

Magdalen Court School Health & Safety Policy



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Magdalen Court School Health & Safety Policy

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Introduction

Statement of Health and Safety Policy

Magdalen Court School:

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the school's activities.
2. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with its activities.
3. Will seek to ensure that its legal duties and policy objectives are complied with at all times.
4. Will ensure that all foreseeable risks associated with the school's activities are identified and removed or controlled through a process of risk assessment and management.
5. Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
6. Will seek to inform students' parents or guardian of any health, safety or welfare issues relevant to their child or children.
7. Have detailed the arrangements for health safety and welfare in the Organisation and Arrangements associated with this policy statement.
8. Will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up to date. A formal review and re-adoption of this policy will be carried out by no later than September 2026.

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the school's policies and procedures for ensuring health safety and welfare and to conduct their duties in accordance with them.

The Employer

The employer in this school are the Proprietors. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health safety and welfare of students, staff, visitors and contractors.

Proprietors

The Proprietors are responsible for ensuring that mechanisms and procedures are in place for health safety and welfare. The Proprietors will receive regular reports to enable them, in collaboration with the Headteacher to prioritise resources for health safety and welfare issues.

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The Proprietors have appointed a Safety Governor to receive information, monitor the implementation of policies, procedure and decisions and feed back to the Proprietors on health safety and welfare issues.

The Proprietor Health and Safety lead: James Jenner

The local Governing Body lead: Katie Howard

Head Teacher

The Head Teacher has responsibility for: -

- Day-to-day management of all health safety and welfare matters in the school in accordance with the Statement of Safety Policy.
- Ensuring that regular health safety and welfare inspections are carried out.
- Submitting regular health safety and welfare reports to the Governors and the employer.
- Ensuring that action is taken on health safety and welfare issues.
- Passing on information received on health safety and welfare matters to appropriate people.
- Carrying out accident investigations.
- Chairing the school Health and Safety group
- Identifying and facilitating employee training needs.
- Liaising with Proprietors and Governors, on policy issues and any problems in implementing the Safety Policy.
- Co-operating with and providing necessary facilities for trades union safety representatives.
- Providing necessary facilities for all employees to be consulted on health safety and welfare matters.
- Ensuring that any contractor appointed to deliver services or carry out work is competent to do so.
- Monitoring contractors to ensure that the Health and Safety Policy is complied with.
- Take action where any contractor is found to be working in a manner which is considered to be unsafe.

Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff. In this the following functions have been delegated to: -

Function	Delegated to
Day to day health safety and welfare management	Premises Supervisor
Regular inspections	Premises Supervisor & Caretakers

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Accident Investigation	Headteacher, Manager & Supervisor.	Business & Premises
Chairing Health and Safety Group	Headteacher	
Employee training needs	Deputy Headteacher	
Contractor management	Premises Supervisor	

Competent Health and Safety Advice

Magdalen Court School that it must have access to competent health and safety advice. The school's competent advisors are: **The Health, Safety and Wellbeing Services Team, Devon County Council**

Senior Management, & leads with responsibilities:

These roles have responsibilities for: -

- Day-to-day management of health safety and welfare in accordance with the Health and Safety Policy.
- Drawing up and reviewing departmental/curricular area procedures regularly.
- Ensuring that suitable risk assessments have been carried out for all activities where there is a significant risk.
- Carrying out regular inspections and making reports to the Headteacher
- Ensuring action is taken on health safety and welfare issues.
- Arranging for employee training, information and instruction.
- Passing on health safety and welfare information received to appropriate people.
- Acting on reports from employees, the Head Teacher; the Governors and the Local Education Authority.

All Employees

All employees have a general responsibility, as far as reasonably practical, to ensure the health safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular employees have a responsibility for:

- Checking that classrooms/work areas are safe.
- Checking equipment is safe before use.
- Ensuring safe procedures are followed.
- Ensuring protective equipment is used when needed.
- Participating in inspections and the Health and Safety Committee/group if appropriate.
- Bringing problems to the relevant manager's attention.

In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

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Sign In & Out Procedures

All staff and visitors must Sign In & Out at the main office reception

All staff are issued with staff lanyards and ID cards which they are required to wear at all times when in school.

All contractors and other visitors to site will be issued with relevant coloured lanyard (**See Appendix 3**)

All staff are issued with a programmable key fob to enable them to access the school premises. Any other visitors are met at the gate by a member of staff and escorted onto the premises to sign in.

Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school's policies and procedures for health safety and welfare and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified employee.

1. Arrangements for the Supervision of Students

Opening Times

The school will be open from: 8.45

Students arrive from 8.45 and staff are in the car park to greet pupils as they arrive

The school will close to students at: 3:15pm

Pupils are escorted to the car park at 3.10 pm where staff are available to ensure that they are met by taxis / parents.

We are open weekdays during term time.

Between these times supervision will be provided.

Students will not be allowed onsite outside of these times unless organised and supervised for example, parents evenings and other school events.

Supervision arrangements

Supervision is in classrooms at the start of the day. Staffing is based in class and learner needs. Minimum ratios are one adult per room, but most are two and in some cases much higher than this.

High and appropriate levels of supervision are expected at all times and in locations around the school site.

Learners are collected and handed over to parents/ carers and transport providers at the front of the school at the beginning and end of each day. No learner is unsupervised at these times.

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Where learners who are not collected at the end of the day, we would make contact with the parent/carer to find out what has happened. We will supervise until alternative safe arrangements can be made. If we are not able to make contact or if arrangements for collection cannot be made within 30 mins of the school day, then we would follow of safeguarding protocols and we would contact social care for advice.

All staff will carry radios with them at all times to enable them to call for support whenever needed throughout the school day across the whole site.

