



Health & Safety

Revised April 2017

Health and Safety Policy

To provide an environment and culture where health and safety are paramount.

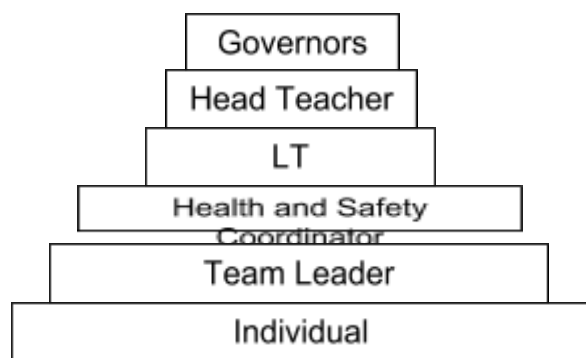
1. Aims

- ❑ To maintain high occupational health standards
- ❑ To maintain safe working conditions
- ❑ To satisfy all relevant legislation
- ❑ To promote healthy and safe practices
- ❑ To provide appropriate training, information and supervision
- ❑ To respond quickly and appropriately to hazard situations
- ❑ To highlight the need for all users of the building to be aware of H&S issues.

2. Practice

2.1 Management structure

The management of Health and Safety is the responsibility of the Governors.



2.2 Responsibilities

Overall accountability
Implementation of Policy
Safety training
Safety Inspections

Investigating accidents
Risk Assessments
Monitoring maintenance of plant and equipment
Statutory testing of equipment
Visual checks of plant and equipment
First Aid
Cleaning equipment
H&S union matters
Liaison with LEA H&S Officer

Head Teacher
Health and Safety Co-ordinator
Deputy Head Personnel
Health and Safety Co-ordinator,
Committee, Governors Resources
Committee
Health and Safety Co-ordinator
H&S Co-ordinator/ Team leaders
Caretaker, Site Cleaning Supervisor and
H&S Co-ordinator
Newport Norse
All staff
School nurse
Site Cleaning officer
Union Rep
H&S Co-ordinator

Health Promotion
Emergency Evacuation Procedures
Identifying H&S Concerns

H&S Co-ordinator
H&S Co-ordinator
All persons on site

3. Risk Assessment

- 3.0 The statutory requirement to carry out risk assessments of all activities, buildings, spaces and equipment shall be co-ordinated by the H&S Co-ordinator. All such risk assessments shall be recorded and reviewed at least once per year.
- 3.1 Team Leaders shall be responsible for the Risk Assessments of all activities, spaces and equipment for which that team is normally responsible including those off site. (Also refer to Policies regarding Visits and Trips, Use of Minibus, Insurance, First Aid)
- 3.2 A copy of all Risk Assessments must be maintained in Team Handbooks and evidence provided that all members of the team have understood and accepted those Risk Assessments which apply to them.
- 3.3 All new staff, student teachers, visitors, etc. must be made aware of and accept the implications of the relevant Risk Assessments.
- 3.4 Risk Assessments for all general areas and activities shall be the responsibility of the H&S Co-ordinator
- 3.5 All concerns involving H&S arising from Risk Assessment must be reported to H&S Co-ordinator on Health and Safety/Maintenance Form **(See Appendix 1)**
- 3.6 Guidance on Risk Assessment is available from the Health and Safety Co-ordinator
- 3.7 General Fire Risk Assessment are the responsibility of H&S Co-ordinator

4. Personal Protection Equipment

- 4.0 Where risk assessments, guidelines or statutory regulations require Personal Protective Equipment to be used then:
- * In the case of pupil use as required by the Scheme of Learning this requirement must be clearly stated in the SoL and it is the duty of the teacher to ensure that suitable PPE is available and correctly used by all pupils.
 - * In the case of staff use the issue and use must be recorded on a PPE Register which must be available for inspection at any time. **(See Appendix 1)**. Such issues must not take place unless the member of staff has received training in the use of that equipment. This training to be recorded in the Record of Staff Training **(See Appendix 2)**.
- 4.1 It is the duty of the Team Leader to ensure that the PPE in use is suitable for the purpose for which it is used.

5. Lone workers

- 5.0 Pupils must never be allowed to remain in the building or grounds without supervision.
- 5.1 Whenever possible adults should not remain in the building or grounds out of sight or sound of other adults.
- 5.2 Staff working late or during holidays must ensure they are in reach of a telephone and whenever possible ensure their presence is known.
- 5.3 Caretakers on duty during school hours must carry 'Walkie Talkie' radios
- 5.4 Caretakers on duty out of normal school hours must carry a mobile phone
- 5.5 The cleaning supervisor is to ensure that cleaners working in isolated areas of the building have access to mobile communication, either via mobile phone or walkie-talkie.

- 5.6 During school holidays all staff entering the school must sign in and out at reception. Staff must take a register of students in their care and place a copy at Reception.

6. Contractors

- 6.0 All contractors entering the site do so on the understanding that they accept and abide by the Health and Safety policy of the school. Contractors must read all asbestos documentation and sign the asbestos register.
- 6.1 All contractors not on the approved NCBC list must complete a Contractor Questionnaire prior to commencement of any work. **(See Appendix 3)**
- 6.2 All contractors must ensure full compliance with all applicable H&S guidelines and regulations.
- 6.3 All accidents to contractors and their employees must be reported to the Health and Safety Co-ordinator who will maintain a record. Contractors must also follow their own procedures in the case of an accident.
- 6.4 Individuals working on site may be the subject of Police checks.

7. Testing/Maintenance equipment

- 7.0 All fixed and portable electrical equipment will be tested as required. A record of such testing to be maintained by H&S Co-ordinator.
- 7.1 Equipment subject to statutory testing to be tested as required by LA and Certificates of Compliance (copy) kept on file by Newport Norse
- 7.2 All staff are responsible for making visual inspection of equipment before use
- 7.3 Personal electrical equipment should not be used in school.

8. COSHH information on materials

- 8.0 It is the responsibility of all departments to be aware of the COSHH recommendations for all materials that they use. Where there is a risk or hazard associated with a material this must be included in the risk assessment for the use of that material.
- 8.1 COSHH sheets must be kept.

