# Health & Safety Policy

# (Including Fire Safety Policy)

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| *Approved by:* | *Bronwen Patching* | *February 2024* |
| *Checked by:* | *Roger Davinson* | *February 2024* |
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## Introduction

The purpose of this statement is to ensure that all employees know who is responsible for the safety arrangements within the school building and its grounds and to identify hazards particular to individual departments.

A copy of the Health & Safety Policy is included in the Staff Handbook issued to all employees on appointment. Induction training of the School’s Health & Safety policy will be undertaken prior to appointment.

This policy does not form part of any employee’s contract of employment and may be amended at any time. The Governors of the college understand and accept their obligations, under the Health & Safety at Work Act 1974 and associated legislation to provide a safe and healthy environment for all users of the premises.

As far as is reasonably practicable, the Governors expect to provide, through the Principal and the Designated Officers (see list below under designated responsibilities):

• Safe systems of work and healthy working conditions.

• First aid facilities and trained first aid personnel.

• Safe premises, plant and equipment.

• Arrangements for safe use, handling, storage and transport of articles and substances.

• Adequate firefighting equipment and appliances that are regularly maintained.

The Governors expect the school’s employees to:

• Inform one of the Designated Officers (noted below) of any special, newly identified or anticipated hazards.

• Investigate and keep a record of any incidents and fires.

• To report immediately to the Designated Officers any serious or potentially serious accidents, occurrences or fire hazards.

• Support and implement this policy.

Ensure that students are fully conversant with their obligation to make use of protective equipment and be aware of safety procedures and potential hazards.

• Familiarise themselves with procedures for emergency evacuation.

• Satisfy themselves before and during the use of plant, machinery, tools or equipment that they are not dangerous to use.

• Ensure that all equipment is suitable and safe for its intended application.

• Report any inadequacies in any safety procedures to the appropriate Officer.

• Be conscious of the health, safety and welfare of themselves, their colleagues, persons in their care and members of the public, and do nothing by act or omission which will adversely affect themselves or put others at risk.

• Report all accidents, notifiable diseases, dangerous occurrences and potentially hazardous incidents or practices in accordance with prescribed procedures.

• Prohibit any employee or pupil who refuses to adopt safe working procedures from taking part in the lesson.

• Inform any other person not directly employed by the college of the Health & Safety regulations and ensure that they comply with those regulations.

The Governors of the school will seek to follow the government’s guidance on “Good Estates Management (https://www.gov.uk/guidance/good-estate-managementforschools)”, recognising that effective management of the school estate will improve Health & Safety and will also support the educational vision and strategy of the school.

## Designated Responsibilities

All employees share responsibility for achieving safe working conditions and observing applicable safety rules for the safe use of equipment.

The Designated Officers are:

The Principal Bronwen Patching

The Bursar Roger Davinson

Their designated responsibilities under the school’s health and safety procedure are set out below and failure to comply with this policy may be treated as misconduct and dealt with under the Disciplinary Procedure.

The Principal

Has the ultimate responsibility for the implementation of the Health & Safety policy within the school. They will ensure close liaison with and reporting of all health and safety matters where relevant to the Governors.

• Monitoring and implementing the general safety programme.

• Carrying out a regular programme of inspections.

• Collating and analysing accident reports and preparing an annual report for the Health & Safety Group.

• Monitoring first aid procedures.

• Recording any breaches of the Health & Safety policy.

• Promoting by personal example, a safe attitude to good working practices.

• Establishing protective clothing and equipment needs and monitoring procedures for their use.

• Holding all relevant information on Health & Safety including Health & Safety Executive (HSE) guidance notes, codes of practice, copies of this policy and its appendices

• Ensuring that all employees, contractors and visitors are fully informed of the Health & Safety policy and their obligations, including “NO SMOKING” requirements.

•Making sure that all Governors and Designated Officers are properly briefed and kept up to date in their duties and responsibilities as part of the general programme of staff development.

• Obtaining and updating all Health & Safety regulations and any relevant statutory provisions.

The Trustees and Designated Officers are responsible for:

• Making sure that the school is organised so that there is no unacceptable risk to members of staff, pupils or other users of the property.