2. First Aid

Assessment of Needs

An assessment of first aid needs has been carried out and has identified that the following numbers of trained staff is required: -

First Aid at Work Qualified 3

Emergency Aid Qualified 3

All of our staff class-based staff undergo basic aid awareness training.

First Aid Coordinator

The first aid Co-ordinator's responsible for overseeing the arrangements for first aid with the school.

These duties include ensuring that:

- First aid equipment is available at strategic points in the school (these are appropriately stocked and in date)
- Posters around the school clearly show the locations where these can be found.

They also include ensuring that:

- A sufficient number of personnel are trained in first aid procedures
- Lists of trained first aiders are on the school posters; dates of training and level of qualifications are retained and monitored
- First Aid qualifications are, and remain, current.

The health and safety working group will also regularly check first aid logs for indications of recurrent or frequently reported types of injury. This is reported to our local governing body via the Headteacher's Report.

First Aiders

The first aiders listed on the posters will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for:

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- Trips and visits
- Extra-curricular activities organised by the school (e.g. sports events, after School clubs, parents' evenings, School organised fundraising events etc.)

First aid cover is not specifically provided for: -

- Contractors
- Events organised by third parties (fetes, evening clubs, etc.)

First Aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section)

Treatment of Injuries

The school will rely on the knowledge and experience of its trained first aiders, with support when available from our school nurse, in order to administer appropriate treatment to injured persons.

In emergency situations the first aider will call (or instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action the first aider will be expected to consult with the Health Service Helpline 111.

And, in the case of student injuries, with the parents or legal guardian.

Suspected Head, Neck and Spinal Injuries to Students

In the event of a suspected head, neck or spinal injury to a student it is the policy of this school, in addition to the normal first aid procedures, that the student's parent/guardian is contacted and informed of the injury.

The attending first aider, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any case where there is any doubt about the student's wellbeing, the first aider is expected to contact the Health Service Helpline for advice or phone for an ambulance as appropriate.

Other Significant Injuries

Any other serious injury will be notified to the parents/guardians by the quickest means possible (normally by phone).

In addition to the procedures above the school will notify parents/guardians of any other significant injury by way of:

- A telephone call and or a duplicate first aid slip
- Records of notification by telephone to parent/guardians will be recorded in the first aid logbook. Copies of written notification are held the first aid cupboard.

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Escorting Pupils to Hospital

When it is necessary for a student to be taken to hospital they will be accompanied by a member of staff – unless the student's parent/guardian is in attendance.

The member of staff will stay with the student until a parent/guardian arrives and responsibility is transferred.

3. Pupils with Medical Needs

The school recognises that it has a responsibility to support pupils with medical needs. The school follows the Department for Education's guidance on managing medicines in schools and early years settings: - [Supporting pupils with medical conditions at school - GOV.UK](#)

The information below should be read alongside the Court school's 'Supporting Pupils with Medical Conditions Policy'

Responsible Person

The Headteacher is responsible for ensuring that the arrangements below are effectively implemented and maintained.

Managing Medication

Prescription and medication medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so and
- Where we have parents/carers' written consent.
- The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents/carers. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.

Both Prescription and over the counter medication brought into school must be clearly labelled with the student's name, dosage, method of administration and be in-date with a signed copy of the administering any medication form.

Court Schools can administer medication Paracetamol, Calpol, Nurofen and Ibuprofen and other medication such as travel sickness medication, skin creams, cough medication recommended by a doctor to parents/carers without a prescription. However, bottles or tablets must be sent into school in an unopened state, in the original packaging and/or box and within the expiry date. Medicines which do not meet these criteria will not be administered.

Court Schools will supply Calpol 6+ for one off pain relief. This will only be administered with consent from parents on the MCS Parental Agreement for School to Administer Medicine and staff will phone for verbal permission from legal guardian before administering this medication.

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Court Schools will inform parents of any non-prescribed medication given via Request of pain relief medication Form

Medication will be available to identified students at all times of the school day.

There is a log of all medication that has been administered.

Self-Management of Medication

In certain circumstances the school will allow students to manage their own medication. In each case this will be discussed with the parent/guardian and appropriate health professionals - and an assessment of risk will be completed, and a parental and pupil agreement for a pupil to carry and administer their own medication.

The assessment of risk will include an evaluation of the risk to the student and others through inappropriate use of the medication, loss of the medication or failure to take the medication.

Emergency Asthma Kits

For More information, please see Asthma Policy Court schools

Court School has procedures for managing the use of the emergency asthma kit is based on Department of Health guidance. [Guidance on the use of emergency salbutamol inhalers in schools](#) and Asthma UK (2006) School Policy Guidelines. [Asthma at school and nursery | Asthma + Lung UK](#)

We have two salbutamol labelled emergency kit(s), asthma register, and every pupil has an asthma action plan supported by parents and health professionals.

Staff authorised to dispense this medication have read the above guidance and have been given instruction in the recognition of the symptoms of an asthma attack and the appropriate procedures to follow.

The emergency inhaler contains Salbutamol and will only be available to students who have been

- diagnosed with asthma and prescribed an inhaler OR
- prescribed an inhaler as reliever medication.

In addition, signed parental consent must be obtained for use of the emergency inhaler.

The school keeps a register of students who have been diagnosed with asthma or prescribed a reliever inhaler.

The emergency asthma kit will be stored and managed in the same way as any other prescription medication following the procedures above.

Facilities for Medical Procedures

A room has been provided for First Aid to be administered if necessary

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Training

The responsible person will ensure that sufficient staff are suitably trained in the administration of medication

Sharing of Information

The responsible person will ensure that relevant staff are made aware of any student's medical condition. This information will include, where appropriate:

- Medical condition
- Side effects of medication
- Signs and symptoms
- Modifications and allowances
- Emergency actions

The responsible person will also ensure that relevant information is shared with cover staff etc.

