

Frederick Holmes School



HEALTH & SAFETY POLICY

Includes:-

Evacuation Procedures
Lockdown Procedures
Exceptional Closure Policy
First Aid Policy
Lone Workers Policy
Powered Wheelchair Guidance
Display Screen Equipment Guidance
Community Use Guidance

Approved by governors – Summer 2023

Reviewed – Summer 2023

To be reviewed – Summer 2024

HEALTH AND SAFETY AT WORK ETC. ACT 1974

FRAMEWORK HEALTH AND SAFETY POLICY FOR EDUCATIONAL ESTABLISHMENTS

School: Frederick Holmes School

INTRODUCTION

The policy of this school is to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for all employees and other persons to provide such information, training and supervision as is necessary to achieve this aim. The appendices in this policy link to the Humber Education Trust policy for Health and Safety.

The policy will be reviewed on an annual basis or when changes in legislation so warrant.

Statement of Intent

Everyone has responsibilities to ensure that they work safely and that their acts or omissions do not adversely affect others or the environment.

The School is committed to ensuring, so far as is reasonably practicable, the Health, Safety and Welfare of all employees and of any others who may be affected by its activities. The Head Teacher has overall responsibility for the formulation and development of this Health and Safety policy and is committed to the principle that legal requirements define the minimum level of achievement.

Health and Safety objectives are as important as other school business objectives and the effective implementation of this Health and Safety policy can contribute to the business performance of the School by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities.

The School recognises that work related accidents, ill health and incidents are not necessarily the fault of an individual. Any workplace can contain hazards and to prevent injury, ill health and loss it is essential that all associated risks are systematically identified and assessed, with suitable and sufficient risk control measures adopted to negate them.

Through effective Health and Safety management systems the School is committed to pursuing and achieving progressive continual improvements in its Health and Safety performance, which will be reported in its annual reports.

The School is committed to supporting this Health and Safety policy by ensuring the:

- Implementation and maintenance of effective Health and Safety management systems
- Competence of all employees
- Provision of any necessary expert advice

- Provision of adequate financial and physical resources

The School recognises that its employees are a valued key resource within the organisation. To assist in maintaining adequate Health and Safety standards and to promote and facilitate employee involvement, effective consultation will take place on all matters regarding Health and Safety.

The success of this Health and Safety policy will ultimately depend upon the involvement of everyone affected by it and the School therefore relies on the co-operation of all employees and Trade Unions in securing its implementation.

This Health and Safety policy and its contents shall be:

- Reviewed on an annual basis
- Developed where the opportunity for improvement has been identified
- Revised as and when necessary as a result of changes

AIMS OF THE POLICY STATEMENT

The aim of the policy is to ensure that reasonable action is taken to ensure the health, safety and welfare of all persons using the premises:

- a) to establish and maintain a safe and healthy environment throughout the school;
- b) to promote and maintain safe working procedures for employees and other persons;
- c) to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and other substances;
- d) to ensure the provision of sufficient information, instruction, training and supervision;
- e) to maintain a safe and healthy place of work and safe access and egress from it;
- f) to produce effective emergency evacuation procedures;
- g) to produce adequate accident reporting procedures;
- h) to provide and maintain adequate welfare facilities;
- i) to make any special arrangements as may be necessary to ensure the health and safety of any disabled person using the premises.

ORGANISATION

The Humber Education Trust retains overall responsibility for health, safety and welfare within education establishments.

The Governing Body has responsibility for ensuring that any health and safety directions issued by the Trust are complied with and that there is a regular oversight of health and safety issues within the school.

The duties of the Governors are to :

- a) monitor (including consideration of inspection reports);**
- b) prioritise actions where resources are required;**
- c) ensure actions are taken;**
- d) include health and safety on the Governors' meeting agenda;**
- e) discuss and implement the Head teacher's health and safety report;**
- f) consider and ratify the health and safety policy and guidelines for the school premises;**
- g) act as client under Construction Design and Management Regulations where building projects are not funded by the Council; If the school funds a construction project with no financial input from the authority then the governors have responsibility for ensuring compliance with the CDM regulations. In this situation the cost of any training required to become conversant with the regulations will have to be borne by the school;**
- h) monitor and manage, in conjunction with the Head teacher, all minor building/contract work not subject to the Construction Design Management Regulations authorised by the school.**

The Head teacher undertakes the day to day management of health and safety within the school and ensures inspections are undertaken in accordance with the Trust policy.

Duties of the Head teacher are to:

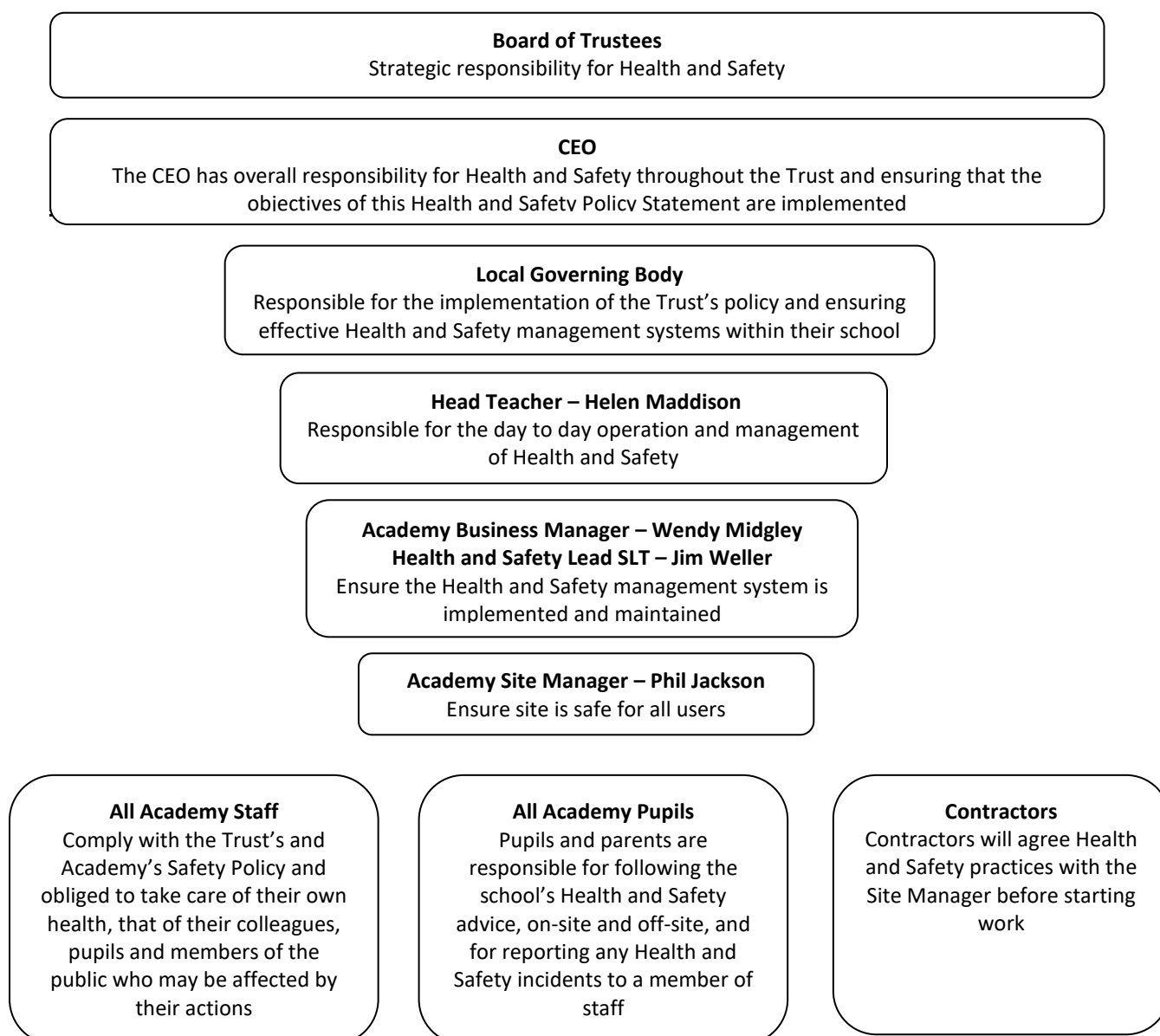
- a) manage on a day to day basis all health and safety matters in the school in accordance with the Academy policy;**
- b) arrange for risk assessments to be carried out and to undertake an annual review;**
- c) act as or appoint a competent Safety Supervisor, to co-ordinate and distribute health & safety information to all staff employed or working at the school;**
- d) ensure regular inspections of the whole school are carried out;**
- e) submit inspection reports to governors and/or the HET;**
- f) ensure action is taken regarding health, safety and welfare issues;**
- g) prepare an annual health & safety report for the governors;**
- h) pass on information received on health, safety and welfare matters to appropriate people;**
- i) ensure that an investigation into all major accident/dangerous occurrences is undertaken;**
- j) arrange for staff training needs to be addressed;**
- k) consult with Governors on policy issues and any problems in implementing the health & safety policy;**
- l) co-operate with and provide the necessary facilities for trades union's safety representatives and representatives for employees' safety;**
- m) in conjunction with the Governors, monitor and manage all minor building/contract work not subject to Construction (Design & Management) and Regulations authorised by the school.;**

Employees have a duty to look after their own health and safety and that of others and comply with the employer's instructions regarding health and safety. Employees must tell their line management of any shortcoming in health and safety arrangements.