9. Transporting pupils

- 9.0 When pupils have to be transported due to illness, injury or emergency and parents are not available staff may use their own vehicles voluntarily provided they are suitably insured and are accompanied by another suitable adult. **See Appendix 4**

10. Minibus

- 10.0 See Policy on **Use of School Minibus (Appendix 5)**

11. Trips and Visits

- 11.0 See Policy on **Trips and Visits**

12. Productions

12.0 See Policy on **Productions (Appendix 7)**

13. **Outside users**

- 13.0 All users of the premises and grounds must complete a Letting Form **(Appendix 8)** prior to use of the premises
- 13.1 All such users must abide by all relevant Health and Safety regulations and guidelines applicable to the activities.
- 13.2 Those using the building are responsible for their own first aid and security arrangements
- 13.3 Those using the building are required to be acquainted with emergency procedures including evacuation in the case of fire or other emergency.
- 13.4 All users must abide by the no smoking rule.

14. **Training**

- 14.0 All Team Leaders are responsible for ensuring that all team members are suitably trained for the activities they undertake. This is especially important for Student Teachers and visitors.
- 14.1 The Health and Safety Co-ordinator, in conjunction with the Deputy Head Personnel, will endeavour to provide appropriate training to ensure the effective implementation of the Health and Safety Policy.

15. **Staff Health**

- 15.0 The Health and Safety Co-ordinator, in conjunction with the Deputy Head Personnel, shall endeavour to provide support, training and information to encourage personal health amongst staff.
- 15.1 The Health and Safety Co-ordinator shall liaise with NCBC to encourage and take advantage of health promotion initiatives.

16. **First Aid**

- 16.0 First Aid during school hours is the responsibility of the school nurse any staff first aiders.
- 16.1 The Health and Safety Co-ordinator will endeavour to ensure that there is always at least the recommended number of first qualified aiders on site and as required for other activities. Priority for training should be given to high risk areas such as PE, Science, LDC and Technology.
- 16.2 Procedures for incidents requiring First Aid can be found in **Appendix 9**
- 16.3 First Aid kits will be located in the areas indicated in **Appendix 12**
- 16.4 Each First Aid kit contains the items listed in **Appendix 12** and will be maintained by the School Nurse.
- 16.5 Qualified First Aiders are listed in **Appendix 13**.
- 16.6 Procedures for a major incident including those out of school are contained in the Emergency Procedures Policy. **Appendix 11**
- 16.7 **For activities involving students after school hours**

17. **Accidents**

- 17.0 All accidents to pupils and staff must be reported to the school nurse and an accident form completed. The school nurse will forward a copy to the Health and Safety Co-ordinator who will contact the Headteacher and the LA Safety Officer.
- 17.1 Pupil accidents forms are to be completed by the supervising member of staff
- 17.2 Staff accident forms are to be completed by colleagues themselves and then verified by the Health and Safety Co-ordinator.
- 17.3 Accidents to visitors must be reported to the Health and Safety Co-ordinator who will maintain a record.
- 17.4 Any pupils requiring medicines to be held in school must supply a consent form. For mainstream pupils the school nurse holds such medicines. For LDC pupils the LDC staff are responsible. Other staff should not administer any medicine to a pupil without written consent.

18. Pupils with known medical problems

- 18.0 Medical information provided by parents will be held by HoH and the School Nurse. Such information will be released to other staff as required.
- 18.1 Guidelines for Handling Sick Children is given in **Appendix 18.**
- 18.2 Procedures for the Administration of Medicines to pupils is given in **Appendix 19.**

19. Emergency Evacuation

- 19.0 The Health and Safety Co-ordinator will ensure that practical evacuation procedures are in place. These procedures are found in **Appendix 10.**
- 19.1 The Health and Safety Co-ordinator will oversee the testing of the fire alarm system weekly during term time and ensure the system's integrity.
- 19.2 Emergency Evacuation instructions are to be posted in each room.

20. Radiation Protection

- 20.0 Radioactive sources will be kept in a secure labelled locked place when not in use. Such materials must be logged in and out of storage. It is the duty of the team leader to inform the Health and Safety Co-ordinator of the presence of such material and to ensure that the use of such material is risk assessed and complies with all relevant regulations.
- 20.1 All monitors used in school must comply with regulations

21. Visitors

- 21.0 All visitors to the school must report to Reception and sign in accepting the Health and Safety rules of the school. They must display a visitors badge at all times and sign out on departure.
- 21.1 Visitors should not normally be allowed to enter the school buildings unaccompanied.
- 21.2 Staff expecting visitors should meet them at Reception and escort them out of the building at the end of their visit.
- 21.3 Staff should challenge or report to Reception any stranger without a visitor's badge.
- 21.4 All contractors must report to the Estates Manager prior to carrying out any work.

22. Traffic Movement

- 22.1 It is the duty of all persons responsible for vehicles to take every precaution to maintain the safety of themselves and others, especially pedestrians whilst on school property.
 - 22.2 As a general rule pedestrians have the right of way over vehicles.
 - 22.3 There should be no vehicle movement between 8.20-8.40, 11.00 – 11.20, 13.15-1400, 1500-1515 and at lesson changeover.
 - 22.4 A speed limit of 5 mph applies throughout the grounds.
 - 22.5 Vehicles must be parked in the designated areas and not cause obstruction.
 - 22.6 Parents should not bring vehicles into the school grounds to drop or pick up pupils except in an emergency.
 - 22.7 Pupils are not permitted to bring vehicles on to the school site.
 - 22.8 The school reserves the right to refuse access to any person or vehicle.
 - 22.9 Any accident involving a vehicle in the school grounds must be reported to a member of the LT.
 - 22.10 The school does not carry insurance for damage to vehicles in the school grounds and owners are advised to ensure they have adequate insurance cover.
- 23 CCTV Code of Practice – See Appendix 14**
- 24 CCTV Operating Procedures – See Appendix 15**

This form is to be completed by all Contractors before commencement of any works connected with the school.

- 1. Name of Contractor:
- 2. Address
- 3. Tel No: Fax:
- 4. Type of business:
- 5. Contact Name:
- 6. Name of person responsible for Health and Safety.