• Making sure all employees are properly briefed and trained in their duties and responsibilities as part of the general programme of staff development.

• Set a personal example in encouraging a safe attitude towards good safety working practices amongst all employees.

• Making sure that there are safe systems of work and that members of staff and pupils use protective equipment provided, observe the standards laid down by law and co-operate in agreed safety measures.

• Monitoring first aid procedures.

• Liaising and reporting any breaches of the Health and Safety policy to the Principal.

## The School Health & Safety Group

The School Health & Safety Group is Principal led with the Head Teacher, Bursar and nominated school governor. It is intended that most health and safety matters should be dealt with promptly and only in exceptional circumstances will it be necessary to refer matters to this Group.

A meeting of the group will take place termly for monitoring and review to ensure the required health & safety standards are being met.

This group will formulate safety rules and consider hazards and safety problems throughout the school, circulating minutes and ensuring appropriate display.

Minutes will be circulated to group members with copies displayed in the Staff Room.

The Bursar/Fire Policy

. The Bursar shall carry out all duties and liaise with contractors.

## Education and Training

The School’s Governors and Designated Officers will determine the education and training needs of staff on the direction of the Principal to ensure that training in safety and related topics is kept under constant review.

The school will ensure that staff are given adequate training and supervision to perform their work competently and safely.

Staff will be given a health and safety induction with appropriate safety training.

Protective Clothing and Equipment necessary for the protection of staff, pupils and visitors and the circumstances in which clothing or equipment are to be used will be at the designation of the Bursar, if not already directed by statutory regulations.

Fire and Emergency Procedure

For more details, please see the Fire Policy appendix 1

All employees and pupils must familiarise themselves with the building and ensure that they fully understand their roles in the evacuation of the building. To assist in this drills are held termly.

If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point.

A maintenance contract is in place to carry out regular fire risk assessments and checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

Dealing with Hazards or Potential Risks

In the event of any risk being identified the following agreed procedure is to be followed:

• Whomever identifies the problem and reports to the appropriate Designated Officer

• If the matter cannot be resolved, the Designated Officer they report the matter to the Governors.

• Any serious or repeated difficulties are to be reported via the Health & Safety Group.

Risk Assessments are carried out to assess the risks to health and safety of staff, pupils, visitors and other third parties as a result of the school’s activities to identify any measures that need to be taken to control these.

Any staff member who uses a computer or display screen as a significant part of their work are entitled to a workstation assessment and regular eyesight tests by an optician the cost of which will be met by the school.

Vehicle and Pedestrian Access Policy

Aims of the Policy

To encourage and promote for all users the safe access and passage of all traffic to, from and within the school grounds together with the safe parking of vehicles and bikes.

The Bursar will:

• Monitor the arrangements for vehicle access to, from and within the school grounds and make changes when considered necessary to improve safety.

• Monitor the parking facilities and make any changes necessary to improve safety.

• Identify and promote those areas where parking is permitted.

• the access arrangements to, from and within the School grounds.

Legionella.

The Bursar will be responsible for ensuring the necessary contracts are in place.

Asbestos

A full survey was undertaken in 2015 prior to the conversion of the building from car dealership to dance school and no asbestos was found.

Other general Health & Safety related documents and policies:

• Risk Assessment Policy

• First Aid Policy

• Educational Visits Policy & Procedures

• Visitors’ Policy

• Sun Protection

• Emergency Plan

• COSHH Policy

## Security

• The school aims to provide a safe and secure environment for all employees, pupils and visitors to the school premises.

• The School has a policy of restricting access to the School buildings to members of the public in order to ensure the safety and security of employees, pupils and other visitors to the School premises and takes all reasonable measures to deter unauthorised public access to the premises.

• The school will take appropriate steps to ensure that there are adequate security arrangements for the school premises (which includes the school buildings and grounds) by ensuring that:

• there are sufficient security arrangements in place to protect the security of the premises and persons in it.

This also includes (for pupils).

• no unlocked cupboards that contain dangerous chemicals.

• security assessments are conducted and reviewed regularly.

• all employees and pupils are trained about the existence and operation of the school’s security arrangements.

• visitors to the premises are appropriately identified, signing in is required and the wearing of badges

• there are adequate supervision arrangements in place.