The duties of all other school based employees are:

- a) conduct their work in accordance with the Health & Safety Policy;**
- b) check classrooms/work areas are safe daily;**
- c) check equipment is safe before use;**
- d) ensure safe procedures are followed at all times;**
- e) ensure protective equipment is used, where appropriate;**
- f) participate in inspections;**
- g) bring problems to the relevant manager's attention.**
- h) review the Risk Assessment/CosHH assessments on at least an annual basis and in the event of need**
- i) undertake relevant training upon request**

Organisational Chart



1. Risk Assessments

The management of Health & Safety at Work Regulations 1999 require that assessments are undertaken to determine any significant risk to employees and other persons. Significant findings of assessments should be recorded and action taken to reduce the level of risk.

The risk assessment should identify the hazards present and evaluate the extent of the risk. Sample assessments are available from the HET Team drive for schools to evaluate and adapt.

Risk assessments will be carried out by those members of staff associated with the said tasks. The Site Manager and Business Manager will support those staff in completing risk assessments if required. The Site Manager will undertake more general risk assessments.

A copy of the termly H&S review and all Risk Assessments/COSHH Assessments are available for view the Frederick Holmes staff group on Microsoft Teams.

2. Offsite Visits

Please refer to HET guidance on the Health & Safety Team Drive. Here you will find Steps expected in the planning process and some sample risk assessments available to be adapted for your visit. All HET schools subscribe to EVOLVE and Offsite Education Consultancy Support. The HET website also contains an Offsite Education guidance document and policy.

3. Health and Safety Monitoring and Inspections

Full inspection of the school will be undertaken at least termly and reported back to the Governing Body. This will be done by the Site Manager/ School Business Manager and a SBM from another HET school. The SBM will rotate around the schools so each term a different person will attend the school site.

Proactive health and safety monitoring is a line management function. In addition, the school will measure performance by audit, inspection and accident / incident reporting and investigation. Performance will be reviewed and reported at LGB meetings on a formal and regular basis. The school will be subject to a Health and Safety audit from an external body on an annual basis in order to develop, maintain and report on health and safety action plans to ensure continuous improvement.

4. Fire Evacuation, and other emergency arrangements – see Appendix 1 - School Evacuation Procedures, Appendix 2 - Lockdown Procedures, Appendix 3 -Exceptional Closures Policy

In any school there is always the potential risk of a fire and to a much lesser degree a bomb threat.

The School Business Manager is the Principal Fire Marshall and staff with responsibilities on the fire drill emergency procedures posters (displayed in every room) for checking various areas are clear. There are designated Fire Wardens across the different areas of the school (with deputies in case of absence)

It is imperative that all building users are aware of and understand the emergency evacuation procedures.

In the event of a fire or bomb threat, building users must follow the instructions, e.g. fire action notice, evacuate the building and assemble at the designated assembly points.

5. Fire Prevention, Testing of Equipment

Escape routes and doors must be clearly signed and free of obstructions at all times and doors easily accessible.

Fire fighting appliances should be periodically checked by the Site Manager and must be annually inspected by the school's designated contractor (Humberside Fire and Rescue).

A record must be kept of all fire drills and practices.

Further information can be found in the Log Book and Risk Assessment Procedure. An up to date critical incident plan is held in the school office, electronically saved and backed up off site.

6. First Aid and Medication – see Appendix 4

First Aid procedures and First Aid supplies will be in accordance with the Trust Guidelines relating to the Health and Safety (First Aid) Regulations 1981/as amended.

Permanent first aid boxes will contain only those items, which a first aider has been trained to use.

The boxes are situated in various places across the school site.

Posters are also in situ outlining the names and contact telephone numbers of the school First Aid trained staff.

Fully equipped travelling first aid kits are provided for educational visits.

All staff are responsible for monitoring the stock of first aid materials. David Mulchinock, Kelly Dent and Lucy Gawthorpe are the members of staff responsible for checking and re-stocking the First Aid boxes.

Please see the school's Medical Policy, available on the website and shared drive for information on administering medication to pupils.

Infectious Diseases

Information and advice on infectious disease can be obtained from the Occupational Health service provider.

This document is not a finite statement and cannot include all items necessary to achieve safe working conditions. It is incumbent upon us all to comply with statutory requirements and internal arrangements to help achieve and secure a safe and healthy place to work. (Please also see Addendum 1 for COVID 19)

7. Accidents

An accident record book must be kept and completed for every accident or injury, however minor. Near miss accidents, not resulting in injury, must also be recorded.

If an accident occurs then, if necessary, a report must be completed in accordance with the school procedures.

Reporting of a minor injury

Whenever a minor injury occurs, due to a fault of the organisation, then the accident form must be completed. Please inform the Business Manager immediately who will ensure the completion of the form and subsequent investigations if appropriate.

The relevant forms are electronically available. In the event of a major injury, or when the employee is disabled from normal work for more than **seven** days, dies or in the event of a dangerous occurrence, an online RIDDOR return should be completed in addition to the accident form. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Reporting of a major injury or dangerous occurrence

Death, major injury, hospitalisation for more than twenty four hours, absence from work for more than seven days or a notifiable dangerous occurrence must be immediately reported to the Health and Safety Executive. Within fifteen days, a notification must be sent to the Health and Safety Executive. The Business Manager has details of a HSE website for logging incidents online immediately. A hard copy of this record will be emailed to the school.

8. Health and Safety Information and Training

When necessary, training will be arranged for employees to meet the needs of Education requirements. All employees shall have access to relevant information, instruction, training and supervision to enable them to work safely, efficiently and effectively. On an annual basis staff are provided with relevant briefings which include some Health and Safety related information, as well as regular Health & Safety bulletins. Topics rotate across the year. All staff are asked to read any risk assessments and related documentation that is relevant to their post. They are expected to sign to say they have done this. Signed pro formas/emails are retained to evidence this.

9. Personal Safety/Lone Working – see Appendix 5

For the purposes of this policy 'lone working' is defined as any working practice that involves a member of staff undertaking their duties alone, with specific emphasis on direct contact with pupils and families.

Examples of lone working might include:

- Making home visits.
- Being the last person in a building at the end of the day.
- Working one to one with a pupil.

Wherever possible staff should not work alone. For example, families should be invited into school or an agreed local venue to avoid home visits. Staff must not take pupils in cars without another adult being present. Staff should not work late and alone in school.

It is recognised that on occasion staff might be alone in a building. These staff should take especial note of the following:

- Ensure someone knows where you will be working and what time you will finish.
- Make sure all doors and windows are locked.
- Be aware of Health and Safety, do not take unnecessary risks. For example, avoid potential hazards such as working at height and the use of ladders.
- When opening and closing sites try to arrange the times so that you are on site just before others arrive and close sites just after the last person has gone, to keep the time that you are on your own to a minimum.
- Keep a mobile phone with you as you move round the building.

10. Premises Work Equipment

Personal Protective Equipment Regulations 1992

The provision of personal protective equipment will be determined by the appropriate line manager and detailed on risk assessments if necessary. Advice on these regulations can be found on the HSE website.

Workplace (Health, Safety and Welfare) Regulations 1992

All buildings, extensions and building modifications must comply with these regulations. To ensure compliance reference may have to be made to the Education (School Premises) Regulations 1996.

Provision and Use of Work Equipment Regulations 1998

Wherever possible, any equipment for use at work will be purchased to meet an appropriate (Conformite European) mark or relevant British Standard, in line with the guidelines relating to the provision and use of work equipment.

Defective Equipment

Any defective equipment must be taken out of use immediately and arrangements made for either it's repair or disposal. Repaired equipment must be checked prior to use.

Defects in Buildings

Any person discovering a building defect must report the matter to the Headteacher. The area must be rendered safe or made out of bounds and reported to a Building Surveyor for action.

11. Flammable and Hazardous Substances (COSHH)

Under the COSHH Regulations all staff have a duty to prevent or control exposure of employees and other persons to substances hazardous to health.

The regulations apply to all potentially hazardous substances such as dusts, printing products, pesticides, bleach fumes, etc.

COSHH assessments should be carried out where there are significant risks from hazardous substances and COSHH assessments must be brought to the attention of all relevant employees. They are held on the staff shared area and reviewed annually or as needed.

All COSHH assessments must be reviewed on a regular basis or whenever there is a change in circumstances concerning use.

Further information can be found in the Guidelines Relating to the Control of Substances Hazardous to Health Regulations 2002.

12. Asbestos

The new school building was built in 2013 and there is no asbestos in this building. The asbestos management plan can be found in the Site Manager's office in respect of the older buildings.

13. Contractors

All contractors and visitors must report to reception, sign in and obtain an identification badge, and be informed of any known hazards on site. Any safety rules must be explained. Visitors on a red lanyard must be supervised at all times. Contractors must sign to say that they will abide by the school policies and procedures.

14. Work at Height

HSE classifies working at height as when you:

- work above ground/floor level
- could fall from an edge, through an opening or fragile surface or
- could fall from ground level into an opening in a floor or a hole in the ground

Training is provided for staff regularly using Ladders as well as Ladder safety awareness. Staff are reminded of safe working practice via the HET H&S Bulletin. There is also a Working at Height Risk Assessment.

15. Moving and Handling – See Appendix 6 for Powered Wheelchair Guidance Manual Handling Operations Regulations 1992

Assessments for the manual handling of loads, persons and animals will be undertaken by the appropriate Site Manager or line manager and the assessments will be retained by the Safety Supervisor. Refer to the Guidance Relating to Manual Handling shared on Staff Health and Safety Bulletins and in the Staff Shared Area.