Risk Assessment

In addition to the healthcare plan the school will carry out individual risk assessments for any student where the student's medical needs introduce new risks to an activity or increase existing risks that are not covered in their health care plans. This will include (but may not be limited to) individual risk assessments for off-site activities, sporting activities and practical lessons.

Risk assessment for off-site activities, in particular, will include consideration of: -

- Access to medication
- Appropriate storage of medication
- Staff training in administration of medication
- Emergency procedures

Unacceptable practice

To prevent unacceptable practice the responsible person will ensure that:

- Students have access to their medication at all times during the school day or during educational activities off-site.
- Healthcare plans reflect the needs of the student and take into account the views of parents/carers and advice of healthcare professionals.
- Every effort is made to ensure that students with medical needs are able to stay in school for normal school activities (including lunch) unless there is a specific reason detailed in their healthcare plan not to do so.
- If the student becomes ill; ensure that he/she is accompanied to the school office/medical room by an appropriate person.

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- Students with medical needs are not penalised in their attendance record if their absences are related to their medical condition, hospital appointments, etc.
- Toilet, food and drink breaks are provided where necessary in order to manage a student's medical condition.
- Arrangements for administering medication do not include the need for parent/carers to attend school.
- Every effort is made to ensure that students with medical needs are able to take part in every aspect of school life including off-site activities, sporting events and practical lessons.

Complaints

Parents/carers are encouraged to contact the First Aid Coordinator or the child's class teacher if they are concerned or dissatisfied in any way with the support provided by the school for a student with medical needs.

If concerns cannot be resolved in this manner; parents/carers can escalate to the Headteacher, and they can also follow the school's complaint procedure.

4. Accidents/Incidents

Reporting Officers

Admin staff and SLT have access and authority to report accidents and incidents.

Staff are required to report all accidents/incidents to a reporting officer within a reasonable timescale.

Students are required to report all accidents/incidents to a member of staff.

The Reporting Officer will record incidents using the systems below.

Accident/Incident Reporting Systems

This School records all significant accidents and incidents using the Devon County Council OSHENS.

A significant accident is:

Any incident resulting in an injury to a member of staff; it must include all incidents where external medical advice is sought e.g. GP or hospital or where a staff is absent from school due to the injury.

Any incident resulting in an injury to a:

- visiting member of the public
- contractor on the school site

Any incident resulting in an injury to a student which was (or might be) due to:

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- the condition or layout of the premises or facilities
- the condition of any equipment in use
- the level (or lack) of supervision
- the level or quality instruction or training provided

Any 'Dangerous Occurrence' as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)

Any 'Occupational Disease' as listed in RIDDOR.

Further guidance on what should be reported is available through the Online System or the School Messenger website.

Where the description of the accident/incident meets the criteria set out in RIDDOR a report will be sent to the Health and Safety Executive. The local authority Health and Safety Duty Safety Officer carries out this function on behalf of the school.

Any minor accident/incident which does not meet the above criteria will be recorded on a simple 'in school logbook' which will be kept in the school.

Pupil first aid log is located in the School Office.

Staff accident book is in the front reception.

Near Misses

Where an incident occurs which could have resulted in injury – but didn't – a record will be kept in a Near Miss Log.

The Near Miss Log is kept in the front reception. OSHENS can also be used to record near misses.

All Near Miss Logs are reviewed by the Headteacher and will be reviewed termly by the local governing body. In order to identify any areas of concern which may require attention.

Reporting Timescales -ASAP

	Reporting timescale
Students will report accidents/incidents to a member of staff	Straight away if possible and in any case on the same day as the incident
Staff will report accidents/incidents to a reporting officer	Straight away if possible and in any case on the same day as the incident
Reporting Officers will complete the online report	Usually within 48 hours and all cases within 5 days.

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Accident/Incident Investigation

All incident reports will be reviewed by our Premises Supervisor and/or our Behaviour lead who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents as determined by the above two staff will be reported to the Head Teacher: the Health and Safety Local Governor and the School Health and Safety Leads.

All reports submitted via the Online Accident Reporting System are reviewed by the Health Safety and Wellbeing Services Team of DEVON COUNTY COUNCIL

Health Safety and Wellbeing Services will recommend an independent investigation of the accident/incident if the review indicates a need. The Headteacher will decide if this investigation takes place

5. Training

Identification of Training Needs

The school will carry out an evaluation of the health and safety training needs of staff on an annual basis as part of the Health and Wellbeing review

Staff Responsibilities

Staff must attend health and safety training provided by the school.

Detailed guidance and information about health & safety issues can be found in the Health & Safety Service's Arrangement notes which are located in the OSHENS Document Library. The Health & Safety Service also provide competent health and safety advice for staff and can be contacted on 01392 382027 or on healthandsafety@devon.gov.uk.

The Health and Safety Law poster is displayed in the staff room.

Health and Safety Training

All employees will be provided with:

- induction training in the requirements of this policy
- updated training in response to any significant change
- training in specific skills needed for certain activities as identified by the relevant risk assessment
- refresher training where required

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Training records will be kept digitally by the HR Administrator, who is responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

6. Consultation

Staff are represented at Governors' meetings. Consultation of day-to-day matters will be achieved by holding daily briefing meetings for all staff, during which Health & Safety matters are discussed as necessary.

Members of staff with concerns should raise them initially with a member of SLT or the Health & Safety Coordinator. If required, requests for external advice should then be sought from the Health & Safety Service for concerns of employees which cannot be resolved locally.

Staff should feel free to contact the appropriate trade union appointed Safety Representative. Court Schools welcome the support of trade unions in health and safety matters.

