



Health & Safety Policy  
2021-2022

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## **STATEMENT OF INTENT**

The Governing Body and Senior Leadership Team of Denton Community College recognise and accept their responsibilities for health and safety both under civil and criminal law and also under the Services to People's directorate scheme of delegation for local management of schools.

As responsible employers and/or persons in control of premises, the requirement to provide, so far as is reasonably practicable, a safe and healthy working environment for all employees, visitors and pupils is acknowledged.

In doing so, the school will expect all staff, parents, pupils and visitors to abide by the requirements of this policy.

In compliance with the Health and Safety at Work etc. Act 1974, this schools Governing Body will ensure so far as is reasonably practicable that:

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is sustained.
- All plant and equipment is safe to use.
- Appropriate safe systems of work exist and are adhered to.
- Sufficient information, instruction, training and supervision are available and provided.

The Governing Body will ensure through the Senior Leadership Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

This policy statement together with the organisational structure and the following arrangements and procedures will be reviewed annually.

In addition to this general health and safety policy the school has a number of policies which relate directly to specific areas of health and safety. The detailed policies set out the responsibilities and arrangements for the management of the risks arising from these areas and are listed in the appendices.

## **ORGANISATION AND RESPONSIBILITIES**

Notes for clarity

Denton Community College is a PFI school operated in partnership between the Governors of Denton Community College, Tameside MBC and Robertsons FM.

Each of these partners shares the responsibility, sometimes delegated, for the health and safety of Employees, Students, Contractors and other visitors to the College.

Robertsons FM through their contracts with Denton Community College and Tameside MBC claim ownership of the buildings and premises of the college and are responsible for the safe maintenance of the premises and its emergency services including all fire safety equipment. The company is also responsible for the Health and Safety required to supply food and drinks to meet the College's needs and for the safety of their employees on the premises. Robertsons shares the responsibility for members of the public visiting the site with the College Governing Body.

The Headteacher is responsible for monitoring that the safety of all users of the building is safeguarded and reporting any shortcomings to Robertsons FM, the Tameside LEP and Tameside MBC and to the Board of Governors of the College. The responsibility for the day to day operation of the College's policies may be delegated to other senior members of staff.

School level duties and responsibilities have been assigned to staff and governors as detailed below.  
Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level including but not restricted to:

- Ensuring adherence to the local authority health and safety policy, procedures and standards.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment.
- Reviewing the establishment's health and safety policy annually and implementing new arrangements where necessary.
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards.
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to the local authority, or other body as necessary, any hazards which the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with.
- Promoting a positive health and safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions and takes account of local authority policy and procedures.

NOMINATED HEALTH AND SAFETY GOVERNOR:                      David Booton

## Responsibilities of the Head Teacher

Overall responsibility for the day to day management of health and safety in accordance with the governing body's health and safety policy and procedures rests with the Head Teacher.

As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head Teacher has responsibility for:

- Co-operating with the Local Authority and governing body to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Local Authority where necessary.
- Communicating the policy and other appropriate health and safety information to all relevant people including employees, visitors and contractors.
- Carrying out health and safety and accident 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 Local Authority any hazards which cannot be rectified within the establishment's budget.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- Monitoring purchasing and contracting procedures to ensure compliance with local authority policy.

HEAD TEACHER: Greg Rule

The Head Teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment.

The task of overseeing health and safety on the site has been delegated by the Head to:

DEPUTY HEADTEACHER: Donald Cumming  
FINANCE MANAGER: Rachel Marsland

Within departments, this task is further delegated to the relevant Head of Faculty/Department/Subject Co-ordinator/Subject Leader.

HEAD OF PE	James Day
HEAD OF SCIENCE	Nighat Parveen
SCIENCE TECHNICIAN	Cathie Mills
HEAD OF ART	Maria Preston-Webb
HEAD OF D&T	Paula Arkinstall
FOOD TECHNOLOGY TEACHER	Claire Rowley
D&T TECHNICIAN	Kevin McGuire
FOOD TECHNICIAN	Jill Hogan
SENCO	Gill Rule

### **Responsibilities of Teaching Staff/Non-Teaching Staff holding posts of special responsibility (as named above)**

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, COSHH, AfPE, and ensure that all subordinate staff are aware of and make use of such guidance.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Resolve health, safety and welfare problems members of staff refer to them, and inform the Head/individual with delegated authority of any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents, incidents and near misses occurring within their department are promptly reported and investigated using the appropriate forms and are submitted to TMBC.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

### **Responsibilities of ALL Employees**

Under the Health and Safety at work etc. Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their Line Manager.
- Report immediately to their Line Manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## **POLICY REVIEW**

The Head Teacher/individual with delegated responsibility for health and safety will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Body.

