

SECTION D

SAFETY WITHIN THE SCHOOL

STATEMENT OF SAFETY POLICY AS REQUIRED UNDER THE HEALTH AND SAFETY AT WORK ACT 1974

1. St. James' School recognises and accepts its responsibility as an employer for providing so far as is reasonably possible, safe and healthy work places and working environment for all its employees, pupils and visitors.
2. St. James' School will take all such steps as are reasonably practicable to meet this responsibility, paying particular attention to:-
 - 1) the provision and maintenance of plant, equipment and systems of work;
 - 2) arrangements for the use, handling, storage and transport of articles and substances;
 - 3) the provision of information, instruction, supervision and, where relevant, training to enable all employees to recognise hazards and contribute positively to the safety and health at work of themselves and others;
 - 4) the provision and maintenance of means of access to places of work;
 - 5) the maintenance of places of work in a safe condition;
 - 6) provision of a healthy working environment;
 - 7) the provision of welfare facilities at work.
3. Details of the responsibilities under the Safety Policy and organisation for carrying them out are in the attached Appendix 1.
4. Without detracting from the paramount responsibility of Teachers and Administrative Staff Supervisors for ensuring safe conditions at work, St. James' School will provide competent technical advice on health and safety matters where this is necessary to assist those responsible.
5. No safety policy is likely to be successful unless it actively involves employees themselves. In this connection, St James' School reminds all employees of their own duties, under Section 7 of the Health and Safety at Work Act 1974, that is: **All employees are responsible for their own safety, the safety of other employees and for the safety of pupils, visitors and the public and to co-operate so as to enable it to carry out its responsibilities. This means your own actions should not place you, or others, at risk and that you should report immediately any defect in buildings, equipment or procedure to the appropriate member of staff.**
6. A copy of this statement will be issued to all employees and it will be reviewed, added to or modified from time to time. Supplementary statements will be issued in appropriate cases relating to the work of particular departments or groups of staff. Responsibility for the Safety Policy and its implementation on behalf of St. James' School rests with the Headteacher and the other members of the SMT.

APPENDIX I TO ITEM 3 IN THE SAFETY POLICY

ORGANISATION

Standards against which safety and health performance is to be measured are given in Appendix II followed by the relevant number.

The General Standards applicable are to be found in the DES Safety Series No 6 “Safety at School: General Advice”. All members of staff should read this.

Other relevant safety publications which staff are invited to review are available in the office.

1. Responsibilities

The following staff have specific responsibilities:-

- 1) Headteacher and other members of the SMT - overall responsibility and to ensure fire brigade has been called in cases of emergency.
- 2) Headteacher - overall responsibility with the Maintenance Committee of the School Council - general maintenance of the site and plant, fire extinguishers and access to site. See Appendix II (i).
- 3) Headteacher, Catering Manager - the kitchen, stores, all equipment, the dining room (apart from electrical sockets).
- 4) Head of PE - changing rooms, stores, playing field.
- 5) Head of Science - all laboratories and preparation rooms. See Appendix II (iii).
- 6) Head of Art - The craft rooms,
- 7) Teacher of Home Economics - the Home Economics area
- 8) The ICT Technician – the IT Suites. See Appendix II (iv).
- 9) Head of Preparatory Department - all aspects of the Prep Department.
- 10) The Bursar - fire alarms and fire drill. Fire alarms should be checked weekly.
- 11) Receptionist - calling fire brigade, taking registers out to form teachers to check evacuation of building is complete.

In addition, all teachers are responsible for ensuring that they monitor the safety of the rooms designated to them. When staff have checked their classes after evacuation, each member must check to ensure the fire brigade has been called.

2. Arrangements

1) *Reporting Defects*

Anyone discovering a defect in the building should report the matter to the Headteacher and appropriate head of department in the book available. The Headteacher should take immediate action to render the area safe or out of bounds who should note the defect and date in the defects book.

Any defective equipment should be withdrawn from use immediately and the head of faculty informed should report the matter to the Headteacher. Repaired equipment should be checked by the head of faculty before being put back into use.

