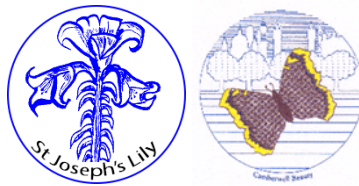


St. Joseph's Camberwell Catholic Schools' Federation



HEALTH & SAFETY POLICY

Approved by:	Full Governing Body
Last reviewed on:	March 2021
Next review due by:	March 2022

Signed: _____ Date: _____

Chairperson of the Governing Body.

Signed: _____ Date: _____

Executive Headteacher

Health & Safety Contacts

Key Manager:

Ms D Jameson -Executive Head Teacher

Person designated to act in the Key Manager's Absence: Mrs Theresa Mokogwu - Head of School

Safety Representative:

Main First Aid Team for Key Stage 1

Name:	Job role:	Certificate:	Awarded on:	Expires:
Lucy McKiernan	Class Teacher	Paediatric First Aid	October 2020	October 2023
Donna Rhoden	Teaching Assistant/Lunchtime Supervisor	Paediatric First Aid	October 2020	October 2023
Lilia Cueva	Teaching Assistant/Lunchtime Supervisor	Paediatric First Aid	October 2020	October 2023
Anne Mullen	Teaching Assistant	First Aid	March 2017	March 2020
Sally Corbett	Teaching Assistant/Lunchtime Supervisor	First Aid	March 2017	March 2020
Monica Garcia	Teaching Assistant/Lunchtime Supervisor	First Aid	March 2017	March 2020
Susan Callaghan	Teaching Assistant	First Aid	March 2017	March 2020

Due to the Pandemic the First Aid training booked was cancelled due to the national lockdowns – Training has been rebooked for 29th April 2021 and 7th June 2021

Main First Aid Team for Key Stage 2

Name:	Job role:	Certificate:	Awarded on:	Expires:
Paul Higgins	Class Teacher	First Aid	March 2017	March 2020
Alison Grant-Canning	Learning Mentor	First Aid	March 2017	March 2020
Jane Crawford	Teaching Assistant/Lunchtime Supervisor	First Aid	March 2017	March 2020
Marina Daniels	Teaching Assistant/Lunchtime Supervisor	First Aid	March 2017	March 2020
Elsa Ramos	Teaching Assistant/Lunchtime Supervisor	First Aid	March 2017	March 2020
Ejimofo Moedu	Teaching Assistant	First Aid	March 2017	March 2020
Sam Mburu	Premises Officer	First Aid	March 2017	March 2020
Nicola Kelly	Teaching Assistant	First Aid	March 2017	March 2020
Raimounda Bidar	Teaching Assistant/Lunchtime Supervisor	First Aid	March 2017	March 2020

Due to the Pandemic the First Aid training booked was cancelled due to the national lockdowns – Training has been rebooked for 29th April 2021 and 7th June 2021

The following have been trained in Fire Safety : All Staff trained Autumn 2020

Southwark Council Health & Safety Contacts:

Health and Safety Manager: 0207 525 3808

Fax 0208 588 9006

Email: cshelathandsafety@southwark.gov.uk

Health & Safety Statement, Policy & Arrangements

Statement of General Policy

The Governing Body of St Joseph's Camberwell Catholic Schools' Federation recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities under the Health and Safety at Work etc, Act 1974 to ensure that adequate arrangements are in place to secure, as far as is reasonably practicable the Health Safety and Welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities. The Governors will actively work with the Executive Head Teacher and staff to identify hazards, assess the risks and where these cannot be removed ensure that they are adequately controlled.

Our schools aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

This statement sets out how these duties will be conducted and includes a description of the school's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are outline in this document. This policy will be brought to the attention of, and/or issued to, all members of staff and a reference copy kept in the admin office. An electronic copy will also be stored in the Staff Shared area of the school's intranet. This policy statement and the accompanying organisation and arrangements will be reviewed annually.

Whilst appreciating that ultimate responsibility rests with The Federation. All Governors Managers and Staff have to work together in the creation and promotion of a positive health and safety culture.

In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.

It is recognised that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below.

Risks will be minimised by forward planning using competent staff trained and resourced to an appropriate extent whilst working to attainable standards.