16. Display Screen Equipment – see Appendix 7

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, the following procedures will be followed:

- 'Users' of display screen equipment shall be individually identified by the Business Manager. The Business Manager shall ensure that all 'users' have received sufficient instruction to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, foot rests, blinds, etc. Particular attention should be given to minimising reflection and glare.
- 'Users' shall be entitled to request an appropriate eye and eyesight test. Where 'special corrective appliances' are needed, a special pair of spectacles for display screen work may be prescribed. Any cost arising from these tests and appliances will be borne by the School.

17. Vehicles

Any member of staff must have business insurance when driving for work related purposes. Please see the Humber Education Trust 'Driving at work' Policy for more information.

18. Lettings – See Appendix 8 for Community Use policy

Lettings are managed by the school Business Manager and Site Manager following the 'Lettings' policy and procedures.

19. Minibuses

The school has one mini-bus. Staff using this vehicle must have completed all the relevant safety checks prior to leaving the school site. There are designated drivers who have been trained to drive the mini-bus.

20. Stress

The School is committed to protecting the health, safety and welfare of its staff and recognises that workplace stress is a health and safety issue. The importance of identifying and reducing workplace stressors is also acknowledged.

This includes:

- Improving the organisational environment through effective and consistent management
- Enabling individuals to cope successfully with their work
- Providing support to employees whose health and wellbeing are affected by stress
- Manage and control factors which might result in excessive or sustained levels of stress
- Increase awareness of stress and its causes and methods to combat it
- Assisting staff in managing stress in themselves and others

As far as reasonably practicable the School will:

- Provide managers with advice and support to help identify specific causes of stress
- Develop programmes for those with people management responsibilities to promote good management and team building skills
- Provide suitable training such as time management, assertiveness and dealing with difficult/sensitive situations

- Monitor the occurrence and levels of absence associated with stress
- Provide support to all employees

The school regularly seeks opinions from staff regarding well-being.

21. Legionella

Due to the potential severity of this kind of disease, it's essential that safe practice is exercised in the maintenance of internal water systems; as well as that staff and managers alike are adequately trained to recognise potentially life-threatening symptoms.

A Risk Assessment is undertaken by a Water Hygiene Contractor and periodic, planned onsite checks and test are completed by the school Site Manager. Records are maintained as evidence of this. All relevant staff are trained in legionella awareness.

22. School Swimming and pools

The school has a hydrotherapy pool. Please see Appendix 8 for details of the Normal Operating Procedures (NOP) and the Emergency Action Plan (EAP).

23. Work Experience

There can be a one week work placement during term time only which is suitable for students in years 10-14. A risk assessment is carried out in collaboration with the provider and the school. The students are given an induction so they are aware of safe working procedures and site rules.

24. Smoking

The Trust has adopted a no smoking policy which bans smoking and vaping in all buildings and vehicles. Refer to the policy on Smoking for more information.

25. Electrical Safety

All portable appliances will be examined on a regular schedule using contractors who are NICEIC registered. The examination of the fixed equipment, i.e. from the mains distribution board to the socket outlet, will be arranged by the Managed service provider

The use of personal electrical appliances on site is prohibited unless evidence is produced to show a test/examination or arrangements are made for such test/examination.

Fixed electrical testing is carried out every 5 years in line with legislation.

Signed	Role	Date
	Headteacher	
	Chair of Governors	

APPENDIX 1

FIRE AND EMERGENCY EVACUATION PROCEDURE **RECEPTIONIST**

When you hear the evacuation alarm siren

1. Stop all work
2. Do not delay to collect personal belongings
3. Transfer main phone console onto the shelf outside of the Reception window so that it is accessible for emergency calls.
4. Collect the following:
 - Admin Radio
 - Pupils out of school book
 - Door entry system print out
 - Visitor Book
 - Governors signing in book
 - Educational visit forms
 - First Aid kit
5. Open the external safeguarding gates on either side of the main entrance
6. Return to the Reception area at the main entrance doors to operate the red emergency phone if required.
7. Leave by the nearest exit when informed to do so by Fire Warden 1 (PJ/RH)
8. Proceed to Fire Assembly Point 1.

FIRE ASSEMBLY POINT 1- OPPOSITE THE MAIN ENTRANCE

9. Report to the fire co-ordinator at Fire Assembly Point 1.

DO NOT RETURN TO THE BUILDING UNTIL TOLD IT IS SAFE TO DO SO BY THE
CENTRAL FIRE CO-ORDINATOR OR DESIGNATED FIRE WARDEN

FIRE AND EMERGENCY EVACUATION PROCEDURE **FIRE WARDEN 4**

HEAD OF SCHOOL (HM)

DEPUTY 1 TEACHER (EB/NC)

If going out of school for any reason deputy to be informed and radio passed on.

When you hear the evacuation alarm siren

1. Stop all work
2. Do not delay to collect personal belongings
3. Make sure you have the **Radio**.
4. Sweep Senior area
5. Leave by the nearest exit.
6. Proceed to fire assembly point 3
7. **FIRE ASSEMBLY POINT 3- REAR OF SCHOOL ON THE OLD PLAYGROUND**
8. Co-ordinate the collection of information at Assembly Point 3
9. Report to the Central Fire Co-ordinator at Assembly Point 1 via the **Radio**

DO NOT RETURN TO THE BUILDING UNTIL TOLD IT IS SAFE TO DO SO BY THE
CENTRAL FIRE CO-ORDINATOR OR DESIGNATED FIRE WARDEN

FIRE AND EMERGENCY EVACUATION PROCEDURE

FIRE WARDEN 3 (JW)

DEPUTY 1 (HJ/JB)

If going out of school for any reason deputy to be informed and radio passed on.

When you hear the evacuation alarm siren

1. Stop all work
2. Do not delay to collect personal belongings
3. Make sure you have the AHT **Radio**.
4. Sweep Primary corridor
5. If safe to do so, sweep Free school classrooms and the Pool area and ensure everyone is out of the building and safe.
6. Leave by the nearest exit
7. Proceed to fire assembly point 2

FIRE ASSEMBLY POINT 2- THE BIKE SHED NEAR PLATFORM GATES.

8. Co-ordinate the collection of information at Assembly Point 2
9. Report any missing pupil/staff to the Fire Co-ordinator at Assembly Point 1 via the **Radio**.

DO NOT RETURN TO THE BUILDING UNLESS TOLD TO DO SO BY THE CENTRAL FIRE CO-ORDINATOR OR DESIGNATED FIRE WARDEN.

FIRE AND EMERGENCY EVACUATION PROCEDURE

FIRE WARDEN 2 (MB)

Deputy LS/SL

If going out of school for any reason deputy to be informed and radio passed on.

When you hear the evacuation alarm siren

1. Stop all work
2. Do not delay to collect personal belongings
3. Assemble the students and visitors to the designated Fire Refuge Area outside the lifts
4. Ensure all students, staff and visitors are accounted for.
5. The lifts automatically return to the ground floor on alarm activation

If safe to do so use the lifts and stairs to evacuate the first floor.

6. If it is not safe to use the stairs or lifts remain in the designated Fire Refuge Area and call for assistance on the red phone situated opposite the top of the stairs.
7. Sweep the first floor.
8. On reaching ground floor, leave by the nearest exit.
9. Proceed to Fire Assembly Point 1.

FIRE ASSEMBLY POINT 1- OPPOSITE THE MAIN ENTRANCE

10. Report to the fire co-ordinator at Fire Assembly Point 1.

DO NOT RETURN TO THE BUILDING UNTIL TOLD IT IS SAFE TO DO SO BY THE CENTRAL FIRE CO-ORDINATOR OR DESIGNATED FIRE WARDEN

FIRE AND EMERGENCY EVACUATION PROCEDURE

FIRE WARDEN 1

SITE MANAGER/ SFO

DEPUTY JW

If going out of school for any reason deputy to be informed and radio passed on.

When you hear the evacuation alarm siren

1. Stop all work.
2. Do not delay to collect personal belongings.
3. Make sure you have your **Radio** and mobile phone.

4. Proceed to ground floor lifts and follow instructions to put the lifts into fire mode if this has not already been activated.
5. Supervise the evacuation of the ground floor Fire Refuge Area via the nearest exit.
6. When informed by Fire Warden 2 (MB) that the upstairs is evacuated, leave by the nearest exit.
7. Inform the Receptionist that she must now move to Fire Assembly Point 1.
8. Proceed to Fire Assembly Point 1.

FIRE ASSEMBLY POINT 1- OPPOSITE THE MAIN ENTRANCE

9. Report to the fire co-ordinator at Fire Assembly Point 1.

DO NOT RETURN TO THE BUILDING UNTIL TOLD IT IS SAFE TO DO SO BY THE CENTRAL FIRE CO-ORDINATOR OR DESIGNATED FIRE WARDEN

FIRE AND EMERGENCY EVACUATION PROCEDURE

CENTRAL FIRE CO-ORDINATOR

SBM (WM)

DEPUTY 1 (JW): DEPUTY 2 FIRE WARDEN 1MB

If going out of school for any reason deputy to be informed and radio passed on.

When you hear the evacuation alarm siren

1. Stop all work.
2. Do not delay to collect personal belongings.
3. Make sure you have the Office Manager **Radio** and your mobile phone.
4. Collect:
 - Hi Vis Vest
 - Red Evacuation File
5. Go to the alarm panel and locate the alarm activation point.
6. If possible, ascertain the nature of the emergency and whether there is a need for evacuation
7. Contact the Alarm Monitoring Service (the number is on the panel) and inform whether the emergency services are required.
8. Proceed to Fire Assembly Point 1.