2) *Communications*

The School Office will ensure that all appropriate safety documents are distributed as necessary. Any letter or memo written by staff concerning safety matters should be copied and sent to the office.

If accidents occur, a report must be made in the accident book kept in the office and, if necessary, a form completed and forwarded to the Health and Safety Executive.

The cause of the accident should be investigated by the appropriate person and, if relevant, a separate report should be given to the Headteacher so that suitable preventive measures may be taken.

It is also important that 'near misses' should be reported to the Headteacher so that preventive measures are taken. (A 'near miss' is any incident which could have caused serious injury had a person been there at the time).

Any occurrence of ill health which could be attributable to activities in the school should also be reported to the Headteacher and, if necessary, to the Health and Safety Executive.

The Health and Safety Committee meet formally every term and in addition, when required, to review procedures and matters arising. A full report is then made to a Staff Meeting.

3) *Evacuation of the School*

If this is necessary, the procedure in the fire regulations must be used. These are displayed in every room in the School.

4) *First Aid*

A medical room is provided in the School (on the first floor of Number 24) and first aid boxes (list of locations in staff rooms), to educational establishment specifications, are available in specialist rooms. Any case needing first aid should be referred to the school office. Members of staff possessing first aid qualification are available in case of emergency.

5) *Excursions off the Premises (See Appendix II)*

Any proposed excursions must be discussed with the Headteacher. Safety measures appropriate to the activity must be detailed and the necessary action taken. The legal and insurance position should be given careful consideration.

6) *Special Events on the Premises (See Appendix II)*

Any necessary rules for safety must be drawn up and instituted before the event takes place.

3. Monitoring and Evaluation

All staff having specific responsibilities as referred to in Paragraph 1 above should carry out an inspection using a check list, if appropriate, and prepare a written report once a term and submit it to the Headteacher during the last week of the term.

All colleagues are invited to suggest ways of improving the safety of the school regardless of their own particular area of responsibility. Such suggestions should be made to the Health and Safety Committee.

APPENDIX II

The following 'Codes of Safety Practice' are attached:-

- | | |
|---|------------------------------------|
| 1) Emergency Drill | vii) School daily routines |
| 2) Preparatory Department Fire Evacuation | viii) General classrooms |
| 3) Art rooms | xi) Cleaning the school |
| 4) Science laboratories | x) Use of school by outside bodies |
| 5) IT rooms | xi) School visits |
| 6) Pavilion | xii) School kitchens |

The above publications may be amended from time to time and such amendments will be distributed as appropriate.

Those members of staff involved with specific responsibilities detailed in Appendix I paragraph 1b), 1c), 1d), 1e) and 1f) should draw up more detailed safety rules for staff and pupils, where possible, based on DCSF and BS guidance mentioned above.

CODE OF PRACTICE
EMERGENCY PROCEDURE

1. The fire alarm is a siren and whenever it is heard, it should be treated as a genuine emergency.
2. On discovering a fire, any member of staff or pupil should shout 'Fire!' or sound the alarm.
3. If the alarm has not been sounded, inform the main office and sound the alarm.
4. Members of staff should acquaint themselves with the evacuation procedure in each room in which they teach.
5. Pupils should stand in their places in silence when the fire alarm sounds.
6. When instructed by their teacher, pupils should file quietly to the nearest school exit assigned to their room and follow the route to the playground. **ALL WINDOWS AND DOORS MUST BE CLOSED AS SOON AS POSSIBLE, ESPECIALLY FIRE DOORS, BELONGINGS SHOULD BE LEFT IN THE CLASSROOM.**
7. Members of staff who are free should check the lavatories before leaving the building.
8. **IT IS ESSENTIAL THAT NO LIFE IS PUT AT RISK IN ORDER TO SAVE PROPERTY.**
9. In the playground, pupils should line up in registration order facing their form tutor (SEE PLAN IN EACH CLASSROOM).
10. Members of staff must insist on **SILENCE AND ORDER** so that clear instructions may be given and received during the emergency e.g. the route to the playground may have to be changed according to location of a fire.
11. The office staff will bring out all school registers into the playground. It is therefore essential that registers be taken to the office after registration both morning and afternoon.
12. Registers must be collected by form tutors who should check their own forms and report the position immediately to the Bursar or Headteacher. Form tutors should then return to keep their own forms in order. The Bursar or Headteacher will issue further instructions as necessary.
13. On no account must any pupil or member of staff return to the school building until instructed to do so by the Bursar or Headteacher.
14. Should an emergency occur:-
 - 1) while dinners are being served
 - 2) during break
 - 3) during main assembly