7. Do you have a written Health and Safety Policy? **Yes/No**
If Yes please attach a copy

8. Are all your staff fully trained to nationally recognised standards, including Health and Safety, for the tasks they will undertake in St Julian's?
Yes/No

9. Please attach details of any reportable accidents/incidents involving your employees during the last three years

10.If you sub contract work or hire plant and equipment, do you ensure your level of health and Safety is maintained by such sub contractors?
Yes/No

11.Please give details of your Employers and Public Liability Insurers, highlighting your level of indemnity, exemptions and any endorsements.

.....
.....

12.Please give details of two contracts carried out in the past year and the name of a person from whom references may be sought.

- i.
- ii.

13.Are you willing for any/all personnel entering the St Julian's site to be the subject of Police checks under the Protection of Children Act.
Yes/No

We, the company are willing and able to undertake all Health and Safety practices as required by current Health and Safety legislation and to follow all instructions given by Newport City

Council officers and employees, including those on site at St Julian's School. All applicable certificates and safety notices will be issued on completion of the contract.

Contract start date: Contract completion date:.....

Signed: Position:..... Date:

Appendix 4

TRANSPORTING PUPILS

1. No sick or injured child should leave school without authorisation from the school nurse.
2. If a child is sent home or to hospital the nurse will inform the Head of House/Form teacher or LT.
3. In the first instance the pupil's parents or relatives should be contacted to arrange transport. If this is not possible the School Nurse should arrange alternative transport as appropriate.
4. If the School Nurse leaves the premises to transport a pupil, Central Admin must be informed.
5. Staff should not normally transport sick children – if they do they must do so voluntarily, be accompanied by another adult, be suitably insured and inform Reception.
6. No Pupil should be sent home without confirmation that there is a responsible adult present.
7. If LDC pupils are involved LDC staff should be contacted for advice.

Procedures for the use of the Minibus

BEFORE THE JOURNEY

- * Driving a minibus with school children as passengers is a great responsibility and the driver should be even more careful than when driving their own car
- * Reference must be made to the Visits and Trips Policy
- * The driver must ensure children wear seat belts for the entire journey.

SUITABILITY OF JOURNEY

- * If you intend making a trip you must consider the following points:
 - a. The length of the journey.
 - b. Shared supervision.
 - c. Driving commitment/tiredness.
 - d. The feasibility of the trip under these circumstances.

SUITABILITY OF DRIVERS

- * Drivers must be employed by the school.
- * Drivers must hold a current valid driving licence, PSV or D1 entitlement. If using the trailer D1E must be held i.e. DoE.
- * The number of passengers must never exceed the number of available seats i.e. 16 plus the driver when the minibus is only being used to transport passengers.
- * Drivers must be conviction free in the last five years, unless agreed with Hellen Vinnicombe and Newport City Council (NCC).
- * Drivers should be over the age of 25, unless agreed with Hellen Vinnicombe and Newport City Council (NCC)..
- * New drivers and those who have not driven for a period of 2 years will be required to undergo an organised proficiency test. Preparation and further information concerning this test can be obtained from Hellen Vinnicombe.
- * No one person must drive the minibus for more than 2 hours without a substantial break.
- * New drivers must hold a Category B and Category D1 entitlement. Existing drivers have an exemption to this EEC ruling.
- * All drivers must produce their licence to Hellen Vinnicombe every 6 months for authorisation and checks.

BOOKING/KEYS

- * Minibus keys, First Aid Box, Mobile Phone, Log Book and Fuel Cards (all in Journey Bag) must be obtained from Hellen Vinnicombe or the Estates Manager and must be returned at the end of the journey to Hellen Vinnicombe or the Estates Manager.
- * If the bus is to be used consecutively by different members of staff at times when the school is closed, those members are asked to make themselves responsible for the Journey Bag either personally or, by prior arrangement through Hellen Vinnicombe or the Estates Manager.
- * All bookings must be made to Hellen Vinnicombe via email for confirmation.
- * An emergency set of keys is kept by the Estates Manager.
- * Do not have extra sets of keys made for any reason.
- * Record the mileage at the start of your journey.

DURING THE JOURNEY

- * **Pupils and staff must use the seat belts for all journeys.**

Accidents

- * As well as the portable First Aid Kit, a kit is also kept in the bus.
- * In the event of an accident involving another vehicle or person, **obtain the names and addresses of:**
 - a. All persons involved in the accident.
 - b. As many witnesses as possible.
 - c. The Police Officer who took particulars.
 - d. Contact school or the emergency contact.

You must also:

- * Record the position in the road of the bus and any other vehicle after the collision. Take photographs, if possible.
- * Do not make any admission of liability or give money to any person.
- * Complete the European Accident Statement (this will be found in the minibus folder at the front of the bus).
- * If a driver has any road accident, which involves the police or her/his insurance, they must give details of the accident to the Estates Manager who will then check with Civic Centre.

BREAKDOWNS

- * In the case of an emergency the AA or LDV VAN AID **MUST BE CALLED**. The Cards are lodged behind the sun visor on the driver's side of the bus.
- * If they recommend that minor running repairs must be done on the bus during a journey the driver should pay the bill and obtain a VAT receipt.

AFTER THE JOURNEY

- * When pupils leave the bus all seat belts must be fastened in place across the seat.
- * A log book entry must be completed for every journey
- * The minibus is to be cleared of all litter etc, at the end of each journey.
- * The bus is parked at the back of the school.
- * The bus should always be returned to the back of the school except when it is known that further use of the bus is to be made that day.
- * Journey Bag must be returned to Hellen Vinnicombe or the Estates Manager at the end of the journey.
- * Drivers are asked to report **any** damage to the minibus **at once** in writing to the Estates Manager on the appropriate form available in the staffroom.

RUNNING CHECKS

- * Phil Pask the Minibus Driver checks the minibus weekly and documented
- * On longer journeys and whenever journeys involve overnight stays, the driver is responsible for visual checks of tyres, oil, fuel, water, lights and general condition.

PROCEDURES/GUIDELINES FOR STAGING EVENTS

eg - Productions/Concerts/Visiting Performances/Sports Day/Guest Speakers etc

INTRODUCTION

During the school year a variety of events take place in school, all of which need to be managed so that

- * Pupils benefit as much as possible
- * Visitors and guests are made to feel welcome
- * Staff are aware of changes which may effect them
- * The ethos of the school is enhanced
- * All health and safety and statutory requirements are met.