FIRE ASSEMBLY POINT 1- OPPOSITE THE MAIN ENTRANCE

9. Liaise with class leaders and Fire Wardens to collate the names of missing staff and pupils
10. Liaise with Emergency Services as necessary

DO NOT RETURN TO THE BUILDING UNTIL IT IS SAFE TO DO SO

FIRE AND EMERGENCY EVACUATION PROCEDURE DESIGNATED STAFF FOR LIFTS

LM, DM)

Deputies: (LS, CJE, SW, LJe)

If going out of school for any reason deputy to be informed.

When you hear the evacuation alarm siren

1. Stop all work
2. Do not delay to collect personal belongings
3. Two designated lift operators to put the lifts into fire mode, (instructions on the wall), then take the lifts to the first floor and begin evacuation.
4. When the evacuation is complete, leave by the nearest exit.
5. Proceed to Fire Assembly Point 1

FIRE ASSEMBLY POINT 1- OPPOSITE THE MAIN ENTRANCE.

6. At Fire Assembly Point 1- report to the Fire Co-ordinator.

**DO NOT RETURN TO THE BUILDING UNLESS TOLD TO DO SO BY THE CENTRAL FIRE
CO-ORDINATOR**

APPENDIX 2



Frederick Holmes School Lockdown Procedure

Recently there has been an increasing threat of firearms, weapons and terrorist attacks on schools and other places where people would usually feel safe. This has led to an increased need for efficient procedures to protect everyone in the building and reduce the risk of danger. Unfortunately, this has now become an important consideration in the UK.

A **Lockdown Procedure** provides the steps that can be taken to prevent threats and intruders from gaining access into school buildings and preventing them from moving through the building. This is achieved through actions and physical measures in response to warnings of threats that are about to happen.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff, pupils and members of the public. Robust lockdown procedures should also ensure that all opportunities to detect and deter threats at the attack planning phase should be taken.

Presenting a strong security posture through visible and effective activity, by staff awareness and reporting processes, efficient use of CCTV, deterrent communications and active security zones. If preventing an attack has not been possible, the ability to frustrate and delay the attacker(s) during the course of the attack and reduce the number of potential casualties can be greatly increased through dynamic lockdown. Advance planning of what needs to be done to lockdown a site and recognising the need for flexibility in those plans will save lives.

When should lockdown procedures be instigated?

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community with the potential to pose a risk to staff, pupils or members of the public.
- An intruder on a school site with the potential to pose a risk to staff, pupils or members of the public
- A warning received regarding a risk locally, or air pollution (smoke, plume, gas cloud etc.)
- A major fire in the vicinity
- The close proximity of a dangerous dog/animal roaming loose

There are 2 key types of lockdown situations:

- 1) School Lockdown with Warning: The threat is outside the school
- 2) School Lockdown with Intruder: The threat is inside the school building

FHS Lockdown Procedure

Carry out the following steps:

- Lockdown alarm is activated – this is linked to the fire panel and will automatically call out emergency services
- A designated member of staff will repeat the announcement “lockdown” over the school radio.
- A member of SLT will contact the police on 999.
- Lock interior doors using the top locks for classrooms and handle locks for offices and secure exterior fire doors
- Students or staff in areas that are not able to be secured such as hallways should move to rooms that can be secured (e.g. classrooms).
- Secure classroom windows and close blinds.
- Move everyone away from windows.
- If possible turn off the lights.
- Lessons that are being carried out outdoors (e.g. P.E. or Forest Schools) are able to hear the lockdown announcements as they will have a radio. The children are to be taken to the Platform designated safe space immediately.
- Teachers should take a register of students/ staff in each classroom (take note of any missing or extra students in the room). Keep the list of names when allowed to leave the room.
- If there are any medical emergencies in classrooms, staff should contact a member of SLT via the mobile numbers at the bottom of this page. A dynamic risk assessment will then be put in place and actioned.
- DO NOT respond to anybody at the door until it has been announced that it is safe.

- When the threat has been removed, the designated member of staff will announce “all clear”, the alarm will be silenced and an ‘All Clear’ email will be sent to all staff.

Lockdown alarm points are located in reception and outside the Head’s office.

Emergency phone numbers:

Jim Weller – 07866602176

Helen Maddison - 07973824293



APPENDIX 3



Exceptional Closures Policy

Read in conjunction with the Emergency Response and Business Continuity Plan.

Includes: Adverse Weather Procedures

Approved by Governors: Summer Term 2023
To be Reviewed: Summer Term 2024
Review Cycle: Annual – Summer 2024

There are different reasons why Frederick Holmes School may be closed. There are planned closures due to holidays, staff training days, scheduled building work or other specific events relevant to school. School may also need to make exceptional closures due to factors like extreme weather, death of a staff member or pupil or utility service failure.

Decision-making process

Before taking the decision to open or close the school, the Headteacher, or in their absence the Assistant Head, will consider the following:

- Can pupils/staff access the school building safely?
- Can pupils/staff be evacuated in an emergency?
- In an emergency, could the Emergency Services access the school?
- Is the area where pupils are dropped-off/picked up by transport safe?
- Transport – can buses and vehicles transporting pupils reach the pupils' homes and school safely?
- Are there enough teachers and support staff to adequately supervise pupils?
- Local weather forecasts and road conditions, including those for areas from which staff will be travelling

See Appendix 1 for procedures in the event of a closure.

Communication with parents and staff when the school decides to close

All parents and staff will be informed either by Marvellous Me or current texting service, the local radio stations (listening or websites), the Hull Daily Mail and Local Authority websites, the Telephone Tree which will have been activated (staff only) or the school website.

(The Telephone Tree is stored electronically on 'Central File-Staffing-Telephone Lists-Telephone Tree' and a hard copy is kept in the Staffing File in CT's Office)

Access to Information

A paper copy of this policy and procedures, or suitable alternative, must be kept in school *and* off-site by the designated people in case the emergency causes a power cut and for out-of-hours emergencies.

Attendance

Where pupils are unable to get into school due to severe weather conditions, they will be marked in the register using absence code 'Y' so as not to affect the school's attendance figures.

However, if it is believed that a pupil could have attended school, their absence will be recorded as unauthorised using code 'O'.

After the exceptional closure

Debriefing meetings will be held for staff and pupils when appropriate. Depending on the nature of the closure discussions may need to be held about arrangements for trauma or bereavement counselling.

Review

The Health and Safety Committee will monitor and evaluate the effectiveness of this policy and procedures, and report to the Governors annually.

Appendix 1

Exceptional Closure Procedure

Designated Staff Members:

- HM – Helen Maddison, Head of School
- MB – Megan Bowen, Assistant Head (Seniors/College)
- JW – Jim Weller, Assistant Head (Primary)
- WM – Wendy Midgley, School Business Manager
- GC – Gill Clark, Admin Officer
- CT – HR Administrator
- PJ – Phil Jackson, Site Manager
- RH – Rob Howbridge, Site Facilities Officer (SFO)
- SLT – Senior Leadership Team

- In the event of a possible exceptional closure at the beginning of a school day, PJ will telephone HM/JW at 7am to report and give an explanation
- HM will contact JW to discuss the situation
- JW will attend school to assess the situation and telephone HM to give an update
- HM will make the decision about whether to open or close the school
- In the event of a possible exceptional closure *during the school day*, HM (or in their absence MB/JW) will make the decision whether or not to close the school. If the decision is made to close then members of the Admin Team will contact Transport/Parents requesting the early collection of the pupils. They will keep a record of which parents have been successfully contacted
- WM will update Humber Education Trust, radio stations and Hull Daily Mail news desk if necessary for the following day.
- MB will enter details of the closure onto the school website

If the decision to close the school is made the following actions are taken:

- HM will start an incident log setting out details of the emergency/closure and refer to the Emergency Response and Business Continuity Plan
- HM will contact the Chair/Vice Chair of Governors to inform/give update
- SLT members will complete the log with actions taken to deal with the emergency/closure
- HM/ WM will activate the Telephone Tree (stored electronically on 'Central File-Staffing-Telephone Lists-Telephone Tree' and a hard copy is kept in the Staffing File in CT's Office)
- GC will contact parents via Marvellous Me or current texting service
- Members of staff will be informed either via the radio stations (listening or websites), Hull Daily Mail (website), the Telephone Tree which will have been activated or the school website
- HM/GC will contact Transport for each authority to report the closure
- HM will deal with any media interest
- PJ/RH will contact lettings to inform them of school closure
- Any meetings that have been scheduled for that day must be cancelled by the person attending/arranging the meeting
- PJ can be contacted to assist RH when necessary or vice-versa

In the event of the possible closure being due to adverse weather conditions, or during adverse weather conditions, the following procedures also apply:

- In the event of heavy snow, RH can be contacted to assist PJ with clearing

- When the snow plough is in use, any area that the SFO cannot clear/grit should be reported to SLT as soon as possible
- When the snow plough is in use car parks are to be cleared and gritted whenever possible
- In the event of snow the drive is to be cleared and gritted
- In the event of ice or snow, all pavements and paths are to be gritted around school.
The priority areas are:
 - the areas used by pupils transport
 - staff car parks
 - entrances to the building
 - other hard surfaces
- Any area not cleared/gritted is to be reported to SLT as soon as possible
- In the event of heavy snow PJ is to organise the contracting of snow ploughs
- PJ/RH will display the 'slippery surface' signs
- Pupils are to be reminded of the possible dangers on ice

Although every precaution will be taken to avoid accidents everyone needs to be mindful that some areas may remain slippery even after gritting.

APPENDIX 4



First Aid Policy

Approved by Governors: Summer Term 2023
To be Reviewed: Summer Term 2023
Next due: Summer Term 2024

POLICY AIMS

All staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in school. Stay calm and do no further harm is a fundamental first aid message.

