensively used, so most schools contain substantial amounts of asbestos products. The most common products containing asbestos found in schools are vinyl floor tiles, lining materials to improve fire resistance, doors and soffits, insulation boards for internal partitions, lagging, fire blankets, asbestos cement sheeting, roof tiles, gutters, electrical goods, asphalts, certain textured paints, oven gloves, ironing board panels and heaters, ceiling panels, under floor ducting and tiles.

### 22.1 AREAS IDENTIFIED AS CONTAINING ASBESTOS

Full details are available in the Asbestos Register located in the **Site Office**.

The Asbestos management plan is implemented by Bridgend County Borough Council's Asbestos services team based at Waterton Depot, Waterton, Bridgend. All information is contained in the Asbestos register kept in the Site Office. The Operations Manager of the School manages all contractors on site when working on the fabric of the School buildings to identify if it is present in the area to be worked. The Asbestos register is consulted by the contractor and the responsible persons on site, primarily Mr Wayne Berry Operations Manager, or Mr Graham Davies School caretaker. An Authorisation to work form is completed if it is safe to work or the Asbestos services team are consulted before any works can commence if Asbestos is found. For further information please refer to the "Asbestos Register" located in **Site Office**.

## 23. DUST EXTRACTION UNIT

Is located in a separate room on the external side its purpose is to extract dust from "woodworking" machinery to a central location where it is collected in bags for disposal when full. The unit is checked termly by school staff and is serviced every 14 months to HSE Guidance HSG258 by Roperhurst Limited.

## 24. STAFF TRAINING

Staff need to have an understanding of fire risks and know what to do in the event of a fire so that fire safety procedures can be applied effectively. This applies to **ALL** staff without exception and senior management should lead by example.

Line managers are responsible for ensuring that fire safety policies and in particular instructions are brought to the attention of their staff and observed by them. They must make provisions such that every member of staff can participate in fire safety training and drills.

All staff should receive induction training on or before their first day of employment. Where staff are working in areas where there are specific hazards or increased risk, the induction training must be supplemented by job-specific instruction as soon as their employment commences. In addition, departmental induction should include fire safety issues such as location of fire exits, fire alarms call points, how to raise the alarm, fire fighting equipment, evacuation procedures and assembly points.

All staff must receive regular, fire training, drills and instruction. The duration and frequency of the training may need to be determined by a training needs analysis. This takes account of the fire risks present in the premises, the number of people at risk, and the responsibilities of staff in a fire emergency. Information on Fire training is a power point presentation found on the school network

## 25. MANAGEMENT OF CONTRACTORS ON SITE

- School guidelines are in place for the Management of Contractors.
- Contractor is required to provide completed risk and other assessments including method statements before works are allowed to commence {Construction (Design and Management) Regulations}
- Works are planned well in advance (where applicable) and health and safety issues have been addressed.
- Contractors are controlled and managed on site.
- Contractor is required to address the following:
  - a. Protection of children
  - b. Segregation of building works where possible
  - c. Safe use and storage of any machinery brought onto site.
  - d. Guarding of site and machinery.
  - e. Restricted access to unauthorised persons including children.

## 26. COMPLAINTS ABOUT SAFETY AND EQUIPMENT

If any employee or other person considers that a danger exists as a result of the unsafe condition of equipment or premises, then he/she should report the matter immediately to his/her line manager or the Headteacher who will decide what action should be taken on the complaint.