• all security breaches or incidents are reported to the Principal and/or to the police or other emergency services as appropriate.

• security measures do not compromise or intrude on the reasonable privacy of employees and pupils.

Protection from violence and harassment

• The School will not tolerate any act of violence or harassment in which an employee or pupil or any other person on a School site is abused, threatened or assaulted, or placed in fear for their own safety.

• In the event of an act of violence, harassment or serious security breach incident, immediate steps should be taken to safeguard those affected and the Principal and/or the Police should be contacted as appropriate.

• Violence or harassment by employees is a breach of the Staff Code of Conduct constituting gross misconduct and will be dealt with under the School's disciplinary procedures.

• Violence or harassment by pupils is likely to be treated as a serious disciplinary offence which may warrant suspension or exclusion in line with the School’s Behaviour policy.

Manual handling and working at height

The School seeks to avoid the need for manual handling (defined for the purpose of this Policy as the transporting of loads by hand or using bodily force) and working at height wherever possible. Where manual handling and working at height cannot be avoided, the school will seek to reduce the related risks by providing training and guidance in manual handling and working at height techniques in accordance with the Manual Handling Operations Regulations 1992 (as amended) (MHOR) and Working at Height Regulations 2005.

Reporting requirements and record keeping

• The School is legally obliged to report certain accidents, diseases, incidents, dangerous occurrences and/or near misses to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (RIDDOR). Reporting is most easily done online at [www.riddor.gov.uk](http://www.riddor.gov.uk).

• Fatal and major injuries can also be reported by calling 0845 300 9923. Further guidance in relation to RIDDOR reporting can be found in Appendix B. Where an incident has resulted in serious harm, the Charity Commission must also be informed.

• Where the HSE serve any notices or issue Intervention invoices or if an employee is invited to an interview with an external agency, the School will get legal advice.

• The Bursar is responsible for ensuring that the school complies with its reporting and record keeping obligations in line with the School’s Data Protection policy and privacy notices.

• The Bursar is responsible for reporting accidents, diseases and dangerous occurrences to the HSE or enforcing authority.

• If anyone at the School is known or suspected to be suffering from a disease which is classified as a notifiable disease, and/or in the opinion of a registered medical practitioner has an infection and/or is contaminated in a manner which could present significant harm to human health (as set out in the Health Protection (Notification) Regulations 2010), the School should ensure that a report is made by the proper officer at the relevant local authority.

• The Bursar will also consider whether a report of the accident or incident to any other regulatory body or organisation is necessary.

• Details of injuries, conditions, dangerous occurrences and occupational diseases will be be kept for at least three years.

• The school will notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.

• Following an incident or accident the school will take all reasonable steps to collect and preserve relevant evidence and documentation.

• The School will not keep evidence and documentation containing personal information which has been collated as a result of an accident or incident for any longer than is reasonably necessary in compliance with the School’s data protection obligations.

• Where there is a risk of litigation, enforcement action or other proceedings, against or on behalf of the school, documents (which includes electronic documents) will generally be retained for at least six years unless: • the accident or incident involved a pupil or anyone else who was under the age of 18 at the time of the incident, in which case documentation will generally be retained at least until that person's 24th birthday, or;

• the accident or incident may have resulted in exposure to a substance which may be hazardous to health, such as asbestos, and/or there is a risk that any person may develop an occupational disease or illness or work-related medical condition, in which case records should be retained for a minimum of 40 years. Monitoring and internal investigation

• The School monitors health and safety both actively and reactively.

• The Bursar is responsible for monitoring health and safety procedures, reviewing risk assessments, accident reports and accident investigations regularly which includes a review of health and safety related complaints and sanctions taken against employees and/or pupils for health and safety breaches.

• The Bursar is responsible for investigating accidents, incidents and work-related causes of sickness absences, if required. Such investigations may be required to discover the root causes of an accident to prevent a recurrence, to instruct or discipline employees or pupils or to brief lawyers for the purpose of obtaining legal advice or to aid litigation.

• Where appropriate, the school will seek legal advice before commencing an internal investigation.

• The scope of an internal investigation may be restricted to fact-finding and may not make any finding of fault or allocation of blame.