POLICY OBJECTIVES

- To ensure all pupils and staff are kept safe in the event of an injury
- To ensure that first aid provision is available at all times
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid arrangements
- To report, record and where appropriate investigate all incidents
- To keep incident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR)

SUMMONING ASSISTANCE

Nurses can be contacted on Ext 220 or 222 or via the main Reception Office by radio.

Assistance can also be called by blowing the emergency whistle kept on the wall of every classroom.

If administration of first-aid is required, staff should immediately call for the first aider. The following information should clearly be communicated:-

- Where the casualty is
- Who they are
- What has happened
- The time since the injury took place

If the first aider cannot be immediately located then the Admin staff should be alerted and they will either locate a first aider or medical assistance (nurse/ambulance).

FIRST AID KITS

First Aid kits are available at the following destinations:-

- Reception Office
- Primary Corridor
- Senior Activity Space
- College Centre Activity Space
- Site Manager's Office
- Hydrotherapy Pool
- Physio/Salt Corridor
- Food Technology Room
- Polytunnel

The minimum contents each First Aid kit will contain are as follows:

- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- two sterile eye pads
- four individually wrapped, triangular bandages (preferably sterile)

- six safety pins
- six medium sized (approximately 12cm x 12cm) individually wrapped, sterile, unmedicated wound dressings
- two large (approximately 18cm x 18cm) sterile, individually wrapped, unmedicated wound dressings
- one pair of disposable gloves.

Equivalent or additional items are acceptable.

The First Aid kits will be checked on a monthly basis by the designated first aider, Lucy Gawthorpe (Primary), Kelly Dent (Seniors), David Mulchinock (College). The contents expiry dates will be checked and the kits re-stocked as necessary. Anyone using items from a first aid kit must complete the notebook inside to enable monitoring of use.

QUALIFIED STAFF

All First Aiders must complete a training course approved by the Health and Safety Executive (HSE) and attend updates as advised. Signs are displayed around school providing information on who to contact and their contact details (see Appendix 1).

All qualified staff attend regular update first aid training to meet current HSE and legal requirements, treatment should reflect current best practice.

Where applicable pupils specific care plans and risk assessment procedures should be followed.

If any doubt remains then medical advice must be obtained.

HEAD INJURIES

Accidents involving a pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects may only become noticeable after a period of time. All head Injuries must be referred to the first aiders and, if sent back to class, the pupil must be monitored closely by staff. Parents must be informed and transport notified. Any serious head injury should always be referred for Hospital treatment (please follow the section for Emergency Arrangements).

FIRST AID ON EXTERNAL VISITS

First aid provision must be followed as detailed on the risk assessment (RA) for the visit. A named First Aider must be identified on the RA and Evolve documentation unless the venue has a First Aider who has agreed to assume responsibility during the visit.

First aid kits should be taken out on all school visits. **It is the responsibility of the visit lead member of staff to check the First Aid kit contents before every external visit and re-stock as necessary.**

The minimum contents the kit will contain are as follows (unless there is a specific risk identified):

- a leaflet giving general advice on first aid.
- six individually wrapped, sterile, adhesive dressings
- one large, sterile, unmedicated wound dressing approximately 18cm x 18cm
- two triangular bandages

- two safety pins
- individually wrapped, moist cleansing wipes
- one pair of disposable gloves

Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities or specific, identified risks.

EMERGENCY ARRANGEMENTS

Where the injury is an emergency, a 999 call should be made by the Nurse or Reception and a first aider sought to manage the situation. The Headteacher will be informed and the parents contacted as soon as possible. Information regarding the casualty's current state will be required, it is recommended where possible that mobile technology is used for this purpose.

If a pupil is taken to Accident and Emergency by a member of staff then that designated member of staff should remain with the child until a parent/carer arrives to take over responsibility from them.

Where hospital treatment is required but it is not an emergency, then the parents will be contacted for them to resume the responsibility for their child. If the parents cannot be contacted then the Headteacher may decide to transport the pupil to hospital. If that decision is made then the following points will be observed:

- only staff cars insured to cover such transportation will be used
- no individual member of staff will be left alone with a pupil in a vehicle
- the second member of staff will be present to provide supervision for the injured pupil

HYGIENE/INFECTION CONTROL (see also Infection Control Policy)

- Hands must be washed before and after giving First Aid
- Single-use, non-latex, disposable gloves must be worn when treatment involves blood or other body fluids
- Any soiled dressings etc. must be put in a yellow clinical waste bag located in all of the pupil bathrooms.
- The affected area (location, not casualty) should be cleaned using a form of disinfectant and the area left clean and dry.
- Exposed cuts and abrasions should always be covered using non-allergic dressings and micro pours tape.

INCIDENT REPORTING

All incidents must be reported by the affected person, or line manager, on an Incident Reporting Form (available from the staff e-file) and submitted to the Health and Safety Officer, Wendy Midgley. A Witness Form (available on the staff e-file) must be completed by any witnesses. All details must be fully completed. Forms should be reviewed by the appointed person and appropriate action taken where necessary (see the schools Health and Safety Policy for further guidance).

Any incidents meeting the necessary criteria will be reported under RIDDOR within 24 hours whenever possible (see the schools Health and Safety Policy for further guidance).

SHARING OF INFORMATION

Good communication ensures that accident reporting, risk identification, reduction and elimination is effective. Good communication is also essential to promoting healthy and safe working/learning environments and avoiding misunderstandings.

On an ongoing basis, relevant information will be shared through staff meetings and discussed through the Health and Safety Committee, who report to the Governors.

In accordance with data protection legislation, information about the pupil's medical conditions is held in their individual folders which are kept securely in the Admin Office on the first floor. All staff are advised to be familiar with their pupils medical needs, associated care plans and risk assessments which are retained in the pupil's file in the classroom.

Appendix 1

Qualified First Aid Staff in School

- **Members of staff who hold a full First Aid At Work qualification:**

Danielle McHugh
David Mulchinock
Kelly Dent
Lucy Gawthorpe

- **Members of staff who hold an Emergency First Aid qualification:**

Sarah Linstead
Katie Knapp
Julie Whittaker
Elisa Hall
Charlie Jacob-Eckles
Ashleigh Noman
Vicky Salmon
Sarah Walker
Sarah Gibson
Hannah Sugden
Louise Horton

- **Member of staff who holds Paediatric First Aid**

Nikki Clark
Mandy Pick

APPENDIX 5



Lone Workers Policy

Approved by Governors: Summer 2023
To be reviewed: Summer 2024
Review Cycle: Annually

Aim of Policy:

To minimise risks to staff working alone or in remote areas.

Definition:

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur during normal working hours at an isolated location within the normal workplace or when working outside normal school hours. They will be physically isolated from colleagues, and without access to immediate assistance. This situation may also arise where there are other staff in the building but the nature of the building itself may essentially create isolated areas.

Responsible Person(s):

Head Teacher, Governing Body and any member of staff who works alone or in remote areas.

Working alone will not be permitted in the following situations:

- In confined, locked or unfamiliar places
- In normally unoccupied or derelict premises
- In an unguarded area over deep or fast-flowing water
- Working at heights
- In unlit areas at night
- Using ladders which cannot be tied and require footing
- Meeting members of the public who have a record of violence

Procedures for people working alone/visiting pupils:

ALL STAFF REQUIRED TO WORK ALONE OR IN REMOTE AREAS MUST BE AWARE OF THIS POLICY AND FOLLOW THE PROCEDURES

- All hazards and risks associated with the intended tasks have been identified and minimised
- Adequate training and or instructions have been given
- The risk of violence has been minimised
- The competence, personal fitness and health of the person is suitable for the task
- Tasks requiring assistance (ie lifting heavy loads) must not be carried out alone
- A telephone, mobile phone or emergency alarm is available in the event of an incident
- The response time for assistance is acceptable
- A responsible person is aware of your working hours and location
- A system is in place for reporting on and off duty
- The number of hours working alone is kept to a minimum, or regular reporting procedures to confirm safety are in place.
- When carrying out a home visit the member of staff must telephone school prior to entering a property and again when they leave.
- The responsible person will carry out the necessary checks if the reporting procedure has not been followed and take appropriate action.
- Not to enter the building if there is suspicion that it may not be safe to do so. Contact 999 on these occasions
- To always have means of communication with them when alone in school
- To adhere to all school risk assessments and policies.

Policy Review and Updates:

The policy will be reviewed for each member of staff who is required to work alone or in remote areas and for existing lone workers required to carry out different tasks. A separate risk assessment will be carried out where appropriate.



POWERED WHEELCHAIR GUIDANCE

Approved: Summer 2023
To be reviewed: Summer 2024

Introduction

1. This guidance should be read in conjunction with the Health and Safety Policy.
2. This guidance has been written by the Governors' Powered Wheelchair Working Party, with contributions from Services to Aid Independent Living (SAIL), the Physiotherapy Service and the FHS Moving and Handling Co-ordinator.
3. Frederick Holmes School (FHS) is committed to offering pupils the maximum opportunity for independence, and for some pupils this includes acquiring and learning to use a powered chair. Developing the skills required to control a powered wheelchair can take time, and the school environment offers many challenges. We need to find a balance between opportunity to practice wheelchair skills and access to the curriculum.
4. It is acknowledged that accidents can occur. This guidance sets out the steps and approaches that will be taken to minimise the risk of such accidents happening.
5. It is important that children's rights to independent mobility should be respected. School will endeavour not to compromise this right except in order to minimise risk.