If an individual is not satisfied with the remedial action proposed, then it will be open to him/her to have the matter raised with:

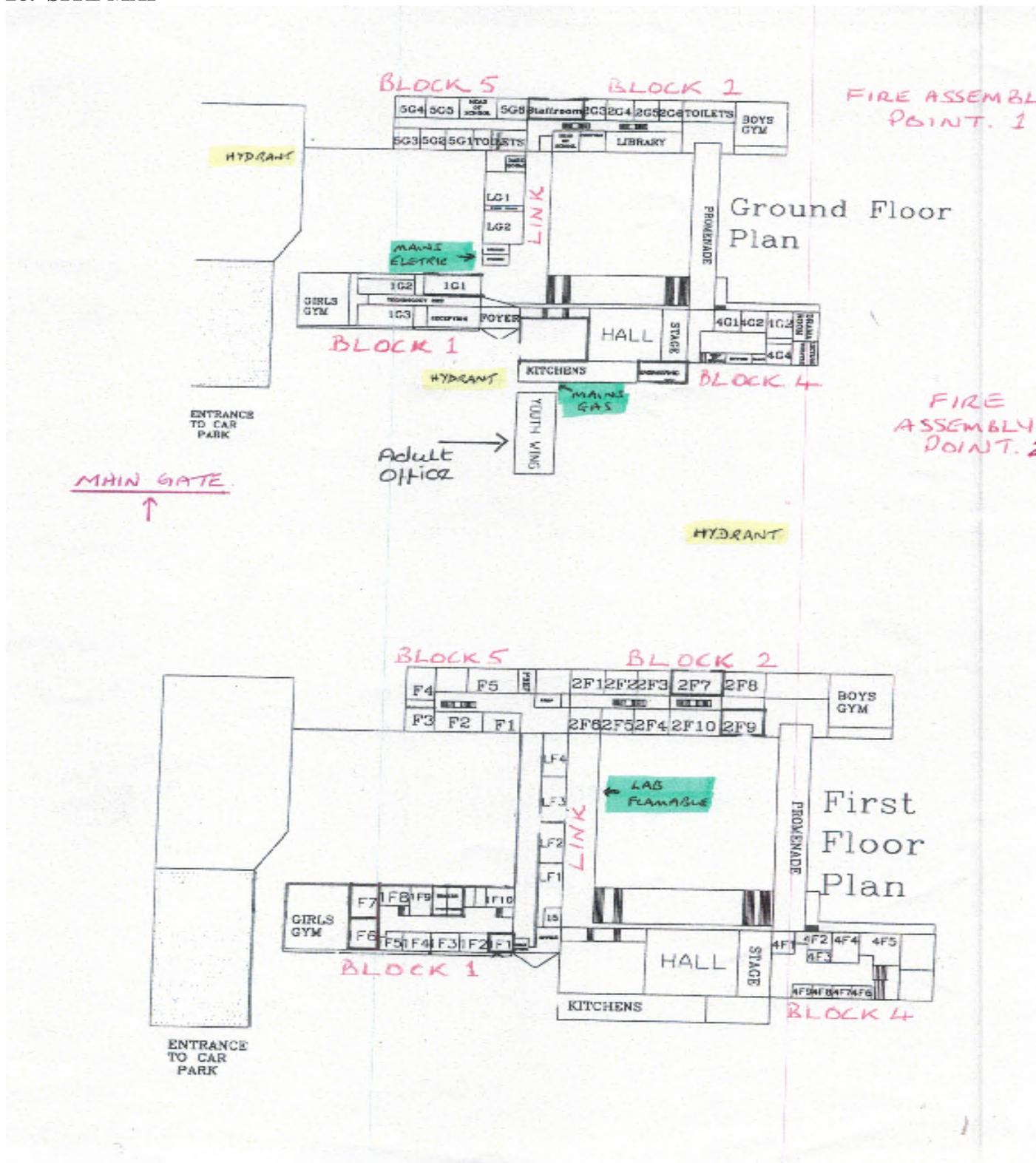
- a. the Headteacher and if still not satisfied -
- b. the Governing Body
- c. the Directorate's Health and Safety Officer, who will arrange for the necessary inspection and reports to be completed.

If in the opinion of any member of staff the continued use of any equipment, or premises is likely to create an immediate danger to Health and Safety, then such equipment or premises should not be used until a decision is made by the Headteacher.