The members of staff on duty are responsible for evacuating the dining room / the hall as quickly as possible by using both exits.

CODE OF PRACTICE
THE PREPARATORY DEPARTMENT
EMERGENCY PROCEDURE

1. The Fire Alarm is a siren and whenever it is heard, it should be treated as a genuine emergency.
2. On discovering a fire, any member of staff or pupil should sound the alarm.
3. Members of staff should acquaint themselves with the evacuation procedure of each room in which they teach.
4. Pupils should stand in their places in silence when the fire alarm sounds.
5. When instructed by their teacher, pupils should file quietly to the nearest school exit listed below and follow the route to the lawned area. **ALL WINDOWS AND DOORS MUST BE CLOSED AS SOON AS POSSIBLE, ESPECIALLY FIRE DOORS. BELONGINGS SHOULD BE LEFT IN THE CLASSROOM.**

Evacuation procedure:-

- 1) The assembly point for prep children is the lawn at the front of the school.
- 2) When the alarm sounds, pupils should stand in silence until told to move by their teacher. They should then lead on in silence using the nearest available exit.
 - i) Prep 5 Classroom (downstairs)
 - ii) Side door to Prep (downstairs)
 - iii) First Aid Room
 - iv) Opposite Girls' Changing Room (upstairs)
 - v) Boys' changing Room door (downstairs)
6. It is essential that no life is put at risk in order to save property.
7. Members of staff must insist on **SILENCE AND ORDER** so that clear instructions may be given and received during the emergency e.g. the route to the playground may have to be changed according to location of a fire.
8. The Teacher in charge of the Prep Department will collect the registers.
9. No pupil or member of staff should re-enter the building without specific permission from the Head of Prep Department. The registers should be called by form teachers who will inform the Head of Prep Department of the situation regarding rolls. Form teachers should then return to keep their own forms in order.
10. Should an evacuation be signalled during:-
 - 1) Lunch
 - 2) Break
 - 3) Assembly

The member of staff on duty is responsible for evacuating the area using the most appropriate exit. Form teachers should join the school at the assembly point and check the registers.

CODE OF PRACTICE **ART ROOMS**

Pupils are never to use sharp instruments/equipment unsupervised.
Cutting mats should always be used in the designated area.
Pupils should not walk around with dangerous equipment in their hands.
The teacher should give explicit instructions on how to handle equipment safely.

LINO CUTTING

Care must be taken to avoid cutting the fingers, always use the lino tool away from the hands.
Never point with the lino tool or use for any other purpose other than lino cutting.

GLUE

Use in a well-ventilated area.

SHAPER

Apply concentration and observation to what you are doing. Never turn to talk whilst cutting.
Watch your fingers are not too close to the blade.

HOT WIRE AND SOLDERING IRON

Hot equipment burns, care must be taken not to burn fingers or put hot equipment down onto surfaces that may melt. Always switch off when not in use.

HOT PLACE AND BATIK WAX

Never leave the hot plate switched on full with the wax boiling away. Smoky fumes are unpleasant, so use in a ventilated area. Turn off hot plate when finished with. Never put your fingers into molten wax.

COMPUTER

Do not eat or drink near the computer. No ink or paint pots are to be taken on to the same table as the computer.