Background

6. Currently, the majority of pupils have their wheelchairs provided by SAIL; a few have privately funded chairs. Powered wheelchairs can take two forms; Electrically Powered Indoor Chairs (EPIC), and Electrically Powered Indoor/Outdoor Chairs (EPIOC). Occasionally an EPIOC will be supplied, adapted to operate only as an EPIC. There are a great number of manufacturers and models available, and it is important that staff are familiar with the operation and limitations of each wheelchair they encounter.
7. ***There is a great deal of responsibility associated with operating a powered wheelchair. These chairs have the potential to cause considerable damage to people and property. The school strongly recommends that parents of ALL pupils with a powered wheelchair obtain third party/public liability insurance from a company specialising in cover for wheelchairs. Information on providers of Wheelchair Insurance is available from SAIL and from the school.***

Control measures (individual)

8. When a pupil receives a new powered wheelchair, parents and school staff must liaise PRIOR to the pupil attending in the chair for the first time.
9. For Health and Safety reasons, it will not automatically be assumed that full-time attendance in the new chair is appropriate. A risk assessment will be undertaken,

and an agreed plan will be reached, regarding the extent to which the pupil will attend in his/her powered chair, and the limitations of use.

While many users of powered wheelchairs (particularly EPIOCs) will have demonstrated competency to drive a wheelchair before it could be supplied, some will not. It is acknowledged that the school environment differs from the home, and offers different challenges. The Moving and Handling Co-ordinator, in conjunction with the class team, will undertake assessment of pupil competency to use a powered wheelchair within the school environment. This will give staff a clear indication of the level of control and responsibility each pupil has, and identify the opportunities for practice he/she requires in order to progress.

10. Prior to a pupil attending school in a powered wheelchair, parents will be required to sign an agreement to indicate acceptance of this policy and their responsibilities with regard to damage (appendix A).
11. Maintenance and repair of the wheelchair remains the responsibility of the parent.
12. Should a fault be discovered by school staff, parents will be notified immediately and requested to provide the pupil's manual chair. The pupil must use his/her manual chair until the fault is rectified
13. All pupils with a powered wheelchair will have a "wheelchair passport" which will be kept in their school bag with a copy in the pupil's file. This will contain essential Health and Safety/risk assessment information regarding the chair and the pupil's use of it in school. This will include:
 - The location of the brakes/power controls/manual switch
 - The make and model of the chair
 - Relevant positioning information
 - An indication of the level of competence the pupil has to control the chair (this will be dated)
 - Limitations of use (e.g. whether the chair can be taken outdoors/ transported)

Wheelchair passports/risk assessments will be reviewed at least annually and more frequently should circumstances change. This information will be recorded on a database by the Moving & Handling Co-ordinator. This is covered in the letter.

14. The use of powered wheelchairs on educational visits must be considered as part of the risk assessment process for each visit, taking into consideration the limitations of the chair, pupil competency, transportation and the accessibility of the environment visited.

Control measures (whole school)

15. Accessibility issues within the school premises should be addressed through the Health and Safety reporting process. These will be monitored by the Health and Safety Governor.

16. Once implemented, this guidance will be reviewed annually by the Governing Body.

Date:

Guidance regarding the use of powered wheelchairs

Appendix A

Name of pupil:

I have read, understand, and am in full agreement with the school's policy pertaining to the use of powered wheelchairs in school.

I accept full responsibility for arranging the maintenance, repair or replacement of my son/daughter's powered wheelchair should any damage be incurred while it is used by him/her within the school or school grounds, or during transportation to or from school. No liability whatsoever will be incurred by the school for damage to the wheelchair, people or property.

We understand my (our) child will not be allowed to use his/her powered wheelchair in school until any identified fault has been appropriately repaired by a competent person.

Signed:(Parent/Carer)

Date:

Address:
.....

APPENDIX 7



Display Screen Equipment Guidance

Approved: Summer 2023
To be reviewed: Summer 2024

Statement

Frederick Holmes School acknowledges that health and safety hazards may arise from the use of display screen equipment (DSE). It is the intention of the school to ensure that any risks are removed or reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that inappropriate work practices or poorly set up workstations may encourage the onset of ill health. The school will seek to give information and training to enable a fuller understanding of these issues. The implementation of this guidance requires the total co-operation of all members of management and staff.

Application

This guidance applies to all workstations at which DSE is used by people at work, including home workers, agency and temporary staff.

This policy will apply to:-

• Users of DSE

- o People who use display screen equipment as a significant part of their normal work;
- o users are those who normally use display screen equipment for continuous or near continuous spells of an hour or more at a time;
- o use it in this way more or less daily;
- o have to transfer information quickly to or from the display screen equipment;
- o need to apply high levels of attention and concentration; or are highly dependent on display screen equipment or have little or no alternative means of completing the work/task;
- o home workers, agency and temporary staff.

Requirements

The School will, in consultation with employees and their representatives:

- a) carry out an annual assessment of each workstation, taking into account the DSE, the furniture, the working environment and the employee (Appendix 1);
- b) take all necessary measures to remedy any risks found as a result of the assessment;
- c) take steps to incorporate changes of task within the working day, in order to prevent extensive periods of on-screen activity;
- d) review software to ensure suitability for the task;
- e) on request, reimburse the costs of eyesight tests for all designated "users" of DSE;
- f) arrange for the subsidised supply of special corrective appliances (glasses) where required specifically for working with DSE;
- g) advise existing employees, temporary or agency staff, and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

Training

The School will provide information, instruction and such training as necessary to ensure that display screen equipment activities are conducted appropriately and as safely as practicable.

Responsibilities

Head Teachers

Have a responsibility to:

- Ensure that the requirements of this guidance are fulfilled.
- Ensure adequate resources are made available to comply with this guidance.

Managers

Have a responsibility to:

- Ensure that the requirements of this guidance are fulfilled.
- Ensure that DSE assessments are undertaken annually.
- Ensure that all necessary steps to investigate the circumstances of reported concerns

are undertaken.

- Ensure corrective measures are taken where appropriate.
- Advise the employee of actions taken.

Employees and Agency/Temporary Employees

Have a duty to:

- Comply with the School's policy.
- Comply with any instructions provided for reasons of health and safety.
- Attend or complete any training provided for health and safety.
- Report any problems associated with the use of display screen equipment.
- Advise the School's Occupational Health Unit and his or her own general practitioner in the case of an adverse health condition relating to the use of display screen equipment.
- Report any concerns or failures in safety systems.

Health, Safety and Wellbeing Team

Have a responsibility to:

- Review completed DSE assessments and provide advice when required.
- Promote best practice relating to the use of display screen equipment.

These duties will be monitored by the School through its management and appraisal processes. Where necessary, the School will take appropriate action to ensure that these duties are fulfilled.

Monitoring

The requirements of this policy will be monitored by way of a risk-prioritised process of auditing and periodic self-audits and the monitoring of workstation assessments.

The training and responsibilities of individuals will be monitored by the School through its management and appraisal processes.

Where necessary the School will take appropriate action to ensure compliance with this policy.

Review

This policy must be reviewed if:

- New legislation is published or existing legislation is updated.
- New guidance is published or existing guidance is updated.
- Research, monitoring or auditing suggests that a review may be required.
- Incident investigation suggests that a review may be required.



**Display Screen Equipment
Self-Assessment Analysis Form**

OHS (F):5

Please read the Display Screen Equipment Policy and Procedure prior to completing this form. You only need to complete this form if you are a regular user i.e. use a computer continuously for one hour or more a day.		
Section A: Employee details		
Surname:	Forename:	
Service Area: Education – Frederick Holmes School	Date:	
Payroll No:	Work Tel: 01482 804766	
Section B: Training and Information	Y	N
1. Have you read and understood the Display Screen Equipment Policy and Procedure?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you received adequate training in how to use the software?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you know how to adjust your workstation?	<input type="checkbox"/>	<input type="checkbox"/>
Section C: Posture	Y	N
1. Can you sit comfortably and easily change your posture?	<input type="checkbox"/>	<input type="checkbox"/>
2. Can you adjust all your equipment to a comfortable viewing position?	<input type="checkbox"/>	<input type="checkbox"/>
3. Can you place your feet firmly on the floor?	<input type="checkbox"/>	<input type="checkbox"/>
If no do you have a footrest?	<input type="checkbox"/>	<input type="checkbox"/>
Section D: Office Furniture	Y	N
1. Is the chair comfortable and can the height and back rest be adjusted?	<input type="checkbox"/>	<input type="checkbox"/>
2. Can all adjustments be made easily and safely?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you arranged your workstation to meet your specific needs?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there space in front of the keyboard and mouse to support your hands and forearms?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have sufficient unobstructed leg room?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is your workstation and surrounding area free from obstructions and hazards?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does most of your work require reading from hard copy documents?	<input type="checkbox"/>	<input type="checkbox"/>
Is yes, do you require a document holder?	<input type="checkbox"/>	<input type="checkbox"/>
Section E: Display Screen	Y	N