• The School will not sanction any internal investigation which may prejudice the investigations of outside agencies.

• No admission of liability on the school’s behalf shall be made without legal advice (if required) and prior agreement from the school’s insurers.

The Bursar is responsible for acting on investigation findings to prevent a recurrence.

Guidance on RIDDOR reporting

The School is obliged to report certain accidents, diseases and dangerous occurrences or near misses under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 1995/3163) (RIDDOR). Accidents involving staff The School will report:

• work-related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples include: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs or that sustained on the sports field without any failing in provision of facilities or supervision by the school) within a deadline of ten days following the incident.

• work-related accidents which prevent the injured person from continuing with his/her normal work for more than seven days, within a deadline of fifteen days following the incident.

• certain work-related diseases.

• certain dangerous occurrences or near misses (reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health). Accidents involving pupils or visitors

• The School will report accidents where the pupil or visitor is killed or is taken from the scene of the accident to hospital and where the accident arises out of or in connection with a "work activity".

• In determining whether the accident arose out of a "work activity", the School should consider whether the accident was caused by factors, such as:

• a failure in the way a work activity was organised e.g., inadequate supervision on an educational visit.

• the way in which equipment, machinery or substances were used.

• the condition, design or maintenance of the School premises and equipment.

Further guidance can be found at HSE - incident reporting in schools <https://www.hse.gov.uk/pubns/edis1.pdf>

**Fire Safety Policy**

**APPENDIX TO HEALTH AND SAFETY POLICY**

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| *Approved by:* | *Bronwen Patching* | *February 2024* |
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## Introduction

Adagio School of Performing Arts will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

## Legal requirements

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) came into force on 1st October 2006. The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire. This Policy explains how the school complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

## Responsibilities

The School Fire Safety Policy forms part of the School’s Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below.

Governors ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation.

This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Fire safety management Main duties are:

• To minimise risk from fire through thorough risk assessments

• To ensure adequate staff/ fire manager training has taken place

• To produce an emergency plan and put-up fire notices

• To conduct fire drills

• To check adequacy of firefighting apparatus and its maintenance

• To implement recommendations from the Fire Risk Assessment

• To consult with the LA Fire Risk Assessment officer on matters of fire safety

• To conduct regular fire safety inspections and record the findings

• To make frequent informal checks

• To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly

• To check fire detection and protection systems are maintained and tested and records kept

• To ensure Fire Safety Logbook is kept up to date and accessible fire procedures notices displaying the fire procedures are displayed at each fire alarm call point.

See Fire Procedures (15/11/2021) for most up to date procedures.

Persons responsible for fire safety:

Responsible Person Mr Roger Davinson in the first instance

The identified responsible person (Most Senior person on site or person with responsibility for the people &/or building))

Competent person A person with relevant training & experience or knowledge or other qualities. This may be the person that undertakes the assessment or conducts training, checks & tests etc.

Fire safety training, induction and revision

Responsible person or nominated Competent person

Fire risk assessments Responsible person or nominated

Competent person

Fire drills Responsible person or nominated

Competent person

Updating of logbook / recording

Competent person Checks on call points

Competent person Checks on emergency lighting

Competent person

Fire escapes unobstructed

All members of staff Check all fire detection and protection systems are maintained Responsible person or nominated Competent person

Fire safety training Appropriate specific training for the Responsible and Competent persons will be undertaken at least every three years.

All staff will have internal training annually at the beginning of the academic year.

This will include:

• Understanding the emergency plan/ fire procedure

• The importance of fire doors

• The significant findings of the Fire Risk Assessment

• Guidance on the use of relevant firefighting equipment e.g. fire extinguishers, fire blankets – to protect escape route

• Reporting to the assembly area

• Exit routes including alternatives

• General matters of fire safety e.g., keeping combustibles away from possible ignition sources • Assisting visitors and any disabled persons from the building In addition:

• All agency staff to be given fire procedure information with induction pack

• New staff to be taken through annual training schedule as part of induction package

All records of training & induction to be recorded in Fire Safety Log Book located in reception.