Governors are required to take steps to ensure that they are kept informed of Tameside Metropolitan Borough Council's advice and guidance on health and safety matters.

Health and safety is a regular, termly, item on the agenda of the following meeting(s):

- Health and Safety group
- SLT meetings
- Governors committee

The health and safety policy is reviewed on an annual basis. The review process is:

- Updates from Tameside MBC are reviewed by DCU/RMA
- Policy updated
- Policy reviewed by H&S committee

The policy is communicated/made available to all staff as follows:

- Staff meeting annually
- Internal Google Site

Staff are advised on the health and safety policy during the induction process.

## **SCHOOL HEALTH & SAFETY COMMITTEES**

### School Governance Arrangements

The Governing Body has an oversight of on-going health and safety issues through the Health & Safety subcommittee which are then reported in their minutes to the full governing body once per term. Whilst Covid restrictions are in place there is an additional fortnightly Governors committee that reviews all Health & Safety in school.

Any inspections, audits or incidents, policy or practice changes are reported and signed off by the Chair of Governors and Head Teacher as an evidential audit trail which can be used by the school if any incident should occur.



#### 4.0 Arrangements

##### a) Competent Person(s)

The school gets their competent health and safety advice from: TMBC, through the Health and Safety service level agreement

##### b) Fire

The school will ensure that a fire evacuation drill is completed at least once per term and will record the date, time taken to evacuate and any other relevant details in the fire log.

The fire log will be kept up to date with entries for weekly fire alarm checks and fire door (means of escape) checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Arrangements are in place for evacuating disabled people (a personal emergency evacuation plan PEEP) and staff will be trained in the effective completion of these.

The Headteacher/governing body will ensure a fire risk assessment is completed and reviewed at least annually or more frequently if there is a significant change to the building or number/types of pupils.

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

For further details please see the school's fire policy.

The College is a no smoking environment. This applies to all staff, students and contractors.

##### c) Accident Reporting Procedure

The school reports in accordance with the Local Authorities accident/incident reporting procedure, which requires employees to report accidents, violent incidents, dangerous occurrences, and near misses using TMBC's accident report form. These must be reported to the school Office Manager, who has responsibility for reporting to TMBC.

School accident reports are monitored for trends on a termly and annual basis and a report made to the Governors at the next scheduled meeting.

The Head Teacher, or their nominee, investigates accidents and takes remedial steps to avoid similar instances recurring.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be completed using the HSE's on line reporting system. <http://www.hse.gov.uk/riddor/>

Responsibility for RIDDOR reporting lies with: TMBC Health and Safety team, as part of the Service Level Agreement

##### d) Administering of Medicines

The school follows DfES guidance on the dispensing of medicines within school.

Records of administration will be kept by: Janice Griffiths

See also the Managing Medical Conditions Policy.

e) First Aid

An up to date list of all first aiders is kept by Helen Kenyon.

The appointed first aider is: Helen Kenyon

The up to date location of first aid kits are detailed in the First Aid Policy.

Portable kits are available for off-site trips and visits.

Please read the First Aid Policy for full details.

f) Health Care Plans

Health care plans are in place for those pupils with complex medical needs eg chronic or ongoing medical conditions.

The plans are reviewed annually by Janice Griffiths.

g) Display Screen Equipment (DSE)

The duties under the Display Screen Equipment Regulations 1992 require the employer to assess the risks to the health and safety of its employees from the use of DSE.

All staff who habitually use computers as a significant part of their normal work (continuous or near continuous spells of an hour at a time) will be asked, in the first instance, to complete a DSE Self-Assessment.

h) Training

The Head Teacher will ensure that all staff have suitable and sufficient training to complete the tasks required of them.

All members of staff, as part of their Induction to the school, will receive training on the requirements of this policy.

The school will ensure that all training is recorded and refresher training is completed where required.

i) Managing Contractors

The school based person appointed to liaise and monitor contractors on site is: Rachel Marsland

All contractors who are due to carry out work on the College site or inside the building must report to Visitors Reception where upon a permit to work will be issued by Robertsons FM. Contractors must be accompanied at all times by Robertsons staff when students are in school unless their DBS has been approved by the Office Manager in school. Lanyards should still be worn.