St. Joseph's Camberwell Catholic Schools' Federation recognises that the effective management of health and safety plays an important role in its overall performance as an educational establishment by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Health and safety performance will be subject to regular and routine monitoring, the results of which will be reviewed on an annual basis in order to maintain and improve where necessary the required standards.

The Organisation section of this document defines the duties and responsibilities of both management and staff who will implement this Policy in the manner detailed in the Arrangements.

The Governing Body requires each member of staff, student and visitor to St Joseph's Camberwell Catholic Schools' Federation to exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others, and to co-operate fully with the school and its management. Without affecting the generality of the above statement, the schools will pay particular attention to the implementation of the requirements of the Health and Safety at Work Act 1974 and associated legislation in so far as;

1. The provision and maintenance of plant and systems of work, which are safe, and without risks to health.
2. The production of arrangements in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
3. The provision of suitable and sufficient information training and supervision necessary for health and safety purposes.
4. The provision and maintenance of workplaces, which are safe, and without risk to health.
5. The provision and maintenance of working environments and adequate arrangements for welfare at work.

This policy will be subject to review on an annual basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the needs, and aspirations of St Joseph's Camberwell Catholic Schools' Federation.

Responsibility and Organisation for Managing Health and Safety

The Governing Body

The responsibility for ensuring that Health and Safety procedures within the school are adequate rests with the Governing Body. The Governors will ensure that all necessary procedures are devised, implanted, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular to:-

- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the school.
- Reviewing the school's health and safety policy annually and implementing new arrangements where necessary.
- Monitoring, reviewing the evaluating the school's health and safety performance.
- Ensure that the school implements Health and Safety arrangements.
- Have in place procedures to identify hazards, evaluate risk and implement control measures.
- Providing appropriate resources within the school's budget to meet statutory requirements and ensuring that health and safety policy, procedures and standards are met.
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting of any hazards which the school is unable to rectify from its own budget.

- Seeking specialist advice on health and safety which the school may not feel competent to deal with, as the employer access to competent health and safety advice is a requirement of the Health and Safety at Work etc. Act 1974.
- Promoting a positive health and safety culture and high standards of health and safety within the school.
- Provide personal protective equipment where necessary as the employers of the school staff.
- Ensuring that when awarding contracts, health and safety is included in specifications & contract conditions taking account of policy and procedures.

Safety Governing

The Health and Safety Governor will monitor health and safety within St Joseph's Camberwell Catholic Schools' Federation and advise the Governing Body on such matters relating to the school's health and safety as the Body may remit to them. In particular, they are to:

- Oversee the annual review of the school's Health and Safety Policy and associated documentation.
- Receive and review management's termly Health and Safety reports.
- Receive and review the annual report from the school's Headteacher or where appropriate the Health and Safety Coordinator
- Receive and review any other audit or inspection commissioned by the school or by any other agency such as the HSE.
- Review the minutes of the school's Health and Safety committee meetings – Resources committee and attend where appropriate.

Executive Head Teacher

The Executive Head Teacher, as Key Manager, is responsible for the day to day running of the schools', ensures that the Health and Safety Policy is put into effect. They will assist in the development and maintenance of safe conditions for staff, pupils, visitors and anyone using the premises.

They will in particular:-

- Be satisfied that effective arrangements are in place to ensure the Health, Safety and Welfare of all users of the premises.
- Ensure that the Emergency Evacuation Procedure is practised, at least once term and that results are documented.
- Ensure that competent Contractors are appointed and to monitor their onsite safe working practices.
- Co-operating with the Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Making regular reports through the Head's report on health and safety matters including buildings and safety management to the Governing Body.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implanting actions and submitting inspection reports to the Governing Body.

- Communicating the policy and other appropriate health and Safety information to all relevant people including contractors.
- Carrying out health and safety investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the Governing Body and hazards which cannot be rectified within the school's budget.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- Monitoring purchasing and contracting procedures to ensure compliance with the school policy.

In the Executive Headteacher's absence, the Head of School/School Business Manager assumes the day-to-day health and safety responsibilities.