These procedures should ensure that staff responsible are able to organise events efficiently. Clearly different types of events demand different procedures, but wherever possible these steps should be followed:

Planning

- * Annual events should be published in the school calendar
- * Dates for other events should be given at least 4 weeks in advance for inclusion in daily diary and bulletin
- * Responsible staff should be nominated. One member of staff should act as Co-ordinator
- * Unavailable/cover forms should be filled in for preparations (eg rehearsals) and actual events by the co-ordinator
- * Programme for event should be drafted

Communication

Programme should include

- * timing of event
- * staff/pupils involved
- * rooms

- * The programme, or a brief description of the event, should be published in the bulletin

- * Room changes should be negotiated with colleagues affected, and communicated to Events Co-ordinator.
- * Pupil lists should be emailed to staff and a copy left at Reception.
- * Requests for refreshments should be made to Ryan Owen as appropriate
- * Liaison with Site Manager as appropriate
- * Publicity may be handled in liaison with Ryan Owen
- * Requests for additional display should be made to Ryan Owen. This should include directions to specific venues for guests, and may include pupils' work relevant to the event.
- * Pupils should be 'primed' as to the importance of the event and their role in it.

On the day

- * The event Co-ordinator must take overall responsibility
- * The pre-arranged programme should run
- * Pupil supervision should be tight at all times
- * Guests/visitors should be welcomed in Reception and directed to appropriate rooms.

Health and Safety

During rehearsals and performances:

- * All fire exits must be kept clear including route through car park area.
- * All fire extinguishers must be visible and accessible.
- * Emergency Exit signs to be illuminated.

The Event Co-ordinator is responsible for ensuring:

- * The correct Licenses and Fire Certificates are valid and in place.
- * Adequate supervision is in place.
- * Emergency lighting has been tested.
- * Equipment including lighting is checked as required.
- * Adequate car parking arrangements are made.
- * A qualified First Aider is present.
- * Information regarding Emergency Evacuation is communicated to audiences etc.

- * All relevant Health and Safety/COSHH regulation and guidelines are followed.
- * All relevant Risk Assessments have been completed and recorded.
- * There is always access to a telephone.



NEWPORT CITY COUNCIL Appl. No.

APPLICATION FOR HIRE OF ST JULIAN'S SCHOOL PREMISES

I, (Mr/Mrs/Miss/Ms)

Of (Address)

.....

Telephone Number

wish to apply to hireSchool

Please state clearly what facilities you require by ticking the appropriate box

Main Hall	
East/West gym	
Changing Rooms	
Pitches	
Tennis/Netball Courts (Please state number of courts)	
Conference Room	
Canteen/Aspire Café	
ICT Suite	
Other – please specify	

On behalf of (Full name of organisation)

Dates required

Times from to.....

Total number of sessions required

Purpose of Meeting

(Please state the exact type of use required, e.g. meeting, concert, fete , etc.)

.....SignatureDated

1. Please allow sufficient time for the application to be considered (at least three weeks)
2. The undertaking attached to this application form, which details conditions of use, must also be completed and signed.



Heather Road, Newport, South Wales. NP19 7XU

Tel : (01633) 224490 Fax : (01633) 216500

CHARGES FOR HIRE OF FACILITIES

Effective October 2013...

Term time hours:
*** In hours, 08:00-17:00**
***Out of hours, 17:00 onwards**

Non term time hours:
***In hours, 09:00 – 15:00**
***Out of hours, 15:00 onwards**

Type of Facility:	In hours:	Out of hours:
Classroom only	£15 per hour	£25 per hour
Main Hall	To be negotiated by the Estates and Events Managers based on recovery of costs plus a profit margin. This will be dependant on number of hours and type of organisation.	To be negotiated by the Estates and Events Managers based on recovery of costs plus a profit margin. This will be dependant on number of hours and type of organisation.
East / West Gyms	£20 per hour	£30
Conference Room	£18 per hour	£28

ICT Suites	£20 per hour	£30 per hour
External		
Pitches	Under 12 – £8 (side pitch – main pitch for school use only) 12-18 year olds - £15.00 (£20.00 with changing facilities) Adult - £28.50 (£37.00 with changing facilities) Winter use of pitch subject to weather.	Under 12 – free (side pitch – main pitch for school use only) 12-18 year olds - £15.00 (£20.00 with changing facilities) Adult - £28.50 (£37.00 with changing facilities) Winter use of pitch subject to weather.
Multi-Use Games Area / Cage	£6.50 Junior use £13.00 Adult use	£13 Junior use £20 Adult use

Contacts:

Mr R Owen, Assistant to HT/Events & Bookings Manager
ryan.owen@stjuliansschool.co.uk 01633224495

Mr A Hillman, Estates Manager – andy.hillman@stjuliansschool.co.uk 01633 224498

Notes

- Evening Use after 8pm and Weekend Use of Facilities will attract an extra charge to cover caretaking costs (i.e. as caretakers are not contracted to work after 7.30pm or on weekends, this will attract a letting charge)

- VAT will be chargeable on lettings unless a separate application is made for exemption where certain conditions relating to multiple lettings are met. Details are attached – see Club booking agreement.

- A formal letting application, indemnity form and debtor request form (Documents attached) must be completed for all applications. These will be presented to the Governing Body Finance Committee for formal agreement. Applications which require a decision between meetings will be agreed by the Headteacher / Business Manager who will provide the Chair of Governors with details.

- Pitch charges mirror those charged by Newport City Council's Leisure Department for hire of local Council pitches such as the Glebelands, Tredegar Park etc.

FIRST AID PROCEDURES

PROCEDURE FOR INCIDENTS DURING SCHOOL DAY

At all times the medical care of the patient is paramount – belongings/contact of next of kin etc should be left until the incident is judged over.

Minor Incidents

Between *08.35 – 13:15 and *14:00 - 15:00

Member of staff should assess pupils reporting to staff with minor problems and if necessary sent to Medical Room possibly accompanied.

Between *13:15 – 14:00

Minor ailments should either be sent to the Medical Room and asked to wait until the Nurse returns from lunch or in the case of serious incidents the Site Manager or a member of LT should be contacted via the office (see below).