The school will ensure that pre-qualification checks are carried to verify any contractor used by school has the appropriate insurances and competencies to carry out the works.

j) Electrical Installations

Arrangements are in place for the testing of fixed wiring and fixed appliances by competent electrical engineers.

k) Portable Electrical Appliances

Portable electrical equipment is tested on an annual basis by Robertsons FM and the report received is acted upon immediately. The date of inspection is recorded in the Robertsons Health and Safety log and the next inspection placed in the annual programme of maintenance.

All staff will visually inspect electrical equipment before use for obvious defects.

Personal items of electrical equipment will not be brought into school for use by staff or pupils.

l) Control of Substances Hazardous to Health (COSHH)

All substances which may be considered hazardous to health must have been assessed (except in Science – these are covered by CLEAPSS hazcards).

A copy of the health and safety data sheet and COSHH assessment will be available in the location where the chemicals are used/stored.

Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

m) Legionella

The school has a legionella risk assessment which is written and monitored by Robertsons who share it with the school.

Robertsons are responsible for ensuring that any monthly temperature checks are completed and the weekly flushing records are completed.

n) Health and Safety Monitoring and Inspections

Regular visual inspections of the site and installations, from which defects are documented, is carried out by the Robertsons team.

A general inspection of the site, which is documented, is carried out termly by the Robertsons team.

The Health and Safety Governor will undertake an inspection of the premises and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

o) Manual Handling

The school completes risk assessments on any significant manual handling tasks and is detailed in the Manual Handling Policy.

Employees who complete manual handling tasks will have suitable and sufficient training. Where employees are required to lift pupils they will receive training in appropriate moving and handling techniques along with training in the use of any specific equipment they may be required to use, such as hoists and slings. This is monitored by the SENCO.

p) Lone Working

Staff are encouraged not to work alone in school. Lone working does occur on occasions, and as this may place individuals concerned at 'increased risk'. Where lone working is deemed necessary it is risk assessed and monitoring systems put in place. It is important that the issue is addressed within the risk assessment for the particular activity/task. In order to do this, situations need to be identified in advance so that assessments can be conducted and where necessary, appropriate measures put in place. Examples of lone working:

- Caretaker/Site: Manager early start, late finish, College holidays, call-outs etc.,
- Teaching staff: preparation, meetings, etc., outside 'normal' hours
- Late meetings, weekend working

The school has a Lone Working policy which details the Health and Safety processes and should be read by all staff.

#### q) Offsite Visits

The school follows TMBC's Educational Visits and Activities Guidance, with reference to OEAP National Guidance. James Haslam (Deputy Headteacher) is the school Educational Visits Coordinator. The following outline procedures should be applied to all educational visits and holidays. All risks will be assessed, recorded and controlled.

Planned educational visits for one day or less

Follow the TMBC Arranging Educational College Visits Guidelines on the shared area and complete appropriate forms on Evolve for permissions and risk assessments.

For all other visits (holidays) and any visit involving hazardous activities school follows the TMBC Arranging Educational College Visits Guidelines on the shared area and complete appropriate forms for permissions and risk assessments.

Itineraries for College Visits and Holidays.

The required detail will vary depending on the nature and duration of the visit. Take the following points into account when constructing your itinerary:-

- times and point of departure/arrival/return
- approximate duration of travel
- all planned activities
- supervision arrangements, especially periods of intermittent supervision
- detail should be given for any evening activities and to supervision on residential visits

Risk assessments will be carried out for all visits using Evolve. Organisers should complete these in consultation with Headteacher and Deputy Headteacher. These should take place at a very early stage before final approval for the visit has been given. Further risk assessments may need to be taken dependent upon the destination of the visit, advice from the Foreign & Commonwealth Office or particular threat.

#### r) Work Equipment

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment, and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment requiring statutory inspection, testing and maintenance, (for example steam boilers, pressure cookers, lifting equipment, local exhaust ventilation) will be inspected by an approved contractor (if the school does not use an approved contractor, it will ensure a competent contractor is used).

Any personal protective equipment (PPE) required for the use of work equipment will be supplied free of charge by the school. All employees must wear the PPE when operating such equipment.

s) Risk Assessments

Risk assessments are completed for any significant risks. These cover curriculum based activities in school, school visits and the running of the school building and grounds.

Risk Assessments are held centrally in the Google Drive Health and Safety folder and are available for all staff to view.

These risk assessments are working documents and will be viewed by staff carrying out the activity.

Risk Assessments will be reviewed on an annual basis or whenever there is a significant change to the activity/task /personnel or following an accident.