Head of School

The Head of School is responsible for the implementation of the policy and all associated arrangements in the absence of the Executive Headteacher and has routine responsibility for ensuring that the school's Health and Safety Policy and associated arrangements are implemented under their respective areas of control. She will achieve this by:

- The provision of the necessary physical and human resources.
- Ensuring the effective flow of information relevant to health and safety.
- The provision of the necessary means of supervision and control of staff.
- Ensuring that all Subject Leaders for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction.
- Ensuring that all relevant managers for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction.
- Ensuring that all relevant Managers for which they are responsible understand and accept their responsibilities for Health and Safety.
- Ensuring that suitable and sufficient arrangements are made for the health and wellbeing of staff and pupils, including the provision of first aid.
- Routinely and regularly undertaking safety tours of the premises and activities under their respective control.
- Ensuring that the schools Health and Safety committees are conducted according to the school's procedures.
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control.

Curriculum Coordinators/Subject Leaders

The Curriculum Coordinators/Subject Leaders are responsible to the Headteacher for the implementation of St Joseph's Camberwell Catholic Schools' Federation Health and Safety Policy in their areas of control.

The Curriculum Coordinators/Subject Leaders will ensure that within their area of responsibility:

- All teaching and support staff are capable and competent in their given roles and provided with suitable and sufficient information, instruction and supervision.
- Suitable and sufficient training programmes are introduced and maintained for both staff and students to ensure appropriate levels of competency are achieved and maintained.
- All teaching and support staff understand and accept their responsibilities for Health and Safety.
- All pupils understand and accept their responsibilities for Health and Safety and are subject to proper supervision.
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the schools' procedures, where appropriate the relevant information should feature in the lesson plans/ schemes of work.
- New activities, resources and equipment will not be introduced until all risks have been identified and adequate risk control measures put in place.
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained where appropriate
- Any workplace or activity outside the schools' premises is properly assessed for Health and Safety and appropriate paperwork completed within an agreed timescale.
- The schools' accident and incident reporting procedures are followed.

Premises Officer: (in consultation with the School Business Manager:-

The Premises Officer has particular responsibility for Security and Premises related issues and will ensure that the school's Safety Policy and associated arrangements are implemented across the Federation.

- Assist with inspections and safety audits.
- Investigating and advising on hazards and precautions.
- Developing and establishing emergency procedures, and organising the fire evacuation practices within the school.
- Having a general oversight of health, safety and first aid matters.
- Making recommendations to the Headteacher for matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections.
- Making recommendations to the Headteacher on matters of safety policy in compliance with new and modified legislation.
- Liaising with outside bodies concerned with safety and health e.g. Occupational Health consultants.
- Monitoring accidents to identify trends and introduce methods of reducing accidents.
- Ensuring that reports on health and safety matters with respect to the School premises are prepared.
- Keeping records of hazards identified on site by staff and the remedial action taken and when.
- The provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments.

- Ensuring all accidents within the area of responsibility are recorded in line with the school policy.
- Ensuring that premises safety inspections are undertaken e.g. weekly, bi-termly and keeping records of any faults identified (if appropriate).
- Ensuring that all portable electrical equipment is tested on a bi-annual basis.
- Ensuring that equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.
- Co-operate with the Executive Headteacher/Head of School and ensure that they effectively monitor the condition of all aspects of the Premises.
- Report defects and monitor that appropriate remedial action is taken.
- Test the Fire Alarm System weekly and record the findings.
- All hazards presented by premises activities to be identified and the risks created fully assessed and controlled in accordance with the school's procedures.
- Establishing suitable and sufficient arrangements for the management, supervision and control of the school's Buildings and Cleaning Staff.
- Ensuring all statutory inspections and registers are completed, for example, electrical, gas, lifting equipment, boilers, compressors, fire and asbestos.
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work.
- Ensuring the Fire Risk Assessment is produced and maintained and all fire safety measures are subject to appropriate testing and maintenance.
- Monitoring the building related contractors with regard to Health and Safety.
- Responsibility for Legionellosis and Asbestos (where appropriate) control and risk assessments across The Federation.

The School Business Manager

The School Business manager oversees the office managers and is responsible to the Headteacher, for the implementation of the school's Health and Safety Policy in his areas of control.

The School Business Manager will ensure that:

- All relevant staff for which they responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction.
- All relevant staff for which they are responsible understand and accept their responsibilities for Health and Safety.
- All relevant arrangements regarding the management of health and safety in the Department, for which they have control, are planned and implemented.
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the school's health and safety procedures.
- New activities and resources will not be introduced until all risks have been identified and adequate risk control measures put in place.

- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained.
- Any workplace or activity outside the school's premises is properly assessed for Health and Safety.
- Suitable and sufficient arrangements are established with regard to any contracts entered into to ensure that effective arrangements for cooperation between the parties and coordination of the work.
- Routinely and regularly undertake safety tours of the premises and activities in their respective control.
- Providing timely feedback on the performance of the plans, standards, procedures, and systems appropriate to their premises and activities in their respective control.
- All staff and pupils are familiar with and practice the school's emergency evacuation procedures.
- Oversee the investigation of all accidents and incidents within their area of control, and monitor records in accordance with the Federation's procedures.

All Staff

Members of Staff also have Health and Safety responsibilities. Specific risk assessments relating to individuals will be undertaken by a relevant line manager and kept on the individual's file. It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis. Staff members will therefore be required to:-

- Follow safe working procedures personally.
- Give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required.
- Ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary
- Ensure that clear instructions and warnings are given to pupils verbally as often as necessary.
- Ensure that the classroom and other areas are tidy and good housekeeping procedures are followed.
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis.
- Report defects and make recommendations to their line manager where necessary.
- Ensure all accidents and incidents within the area of responsibility are recorded and investigated in line with the school policy.
- Carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out.
- Take reasonable care of the Health and Safety of anyone else who may be affected by what they do or fail to do.
- Co-operate with all Health and Safety arrangements.
- Report any defects or other Health and Safety matters that they are aware of.
- Correctly use equipment, tools and protective devices, including Personal Protective Equipment.
- Attend to defect reports and recommendations from the Headteacher, Staff, Safety Representatives and the Health and Safety Co-ordinator.

- Confirm that adequate risk assessments have been carried out before any educational visit takes place.

Pupils

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

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect, or interfere with things provided for their health and safety.
- Behave in an orderly manner at all times.
- Cooperate with the schools' staff in order that any statutory or other health and safety matter, etc. may be fully carried out.
- Comply will all Safety Instructions issued by teaching and other staff with responsibilities for safety.

Arrangements for Managing Health & Safety

1. First Aid arrangements

If a child complains of an illness or injury during lesson time, they are escorted by a member of staff to the Main Office where First Aid is administered by a qualified First Aider, if necessary. This will be recorded as necessary. If the child is unable to be escorted, then a message is sent to the nearest First Aider to attend to the child in the Classroom.

If a child is injured or complains of feeling unwell in the playground, depending on the nature of the complaint they will be dealt with by the First Aider on duty who will administer First Aid, if required. This will be recorded as necessary.

If a child receives a head injury, Parent/Carer is contacted and informed of the injury immediately. This will be recorded as an accident or incident.

If a child is seriously unwell (i.e. running a high temperature or vomiting) or is seriously injured, the Parent(s)/Carer is contacted to come to the school to attend to the child.

If, in the case of a serious injury, and the Parent cannot be contacted, then a member of staff would escort the child to Hospital by ambulance. This would be recorded as necessary.

If a child has been diagnosed as asthmatic an asthma pump is required to be kept in the school (in a clear container clearly marked with a label of his/her name, class) with a completed Care Plan outlining the dosage details. For children with allergies and a prescription for antihistamine medication or an epi-pen, this too is required to be kept in the school (in a clear container clearly marked with a label of his/her name, class) with a completed Care Plan outlining the dosage details.

All children with a care-plan will be allocated a member of the support staff team from each school who will ensure that medication is stored and administered correctly and is returned to the parent/carer at the end of each year or when it has reached its expiration date.

All Parents/Carers receive a Parental Contact form which allows them to give written details of any medical condition/allergy the child is suffering from the emergency contact telephone numbers.

If a member of staff is complaining of feeling unwell, they are advised to make arrangements to return home. If they receive a serious injury or are seriously ill then they would be escorted to hospital by ambulance with another member of staff and the next of kin would be contacted.

When a group of children leave the premises to go on a visit a First Aid kit and any medication that is held for any child taking part in the visit must be taken by a member of Support Staff.

