



**Albion Academy**  
**Health and Safety Policy**  
2015/16

All staff should be familiar with the school's Health and Safety Policy and any Risk Assessments and further health & safety procedures specific to their area or role.

Additional health and safety information is kept by the Site Management Team, with whom any further queries can be raised in the first instance. Alternatively please raise urgent queries or concerns through either the Principal or Director of Operations.

### **Responsibilities of Management**

All staff with management responsibilities are responsible for the health and safety arrangements in relation to all those under their supervision, whether children or adults.

### **Responsibilities of All Employees**

- To co-operate with the Principal and other colleagues in implementing the policy correctly.
- To take appropriate account of any additional procedures specific to their area or role.
- To report any hazards in accordance with the arrangements for doing so.
- To co-operate with Safety Representatives when carrying out their functions.
- To familiarise themselves with the arrangements for fire drills and the safe evacuation of the school in case of fire or other emergencies

### **Accidents and Incidents – Reporting**

All accidents and dangerous occurrences (including near misses) must be reported promptly. Incident and Accident Report Forms are kept in the School Office and should be completed as soon as possible after the incident and normally within the same day. Students should not complete the forms, but may provide information which an adult can add to the form.

NOTE: Incidents reported as occurring on the way to or from school should also be logged, if the information appears reliable.

The school must report to the Health and Safety Executive for any incident where:

- Any person at work or at school suffers a major injury (see full policy for definition)
- Any person NOT at work (including students) suffers an injury as a result of an accident at work/school and that person is taken to hospital.
- There is a notifiable Dangerous Occurrence (see full policy for definition)
- An accident results in someone being off work for more than three consecutive days

NOTE: We have a legal duty to report such information promptly to the HSE or we may face prosecution. It is vital, therefore, that information is provided to the main office as soon as possible on the day of the occurrence.

### **General Advice in Relation to Student Injury**

- First Aid should be rendered, but only as far as knowledge and skills allow
- The patient should be given all possible reassurances
- A trained First Aider should be contacted

In all cases of serious accident, injury or illness, get help immediately - and inform the Main Office and the Duty Manager in case further help is needed.

A member of staff should remain with the patient throughout, including accompanying to the hospital if the parent / carer / next-of-kin are not available.

**Safety for First Aiders** - Any person giving first aid should always cover any cuts and/or bruises and wash their hands before and after applying dressings, as well as wearing protective gloves. If body fluids have to be cleaned up, disposable plastic gloves must be worn and paper towels used; these items should then be placed in plastic bags and safely disposed of.

**Ambulance** - A decision on whether to call an ambulance will normally be made by the first aider or the senior member of staff. One of the office staff should be kept informed, as they will have to direct the ambulance and deal with parental enquiries. When the ambulance arrives, it is important to check to which hospital the patient is to be taken, and inform the office accordingly.

**Eye Injuries** - A pupil sustaining any form of eye injury should be referred to the local casualty department immediately following emergency first aid.

**Keeping Records** - All pupils and staff present at the time of the incident should be asked to give a written account as soon as possible after the event. In the case of a serious injury staff will be asked to complete a RIDDOR form.

#### **Other Issues**

**No Medication** - You should not provide any medication at all, or assist with taking it, except where this has been formally approved by the school for that individual and you have been formally approved to assist.

**Staff Infectious Illnesses** - You must inform Laura Williams if you have an infectious illness. Some such illnesses must be reported to the local authority. Staff and students should not attend school with an infectious illness (other than something minor such as a common cold.).

**Playground Safety** - Break times and lunch times are the time of the school day where accidents can occur more frequently than usual. Students should behave in a way that shows consideration for others. The dropping of litter is not acceptable. Ball games are to be kept on the tennis court, away from other students. There must be no climbing of fences, gates or walls. Students should walk, not run, around the building. Duty staff should be vigilant and intervene where dangerous behaviour may develop. This should be verbal intervention in the first instance. Use the radio to send for help if necessary.

**Use of Staff Cars** - This should only ever be considered for minor injuries, where there is no likelihood of further complications on the way. A second member of staff should travel in the car for support. Staff should not take a pupil or a colleague to hospital in their own car unless they have checked with their insurance company that they are insured for this purpose.

**Parental Consent to Treatment** - The medical service may require parental consent before surgical or medical treatment is given to a pupil who is under the age of 16 years of age. If parents /guardians are not available and the situation is urgent, the teacher present may give consent to an operation for a child under 16. Alternatively, in this situation, the school may be contacted and the

Principal can make this decision.

**External enquiries** - Any enquiries about such events should be referred without comment to the Principal, for a response. This applies equally to queries from the police, press, public, or those acting on behalf of solicitors for any party.