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil, are held on that person's file and will be undertaken by their line manager or teacher as required.

t) Working at Height

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task, and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment, with a formal written 6-monthly check (tower scaffolds require specialist and more frequent checks).

u) Statutory Checks

This table details contracts in place to ensure compliance in terms of statutory checks required by legislation. Robertsons are responsible for all statutory checks and maintain the records, which are shared with the school and are detailed in the 5 year Maintenance Plan in terms of frequency.

v) Security

It is the responsibility of Robertsons in liaison with the Headteacher and in consultation with the Governing Body to ensure the security of the buildings and grounds.

All visitors will complete the appropriate forms on reception and wear a visitor's badge to aid identification and confirm that signing in has taken place.

- Green lanyards: a visitor who has had their DBS recorded on our Single Central Record will be given a green lanyard. This means they do not need to be accompanied by a member of staff.
- Red lanyards: a visitor with a red lanyard must be accompanied by a member of staff at all times. Staff must challenge visitors with a red lanyard on if they are unsupervised and take them to the member of staff they are visiting. This should then be reported to SLT.

Staff should take care not to leave their personal valuables unattended in any area of the College at any time and should ensure that College equipment such as computers, videos, televisions, cameras and audio equipment is locked away out of sight when not in use. A visual check of classrooms should be made at the

end of the day to ensure that valuable equipment has been cleared away. Money should always be kept secure and should always be placed in the College safe overnight.

General security in the working day depends on all occupants of the building being vigilant and reporting to the Office Manager or a senior member of staff anything unusual, suspicious or causing concern. Serious breaches of security may require the emergency procedures contained in the Major Incident Plan to be used.

w) Infection Control

A table giving guidance on exclusion from College for the more common or important infectious diseases is kept in the office behind reception. The school nurse provides advice should specific actions be required eg reporting an outbreak. There is further advice for schools on the gov.uk website: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

x) Emergencies and Evacuation Procedures

An emergency is considered to be anything that unexpectedly disrupts the normal running of the College such as the sounding of the fire alarm or the occurrence of an accident. Here we deal with other possible emergencies.

> Serious Service/Structural Malfunction. This covers gas leaks, bursts, electrical faults etc. You should assess the seriousness of the situation and remedy it, if possible, without involving unnecessary risk to you or to others and send for assistance. If necessary, evacuate the teaching area before sending for assistance.

> Intruders. In the event of any intruders being found on site you should: seek assistance from another member of staff and inform the main office. Only take steps to defuse the situation if you assess that this is safe – do not be a ‘hero’ and risk the safety of either students or yourself. The school SLT will be informed and assess the risks and next steps.

> Students absconding from lessons. Remain with your class. Inform Management By Walkabout.

> Emergency Evacuation If for any reason, we are advised by the Council (LA) to evacuate the College, the procedure should be as is set out in the Fire Regulations. The procedures for the safe evacuation of the building will be made known to all users of the building and plans will be displayed at all appropriate locations.

> Critical Incidents – see the Major Incident Plan.

y) Personal electronic equipment

Staff should not bring personal electronic equipment into school. Only equipment that has been PAT tested by school/Robertsons can be used in school.

## **Appendix 1 – Related Health and Safety Policies, Procedures and Guidance**

1. Fire Policy and Procedures
2. Accident Reporting Procedure
3. First Aid Policy
4. Managing Medical Conditions
5. Control of Contractors Risk Assessment
6. Manual Handling Guidance
7. Lone Working Risk Assessment
8. School Trips Procedures
9. Risk Assessment Guidance
10. Work at Height Guidance

The school Health and Safety Intranet Site contains these and other relevant documents.

## **Appendix 2: Checklist of duties for all staff**

All members of staff should

- Take reasonable care of their own Health and Safety and that of any other person affected by their activities.
- Co-operate to enable any statutory duty or requirements to be met
- Familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put them or anyone else at risk
- Be familiar with the Health and Safety policy and the particular aspects which affect their work
- Report any observed defects in the premises, plant, equipment and facilities
- Take an active interest in promoting Health and Safety and suggest ways of reducing risk

Where machinery or equipment is used, staff should

- Check that it is adequately guarded
- Check that it is in safe working order
- Not make unauthorised or improper use of the equipment
- Use the correct tools or equipment for the job and adopt any appropriate protective or safety measures, including wearing PPE as required
- Ensure that hazardous substances are properly used, stored and labelled
- Ensure that any students using equipment are appropriately supervised
- Report any observed defects in the premises, plant, equipment and facilities



### Appendix 3: Supervision of Students

At Denton Community College we all have a responsibility for the safeguarding of all our stakeholders. We therefore consider the duty of care for our students is a contractual obligation of every member of staff employed by the school.