First Aid boxes are located in the following areas:

Infant building

Main office

All classrooms

Main foyer

Junior building

Staff room

All classroom

Ground floor foyer

2. Accidents, Incidents, Near Misses and Dangerous Occurrences

All will be recorded and reported in accordance with the Authority's Policy. The Pupil Accident Book, Employee Accident Book (B1 510) AND HS1, HS3, Report Forms are kept in the Main Administration Office. These are used for recording incidents and are stored securely.

When a serious accident occurs, it is important that the accident site is left untouched until advice is obtained from the Authority's Health and Safety Unit. The key Manager or deputy will also advise the appropriate Staff Safety Representative, who has the right to inspect the site of an accident involving anyone he or she represents.

Copies of recorded incidents will be sent to the Health and Safety Team at Southwark Council, Health and Safety Unit, 160 Tooley Street, London SE1 5LX.

3. Off Site Visits

When a Class goes off site they are always accompanied by a teacher, a member of support staff and sufficient adults required for Health and Safety purposes, dependent on the age of the children and the type of activity or venue. Most of the trips organised for the pupils fall into Category A Risk as defined by the DfE Document 0565/2022.

When pupils attend swimming lessons at the local swimming pool (Camberwell Leisure Centre) a suitable qualified Instructor teaches the pupils with a teacher and support assistant supervising. Pupils are supervised by school members of staff when changing for swimming and in the swimming lesson.

Close supervision of pupils includes regular checks that all pupils are present, staff carry a mobile telephone and an emergency First Aid kit.

Refer to DfE Guidance – Health and Safety of pupils on Educational Visits. A Risk Assessment Form has been developed for use on all trips, additional Risk Assessments provided by external agencies would be attached to the school Risk Assessment Form.

4. Violence to Staff

Abusive, threatening or violent behaviour towards staff will not be tolerated. Staff members, who feel they may be under treat, must seek immediate assistance from a Senior Member of Staff.

The Governing Body will provide, in co-operation with The Local Authority where responsibilities for premises and plant are shared:

- a) A safe environment for pupils, staff, visitors and other users of the premises.
- b) Plant, equipment and systems that is safe.
- c) Safe arrangements for transportation, storage and use of articles and substances.
- d) Safe and healthy conditions that take account of:
 - Statutory Requirements.
 - Approved Codes of Practice.
 - DfE or Education Authority Guidance.
- e) Adequate information, instruction, training and supervision.
- f) Provision of all necessary safety and protective equipment.

5. Lifting/Carrying/Climbing

- Staff should only be expected to lift/carry items of a reasonable size.
- Assistance from the Premises Officer should be sought for all heavy items.
- Staff should use the ladder or the small step up to reach areas above height.

6. Lone Working

- The main school building is open during term time between 6am and 6:30pm.
- If members of staff wish to access the building at another time this must be arranged through the Executive Head Teacher who will make arrangements with the Premises officer.
- Key Holders are the Executive Head Teacher/ School Business Manager/Premises Officers.
- No members of staff should be working alone in the building without permission.

7. Contractors

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the Health, Safety and Welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control. The Executive Head Teacher will therefore ensure that where Contractors are appointed by the school:-

- Contract Meetings are held to agree Health and Safety measures prior to works commencing and during the project.
- Contractors are advised of any Health and Safety related issues or circumstances that may adversely affect their Health and Safety whilst on the premises.

8. Communication

All Staff are made aware of communication channels within the school and within the Authority for Health and Safety. The Executive Head Teacher will ensure that all Health and Safety guidelines and advice is kept together in the Safety file in a place that is accessible to all staff. All such advice is communicated to staff where relevant.

9. Staff Consultation

The Governing Body and Executive Head Teacher recognises the valuable contribution to Health and Safety that can be made from all Staff, particular the Staff Safety Representative..

10. Safety Practices

Guidance issued by the Health and Safety Executive, DfE and Local Authority will be incorporated into the School's Procedures. These arrangements will be discussed by the appropriate Safety Committee and any significant issues relayed to relevant staff.

11a: Risk Assessment

Risk Assessments of the site are carried out once a term by the Premises Officer and The School Business Manager. Findings are documented and fed back to the Executive Head Teacher and Risk Assessment Procedures evaluated.

The Head Teacher will ensure that a Risk Assessment is carried out for the premises and working, particularly for those members of staff or member of the school community who have a disability for which alternative evacuation procedures would need to be planned for. The assessment will be used to identify Health and Safety Hazards and ensure that where they cannot be eliminated the associated risks are reduced or otherwise adequately controlled.