## 27. EMERGENCY CONTACT INFORMATION

Caretakers	Haydn Edwards	*****	Weekends
Operations Manager	Wayne Berry	*****	
Business Manager	Neil Roberts	*****	
Head Teacher	Hannah Castle	*****	
	Mike Stephens	*****	
BCB Council out of hours Emergency contact		01656 643643	
		07831143600	
Health And Safety Department		01656 642880	Waterton yard

28. SITE MAP

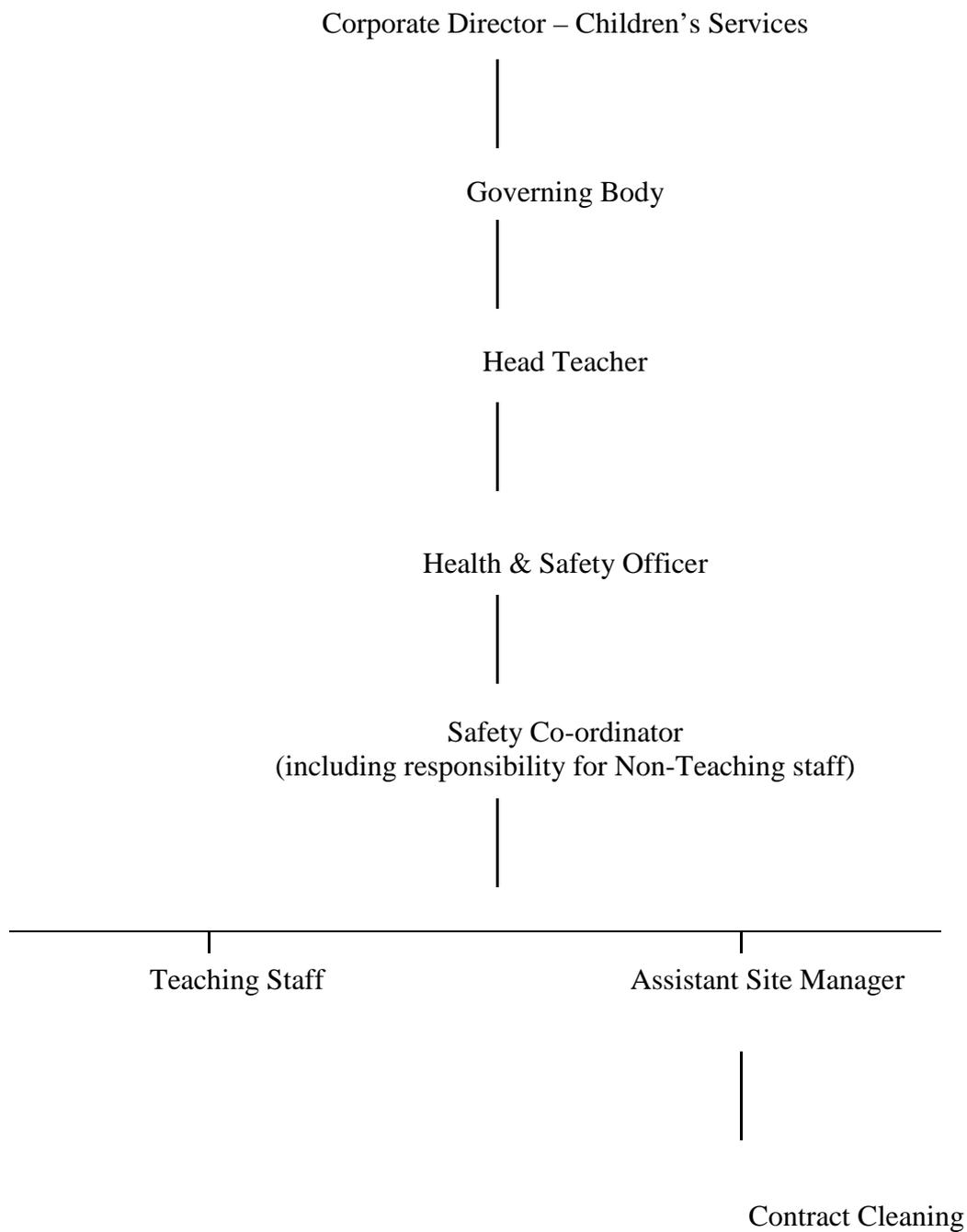


This policy will be reviewed at the start of each academic year or where classrooms are relocated.  
 Reviewed by the Governing Body in