The supervision of students as they arrive, at all times during the school day and as they leave the site forms part of our duty of care responsibilities. To effectively manage this supervision outside of the structured environment of lessons, we implement a series of staff duty rotas to safeguard our young people.

Please see the College Behaviour Policy and duty rotas for your specific duty times and role. Staff are required to actively supervise, rather than passively supervise, the students in their care whether in lessons or on duty. Any staff who know they will be absent at the time they are due to be carrying out duties should make arrangements for another adult to carry out their duty.

#### Supervision Before School

- Meet & greet students (smile & good morning)
- Be observant of any anti-social behaviour within the community (smoking/swearing etc.)
- Deal with uniform issues & encourage punctuality

#### Lunch Duty Supervision

All staff on duty should ensure that students:

- Behave in a calm and respectful manner at all times
- Queue in single file for their food at the servery
- Do not leave food or rubbish on tables when they vacate them
- Do not litter inside or outside the building
- Do not run within the building
- Remain in their designated Homebase, dining area and outside spaces
- Adhere to the uniform policy (e.g. no outdoor coats within the building)
- Move to learning when the warning bell sounds after 25 minutes

If students are not adhering to these guidelines then staff should challenge them and if required seek further support from a member of the Senior Leadership Team.

- Issue farewells to students (smile & good bye)
- Ensure students use the correct exits
- Promote the core values of Denton Community College
- Be observant of any anti-social behaviour within the community (smoking/swearing etc.)
- Deal with uniform issues & encourage orderly movement

The five main areas for supervision before and after school are:

- **Russell Scott Primary School Gate** (Only students with passes from Heads of Year are allowed access)
- **Crown Point North** (Ensure there is a safe and orderly exit from the College grounds onto Crown Point North)
- **Bus Stop** (Ensure there is safe and orderly behaviour whilst students are waiting and accessing the buses)
- **Main Entrance** (Ensure there is a safe and orderly exit from the College grounds)
- **Main Taylor Lane Gates** (Ensure there is a safe and orderly exit from the College grounds)

#### Summary

Please note that the supervision of students is an integral part of our duty of care to safeguard our students. Whilst this document sets out direct duties to individuals based upon role and faculty area, the passive

supervision of students immediately before school and as students leave is the responsibility of all stakeholders. The directed time allocated to passive supervision for all teachers at Denton Community College is from 8.25 to 8.40am and from 2.50 to 3.05pm each day. This is set out in our 1265 directed time policy, which can be requested from your professional representative.

Allocated duties are recognised as part of the directed time for teachers. As such it is the responsibility for that member of staff to attend their designated duty promptly to ensure the continued supervision of students is maintained. If a member of staff cannot attend their duty promptly then this should be raised with their line manager or Sam Graham so that other arrangements can be implemented.

If a member of staff is absent from school they should inform Lesley Parke of any of their duties that need to be covered. A back up email should also be sent to Sam Graham to ensure the duty is covered.

If a member of staff is booking time off (Green or yellow form) they should indicate on the absence form any duties that require covering.

Failure to attend your designated duty position or informing someone that it requires covering is unfair on colleagues and potentially means that the College cannot meet its duty of care commitments. This could therefore lead to a serious breach of health and safety regulations which could lead to possible disciplinary procedures being instigated.

### **Road Safety**

Advice is shared with students on road safety through assemblies, letters, text messages to parents and website messages.

### **Parking**

School has a dedicated drop-off zone for parents to use at the front of school. Health and Safety issues with parking at the front of College were looked into by the Local Authority; new barriers were put up outside College in June 2013 and the yellow lines extended. Parents are asked to drop off and pick up their children at Crown Point North.

