

GOSFORTH JUNIOR HIGH ACADEMY

HEALTH AND SAFETY POLICY

Within the context of the Newcastle upon Tyne Education Committee's policy and procedures on Health, Safety and Welfare the safety policy at this school aims to establish a safe working environment for staff and students by promoting:

1. knowledge of possible hazards and the means of overcoming them
2. good organisation regarding responsibility and procedures
3. correct attitudes towards safety.

THE PRINCIPAL OF SCHOOL HAS RESPONSIBILITY FOR ensuring that where reasonably practicable the health and safety policies of the school and Newcastle upon Tyne LA are complied with at all times. The school Safety Officer will be the Director of Operations [DSH]. Health and Safety issues are reviewed by the Local Advisory Group Finance and Resources Committee.

THE SCHOOL SAFETY OFFICER HAS RESPONSIBILITY FOR:

- responding to the Principal of School regarding implementing safety policy and procedures
- regularly appraising the effectiveness of this safety policy and ensuring the introduction of any necessary changes
- consulting with the LA's Health and Safety Officer regarding work that needs to be done which is not covered by routine maintenance
- meeting regularly with the teachers' association Health and Safety representatives, the Assistant Director of Site and Contracted Services, the senior technician and the LA Health and Safety Officer to discuss matters of safety and make recommendations
- identifying and arranging such training activities as may be required for teaching and support staff
- contacting outside agencies able to offer expert advice where appropriate
- acting as focal point for day to day reference on matters of safety
- making regular inspection of the premises or special inspections when requested by a Leader of Teaching and Learning.

THE SCHOOL ASSISTANT DIRECTOR OF SITE AND CONTRACTED SERVICES HAS RESPONSIBILITY FOR:

- implementing this and the LA's policy as applied to his situation ensuring that where reasonably practicable only safe working practices are used by persons in his charge
- ensuring that any safety matters involving repairs and maintenance are brought to the attention of the School Safety Officer, usually via form B.1.
- reporting any accident and dangerous situation in his area by completing form G.9.

LEADERS OF TEACHING & LEARNING HAVE RESPONSIBILITY FOR:

- implementing this and the LA's policy within his/her own department/subject
- ensuring that all safety matters involving repairs and maintenance are brought to the attention of the School Safety Officer
- ensuring that all accidents and dangerous situations are investigated and the required repairs are completed satisfactorily

- seeking the assistance and advice of the School Safety Officer on any matters which require attention in order to promote a safe working environment in his/her department/subject.

TEACHING STAFF HAVE RESPONSIBILITY FOR:

- fully familiarising themselves with this and the LA's policy and with any specific codes of practice or procedures relating to their disciplines
- ensuring that where reasonably practicable only safe working practices are used by persons, including ancillary staff and students, in their charge
- ensuring that any health or safety matters which require action are raised promptly with the Leader of Teaching & Learning
- reporting any accident, unsafe practices or working conditions to the Leader of Teaching & Learning
- ensuring before leaving any teaching or other working space that it is safe for any other person, teaching or non-teaching, who may work there next.

SUPPORT STAFF MANAGERS HAVE RESPONSIBILITY FOR:

- fully familiarising themselves with this policy and any statutory regulations or codes of practice which apply to their particular situations and ensure where reasonably practicable that they are carried out
- ensuring that only safe working practices are used by the staff in their charge
- ensuring that any matters of health and safety requiring action are reported to the School Safety Officer
- reporting any accidents and the occurrence of dangerous situations to the School Safety Officer.

SUPPORT STAFF HAVE RESPONSIBILITY FOR:

- fully familiarising themselves with the policy and any statutory regulations and codes of practice that apply to their particular working situation and carry them out
- making full use at all times of any appropriate safety apparatus
- ensuring that any matters relating to Health and Safety requiring action are brought to the attention of their line manager
- reporting any accidents or dangerous occurrences to their line manager
- ensuring before leaving any working space that it is safe for any other person who may work there next.