Signed: ..... (Chair of the Governing Body)

Date: .....

**LINES OF RESPONSIBILITY ON HEALTH AND SAFETY**



## Appendix 2

### RESPONSIBILITIES

#### 1. ALL TEACHING AND NON-TEACHING STAFF

All teaching and non-teaching staff have a duty:

- 1.1 To ensure they comply with the Health and Safety at Work Act and all safety regulations, instructions, directions and advice regarding safe working conditions.
- 1.2 To act on recommendations and advice concerning working practices which are considered unsafe.
- 1.3 To use protective equipment and clothing where issued and ensure that equipment and clothing are kept in a clean and hygienic condition.
- 1.4 To ensure that all equipment is safe and maintained in a good condition and to report any concerns.
- 1.5 To ensure that the working environment is not a danger to Health and Safety
- 1.6 To report all equipment and elements of the working environment which are considered to be unsafe
- 1.7 To ensure that no member of staff uses equipment unless they have been given specific instructions and training in the use of such equipment.
- 1.8 If, at any time, a member of staff considers that the use of equipment or the condition of the premises is likely to create a danger to their Health or Safety then the use of such equipment, or premises should not be used authorised by the immediate senior person. In the event of such member of staff not being satisfied with the action proposed then it will be open to the employee to raise the matter as set out in paragraph 3 below.
- 1.9 To take necessary action to deal with any complaint regarding Health and Safety matters which are brought to their attention, including where necessary, reporting such complaints to the Health and Safety Officer.
  - 1.9.1 To bring to the attention of the Health and Safety Officer, any training needs and to avail him/herself of any training facility which may be made available.
  - 1.9.2 11 appointed Fire Wardens with the responsibility of monitoring their designated areas within the school and full evacuation of the areas during Fire Drills and Emergency's. Reporting any faults/concerns to the Operations Manager.

## **2. GOVERNING BODIES**

With the implementation of the Education Reform Act: Local Management of Schools, Governing Bodies have certain responsibilities for the Health and Safety of staff employed in establishments under their control and also for persons who use the premises and equipment by virtue of the Health and Safety at Work Act 1974.

As with other matters concerned with the effective management of schools, the Governing Body will not take detailed decisions about day to day Health and Safety issues in the school that is the responsibility of the Headteacher acting in accordance with agreed policies.

Such issues that need to be addressed are:

- 2.1 To ensure so far as reasonably practicable that the premises, the means of access and exit and any equipment in or provided for use are safe and without risk to health.
- 2.2 To ensure that staff carry out their duties in connection with Health and Safety and implement instructions and recommendations necessary to ensure safe working conditions.
- 2.3 To act on instruction and recommendations and advice concerning any working practices which are considered unsafe.
- 2.4 To take necessary action to deal with any complaints regarding Health and Safety matters.
- 2.5 To afford the Health & Safety Executive and any other Statutory Bodies and the Director or his representative, all facilities to enable them to implement the provisions of the Health and Safety legislation as far as the Directorate is concerned.
- 2.6 To ensure that maintenance work falling within the Governors responsibilities is carried out and satisfies the prevailing Health and Safety requirements.
- 2.7 To ensure that equipment and materials purchased and used in the school is safe for the use of staff and pupils and others who may be authorised to use it.
- 2.8 To ensure that working arrangements and practices do not endanger the Health and Safety of staff and pupils or those who use the establishment.