## Appendix 4: Medical and First Aid arrangements

### First Aid (see additional policy)

- A list of current First Aiders is kept by the Office Manager.
- The Office Manager, in liaison with the DSL, is responsible for maintaining records of training and ensuring that staff are booked on refresher courses as appropriate.
- A rota system is used to ensure there is always a trained First Aider available during the college day, including period 6.
- If a student or member of staff becomes ill the First Aider should be called by phoning the First Aid mobile phone (programmed on school phone system).
- UNDER NO CIRCUMSTANCES should a student who has had an accident or says that they feel ill be sent to find a First Aider; the student should remain with the member of staff and the First Aider will attend to them.
- If the First Aider is needed in more than one place at a time, the First Aider on duty is responsible for delegating further incidents to other identified First Aiders.
- First Aid boxes are positioned in the Science Prep Room and the PE Staff Workroom. There is a First Aid bag containing essential medical supplies available for the first aider on duty to carry with them. A first aid bag is provided to the First Aider accompanying any college visit.
- Robertsons are responsible for the provision of all essential First Aid equipment; the college ensure the purchase of all equipment as needed.
- There is a defibrillator positioned at reception and at PE. Code C999.
- If an ambulance is needed, either on site or during a college visit, the Headteacher should be informed immediately via his PA; he will identify a Senior Member of Staff to coordinate the incident. This should be logged on the record sheet held by the Office Manager as soon as possible afterwards.
- If a member of staff who is supervising students feels too ill to continue their duties they should call for another adult as soon as possible. This person can then ensure that the Headteacher is contacted so that support can be put in place.
- When a student is ill or has an accident the school is responsible for ensuring that contact is made with the student's parent(s). When a member of staff is ill or has an accident the Headteacher is responsible for ensuring that contact is made with the member of staff's next of kin, should the need arise.
- Should there be an accident involving a member of staff or a member of staff is too ill to continue teaching their lesson the Senior Leader responsible for coordinating the incident will ensure an appropriate adult is deployed to cover their duties. Staff with a medical condition that may lead to an emergency situation have a separate emergency plan in place.

### Medical Conditions and medication

The college has a separate policy for supporting students with medical conditions including those who need to take medication during the college day. Medication is stored in a locked cupboard behind reception; students are not allowed to carry their medication with them, with the exception of asthma inhalers, epi-pens and insulin. There is a medical room available in reception, for use when a student is ill or needs medication; students are not allowed to use this room unsupervised.

### Emergency Cover for Staff

## Appendix 5: Emergency Evacuation Plan

Emergency Evacuation Plan for:	DENTON COMMUNITY COLLEGE
Premises address and contact number	Taylor Lane, Denton, Manchester M34 3NG 0161 336 2219
Plan date	October 2020
Review date	October 2021

### Sound of the alarm

The sound of the alarm will be a continuous warning siren (backed up by flashing lights).

### Raising the alarm

In the event of a fire beginning or other emergency beginning:

If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by activation of the nearest call point which will trigger an initial alarm. i.e. break the glass on a fire alarm call point.

If fire is detected by automatic detectors, this will trigger the fire alarm and in all cases the siren will signal to evacuate the building. The receptionist must prepare to move to the fire assembly point with the emergency pack containing mobile phone, signing in book for visitors and guests and any college staff paper registers.

Lesley Pope (Heateacher's PA), in her absence Helen Kenyon (Office Manager), will unlock the entrance gate by the cycle sheds. Greg Rule (Headteacher), or in his absence a Deputy Headteacher, will attend the fire panel to identify the call point triggered. The Site Manager or Site Staff on duty immediately attend the fire panel in reception and will go to the call point which has been triggered and locate the emergency/fire.

- Person 1 goes to the alarm panel to check the zone of activation.
- Person 2 will make their way to the zone of activation to investigate, whilst always prioritising their own safety.
- If on investigation there is evidence of an actual fire Person 2 should proceed to leave the building by the nearest available exit and call 999.
- If there is no evidence of an actual fire a call should be made to Person 1 at the panel to silence and reset the alarm.

If there is a fire, the Headteacher will ensure 999 is called by Person 2 of the site team to inform emergency services of the incident. There must be at least 2 people at all times investigating the emergency. In the absence of the Headteacher or the Deputy Headteachers, James Haslam (Assistant Headteacher) will attend the fire panel and act in his place.

Please note:

- When the alarm is triggered lifts will automatically descend to ground floor and are fixed there. Theatre and other lights will go to full brightness.
- Safety curtains will drop in key areas, triggered by sensors.
- Sprinklers will only be triggered by heat sensors in the immediate area of the sensor

Action staff should take on hearing the general alarm to evacuate

The following actions will be taken upon the fire alarm being raised:

- The Deputy Headteachers and Assistant Headteachers will be in charge outside at the Assembly points and will co-ordinate from those Assembly points.
- The Health & Safety Officer and Office Manager will print the e-Vac reports listing; late arriving students, early leaving students, current visitors and staff currently signed in.

- Reception staff on duty will take out the visitor signing in book to register visitors at the assembly point, located outside the Year 9 homebase. It is the responsibility of the member of staff attached to the visitor to supervise them until they are within view of the assembly point.

Staff will be registered in their year groups by the following staff:

Homebase	Staff Fire Register	Fire Register Assistant
Homebase 7	Tania Faverzani	Mary Margison
Homebase 8	Alison Priestley	Cathie Mills
Homebase 9	Helen Kenyon	Gill Shaw
Homebase 10	Sharon Jackson	Leanne Jones
Homebase 11	Rachel Marsland	Lisa Makinson
Leadership	Lesley Pope	RMA / HKE
Visitors	APO / LAR / ELA	APO / LAR / ELA
Exam Invigilators	Mary Margison	James Haslam

Unaccounted for students, staff or visitors will be reported to the closest SLT member who will communicate this over the radio, available staff will work to locate the person.