REPRESENTATIVES

The Act provides for each recognised Union at a workplace [recognised = represented at national pay negotiations] to elect its own representative if it so chooses. However, the LA has asked each school to elect one representative for the time being [or two in the case of split-site schools] and the Constitution of the Health, Safety and Welfare Committee of the LA gives one teacher representative to each School.

FIRE REGULATIONS

1. The School Safety Officer [DSH] is responsible for ensuring that all rooms have notices showing what to do in the case of a fire and assembly areas designated. There will be at least one fire drill per term. The Safety Officer is also responsible for revising procedures as and when necessary.
2. Knowledge of Procedures. It is the responsibility of all staff to be familiar with the fire instructions, and Tutors must ensure that their students understand the basic procedures. All students must know where the notices are in the classroom, which give procedures and assembly points. Tutors/ Leaders of Teaching & Learning are responsible for informing the Safety Officer if their form room/specialist area does not have a satisfactory fire notice.
3. Fire Alarm. The Fire Alarm is a continuous ringing of the school bell.

WHAT TO DO IF YOU DISCOVER A FIRE

Procedure

1. Inform the office at the appropriate centre by the quickest method - either by telephone or foot.
2. Give the exact location of the fire and instruct the office staff to place a 999 call to the Fire Brigade.
3. Office staff simultaneously:
 - a. Place a 999 call to the Fire Brigade immediately
 - b. Set off the Fire Alarm immediately

FIRE EVACUATION PROCEDURE

When the alarm rings:

1. If no report of a fire has been received by the Office then DWA, RSP or RHO will assess the situation and call the fire brigade if necessary.
2. All windows, internal and external must be closed.
3. Teachers should remind students that they must walk to the given assembly point using the nearest exit and assemble in an orderly fashion.
4. Staff will escort the students they are teaching out of school by the nearest exit to the appropriate assembly point as indicated below.

5. The teacher must make sure that the classroom door is closed after the last student is out, and follow students out of the building to their assembly point.
6. Staff who are free should check toilets, private study areas or any communal areas on their way out of the building.
7. Once out of the buildings students make their way to their assembly point and line up in order for the tutor to take a register (paper copy provided by office staff).
8. All staff have an allocated support role and should support the tutor to guide students to the correct area and monitor behaviour. Staff supporting should supervise the students on the MUGA – to the rear of the groups.
9. Students to remain at their designated location until given the "all clear" by pastoral staff.

Responsibilities

1. Tutors register students, reporting results to pastoral staff as line manager for Fire Drill who then inform Principal of School / Assistant Director of all present or missing students.
2. Support staff should register with Tracey Wood / Office Staff then go to their designated support role.
3. Reception staff will ensure any external visitors are registered using the visitor's signing in book.
4. Tutors and students wait for dismissal from pastoral staff.

As well as tutors a second member of staff will be attached to the group. Their roles will be to remain at the back of the group to maintain order, prevent wandering and cover for the tutors should they be absent. Lists of staff will be provided at the start of the year.

IN THE EVENT OF A FIRE PLEASE USE THE CLOSEST QUICKEST ROUTE

Sixth Form to the field beyond Active Play and Main School to the back field.

ASSEMBLY POINTS

1. MUGA – Key Stage 2 and Key Stage 3 – Pupils and Teaching staff
2. MUGA – All other staff

UNDER NO CIRCUMSTANCES MUST ANYONE RETURN TO THE BUILDING UNTIL GIVEN INSTRUCTIONS TO DO SO.

FREQUENCY OF DRILLS

There will be one drill per term.

BREAKS AND DINNER TIME

If a fire occurs at break or during lunch time, all students must leave the school by the nearest available door and then make their way to their assembly point. Tutors must follow the normal procedure of registering their form and reporting missing students as per instructions above.

LOG

A record of fire drills is kept in RHO's office. Entry will be made by the Facilities Manager.

| | |
|-----------------------------|--|
| Date approved: | September 2020 |
| Signed: | [EXECUTED VERSION AVAILABLE IN HARD COPY ONLY] |
| Date to be reviewed: | September 2021 |