[*Dependent on School Nurse lunch break]

Serious Incidents

Member of staff first on scene of incident requiring assistance should:

- * Take immediate action to ensure safety of others including self.
- * Minimise risk to patient.
- * Assess seriousness of injury/illness.
- * Obtain assistance of another member(s) of staff by sending pupil/shouting/etc.
- * A member of staff to remain with patient.
- * A member of staff to contact Nurse and/or Central Admin with as much information as possible including:
 - a. Location.
 - b. Nature of injury illness.
 - c. Name and year of pupil (if known).
 - d. Request ambulance if thought necessary (ambulance can be called direct (999) but office/Reception and LT still to be informed.
- * Staff to return to incident to confirm Office/Nurse/Reception informed.
- * Any pupils in immediate area cleared and area made ready for medical services.
- * Reception on receiving call for help to Check location of at least two Qualified First Aiders from the list, contact and direct to incident
- * Call for ambulance if requested giving as much information as possible.
- * Arrange for ambulance to be met and guided to incident.
- * Inform member of LT.

Procedure for Incidents Outside School Day

Activities happening outside the school grounds at any time

- * All appropriate procedures must be adhered to.
- * At least one member of staff accompanying the group should carry a mobile phone.
- * A First Aid Kit to recommended standard must also be available.

Activities outside school hours but within the school grounds

- * Access to a phone must be confirmed (preferably a mobile should be available).
- * A First Aid Kit to recommended standard must also be available.
- * At least **TWO** responsible adults should always be available.
- * If the activity is deemed hazardous at least one member of staff must be a Qualified First Aider.
- * Contact a member of the Site Team, LT or Reception to be used to summon any available Qualified First Aider.

ABSENCE

- * In the absence of any First Line Qualified First Aiders, Andy Hillman to be informed (in his absence a member of LT).
- * Andy Hillman to inform Deputy Head Personnel who will include on cover list the name of a NQFA who will act as a first line NQFA for that day.
- * Andy Hillman or LT to inform Reception of changes.

In addition in the absence of School Nurse

- * Andy Hillman to inform other First Line NQFAs.
- * Andy Hillman/Ryan Owen to inform staff of nurses absence, requesting minimal use of medical facilities.

EMERGENCY EVACUATION

- This procedure will operate in any emergency requiring the complete evacuation of the building.

ACTION

- In the event of fire or other emergency, break nearest fire alarm call point and report emergency to main reception (east).
- Take suitable action to minimise incident using available equipment (without risk).
- Leadership Team and Site Team to investigate immediately, liaising with Main Reception.

On hearing alarm (Continuously sound) : Teaching staff to

- Issue instructions.
- Close windows and doors but **do not lock**.
- Leave belongings behind.
- Accompany students to assembly point and move to designated area.
- If EXIT ROUTE is blocked, use nearest available exit including ground floor windows; all other persons, including students not with Staff to leave building by nearest safe route and go to Assembly Point.

DUTIES

- Reception to call Emergency Services (if required).
- Receptionist to ensure electronic gates are open – Liaise with caretakers/site staff if required.
- Caretaker and Mr Jenkins (BEST) to man the main west gate.
- Caretaker's to ensure that main gates and cage are open.
- MR HILLMAN/MR OWEN TO LIAISE WITH THE FIRE SERVICE.
- Receptionist to take signing in/out books and Support Staff list to Assembly Point to enable Mr Newton/Mrs Bruce to ensure all visitors are assembled.
- Student Reception to Liaise with both assembly points regarding students that have signed out or are off site.
- Caretakers responsible for ensuring all gates to cage are open – **PRIORITY – ALL CARETAKERS MUST CARRY KEY AND RESPOND**.
- Mr Hillman/Mr Owen to meet emergency services on arrival.
- Mr Evans, Mr Hillman and Mr Owen to be responsible for overall control and liaison with emergency services and to deputise for absent LT.
- Where it is confirmed without doubt that a false alarm has taken place the alarm should be silenced and the 'All Clear' sounded – **6 rings** on the school bell. This action to be authorised by Headteacher or schools fire officers.
- Miss Hook/Mr King/HoH sweep the West side of school.
- Mrs Boote/Miss Rowe to sweep the Jubilee and Technology.
- Mr Evans/Mr Newton/Mr Owen to sweep the East side of school.

Assembly

- Quietly line up in register order in REAR YARD/CAGE AREA according to ASSEMBLY PLAN.
- House Teams to supervise each House.
- Admin, Caretaking, Teaching Staff (Not attached to tutor group), Canteen Staff and Visitors to assemble as in ASSEMBLY PLAN.

Register Check

- Reception to take Year 10,11,12 and 13 registers plus spare cage key to cage and give to BEST (Alison/Louise).

- Reception to take Year 7,8,9 & LDC registers to back yard and give to Heads of House.
- Form Tutor collect register from Head of House and then check register.
- Form Tutors (7-9) to inform Head of House of register result.
- Heads of House inform Miss Hook/Mr King.
- Form Tutors (10 -11) to inform Mrs Boote/Miss Rowe of register results.
- Mrs Boote/Miss Rowe to inform Mr Beesley.
- Form Tutors (12-13) to inform Mr Thomas/Miss Sheehan of register results.
- Post 16 Collaborative students need to assemble with the sixth form, Post 16 staff are responsible for these students.
- Mr Thomas/Miss Sheehan to inform Mr Beesley.
- All Support Staff, Teaching (not attached to tutor group) and Visitors report to Mr Newton/Mrs Bruce on the rear yard.
- Teaching Assistants to report to Miss Parfitt/Mrs Cox.
- Miss Parfitt/Mrs Cox and Mr Newton/Mrs Bruce to report to Miss Hook/Mr King.
- No-one to re-enter the building until instructed to do so by Headteacher and Schools fire officers.
- Cover Supervisors to cover the teachers tutor group that they registered that morning if appropriate.
- Miss Hook/Mr King and Mr Beesley/Mrs Boote to inform Mr Evans and Fire Officers off final roll call.

EVACUATION DURING EXAMINATIONS

During periods of internal and external examinations the following will apply.

East and West Halls:

If the fire alarm sounds during an exam:

1. The Examination Officer and Assistant will immediately go to the halls
2. Candidates remain working unless:
 - (a) there is a clear danger.
 - (b) instructions from Leadership Team require evacuation.