1. Is the information displayed on your screen clear and easy to read?	<input type="checkbox"/>	<input type="checkbox"/>
2. Can the brightness and contrast be adjusted easily?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the image on the screen stable and free from flicker?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is your workstation free from reflective glare?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the monitor swivel adequately in each direction?		
Section F: Keyboard and Mouse	Y	N
1. Are your forearms horizontal and wrists straight when typing?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the keyboard separate from the screen?	<input type="checkbox"/>	<input type="checkbox"/>
3. Can the tilt of the keyboard be altered/adjusted?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the key symbols easy to read?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the keyboard have a matt surface to avoid reflected glare?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does your mouse feel comfortable in your hand?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you experience any physical difficulties or discomfort using a mouse?	<input type="checkbox"/>	<input type="checkbox"/>
8. When using the mouse are your wrists in a comfortable position close to the side of your body?	<input type="checkbox"/>	<input type="checkbox"/>
Section H: Lighting	Y	N
1. Has your computing equipment been situated to avoid glare?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the lighting allow you to work comfortably?	<input type="checkbox"/>	<input type="checkbox"/>
Section I: Other Comments	Y	N
1. Are you able to take short frequent breaks from the screen?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you know who to contact if you experience problems with your workstation?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are there any other issues you wish to raise about your workstation?	<input type="checkbox"/>	<input type="checkbox"/>
If yes to the question above please give details below:		
Section J: Eyesight Test	Y	N
Have you had an eyesight test within the past 2 years?	<input type="checkbox"/>	<input type="checkbox"/>
Section K: Laptops:		
<p>Portable DSE equipment such as laptops and notebook computers are subject to the DSE Regulations.</p> <p>Use of a docking station or laptop converter kit may reduce problems as there are inherent ergonomic disadvantages of using this type of equipment.</p> <p>Consider the manual handling aspects of your laptop use to reduce risk.</p>		



Community Use Guidance

Approved: Summer 2023
To be reviewed: Summer 2024

Aim:

The Governing Body of Frederick Holmes School wishes to administer the letting of the school premises out of school hours for the benefit of:

- a) Community Groups
- b) Youth Groups
- c) Local Residents
- d) Increased income for teaching and learning in the School

The Governing Body prioritises the use of the school's facilities in the following order:

- 1) For the benefit of users of the School
- 2) Voluntary Organisations/Community Groups
- 3) Other users approved by the Governing Body

The Governing Body has the right to refuse any application where it feels the aims of the hirer are not consistent with any school policy.

The Governing Body has the right to refuse any application without explanation.

Hire Charges (see also Charging Policy)

The Governing Body fully recognises the need of community groups, and the hire charges are structured to enable these groups to take advantage of the School's facilities. However, schools are not permitted to make an overall loss through letting of the premises as the school's budget cannot be used other than for children's education.

The pricing structure is based upon the running costs of the facilities, but the Governing Body may exercise flexibility in setting charges for long-term and large-scale users. It is the intention of the Governing Body to charge the real cost for the use of the premises to all hirers.

The current hire charges are reviewed annually by the Governing Body and are available upon request.

Child Protection

Where activities involve children, users are responsible for ensuring that their staff / volunteers have and continue to hold a current and satisfactory Disclosure from the Disclosure and Barring Service. The School requires written confirmation that satisfactory Disclosures have been obtained.

The School requires a copy of the group/club Safeguarding Policy prior to commencement of letting for activities involving children, young people and vulnerable adult.

Administration

The School will adhere to the administrative procedures detailed in the Trust's Financial Regulations, the School Business Manager will have overall responsibility for this area.

The current forms for completion are shown in the following appendices. These are given to new lettings together with a map of the school and school holiday dates.

Appendix 1

COMMUNITY USE BOOKING FORM

1. YOUR NAME AND ADDRESS

Surname: Initials: Mr/Mrs/Ms

Address and Postcode:

Daytime phone no: Evening phone no:

2. BOOKING INFORMATION

Name of hirer (individual/organisation/team):

School to be booked:

Purpose/activity for which school is required:

Rooms/facilities to be booked (including changing rooms):

Estimated number of people attending the activity:

Age range of people attending the activity:

Date(s) required:

Frequency of activity: weekly fortnightly monthly other (please state)

Day of week for activity:

Times required (including time for changing): From am/pm to am/pm

3. Is this organisation registered with the City Council's Youth Service as a voluntary organisation? Yes / No

4. Is this organisation registered with the Hull City Council for voluntary Youth Services? Yes / No

5. Does this organisation make a profit from the specified activity? Yes / No

6. Is the event you have made the booking for a fund-raising activity? Yes / No

After completing this form, please send it to: Mr P Jackson

Site Manager
Frederick Holmes School
Inglemire Lane
HULL
HU6 8JJ

A letter of confirmation will be sent to you. **The booking has not been confirmed until you get this confirmation in writing.**

Please sign the declaration:-

I hereby declare that I am over 18 years of age. I have read, understand and hereby accept on behalf of the aforementioned organisation the conditions attached for the community use of school premises and agree to pay the appropriate fee on receipt of an invoice (if applicable).

I confirm that:

- I have an adequate public liability insurance policy (£5m minimum).
- I confirm we have appropriate policies and procedures in place in regard to safeguarding children and child protection.
- I confirm that I have adequate First Aid Cover.
- I confirm that I will follow all emergency evacuation procedures of the school (see attached).
- I confirm I have adequate Risk Assessments in place.
- I confirm I have received and read the EAP and NOP to the pool.

Name of Organisation, Team or Individual:.....

Authorised Signature:

Printed name:.....

Date:.....

Appendix 2

CONDITIONS FOR LETTINGS

1. General

- 1.1 Premises shall be used only for such educational, social and cultural purposes specified on the proposal form and must not adversely affect either school or Directed Community Use.
- 1.2 In the event of any user seriously or persistently abusing this use the Governors shall be entitled to suspend immediately such use.
- 1.3 All applications for lettings should normally be made at least one calendar month before the date required, so that any points of doubt may be clarified. All fees must be paid before entry to the school premises if required by the Governors.
- 1.4 The Governors shall be free from liability if the premises are not available through causes outside their control, such as elections, directed use etc.
- 1.5 Any cancellation by the hirer for single or a series of uses must be made to the school with at least one week's notice. Failure to notify the school in time will result in a charge being made.
- 1.6 The Governors reserve the right at any time to increase the charges on the giving of one calendar months' notice to the hirer.
- 1.7 The Governors reserve the right to alter, amend or add to the conditions of use at any time and such alterations will be effective on the giving of 7 days notice to the hirer.

2. Loss or damage/indemnity/insurance matters

- 2.1 The Governors shall not be liable for any loss or damage to the hirer or any person(s) admitted to the premises by the hirer except where the same is due to the negligence of the school and the Governors or any person for whom the school and the Governors is responsible.
- 2.2 The Governors require the hirer to make good all loss or damage which may be caused during the hire period of the premises or any property on the premises and to remove any litter for which the hirer is responsible from the playing fields and school premises.
- 2.3 The hirer hereby undertakes and agrees:
 - a) to indemnify the Trust, the school and the Governors in respect of liability for:
 - personal injury (whether fatal or otherwise) and
 - any other loss damage costs and expenses

Where the liability arises directly or indirectly out of this agreement except where liability arises wholly or partly from negligence or breach of statutory duty by the Trust, the school or the Governors.

- b) for the period of hire to maintain an adequate public liability insurance policy with an insurance company of repute against the hirer's legal liability including the indemnity at 2.3a above arising from the use and occupation of the premises by the hirer and to produce on request to the school the insurance policy and the current premium renewal receipt.

3. Specific Conditions

- 3.1 Community use must not interfere with the statutory obligations of schools to deliver the curriculum or with lettings directed by the Trust.
- 3.2 The use of school kitchens and dining centres is not permitted.
- 3.3 All groups/hirers will have appropriate policies and procedures in place in regard to safeguarding children and child protection.
- 3.4 The wearing of any footwear, which may cause damage to school floor surfaces is not permitted.
- 3.5 Children who have warts and cold sores will not be able to swim until these have been fully treated. Children with verrucae may swim as long as these are covered using appropriate dressings'
- 3.6 All hirers shall familiarise themselves with notices related to health, safety and fire precautions displayed around the school premises.
- 3.7 No portable electrical equipment supplied by the hirer must be connected to the fixed electrical supply unless it has undergone periodic (PAT) testing and certification for electrical safety at least annually by a competent person, in accordance with the Electricity at Work Act 1989. The Trust reserves the right to inspect the documents at any time.
- 3.8 The hirer shall ensure that school premises are left in a clean and tidy condition. Failure to do so will result in an additional charge being made.
- 3.9 No person under the age of 18 may make a booking for use of school premises.
- 3.10 No bookings will be accepted from groups known to have racist aims and objectives.
- 3.11 Car parking, where available, is at owner's risk. The hirer must ensure that entrance roads are kept free and access for emergency vehicles is not obstructed.
- 3.12 No permanent furniture shall be introduced onto the premises without the prior permission of the school or Governors.
- 3.13 The hirer will make arrangements for:
 - a) the acceptance onto the premises and the removal of any property, scenery or other articles which are required for the hirer's own purposes;
 - b) the removal unless otherwise agreed on the expiry of the hire period of such property or the hiring fee will be continued on a daily basis and no responsibility will be taken by the school, Governors or LA for its removal.

- 3.14 Hire of school premises does not include use of equipment or materials. A charge will be made for such items if the hirer requests their use. Where the equipment is specialised, a suitable person must be present to supervise its use. No equipment or fittings must be removed or adjusted without the previous approval of the school or Governors.

4 Public Entertainment

- 4.1 Premises which are licensed for public entertainment are subject to the conditions of appropriate licences, which must be complied with, by the hirer.
- 4.8 Where premises are not licensed, the promoter of any entertainment which requires a licence is responsible for ensuring it is obtained.
- 4.9 When halls are hired for public entertainment or meetings, the hirer shall ensure that sufficient stewards are available at exits and entrances to maintain order. Maintaining order is the sole responsibility of the hirer.
- 4.4 No dramatic, musical or other work in which a copyright subsists shall be performed on the premises unless the consent of the owner of the copyright has been obtained. The hirer shall indemnify the school and Governors against all claims made against them for breach of copyright.
- 4.5 The consumption of alcohol will only be allowed in the course of functions organised by responsible bodies with the prior approval of the Governors and subject to normal licensing arrangements. It is the responsibility of the hirer to make enquiries of the Clerk to the Licensing Justices to ascertain licensing arrangements and to ensure that all the relevant licensing requirements are met and observed.