7. Monitoring

The Headteacher will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the 3 yearly Health & Safety Review process undertaken by the Health & Safety Service. Feedback from this process is to be referred to the Trustees.

A general inspection of the site will be conducted monthly and be undertaken by the Premises Manager. Feedback from this process is to be referred to the Health & Safety Team.

Other processes employed to monitor compliance with this policy and health and safety performance in general include using the Every platform to monitor issues raised and ensure compliance tasks are being carried out as programmed.

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8. Risk Assessment

Risk Assessment Process

The school will seek to identify all activities and situations where there is a likelihood of significant risk. Significant risks will be assessed, and controls will be introduced to remove or reduce those risks.

The school will carry out risk assessments using templates provided via DCC Health and Wellbeing Service

Business Manager is responsible for managing the risk assessment process for education and Premises Supervisor is responsible for all site and premises risks assessments – both will produce relevant reports for the Governors.

Copies of risk assessments are available from our Business Manager in the school office.

Staff Responsibilities

All staff are required to support the risk assessment process.

Staff identified with responsibility for activities are required to carry out or lead the risk assessment process for those activities.

Class teachers/ Subject/ area leads/ educational visit leads are responsible for ensuring that risk assessments have been completed for all activities where there is a significant risk.

Safe Working Procedures

Where appropriate risk assessments will be used to develop safe working procedures. These safe working procedures will form the basis of the school's normal operating procedures. Copies of safe working procedures are available from our Officer Manager.

9. Fire

Fire Officer

The person responsible for organising the school's fire precautions is our Premises Supervisor
The Business Manager will deputise when the Fire Officer is not present.

The Fire Officer is responsible for: -

- Arranging a fire evacuation drill at the beginning of the academic year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Feeding back the school's performance during evacuation drills to management and other relevant persons.
- Ensuring that the Fire Log is kept up to date (arranging from alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)

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- Ensuring that a fire risk assessment is carried out and periodically reviewed.
- Reporting to the Headteacher on issues of significance.

All Staff

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

Staff are also responsible for ensuring that they:

- Do not store combustible materials in escape routes or against sources of combustion
- Do not leave fire-doors wedged open (when the room is unoccupied)
- Do not misuse any equipment provided for fire safety
- Report any defect in equipment provided for fire safety
- Report any fire hazard.

Fire Wardens

The school has identified Fire Wardens for areas of the school.

Fire Wardens have received training in fire prevention, the principals of fire safety and effective evacuation procedures.

Periodically Fire Wardens will carry out inspections of their area of the school to identify fire hazards and any other fire safety related issues. These inspections will be reported to the Fire Officer or senior member of staff for action.

In the event of a fire, Fire Wardens will assist in the evacuation of the premises by:-

- Checking that their assigned areas have been evacuated (if it is safe to do so)
- Supervising and directing students and staff to areas of safety.

Fire Fighting Equipment

Firefighting equipment has been positioned at appropriate positions around the site.

In accordance with the Regulatory Reform (Fire Safety) Order, a number of staff have been given training in the use of firefighting equipment.

Evacuation and Registration Procedures

Please refer to our Emergency Management Plan for details including the following:

- Alarm system details (including methods for raising the alarm)
- Exit routes
- Assembly points
- Signage
- Contingency arrangements if a quick return to the building is prohibited
- Arrangements for taking registers
- Arrangements for other people on site (e.g. contractors, visitors, etc.)

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- Emergency contacts & mobile phone
- Arrangements for contacting the emergency services
- Arrangements for liaising with the emergency services once they arrive on site.
- Arrangements for evacuating disabled people (each person will require a personal emergency evacuation plan(PEEP)
- Arrangements for evacuation to a location off-site
- Arrangement for other emergency evacuation such as flood, bomb threat, etc.

10. Electricity

School Owned Portable Appliances

The school will undertake to inspect and test all its portable electrical appliances by a competent person on the following basis:

Annual updates

Tests will be carried out by Sunflower Electrical Services.

All test Certificates will be kept in caretaker's office for the duration of the life of the appliance.

Personal and Privately Owned Portable Appliances

Personal items of electrical equipment may only be bought into the school/academy by prior agreement. Equipment must be presented to Premises Supervisor for testing prior to use. All personal items of electrical equipment must only be used in conjunction with a residual current device

Premises Supervisor

The premises supervisor is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

This role is also responsible for ensuring that a fixed wiring inspection is carried out for the premises.

11. The Control of Hazardous Substances

Hazard Assessment

All substances which may be considered hazardous to health under the Control of Substances Hazardous to Health (COSHH) Regulations have been assessed using COSHH Assessment Process.

The exception to this is for substances and preparations used in Science – these substances and preparations are used in accordance with the Hazards provided by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

A central copy of COSHH Assessments is kept by the Premises Supervisor

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Staff Responsibilities

Staff shall not use any hazardous substance without first having read the COSHH Assessment (or Hazard in Science).

Staff shall inform the COSHH Coordinator (Premises Supervisor) of any new hazardous substance purchased in order that an assessment can be made prior to use.

COSHH Coordinator (Premises Supervisor)

The Premises Supervisor is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been created.

This role is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the substance/preparation.

The Coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the substance/preparation and that the COSHH file is kept up-to-date.

The Coordinator is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.) where persons may be affected by their use of site or the storage of such substances/preparations may need to be controlled.

In addition, any hazardous substances or preparations being used by visiting artists, crafters, etc. must have appropriate COSHH assessments before being used in the school.

12. Display Screen Equipment

Workstation Assessment

Premises Supervisor is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (i.e. excluding student workstations) to ensure that it is suitable for the task and complies with legislation and the relevant British Standards.

Equipment

Appropriate DSE equipment will be provided as identified by workstation assessments.

Eye Tests for Display Screen Equipment Users

All school employees who are defined as display screen equipment (DSE) users are entitled to a free eye test and special glasses for use with DSE.