In the case of evacuation all belongings, including examination materials, to be left in the Halls. Invigilators to note the time of cessation of work. Candidates to assemble:-

Internal exams	on the back yard as policy
External exams	on the front field

Exams in rooms other than the halls:

If the fire alarm sounds during an exam candidates to evacuate as normal procedure. Invigilators to note time of cessation of work. Candidates to assemble:-

Internal exams	on the back yard as policy
External exams	on the front field

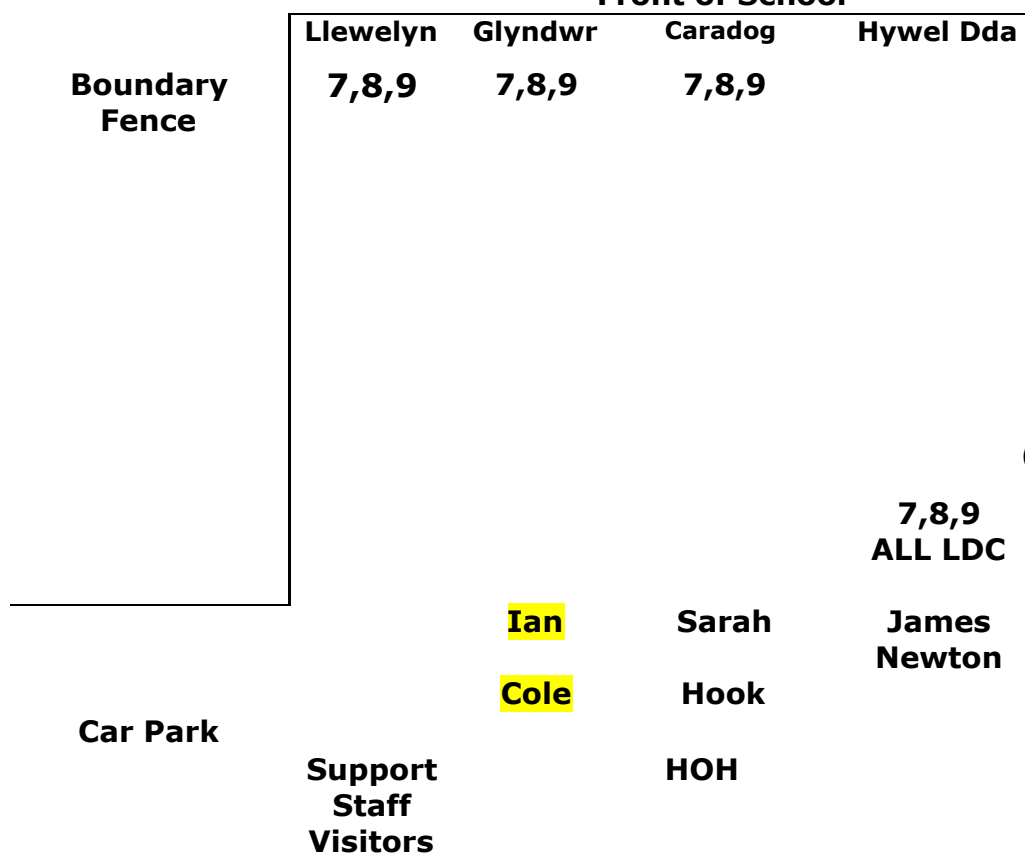
Notes:

- During exams every effort will be made to sound 'all clear' (6 rings on school bell) as soon as possible in the case of false alarms.

- Examinations Officer responsible for roll call on field for external examinations and reporting missing persons to Fire Control Officer.
- External exam candidates should be kept separate as far as is practical.
- Examinations Officer is responsible for informing students of procedures at exam briefing.
- Examinations Officer responsible for providing instructions in each exam room.

ASSEMBLY PLAN

Front of School



REAR YARD EAST

Appendix 11

Key Emergency Numbers:

Estates Manager's Office – 01633 224498

Deputy Head's Office – 01633 224594

Head's Office – 01633 224495

School – 01633 224490

EMERGENCY PROCEDURE 2014-15

Strictly Confidential

Decision to close the School

The decision to close the school will be made by Rhys Evans or in his absence by **Graham Barker/Ian Cole** in conjunction with Andy Hillman/Ryan Owen.

A decision to close the school on subsequent days will be made by 4.00pm on the preceding afternoon.

Andy Hillman/Ryan Owen will ring Rhys Evans to confirm site details

Rhys Evans will inform

Chair of Governors, Andrew Goddard

Newport Council

Graham Barker

Ian Cole

Amy Newton

Jacqui Rowe

Sharon Boote

Rhys Pritchard

Andrea Hughes

Informing Staff

Please ensure Middle Managers inform the teaching and support staff within their team.

Graham Barker to notify

David Beesley Cover Supervisors

Amanda Watson Richard Jones

Lyn Winterson Kimberley Anthony

Ian Cole to notify

Sarah Hook Heads of House/Post 16 HOD

Attendance/Welfare Team Leigh Price

Lucie Leith Tim Hemming

Nikki Huggleston John Edlington

Deb Lennon

Sarah Hook to notify

Leanne Parfitt Carolyn Cook

BEST Team Linzi Proctor

Jacqui Morgan Rachel Barry

EAL Tony Backhouse

Beverley Robertson

Amy Newton to notify

Katy Nash Kate Waters

Christopher Leader Emma Jeffery's

Librarian

David Beesley to notify

Majid Elharrif Mike Gubb

Andrew Edwards Elizabeth Blackburn

Steven Hammond

James Newton to notify

Angela Llewelyn Mike Lavis/Chris Lavis

Karen Wilson Jackie Bruce

Hellen Vinnicombe Sarah Taylor

Sue McTaggart Sarah Peel

Kasy Jones

Andy Hillman to notify

Mike Shaw Flo Collins

Assistant Caretaker Neville Olsfen

Paul McNee

Ryan Owen to notify

Midday Supervisors Chartwells (Rachel)

Sue Baker Karen Wilson

Carolyn Cook to notify

Teachers & Teaching Assistants

Leanne Parfitt to notify

Teaching Assistants

Linzi Proctor to notify

Inclusion Team

Youth Worker

Can Heads of Department/Teams please inform everybody in their team.

Can all staff please confirm their emergency contact details with the people they are due to be contacted by.

Ryan Owen/Andy Hillman to notify local radio station Capital Radio (FM) to inform them of closure and to request a message on air.