For pupils who have a learning difficulty, condition or disability, a risk assessment will be carried out to ensure their health and safety is considered when accessing learning opportunities, educational visits and work within the school site.

Where necessary additional resources can be deployed, including the use of additional adults, in order to achieve equitable access for all pupil. On occasion, this may include requesting the presence of a parent or carer to accompany a child for the purposes of reassurance and their emotional stability.

11b: Asbestos

The asbestos register is held in the School Office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The Premises Officers and/or School Business Manager shall ensure:-

- The asbestos log is maintained and that any changes are notified to the asset management team.
- **All** work on the fabric of the building if fixed equipment is checked with the asbestos management plan and advice sought from the asset management team before any undertaking of work.
- An annual visual inspection of asbestos containing materials onsite is conducted and recorded in the asbestos log. Any contractor which is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Premises Officer.

12. Fire Precautions

The school has a contract for the maintenance of the Fire Alarm System and Fire Fighting Equipment.

13. Fire Procedures

Procedures in the event of fire have been prepared and circulated to all staff. These procedures conform to Health and Safety Update 92/01. Notices giving instructions in the event of fire are displayed by all Fire Alarm Call Points and in each Classroom/room.

14. Fire Drill

A Fire Drill will be held termly and significant details recorded in the Fire Log.

At St Joseph's Infants' School

- Pupils are evacuated through the back door of each classroom, except Blue class who evacuate from classroom door into playground.
- All classes proceed to the middle of the Infant playground and line up in silence. The Teacher will then count the number of children in the line.
- Attendance Registers are distributed by Ms A. Crawford
- Pupils involved in lessons in:-
 - The Annexe are evacuated to the playground
 - Hall – evacuate through the safest exit – usually room 7 or Blue class. There are four exits available in other circumstances.

At St Joseph's Junior School

- Pupils in classrooms on the upper floors are led down their closest staircase in silence by the Teacher with supervision by support staff acting as Fire Marshall.
- All classes proceed to the middle of the Junior Playground and line up in silence. The Teacher will then count the number of children.
- Attendance Registers are distributed by Ms. L Fowler.
- Pupils involved in lessons:-
 - On the Roof playground are led down the closest staircase by the Adults supervising them.
 - In the Hall – evacuate through the safest exit.

15. Fire Evacuation Procedure

In the event of a fire, pupils are evacuated as outlined in the Fire Drill Procedure. If pupils or staff are at risk due to the site of the fire, then they will be escorted via another exit route by the Head Teacher, Head of School or Premises Officer.

If pupils are unable to return to the building, all pupils will be escorted through the safest route to Comber Grove primary School. Where pupils or adults of the school community have a disability a personal escape plan will be complied

The School Business Manager and Admin Staff will ensure that contact details are available at point of evacuation and arrangements will be made for parents contact.

16. Accessibility

Adaptions to the site have been made in order to improve accessibility for those with mobility conditions. Both schools have washroom facilities for wheelchair use. All emergency lighting has been updated across both sites to meet current requirements.

17. Terrorist Threat

In case of a Terrorist Threat, the Head Teacher will need to determine the location of the threat and whether it is more appropriate to evacuate or contain the pupils and staff.

The Head Teacher and Head of School will inform staff verbally and inform them of the arrangements for the safest exit route for the pupils. The pupils will be escorted off the premises to the alternative venue as detailed above.

The School Business Manager will immediately or as soon as is practically possible inform the Police, The Health and Safety Department at Southwark Council, 160, Tooley Street, SE1, the Director of Education and the Education Commission.

In the event that the pupils are unable to return to the building, the Admin Staff/ School Business Manager will ensure that contact details are available at the point of evacuation and arrangements will be made for parental contact.

Guidance for opening procedure will be taken from the Police Authorities.

18. Suspicious Package or device

If a suspicious package or device is observed, do not touch, handle or move the object. Report the incident to a member of the Senior Team or the Premises Officer. The Administrative Team will contact the Police. Do not turn on or off light switches. Do not use mobile telephones and restrict the use of external telephone communication. The evaluation procedure to be followed is as for terrorist Threat.

19. Guidance on New and expectant Mothers is available on request.