DSE users are defined as:-

- Employees who use display screen equipment as a significant part of their normal work; and

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- Use DSE for continuous or near continuous spells of an hour or more at a time; and
- Use it in this way more or less daily; and
- Have to transfer information quickly to or from the display screen equipment; and
- A requirement to apply high levels of attention and concentration; or are highly dependent on DSE or have little or no alternative means of completing the work/task.

(Agency staff and other people at work in the school should contact their own employer for details of arrangements that apply to them).

If staff request an eye test they need to make contact with Business Manager

13. Work Equipment

The premises supervisor is responsible for overseeing the purchase of all work equipment with admin ordering support from the admin team.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required. Before purchase consideration must be given to:

- The installation requirements
- The suitability for purpose
- The positioning and or the 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.

14. Management of Contractors

The premises supervisor is responsible for overseeing the management of all contractors on site.

Selection of Contractors

The school will only select contractors to carry out work who have demonstrated: -

- Competence to carry out the work required (by way of training, knowledge and experience)
- Assessment of the risks associated with the work
- A safe scheme of work
- Appropriate management of the work
- Appropriate vetting procedures for their employees where appropriate
- Appropriate employers and public insurance

Management of Contractors

Supervision of contractors will, to an extent, depend on the type of work being carried out: -

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- New contractors or contractors visiting the site on a one-off basis will be directly supervised by a member of school staff.
- Term contractors or regular contractors to the site will only be allowed unsupervised access following appropriate checks and assurances from the employer.
- Permit to work will be issued where necessary.

All contractors will be required to carry visible identification.

Direct supervision will not be necessary where the area of work is physically separate from the school (for example: where there is construction on site).

Construction Works

For all construction works (other than minor maintenance works) the area under construction will be physically separated from the rest of the school and will be out-of-bounds to all non-construction workers except for the purposes of contract management.

15. Personal Protective Equipment

Responsibilities

Personal protective equipment (PPE) will be supplied to control hazards only as a last resort – i.e., where the hazard cannot be removed or reduced to an acceptable level of risk by other means.

Where provided the school has a duty to ensure that PPE is used effectively. Managers will be expected to monitor the use of PPE and enforce its use where necessary.

Assessment of Need

The need for PPE will be determined during the Risk or COSHH Assessment process.

Where identified as necessary PPE will be provided without cost to staff or students.

Purchase and Storage of PPE

The admin team are responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer and takes account of any health or medical conditions.

In addition, the premises supervisor will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

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Staff and Student Responsibilities

When issued with PPE; staff and students are required to wear it correctly.

Staff must take all reasonable precautions to ensure that PPE is stored and maintained properly.

16. Working Alone

It is recognised that, from time to time, it may be necessary for school staff to work in situations or locations which are remote from other members of staff. This will include staff working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances the school will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in the school office.

Any staff wishing to work outside normal school hours must have prior agreement/permission from the Premises Supervisor or a member of the school's senior leadership team.

Please also see our remote learning policy which includes online safety guidance.

School Security

The Premises Supervisor is the appointed persons who are responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

The premises supervisor is responsible for carrying out checks of the premises during holiday periods.

A Proprietor lives next door and is a nominated keyholder following activation of the alarm. A second staff member keyholder will be nominated by the School should the Proprietor be unavailable.

17. Violence

Zero Tolerance

Violence is not tolerated in this school. Action and the appropriate sanctions will be taken against the perpetrator of any violence towards staff, students or visitors to this school.

Violence towards Staff

Violence towards staff from other members of staff, visitors or members of the public will be reported to the police.

Violence towards staff from students will be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

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Violence towards Visitors

Violence towards visitors will be reported to the police.

Violence towards pupils

Violence between students will normally be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

Violence towards pupils from staff, visitors or members of the public will be reported to the police.

Responsible Person

The Headteacher is responsible for ensuring that all:-

- Staff are aware of the policy and procedures for dealing with violent incidents
- Staff have received instruction in procedures/techniques for avoiding violence at work
- Staff are aware of the procedures for reporting violent incidents
- Incidents of physical and verbal abuse are recorded using the Online Accident Reporting System

Team Teach

Team Teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this school we have staff that are trained in Team Teach as well as qualified trainers.

18. Water Safety-Legionella

A water risk assessment for the school will be completed regularly to identify any risks to the health and wellbeing of staff and pupil on the school site.

19. Stress and Wellbeing

The school is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment and in line with the HSE's management standard

The school has a wellbeing team who are the first point of contact for staff should they wish to speak to them.

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The school provides an Employee Assistance Programme (Health Assured) which enables staff to receive confidential advice and counselling on a range of matters. This service is free of charge to staff and can be used for both work related and non-work related issues.

<https://healthassuredeap.co.uk/>

20. Working at Height

Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings. 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 tables or chairs.

Formal training on work at height will be undertaken where the need is identified in the risk assessment process described above. It will be ensured that:

- all work at height is risk assessed and properly planned and organised
- all those involved in work at height are trained and competent to do so
- the use of access equipment is restricted to authorised users
- access equipment is regularly inspected and maintained in a safe condition
- access to fragile surfaces is properly controlled and planned

21. Plant and Equipment -PUWER

Regular inspection and testing of School equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the Business Manager. All staff are required to report any problems found with plant/equipment to the Health & Safety Officer. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The following specific statutory inspections and tests will be undertaken by the contractors listed on the attached appendix.

- Annual gas appliance inspection and maintenance
- Gas tightness test, every two years
- Electrical installation inspection every 5 years

Portable Electrical Appliances

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Health & Safety Officer.

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All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependent upon the level of risk associated with the particular appliance type.