All staff should check the homebase to which they have been assigned as soon as the list is published; staff will be informed when the list is changed.

All staff will supervise an immediate evacuation of the building – ensuring this is done in a calm and orderly manner. Senior Leadership Team will move to pre-arranged supervision points to support in this and are attached to a year group to ensure clear communication and good behaviour.

Year 7 – NBI

Year 8 – SNI

Year 9 – YCO

Year 10 - JHA

Year 11 - SGR

Separate ‘Personal Emergency Evacuation Plans’ (PEEPs) are in place for students, staff and known visitors with additional needs as well as ‘General Emergency Evacuation Plans (GEEPs) for members of the public who may visit the building. PEEPs will be reviewed annually by the SENCO.

Both these will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site). The SENCO will check if any of the students have used the refuge points; in their absence the designated TA (Andy Mellor) will do this.

- Lifts are not to be used for evacuation. Anyone unable to leave via the stairs must know to wait in the sheltered areas marked on the Fire Safety Plan.
- Staff must watch the students leave their classroom and shut the door. This ensures the building is swept and ensures all areas are clear (including back areas), if safe to do so, and ensure all doors are closed on the way out.
- All staff to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.
- Everyone should meet at designated assembly points and check all visitors and staff members are accounted for.
- The Headteacher is to liaise with Site Manager and Fire Service upon their arrival. The Headteacher will give the instruction to return into the building when the Fire Service has given permission if they have been called – or when the site is safe for the return of students and staff.

## Escape routes

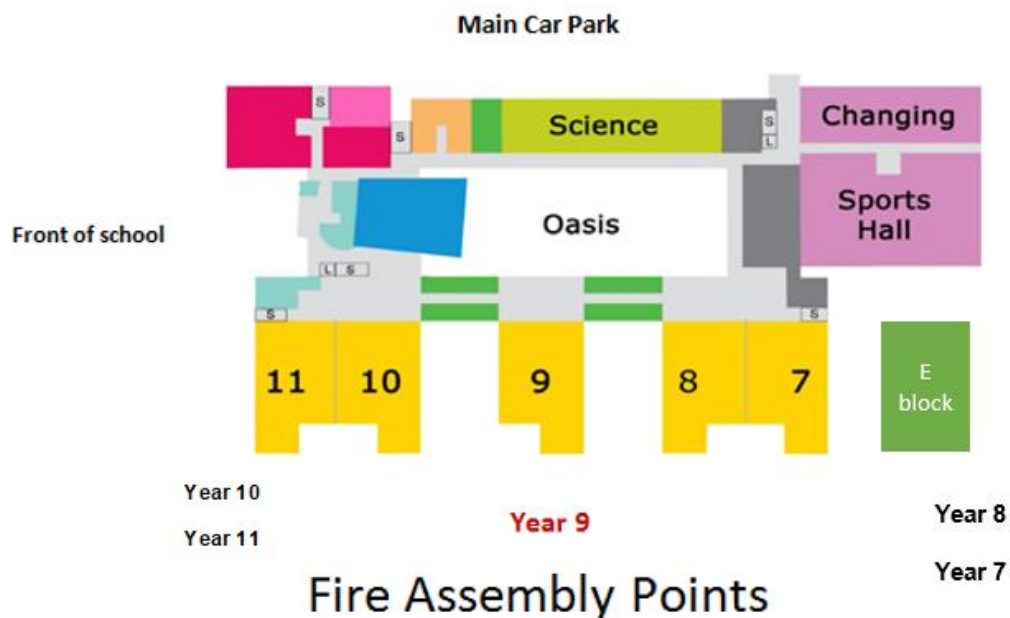
The escape routes from the building are:-

1. From the South Wing (Homebases, Admin teams and Performing Arts) via the nearest fire door in Homebases and Main entrances to the hard standing play areas to the south of the building.
2. From the North Wing (Science, Art, D&T, PE) out by the nearest signposted route to the car park; via the push button gate to the front entrance and round to the hard standing play areas to the south of the building.

Staff and students MUST leave at the nearest fire exit point and MUST NOT cross the Oasis to get to the assembly point.

## Fire assembly point

The assembly point is the hard standing play areas to the South of the building (see map below). Students line up in forms with their Form Tutors.