## **Fire Procedures**

In the event of a fire it is the duty of all concerned to prevent injury or loss of life. The safety of students must be the first consideration and you are required to move those in your charge out of the premises by the normal escape routes.

### **Discovering a Fire**

If you discover a fire or one is reported to you **OPERATE THE NEAREST FIRE ALARM**. This will trigger an automatic response via our monitoring station and Site Management will confirm to the Emergency Services that the alarm is genuine.

You should be aware of the location of the fire alarms and how to use them. You should also be aware of the location of the fire extinguishers. However you should not use the extinguisher unless you are confident that the fire can easily be dealt with.

### **Fire Alarm**

You should ensure that all windows and doors are closed, and take all those in your care out of the building by the escape route. (See also 'Evacuation of disabled persons' below.) The nearest escape route, with an alternative in case of blockage, is shown on each classroom door. Do not enter the quad, as the quad doors are not emergency exit routes and may be locked at the far side.

Do not wait to collect belongings or switch off equipment, and do not return to the classroom or work area, once you have begun to leave the building.

**Nominated members of staff will check the building has been cleared (see separate lists).**

**Classroom Staff** – Escort students along the escape route, (either lead the group out or guide from the rear), to exit the building, ensuring that all doors are closed behind them. If an evacuation route is blocked, use the alternative route or continue to the nearest exit.

**Assembly Points** – KS3 Forms on the tennis courts and KS4 on the bottom yard. Be prepared to move to another safe area if required.

**All Staff** – All staff must report promptly to the designated assembly point. Visitors and support staff should assemble close to the netball courts. The Director of Operations or deputy will check these, and inform the authorised senior member of staff if anyone is unaccounted for.

With the exception of administrative and kitchen staff, all colleagues are involved in the supervision of the students in the assembly areas.

**The Office Staff** - will print off form registers and take them to the assembly points.

**Teachers who do not have a form** should report to their designated evacuation area and may be asked to take a register for someone else or assist with fire evacuation checks.

**Form Tutors - Call a Register** at the assembly point and notify the outcome to the **SLT Link** who will notify the deputy Principal or authorised senior member of staff, if any students are unaccounted for.

A member of the site team will liaise with the emergency services and with the authorised senior member of staff on site, regarding progress with the evacuation and making safe the site.

**Staff and Visitors in the Visitor Reception Area** should leave the building via the front door at Visitor Reception, to the assembly point on the car park at London Street. The receptionist will bring the signing in books. When accounted for the group will be directed to the main assembly point via the Beacon Centre car park, if safe to do so. NOTE: No visitors should leave the site during the evacuation process.

**Catering Staff** will also assemble on the London Street car park until it is practicable to move through to the main assembly point. The head cook will account for all kitchen staff.

### **Evacuation of the Sports Hall**

In the event of the evacuation of the building during public examinations the exams officer or senior invigilator will oversee the evacuation and ensure that examination conditions are maintained. The time of the evacuation will be noted.

Students will be instructed to:

- Close all examination papers
- Leave all belongings in the examination hall
- Leave the hall in row order
- Exit the hall by the back door leading to the Beacon centre car park – this will be closed when all are through.
- Assemble in examination row order on the Astroturf, accompanied by the invigilators, the only item to be removed from the examination hall should be the attendance list.

The return time to the examination hall should be noted.

The same procedure will be followed if a public examination is being facilitated in another location, including locking the exam room after the final person has left. Students should be directed by the invigilator to the nearest exit and escorted to the Astroturf pitch and assemble in examination order. The time of the return to the examination room should be noted.

### **Evacuation of Disabled Persons**

A list of staff and students with mobility problems is maintained in school, so that relevant staff are aware of the need for support in an emergency.

In the event of an evacuation, anyone with mobility problems on the First Floor should be accompanied to stairwell C (First floor landing at pupil reception) to be met by the designated person. They will liaise with site staff to ensure safe exit from the building.

If on the Ground Floor, the teacher or other person in supervisory capacity should ensure that a specific colleague takes the responsibility for escorting the individual safely to the nearest emergency exit and to the assembly point.

## **Evacuation – Other than Fire**

In the event of an emergency (other than fire) which requires the school to be evacuated, there will be a tannoy and the school bell will be rung in a series of six short rings. The fire alarm will not sound. Proceed as for fire alarms EXCEPT (to facilitate any search process):

### **Differences from normal fire alarm procedure:**

- Windows and doors should be left open
- Lights should be left on
- All machinery and appliances should be switched off
- Students will line up on the Astroturf in form order

### **After Evacuation**

An orderly return to the building will take place only after consultation between the authorised senior person and the head of safety and security or his deputy, and taking account of any instructions or guidance from the emergency services.

**Retention of Registers** – Administration staff will collect registers and pass them to the SLT Attendance Link. The Academy must retain the registers for at least one week, and longer in the case of a genuine emergency.