## Fire risk assessment appraisal

This will be carried out on an annual basis by a nominated member of the Governors. All issues that present a fire risk will be actioned as per the priority rating. Where this is not possible a mitigating statement will be written into the assessment according to premise health and safety procedures.

Evacuation Drills

The procedure for emergency evacuation (see Fire Procedures – 15/11/2021) is displayed by each fire alarm call point.

See plan of where call points are situated kept on reception.

The main alarm indicator panel is situated in the reception.

Fire drills are executed by the nominated person/competent person via this panel. Evacuation drills will be carried out a minimum 6 monthly. Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

|  |  |  |
| --- | --- | --- |
| Action | Person responsible | In case of absence |
| Evacuation of all staff | HT/Teacher | Most senior person in section |
| Evacuation of children | Class teacher | Class teacher |
| Collection of registers and staff/ visitor signing in book/ sheets | Secretary Admin support |  |
| Collection of school mobile phone | Bursar | Admin Support |
| Checking of toilets (all areas) | Nominated person (HT) | Bursar |
| Checking rooms | Nominated person | Nominated person |
| Calling the fire brigade | Nominated person | Nominated person |
| Meeting the fire brigade | Nominated person | Nominated person |

In general, all staff will assemble at the agreed assembly point (Car Park to rear of school), unless the source of the fire makes this impossible. Nominated person will immediately do a head count and call the register. Absentees will immediately be reported to the nominated person.

Fire Doors and exits All doors should be closed after the last person has exited.

This will prevent fire spreading and so minimise damage. All fire exit routes are signed clearly

## Follow up to evacuation drills

Drills must be recorded in the Fire Safety Logbook located at reception.

Timing of each evacuation must be recorded accurately.

All persons will receive immediate feedback on the success of the evacuation at their assembly point.

As part of Health and Safety monitoring, the health and safety governors will periodically check the Fire Safety Logbook and the evacuation schedule. Maintenance of fire doors, fire exit doors, fire extinguishers, fire alarm systems and emergency lighting are under a maintenance contract.

Staff will also carry out the routine tests on the systems and precautions as follows:

A plan of where fire extinguishers are located, and their specific use can be found at reception

. System Frequency Method of test

|  |  |  |
| --- | --- | --- |
| System | Frequency | Method of Test |
| Daily Check | Fire alarm | Checking indicator light each morning |
| Weekly Test | Fire alarm | key operation of different call points each week in rotation |
| Fire alarm | Annual | Servicing/ Battery test |
| Emergency lighting– Function test | Monthly | Momentary operation of test switch or circuit breaker. |
| Emergency lighting – discharge test | Annual | Switched on and left for at least the duration of the battery i.e. 1-3 hours |
| Fire extinguishers | Annual | Check locking pins, hose, handle, service label, visibility |

Records for these tests are kept in the Fire Safety Logbook located at reception.

Disabled pupils/ members of staff

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

Fire Procedure In accordance with the fire procedure, a fire plan has been devised below.

|  |  |
| --- | --- |
| Action on discovering a fire | • Raise the attention of others by sounding the fire alarm.  • Evacuate all occupants according to fire procedure.  • On hearing the unscheduled alarm, Reception to call 999 ask for Fire service stating fire at Adagio School of Performing Arts name & full address of premise.  • Give precise details about fire.  • Use fire-fighting equipment only if necessary to make your escape. |
| What to do if the fire alarm sounds | • Follow fire procedure and evacuate all occupants to the assembly point.  •Reception staff to collect registers and signing in book.  • Ensure all windows and doors are closed. • All areas to be checked for occupants.  • Keep silent to ensure instructions from Head teacher can be heard |
| Liaison with Emergency Services | On arrival the emergency services will require the following information:  • Where is the fire located?  • What does the fire involve?  • Are all persons evacuated from the building? |
| Escape routes and fire exit use | • Means for escape routes are checked daily.  • Staff must be aware of alternative routes. |
| Fire fighting equipment use | Firefighting equipment is provided to assist in securing your means of escape. No person should put themselves and others at risk when firefighting. |
| Responsibilities and duties to assist in case of fire | • All persons have a responsibility to ensure the building is evacuated immediately and safety of all occupants is always our priority  • Once evacuation complete fire procedure to be put into place |