Personal items of equipment should not be brought into the school without prior authorisation and must be subjected to the same inspection process as school-owned equipment.

22. Moving and Handling – Key Points

The risk assessment of significant manual handling tasks is undertaken as described in the risk assessment section above. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.

All moving and handling of pupils will be risk assessed by the Headteacher and recorded in a specific Handling Plan for the individual concerned. All staff who move and handle students will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment that they may be required to use.

23. Curriculum Activities – Classroom, PE, Art, DT, Outdoor Education, Food Technology

Risk assessments for the significant hazards within curriculum activities will be carried out by the *Class Teacher / Subject Co-ordinator*, using the appropriate Health & Safety Service's model risk assessments listed above.

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Appendix 1 – Roles responsibilities – roles and names of staff

Proprietors: Jeffery & James Jenner

Trustees Health and Safety Lead: James Jenner

Headteacher: Rowena Schofield

Premises Supervisor - TBC

Chair of Governors – Katie Howard

Health and Safety Governor: Lloyd Gardner

Admin staff members of staff have access and authority to report accidents and incidents:

Nicky England – Business Manager

Honorata Austin – HR Administrator

TBC – Premises Supervisor

First Aid Coordinator – TBC

Fire Wardens - Honorata Austin, Nicky England, Laura Cummings, Alfie Littler, Sophie Haney, Emily Conabeare, Cade Simpson, Helen Mewse

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Appendix 2 - School evacuation plan

Emergency exit plan Basement






If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit up the stairs, through the main door and out to the Astro Pitch

Emergency exit plan Cedar

If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit down two sets of stairs, through the main door and out to the Astro Pitch

Alternative route through Mulberry First Floor to back staircase and out through boot room

Emergency exit plan Mulberry First Floor




If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Emergency exit plan Staff kitchen




If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit through the corridor, turn left then down the stairs, through the main door and out to the Astro Pitch

Alternative route down the back staircase and out through boot room

Emergency exit plan Tamarind




If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit through the corridor, turn left then down the stairs, through the main door and out to the Astro Pitch

Alternative route down the back staircase and out through boot room

Emergency exit plan Staff room




If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit through the corridor, turn left then down the stairs, through the main door and out to the Astro Pitch

Alternative route down the back staircase and out through boot room



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Emergency exit plan

Redwood



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning right then down the stairs, through the main door and out to the Astro Pitch

Alternative route: turn left, then right, down the back staircase and out through boot room

Emergency exit plan

Pecan



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit through the corridor then down the stairs, through the main door and out to the Astro Pitch

Alternative route: straight ahead through door then down the back staircase and out through boot room

Emergency exit plan

Bathroom One



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit down the stairs, through the main door and out to the Astro Pitch

Alternative route: turn left, then right, down the back staircase and out through boot room

Emergency exit plan

Bathroom 2



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit through the corridor, turn left then down the stairs, through the main door and out to the Astro Pitch

Alternative route: down the back staircase and out through boot room

Emergency exit plan

Jacaranda



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit through the corridor then down the stairs, through the main door and out to the Astro Pitch

Alternative route: turn left through door then down the back staircase and out through boot room

Emergency exit plan

Spruce



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit through the corridor then down the stairs, through the main door and out to the Astro Pitch

Alternative route: turn left through door then down the back staircase and out through boot room

Emergency exit plan

Toilet 2



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit through the corridor, turn left then down the stairs, through the main door and out to the Astro Pitch

Alternative route: down the back staircase and out through boot room

Emergency exit plan

Mulberry ground floor



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

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Emergency exit plan

Larch



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning left out of class, walk along the corridor and outside through the boot room to the Astro Pitch

Alternative route out through Olive class then turn left and outside through the main door

Emergency exit plan

Chestnut



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning left out of class then go outside through the boot room to the Astro Pitch

Alternative route out through Olive class then turn left and outside through the main door

Emergency exit plan

Olive



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit through the main classroom door then outside through the main door to the Astro Pitch

Alternative route out the back of the classroom, turn right and out through boot room

Emergency exit plan

Mulberry kitchen



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning right then outside through the main door to the Astro Pitch

Alternative route through Olive classroom, turn right and out through boot room

Emergency exit plan

Birch



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit outside through the classroom door at the back of the room to the Astro Pitch

Alternative route out the door at the front of class, turn right and out through boot room

Emergency exit plan

Aspen



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning left out of class, walk along the corridor and outside through the boot room to the Astro Pitch

Alternative route out through Olive class then turn left and outside through the main door

Emergency exit plan

Main school first floor



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Emergency exit plan

Lime



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service



Exit by turning right out of class then downstairs and out to the Astro Pitch

Alternative route turn left, along upstairs corridor to the back stairs then downstairs and exit

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Emergency exit plan

Rowan

If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything



All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning left out of class then downstairs and out to the Astro Pitch

Alternative route turn right, along upstairs corridor to the back stairs then downstairs

Emergency exit plan

Science lab

If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything



All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning right, along the corridor then downstairs and out to the Astro Pitch

Alternative route turn left, along upstairs corridor to the back stairs then downstairs and exit

Emergency exit plan

Holly

If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything



All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning right, along the corridor then downstairs and out to the Astro Pitch

Alternative route turn left, along upstairs corridor to the back stairs then downstairs and exit

Emergency exit plan

Willow

If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything


All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning left, along the corridor then downstairs and out to the Astro Pitch

Alternative route turn right, along upstairs corridor to the back stairs then downstairs and exit

Emergency exit plan

Maple

If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything



All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning left, along the corridor then downstairs and out to the Astro Pitch

Alternative route turn right, along upstairs corridor to the back stairs then downstairs and exit

Emergency exit plan

Elm

If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning left, along the corridor then downstairs and out to the Astro Pitch