Cover Arrangements in School

Ryan Owen to provide emergency message on the school answer phone, full staff email and twitter update.

This procedure is to be repeated in the event that school is closed for subsequent days.

Caretaking/site staff to proceed, if at all possible, to school for duty.

APPENDIX 12

FIRST AID KIT ITEMS

- * Guidance Card.
- * Individually wrapped sterile adhesive dressings assorted colours
- * Sterile Eye Pads with attachments No. 16.
- * Individually wrapped triangular bandages.
- * Safety pins.
- * Medium sized individually wrapped sterile unmedicated wound dressing No 18.

- * Large sterile individually wrapped unmedicated wound dressing No 9.
- * Extra large sterile individually wrapped unmedicated wound dressing No 3.
- * Individually wrapped moist cleaning wipes.
- * Gloves

LOCATIONS OF FIRST AID BOXES

Headteacher's Office, Tech Office, J29, T8, T6, T5, A2, W12 Prep, W10, W11, W26, W27, E12 Prep, E11Prep, E10 Prep, E27 Prep, Student Reception, Main Reception, Best Office, LDC3, PE East Office, PE West Office, Reprographics, Minibus, First Aid Room

HEALTH & SAFETY PERSONNEL

Health & Safety Officer: **Andy Hillman**

Deputy Head – Personnel: **Graham Barker**

Governor (Health & Safety) **Andrew Goddard**

School Nurse: **Sue Mc Taggart**

Caretaker: **Paul McNee**

Site Cleaning Supervisor: **Flo Collins**

Nominated First Aiders:

Andy Hillman
Lewis Thomas
Sue McTaggart
Rob Tollman
Richard Bartlett

CCTV CODE OF PRACTICE

ST JULIAN'S SCHOOL

A CCTV system is installed at St Julian's School, Heather Road, Newport, S Wales, NP19 7XU. It is operated by St Julian's School.

The system comprises:

- 25 + external cameras covering entrances, car parks, yards, building elevations and grass areas.
- 10 Internal cameras covering the main entrances to the buildings and 3 unrecorded entrance control cameras covering entrances to toilets and main entrance.
- 4 multiplex units (Appro 9016), 2 recorders (Panasonic TL700) and 2 monitors.
- 4 internal cameras (no data recorded) used for entrance control using 1 monitor and electronic door opening system.

Legal Basis

The legal basis of the system is considered to be:

- S3 of the Criminal Law Act 1967 allowing reasonable force to prevent crime
- Common Law
- In accordance with the Data Protection Act 1998 as regards the processing of all data.

Data Protection

The above system has been notified with the Information Commissioners for the stated purposes.

The nominated Data Controller for the system is Mr R Evans, Headteacher.

Records should be kept of any removal of discs.

Retention Period

Data will only be recorded and retained for a period of 31 days and unless required for legal proceedings will be destroyed.

Security

All discs will be kept in a secure storage facility and access will only be allowed to authorised staff for the stated purposes. All access to the system should be notified to the Data Controller.

Records should be kept of any removal of discs

Maintenance

A maintenance contract is in place with **Camerasonic Ltd** to ensure the system's functionality, efficiency and quality. All faults are to be recorded and reported to the above company within 24 working hours.

If an individual requests information from the system this request must be made in writing and passed to the Head Teacher. Information can only be requested in person and can only include data about that individual. The school can request a maximum of £10.00 for the information. This information must be given unless the subject of a Police investigation. The request must be logged.

Staff Training

All staff who use the system will be given training in its operation and procedures

Signing

The system will be signed in accordance with the requirements of the Data Protection Act.

Enquiries/Complaints

All enquiries and complaints regarding the use of the system should be forwarded to the Data Controller, Mr R Evans, Headteacher (Tel: 01633 224490)

This document is a public document for the information of site users.

CCTV OPERATION PROCEDURES

1. This document should be read in conjunction with the CCTV Code of Practice contained in the Health and Safety Policy.
2. The operation of the CCTV system, including the entrance control system, is subject to the Data Protection Act 1998.
3. Overall responsibility for all aspects of the system lies with the Headteacher.
4. Only persons suitably trained and with the Headteacher's permission should operate the system.
5. The system is to be tested daily. The test to include:
 - displayed time and date
 - effective recording
 - quality of image
 - camera function
 - security of discs and system
6. The results of the test, including any faults, to be logged in the CCTV Log book.
7. All faults to be corrected or reported to maintenance engineer within 24hrs. Report to be logged in CCTV log book.
8. If an individual requests information from the system this request must be made in writing and passed to the Headteacher. Information can only be requested in person and can only include data about that individual. The school can request a maximum of £10.00 for the information. This information must be given unless the subject of a Police investigation. The request must be logged.
9. If an incident occurs requiring the viewing of tapes, the Headteacher or person(s) delegated by him are to log the need, including the time, date and location of the incident and the time, date and machine used to play back the tape. The data is to be viewed in such a way that only persons involved in the investigation have sight of the recorded data. Any persons or incidents thought to be identified to be logged with the name of the persons making the identification. The location on the disc of the identified image should be logged using the date and time given on the screen.
10. The Police may remove discs to support an investigation at any time. This must be logged with a Police signature.
11. CCTV cabinets must remain locked at all times. Keys to be held by named staff only. All removal of discs requiring cabinets to be unlocked to be logged.
12. Every effort is to be made to avoid the displayed images on any monitors being visible to persons other than those with specific permission to view. This may require monitors being turned off when not being specifically viewed. This includes entrance control systems.

PROCEDURES FOR USE OF CARETAKER UTILITY VEHICLE

Vehicle: Site Utility Vehicle

1. Only trained staff with a full driving licence may use the vehicle
2. The user is responsible at all times for the safe use of the vehicle
3. The vehicle must not be driven off site
4. With the agreement of the user, ONE passenger only may be carried, seated in the cabin. Persons must not be transported in the back of the vehicle
5. The vehicle must not be left unattended unless made secure in locked store
6. Before use the user must make a visual inspection of the vehicle
7. The Minibus driver is to make a weekly check of tyres, tyre pressure, fuel and oil levels, hand brake efficiency, battery and general condition
8. Servicing as required by the manufacturer and the Local Authority to be arranged by H & S Officer
9. Refuelling must take place in the open air using appropriate equipment
10. After use the vehicle must be locked securely, safely and tidily in the store provided
11. No more than one gallon of fuel in addition to the vehicle's fuel tank is to be stored at any one time
12. The vehicle should not be used during lesson change over, lunch time and other busy periods of the school day
13. Any defects should be reported immediately to H & S Officer
14. All recommended loads and vehicle use guidelines must be adhered to.