5 Martial Arts

Organisers and instructors shall be members of a body recognised by Sport England on Martial Arts or by the Martial Arts Development Commission (MADEC), although this is under review. Applications and re-applications for use of premises must include the name of the organisation. Listed above in which they are in membership.

6 Sports Groups

Sports groups or their instructors must be members of or registered with the appropriate sporting national body and comply with that body's policy on coaching.

7 Health and Safety

You must provide all of your health and safety information including any risk assessments for the activities you will be taking part in at the school and a designated first aider. If you are bringing equipment into school you have to ensure that it has had the necessary testing, for example LOLER/PAT testing.

You must follow the emergency evacuation procedures of the school. This will involve completing a signing-in sheet and ensuring that all persons are accounted for in the event of a fire evacuation.

Please sign below to show that you understand these conditions:

Name:

Company:

Date:

Signature:

Appendix 3

COMMUNITY USE OF SCHOOL PREMISES INSURANCE QUESTIONNAIRE

It is necessary for you to have your own Public Liability Insurance (5m minimum level) as the Authority's insurance cannot protect you as the hirer against your legal liability to pay compensation for accidental death of, or bodily injury to, third parties or accidental loss of or accidental damage caused to their property. You will appreciate that this is a risk that must be avoided in everyone's interest. ***Therefore if you do not have Public Liability Insurance, you should stop using school facilities forthwith.***

Please provide me with the following details for my records:

**Name of Individual/Group/Association insured:
(Must be the same as Name of Hirer)**

Insurer/Branch:

Policy Number:

Renewal Date:

Limit of Indemnity (5m minimum level):

In addition,

Does the policy include:

Club Member to Club Member Insurance (if appropriate) Yes / No

Damage to the Premises Yes / No

I need evidence of continuity of Public Liability Insurance cover and require you to provide a copy of your policy to this effect at the start of your booking and on each renewal date. You must also notify me immediately if cover is changed, lapsed or cancelled.

Authorised Signatory.....

Printed name.....

Date.....

Please return your completed form to Mr P Jackson, Site Manager, Frederick Holmes School, Inglemire Lane, Hull HU6 8JJ.

Appendix 4

Frederick Holmes School

Pool Safety Operating Procedure (PSOP)

Normal Operating Procedures (NOP)

Guidance is taken by the HSEs Managing Health and Safety in swimming pools HSG179. This document should be read in conjunction with the Emergency Action Plan (EAP).

SWIMMING POOL

Details of Pool

The swimming pool at Frederick Holmes School is an indoor 10 x 8 metre, indoor facility, the depth is as follows: shallow end 0.9 metre and the deep end is 1.2 metres.

Potential Risks

- There is little natural light, if lighting fails this is mitigated by emergency lighting.
- Floor areas and stairs are potential hazards for users slipping.
- Potentially harmful chemicals are used to sanitize the water in the pool. Whilst they are used as safe concentrates it cannot be assumed that some users will not experience adverse reactions.

Dealing with Users

There are three groups of users.

- School pupils/students.
- School staff.
- External lettings (see contract hire).

General Rules for all Users

- No one should enter the pool until a member of staff or swimming co-ordinator supervises the group.
- School pupils/students are not allowed onto the poolside with the permission of a staff member.
- When on the poolside outdoor shoes must not be worn unless over shoes are placed over them. (Available in main corridor).
- No running on the poolside.
- No diving.
- Swimmers are encouraged to use the toilet facilities before swimming.
- Children who have warts and cold sores will not be able to swim until these have been fully treated. Children with verrucae may swim as long as these are covered using appropriate dressings'
- Shower before entering the pool.
- A single continuous whistle blast is the signal to leave the water and wait on the poolside until given further instructions.

- All swimmers are in classes/groups and in a programmed environment. The swimming co-ordinator will give all instructions.
- The rest of the programme is for the public who are supervised by spotters/lifeguards.
- All portable electrical appliances brought onto the poolside whilst in the pool is in use shall be battery operated and have a P.A.T. certificate.
- Swimmers will be constantly observed by lifeguards/spotters and members of staff to ensure accidents and incidents are prevented.
- Evacuation drills will be carried out per term.

Operational Systems

- A member of staff will carry out a Daily Safety Check every morning before business.
- A member of staff will check fire exits every morning before use to ensure they are free to operate properly in an emergency.
- **No** glass to be brought into the swimming pool area.

Detailed Work Instructions

- The cleaning schedule should be completed daily/weekly as appropriate.
- The bottom of the swimming pool should be checked and swept of debris daily.
- The scum accumulating on the pool wall at the water surface should be cleaned weekly.
- The changing rooms are to be cleaned daily.
- COSHH Training is offered to all staff on use of cleaning chemicals and must be followed.
- Chemicals must not be mixed they will not give a better clean. Mixing can give rise to dangerous gases and reactions.

Faeces Contamination Procedures

- In the event of a formed stool being found in the pool it is to be netted out. The water is to be tested and if an acceptable amount of free chlorine is present, swimming can continue.
- In the event of a loose stool (Diarrhoea) being found in the pool it is to be netted out, the pool should be evacuated vacuumed and the filters backwashed. The pool should then be closed for one full filtration cycle.

Blood and Vomit

- If substantial amounts of blood and vomit are spilled into the pool it should be temporarily cleared of people to allow the pollution to disperse, any large bits are to be netted out. The water is to be tested and if an acceptable level of free chlorine is present, swimming can continue.
- Spillage of blood or vomit on the poolside should be contained and wiped up with appropriate cleaning materials.
- All cleaning materials must be disposed of safely.

Disabilities

- The swimming pool is disability friendly and compliant. Pool staff must ensure that sufficient helpers are available to assist disabled swimmers into and out of the pool.

First-Aid Supplied and Training

- There must be a fully stocked first aid box accessible for all pool sessions.
- A qualified first aider should be available in the facility whenever the swimming pool is in use. The first aid box location is in the swimming pool office (between the changing rooms).
- There is an Incident/Accident form available for the swimming pool located in the swimming pool office. All incidents/accidents must be entered on this form. If there is a witness please also fill in the witness statement form. Please give forms to School Reception.

Details of Alarm Systems and Emergency Equipment

- There is a fire alarm system throughout the building (which is tested weekly). The locations of the break glass call-points are as follows: One is adjacent to the main

swimming pool door and another is located adjacent to the fire exit door in the swimming pool area. All staff should familiarise themselves with these locations.

- There is an emergency telephone available in the pool office, to get an outside press 9. External lettings must ensure they have a mobile phone on hand and that it is fully charged as the school telephone will not be available.
- There are 3 fire extinguishers available; 1 is located adjacent to the pool rear fire door and 2 are located in the pool front entrance.
- In the pool area the life saving equipment is hung on the walls around the pool surround. They consist of 2 Reaching Poles and 2 Buoyancy Aids.
- There is an Alarm around the perimeter of the swimming pool area (Black Strip). Press once and this will advise staff that help is required. (Not applicable to lettings as no staff are in the school).

External Lettings

- All external lettings must abide by the Normal Operating Procedures of the swimming pool and the terms of the Contract for Hire.
- All damaged equipment should be reported to the Site Facilities Officer for replacement or repair.

Appendix 5

Frederick Holmes School - Emergency Action Plan (EAP)

The Emergency Action Plan (EAP) which must be carried out to evacuate the swimming pool and the changing areas in the event of specific emergencies. The emergency tasks are to be carried out by the Swimming Pool Co-ordinator, or in the event of an external letting, by the person(s) contracted to carry out these functions.

Fire

- In the event of a fire follow Evacuation Procedure.

Uncontrolled Chlorine Gas Emission

- In the event of uncontrolled chlorine gas emissions follow Evacuation Procedure.

Bomb Threat

- In the event of a bomb threat follow Evacuation Procedure.

Structural Failure

- In the event of structural failure follow Evacuation Procedure.

Lack of Water Clarity

- If the pool water becomes cloudy and the person(s) supervising the swimming pool can no longer see the bottom of the pool, the swimming should be stopped until the clarity is regained. Notify the Site Manager or the Site Facilities Officer immediately.

Serious Injury to a Bather

- If serious injury occurs, the person(s) supervising the swimming should not permit swimming to continue whilst assisting the injured person.
- The person(s) supervising shall give one continuous whistle blast and announce 'clear the pool'.
- When the users are away from the water the person(s) supervising the swimming pool should activate the emergency strip for medical assistance. (Not applicable to lettings as there are no staff on school site). First Aid should be administered if there is a qualified first aider present.

Discovery of a Casualty in the Water

- If there is a casualty in the water the person(s) supervising the swimming pool shall give one continuous whistle blast and announce 'clear the pool'.

- The person(s) supervising the swimming pool should then rescue the casualty by the appropriate method (throw, reach, tow and wade).
- The black alarm strip should be activated for medical assistance and emergency services called. (Not applicable to lettings as there are no staff on school site).

Lighting

- The facility should be evacuated if the artificial lighting fails for some reason.
- The person supervising the facility should give one continuous whistle blast and announce 'clear the pool'. The emergency lighting within the facility should be sufficient for users to get dressed and without the need for torches.