Alternative route go straight ahead, along upstairs corridor to alternative stairs then down to exit

Emergency exit plan

Hazel




If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning left, along the corridor then downstairs and out to the Astro Pitch

Alternative route turn right, along upstairs corridor to alternative stairs then downstairs and exit

Emergency exit plan

Safeguarding office




If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service


Exit by turning right, along the corridor then downstairs and out to the Astro Pitch

Alternative route turn left, along upstairs corridor to alternative stairs then downstairs and exit

Magdalen Court School Health & Safety Policy

Emergency exit plan

Resources



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning left, along the corridor then downstairs and out to the Astro Pitch

Alternative route turn right, along upstairs corridor to alternative stairs then downstairs and exit

Emergency exit plan

Repro room



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning left then downstairs and out to the Astro Pitch

Alternative route turn right, along upstairs corridor to alternative stairs then downstairs and exit

Emergency exit plan

Ash



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit straight ahead along the corridor then downstairs and out to the Astro Pitch

Alternative route turn right, along upstairs corridor to alternative stairs then downstairs and exit

Emergency exit plan

Beech



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning right, along the corridor then downstairs and out to the Astro Pitch

Alternative route turn left, along upstairs corridor to alternative stairs then downstairs and exit

Emergency exit plan

Sports Hall



If you discover a fire:
Immediately operate the nearest fire call point


On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit through the main entrance and proceed to the Astro pitch.
Alternative exits to side and rear of Sports Hall can be used but note NO ACCESS TO ASTRO PITCH

Emergency exit plan

Alley House: Downstairs learning space



If you discover a fire:
Immediately operate the nearest fire call point


On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit through the corridor and out the building to the front gate

Emergency exit plan

Library



If you discover a fire:
Immediately operate the nearest fire call point


On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit through the main door then proceed to the Astro Pitch

Emergency exit plan

Alley House



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

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Emergency exit plan

Alley House: downstairs toilet



KEY TO SYMBOLS:

- EMERGENCY EXIT
- ➔ EVACUATION ROUTE
- ⊕ EMERGENCY CALL POINT
- ⊙ ASSEMBLY POINT: Gate to main road

Exit through the corridor and out the building to the front gate

If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Emergency exit plan

Alley House: Upstairs toilet



KEY TO SYMBOLS:

- EMERGENCY EXIT
- ➔ EVACUATION ROUTE
- ⊕ EMERGENCY CALL POINT
- ⊙ ASSEMBLY POINT: Gate to main road

Exit by turning right down the stairs, through the corridor and out the building to the front gate

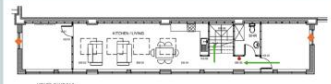
If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Emergency exit plan

Alley House: Front learning space



KEY TO SYMBOLS:

- EMERGENCY EXIT
- ➔ EVACUATION ROUTE
- ⊕ EMERGENCY CALL POINT
- ⊙ ASSEMBLY POINT: Gate to main road

Exit by turning right down the stairs, through the corridor and out the building to the front gate

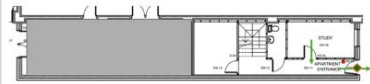
If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Emergency exit plan

Alley House: study



KEY TO SYMBOLS:

- EMERGENCY EXIT
- ➔ EVACUATION ROUTE
- ⊕ EMERGENCY CALL POINT
- ⊙ ASSEMBLY POINT: Gate to main road

Exit by turning left and out the building to the front gate


If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Emergency exit plan

Alley House: Lounge/kitchen area



KEY TO SYMBOLS:

- EMERGENCY EXIT
- ➔ EVACUATION ROUTE
- ⊕ EMERGENCY CALL POINT
- ⊙ ASSEMBLY POINT: Gate to main road

Exit by turning left down the stairs, through the corridor and out the building to the front gate


If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Emergency exit plan

Alley House: Back learning space



KEY TO SYMBOLS:

- EMERGENCY EXIT
- ➔ EVACUATION ROUTE
- ⊕ EMERGENCY CALL POINT
- ⊙ ASSEMBLY POINT: Gate to main road

Exit by moving through the lounge/kitchen area, turning left down the stairs, through the corridor and out the building to the front gate


If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Emergency exit plan

School Office



KEY TO SYMBOLS:

- EMERGENCY EXIT
- ➔ EVACUATION ROUTE
- ⊕ EMERGENCY CALL POINT
- ⊙ ASSEMBLY POINT: Astro Pitch

Exit straight out through the main door and proceed to the Astro Pitch

If you discover a fire:
Immediately operate the nearest fire call point


On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Alternative route turn right and along corridor to exit via Therapy Room fire exit or back door

Emergency exit plan

Main school ground floor



KEY TO SYMBOLS:

- EMERGENCY EXIT
- ➔ EVACUATION ROUTE
- ⊕ EMERGENCY CALL POINT
- ⊙ ASSEMBLY POINT: Astro Pitch

Exit straight out through the main door and proceed to the Astro Pitch

If you discover a fire:
Immediately operate the nearest fire call point


On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Magdalen Court School Health & Safety Policy

Emergency exit plan

Food Tech



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything


All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning left then along the corridor and out through the main door

Alternative route turn right and along corridor to exit via Therapy Room fire exit or back door

Emergency exit plan

Therapy Room



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything


All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning right then along the corridor and out through the main door

Alternatively exit via Fire Exit within Therapy Room or turn left and exit via back door

Emergency exit plan

Oak



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything


All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning left then along the corridor and out through the main door

Alternative route turn right and along corridor to exit via Therapy Room fire exit or back door

Emergency exit plan

Walnut



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning left then along the corridor and out through the main door

Alternative route turn right and exit via back door

Emergency exit plan

SLT office



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything


All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning right then along the corridor and out through the main door