WHEELCHAIR BOUND PUPILS

OBJECTIVES

- To work within inclusion objectives to provide as full and complete a curriculum as possible for all pupils including those who may require the use of a wheelchair during school hours.
- To ensure the safety of all pupils and staff.
- To review the policy and procedures with regard to wheelchair bound pupils at regular intervals.
- To maintain constructive communication with parents of wheelchair bound pupils.

PROCEDURES

Preparation

- Learning Support Department, Heads of House and School Nurse to share information to identify pupils with potential problems.
- Parents to be invited to meeting to discuss procedures.
- Risk Assessment carried out on each pupil.
- School reserves the right to refuse pupil on short term basis
- Parents to be responsible for transport arrangements and provision of wheelchair and any specialist equipment.
- Parents to be asked to inform school prior to wheelchair bound pupils coming to school.
- Learning Support Department to manage pupils on day to day basis and provide space and support in the Learning Support room in the Jubilee building.

Daily Procedure

- Parent to ring in and Learning Support contacted to confirm permission for pupil to attend.
- Pupils to be registered at Reception on arrival.
- Member of Learning Support team meets pupil and confirms any medical issues with parent as well as arrangements for collection at end of day.

- Learning Support room to be base for pupils during the day – access via drive entrance (no steps).
- Learning Support staff to arrange collection of work from subject teachers.
- Lunch and break times to be taken in Learning Support area.
- Learning Support Room to be regarded as 'safe area' and in the case of evacuation wheelchair users to remain with one adult until either:
 - i. Evacuated by fire brigade
 - ii. Escape route is clear of other persons and evacuation can take place safely
- Staff must not lift or carry pupils unless they have received appropriate training.
- Toilet facilities are available in the Technology block.
- In the case of illness school nurse should be notified under normal procedures.

Other matters

- School trips – where school trips are arranged for peer group discussion must take place between parents and school prior to any decision being taken.
- Access to on-line curriculum resources should be considered for each pupil.
- When pupils have been present in a wheelchair a termly monitoring procedure involving Learning Support team should be carried out.

THE HANDLING OF SICK STUDENTS PROCEDURES DOCUMENT

- Normally, when sick students have to be taken home, parents/grandparents/close relations are contacted to collect sick students from school.
- Normally, the school nurse will ask the family to arrange transport home. If necessary an alternative arrangement will be made by the school.

No child should leave school without authorisation from the school nurse, the Head of House will be informed if the child is sent home and the signing out book will be completed.

- All staff who transport pupils are recommended to make sure that their personal vehicle insurance covers the carriage of pupils.
- In the case of LDC children the Head of the LDC will be contacted for advice and to make a decision relating to the sending of the child home.
- In the case of an especially difficult medical case if the school is transporting a pupil home, normally two responsible adults should accompany the pupil.
- **Ambulances** – if necessary the School Nurse will telephone for one and will normally accompany the pupils to hospital. She will remain at the hospital until a parent/relative of the sick child arrives. Teachers will only be asked to accompany an ambulance if the school nurse is unavailable and the parents have not been contacted.

Appendix 19

POLICY ON ADMINISTRATION OF MEDICINES

Aims

- To support pupils with medical needs
- Wherever possible to give access to the full curriculum to all pupils with medical needs
- To ensure the health, safety and well being of all pupils, staff and visitors

Objectives

- To have in place procedures to:
 - administer prescribed medicines to pupils
 - supervise pupils who take their own prescribed medicines if required
 - carry out prescribed medical procedures to pupils
 - supervise pupils who carry out their own prescribed medical procedures if required
 - respond to emergency medical situations where prescribed medication is required
 - record and monitor the administration of prescribed medicines and procedures
 - safely store prescribed medicines
 - safely dispose of all unwanted medical materials
 - provide, maintain and use all necessary PPE equipment

Procedures

- The Headteacher will determine on an individual basis whether or not the school staff can administer any given prescribed medicine or procedure to a pupil having received a written request from a parent. (Form MED1/MED2/MED3/ASTHMA)
- No medicines will be administered until a written request has been received from parents, together with all required information and this has been approved by the Headteacher.
- In main stream the school nurse is the delegated named person (**deputy Sarah Taylor**) with responsibility for the day to day administration of prescribed medicines and procedures for pupils. Under normal circumstances she will administer all such medicines. In the LDC, the Head of Department is the delegated named person (deputy Judith Spring).
- Parents are responsible for providing correct and up to date information, provision of all prescribed medicines and any specialist equipment or materials as well as full details of doses and precautions necessary as provided by medical personnel.

- School staff will not administer non prescription medicines or carry out procedures not prescribed by medical personnel.
- Staff training will be provided, with the agreement of the Headteacher, where it is deemed necessary to ensure the safe administration of prescribed medicines and procedures.
- Except in emergencies or where it is considered necessary for a pupil to carry medicine with them, medicine should only be administered in the medical room or in LDC3 for pupils in the LDC.
- If required pupils may administer their own prescribed medicines under the supervision of the school nurse following completion of Form MED3
- Pupils using asthma inhalers must apply using ASTHMA form.
- No pupil will be forced to take medicine or procedures. Parents will be informed where pupils refuse prescribed medicine or procedures.
- Whenever intimate or invasive procedures are required two members of staff must be present and sign the treatment record (MED4).
- In an emergency any member of staff may voluntarily administer medicine where he/she assesses it necessary to prevent further risk to the pupil. Medical advice should be sought as a matter of urgency.
- The person administering the medicine is responsible for completing the appropriate paperwork (MED4) which will be kept centrally by the school nurse for main stream pupils and by the HoD for the LDC pupils. A separate record must be kept for each pupil who is administered prescribed medicine or procedures.
- The school will not be responsible for pupils administering prescribed or non prescribed drugs or medical procedures where the correct permission procedures have not been followed or where individuals choose not to follow those procedures.
- All staff are required to read this policy and will be informed of any changes.

This policy will be reviewed annually by the Governing Body