If it is not safe to use the assembly point the public address system will be used to direct everyone to the alternative assembly point which is on the playing fields behind the sports hall.

- After reporting their presence to the person doing the Fire Register for their year group, the staff at the assembly point are responsible for supporting the supervision of students:
- Heads of Year should ensure their year group is lined up in form order.
- Form tutors should check their form are all present and report any unknown absences to the Head of Year so that the student can be located as quickly as possible.
- Staff who are not form tutors should report to the Head of Year who will direct them to groups of students who need supervision.

## Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use.

- It is deemed safe to do so i.e. there is a clear means of escape, fire is small.

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire.

Location of key safety hazards or other fire related equipment

Gas supply shut off: Automatic

Mains fuse box: Automatic control

Mains water inlet: Automatic control

Gas/oxygen cylinders: Science area

Location of fire alarm panel: To the right of the Reception area immediately on entry to the college main entrance

### **Number of staff needed to carry out evacuation plan**

- To implement the evacuation plan trained staff are needed when the alarm sounds.
- The school will train six Fire Marshalls
- During weekends and during special events (see variations section below) 2 staff need to be on duty at all times.
- Any staff needed for PEEPs will receive annual training on their role

Equipment needed to carry out the emergency plan: mobile phones/radios.

### **Variations to plan**

Staff organising events outside of college normal working practices (eg dance/drama/music productions, sports events, Summer/Christmas Fair, LEP events, etc) should ensure that they liaise with the Health and Safety Officer to ensure they have an effective plan at least two weeks before the event takes place.

Staff inviting students into college during the holiday periods are responsible for the safety of those students and should ensure they are all evacuated from the building should the alarm sound.

During the examination periods, students taking exams will have a separate evacuation plan – see Appendix 5a

### **Back up arrangements**

In the event of fire alarm failure the general alarm will be sounded by the public address system. All other procedures remain as in the standard fire plan.

All staff with duties will be trained to stand in for each other with regard to emergency procedures in case of staff absence; people who can take on the role of designated staff have been identified throughout this document.

### **Responsibilities**

For ensuring plan is up to date: Health and Safety Officer/Deputy Headteacher

For ensuring adequate staff are on duty to carry out the evacuation plan: As above

For training staff on the evacuation plan and in their roles and responsibilities: As above

GEEPS produced by Robertsons FM.

## **Appendix 5a – Emergency Evacuation for Students Taking Examinations**

These procedures will be used with students taking exams should the fire alarm sound.

For Students in:

### **Sports Hall**

In the event of a fire alarm sounding during an examination students will be asked to remain in their seats, for a maximum of 3 minutes, whilst the authenticity of the alarm is established unless direct evidence is available.

If evacuation is required students will be told to leave their papers on their desks and directed through the emergency exits to the MUGA via the PE corridor and supervised in row order.

### **General**

These orders are designed to keep the examination candidates from contact with the rest of the school population during the time of the evacuation.

If needed, the exams officer can use a key to the gate so that candidates can be taken into (or out of) the MUGA behind the sports hall, in order to maintain segregation.

At the earliest opportunity the exams officer will allow students back into the exam room(s) in order to continue the examination.

When it is convenient the exams officer will contact the exam board(s) for further guidance.

### **Students with mobility issues**

Students with mobility issues will be accommodated as far as possible on the ground floor and will be escorted from the examination by one of the invigilation staff to the designated assembly point.

If a student with mobility issues is accommodated in an upstairs classroom they will be supervised in the nearest refuge point by an invigilator/teaching assistant and await help.

The Examination Officer is responsible for reporting to the appropriate Head of Year the evacuation status of any students taking examinations.



## **Appendix 6: Health and Safety Committee**

### Membership:

- Chair – Health and Safety Governor
- Headteacher
- Deputy Headteacher
- Health & Safety Officer
- Robertsons representative
- Association reps

### Remit:

- Termly meetings
- Review policy
- Monitor policy in operation
- Health and Safety awareness
- Response to competent persons advice on Health and Safety / Fire Safety

### Outline agenda

1. Minutes of previous meeting
2. Matters arising not covered by previous agenda
3. Actions since last meeting
4. Diary of future events
5. Fire Procedures
6. Ventilation and heating
7. Site Issues

### Useful contacts:

Alison Glover, Tameside Health and Safety Officer

Occupational Health and Safety Unit – 0161 342 2129/3153

Services for Children and Young People – 0161 342 3751

Greater Manchester Health Protection Unit – 0161 786 6710 (Infection and Control)

For further information on policies and guidance go to:- TMBC intranet Health & Safety