Alternative route turn left and exit via Therapy Room fire exit or back door

Emergency exit plan

Juniper



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything


All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning right then along the corridor and out through the main door

Alternative route turn right and exit via back door

Emergency exit plan

Main school toilets



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything


All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning right and out through the main door

Alternative route turn left and along corridor to alternative door opposite school office

Emergency exit plan

Cherry



If you discover a fire:
Immediately operate the nearest fire call point

On hearing the fire alarm:
Leave the building by the nearest exit
Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning right then left out through the main door

Alternative route turn left and exit via external door in Fig or Hawthorn

Magdalen Court School Health & Safety Policy

Emergency exit plan



Fig



If you discover a fire:
 Immediately operate the nearest fire call point

On hearing the fire alarm:
 Leave the building by the nearest exit
 Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning right then left out through the main door

Alternative route exit via external door and proceed around the building to the Astro Pitch

Emergency exit plan



Blackthorn



If you discover a fire:
 Immediately operate the nearest fire call point

On hearing the fire alarm:
 Leave the building by the nearest exit
 Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning left then left again and out through the main door

Alternative route turn right and exit via external door in Fig or Hawthorn

Emergency exit plan



Hawthorn



If you discover a fire:
 Immediately operate the nearest fire call point

On hearing the fire alarm:
 Leave the building by the nearest exit
 Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit out the external door and proceed around the building to the Astro

Alternative route along the corridor and out through main doors

Emergency exit plan



Sycamore



If you discover a fire:
 Immediately operate the nearest fire call point

On hearing the fire alarm:
 Leave the building by the nearest exit
 Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit out the external door and proceed around the building to the Astro

Alternative route along the corridor and out through main doors

Emergency exit plan



Laurel



If you discover a fire:
 Immediately operate the nearest fire call point

On hearing the fire alarm:
 Leave the building by the nearest exit
 Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit out the external door and proceed around the building to the Astro

Alternative route along the corridor and out through main doors

Emergency exit plan



AHT office



If you discover a fire:
 Immediately operate the nearest fire call point

On hearing the fire alarm:
 Leave the building by the nearest exit
 Do not stop to collect anything

All emergency exits have emergency lights and exit signs. Delegated staff will oversee evacuation and call Fire Service

Exit by turning left and proceeding straight ahead through the side entrance

Alternative route turn right and exit via Laurel external doors

Magdalen Court School Health & Safety Policy

Appendix 3 - Lanyard Protocol

Magdalen Court School

Magdalen Court School

Magdalen Court School

Magdalen Court School

Magdalen Court School

Magdalen Court School

Magdalen Court School

Magdalen Court School

Magdalen Court School

Staff	School Governors and Trustees	DBS approved visitors and contractors	Supervised Visitors
<p>ALL STAFF AND VISITORS MUST WEAR A LANYARD</p> <p>If you see someone NOT wearing a lanyard, tell staff IMMEDIATELY.</p> <p>REMEMBER</p> <p>You can ask to see any adult's lanyard. THIS IS TO SAFEGUARD US ALL</p>			<p>This person MUST ALWAYS be with a member of School Staff. If they are not, please tell staff IMMEDIATELY</p>



Magdalen Court School Health & Safety Policy

Appendix 4 – Fire Procedures

All staff & visitors: On hearing the alarm all staff/visitors and children must leave the building by the nearest exit and go to the assembly point: Astro Pitch.

Learners should line up behind their class teacher & TAs so that staff can be easily identified and registered by office staff.

School office: Staff member manning the front office immediately to broadcast clear 'FIRE ALARM – FIRE STAFF TO CHANNEL 4' message and repeat a second time. Collect Fire Box (and emergency phone with Inventory Evacuation App installed if not inside already) and Signing In/Out clipboard then exit building to astro assembly point. Distribute class registers to teaching staff on arrival, then begin checking visitor and staff registers.

Fire staff – SLT, Site Manager and Marshals: Switch to radio channel 4 for all communications.

Head teacher (deputy - Adele/SLT staff): If there is a fire, call the fire service immediately. Following communication from Marshals and Site Manager, establish that buildings are cleared, no evidence of fire found and buildings safe to re-enter. Declare all clear to return.

Site Manager (deputy - premises assistant): Proceed to alarm box in relevant building to clarify where the alarm was triggered and establish the cause of alarm and absence of fire, communicate findings to Head teacher. If it is a false alarm, sweep the building to ensure it is all clear, report to Head teacher.

Fire marshals: Sweep designated area, checking all rooms to ensure full evacuation. Once clear they will communicate this via radio message and proceed to the assembly point to assist.

Nicky (deputy - Laura): zone 1 (Jacaranda-Redwood, Cedar, Bathroom 1, Olive Kitchen, Basement)

Laura (deputy - Honorata): zone 2 (First floor Mulberry staff room side)

Honorata (deputy - Laura): zone 3 (Ground floor Mulberry: front door lobby, classrooms inc Olive)

Elanor (deputy - Cade): zone 4 (Top floor Magnolia)

Emily (deputy - Lily): zone 5 (Ground floor Magnolia)

Alfie (deputy - Elliot/Fran): zone 6 Sports Hall (including all rooms & toilets)

No one is permitted to re-enter the building until Head teacher has declared 'all clear'.

Magdalen Court School Health & Safety Policy

Appendix 5 – Risk Assessment directory

An up to date directory of Risk Assessments is held on the Every platform for staff to access. This currently includes:

Adverse weather
Building & site safety
Caretaking, cleaning & maintenance
Curriculum
Driving
Glazing
Lone working (off site)
Moving & handling
New & expectant mothers
Radicalisation
Security
Stress
Vehicular movement
Whole school
Workers under 18
Working at height