KNIVES

Care must be taken when cutting with knives to avoid cutting the fingers. Also watch what surfaces you are cutting onto - use an old drawing board to lean on.

SILK SCREEN PRINTING

It is advisable to wear an old shirt, apron or overall over your uniform as dyes and screen inks are difficult to remove from clothing.

GLUE GUN

Care to be taken with the Hot Glue.

CODE OF PRACTICE
ALL SCIENCES

(Note: Where reference is made in this policy to appendices, these can be found in the grey folder labelled 'Science Faculty Safety Policy' located in the central Prep. Room.)

1. **WHY THIS POLICY IS NEEDED**

Under the Health and Safety at work etc. Act 1974, it is the duty of an employer to have an up-to-date written statement of health and safety policy, including the arrangements for carrying out that policy; the statement and any revisions must be brought to the attention of employees.

2. **GENERAL AIMS**

It is the duty of members of the science staff to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions during work.

In particular, it is the duty of science staff to be familiar with this safety policy and to check their understanding of it by periodic reference to it, looking out for any revisions; also to follow its provisions and to co-operate with other members of staff in promoting health and safety.

3. **SPECIFIC REQUIREMENTS**

3.1 **Major requirements made by law or by the DCSF, HSE etc.**

(Minor requirements are covered by safety texts; see 3.5 and **Appendix 1**)

The COSHH Regulations 1988

These require employers to provide **Risk Assessments** before employees and others use or produce substances considered as hazardous to health: micro-organisms and those classified as toxic, corrosive, harmful or irritant. This school requires that science staff use the following texts for published general assessment.

"Topics in Safety"; in particular, chapters 7 and 8 for chemicals, chapter 5 for micro-organisms.

CLEAPSS Hazards

Hazardous Chemicals: a manual for schools and colleges

Microbiology - a HMI guide

The microbiological section in the CLEAPSS Laboratory Handbook

"Safeguards in the School Laboratory"

Details of books are given in **Appendix 1. Science Departments must have copies readily available.**

Staff must consider carefully what they are doing when using substances hazardous to health and be sure that practice is consistent with the precautions and restrictions in these texts. There should be indications in schemes of work of those operations where safety texts must be consulted; alternatively the relevant information may be copied and added to the schemes of work. It is good practice to indicate precautions and restrictions on pupil work-cards etc.

In addition, heads of science should check that these texts are consulted for risk assessments as appropriate. They may delegate the checking to other staff, e.g. to an experienced teacher with qualifications in chemistry and biology.

If the science department cannot find a risk assessment for a particular operation involving hazardous substances in these texts, it should consult the CLEAPSS School Science Service. For full details, see **Appendix 2.**

The COSHH Regulations require the annual testing of **fume cupboards**. In this School, this will be carried out by a technician in the school using an flowmeter borrowed from the local LEA. For details and a schedule to be completed, see **Appendix 3**. Completed schedules should be kept in a separate ring binder and be available for staff reference and for inspection by HSE Officers or Factories Inspectors.

Electrical Testing

The requirements for the examination and monitoring of electrical equipment is specified in the HSE leaflet "Guidance Note GS23 Electrical Safety in Schools", revised February 1990. They are also in the CLEAPSS Handbook Section 6 and Chapter 3 of "Topics in Safety"; both give schedules of the inspection of mains-operated portable equipment. For a copy of a schedule, see **Appendix 4**. Completed schedules should be kept in a separate ring binder and be available for staff reference and for inspection by HSE Officers or Factories Inspectors.

Radioactive Sources

The school has appointed a teacher as Radiation Protection Supervisor who should have a short set of local rules covering the use of radioactive substances. [Advice is given CLEAPSS Guide L 93 "Notes for Radiation Protection Supervisors"; see **Appendix**.]

Pressure Vessels

Autoclaves, pressure cookers and steam engines need periodic inspection; this can be conducted by school staff. Instructions provided by CLEAPSS and the appropriate schedules are in **Appendix 5**. Completed schedules should be kept in a separate ring binder and be available for staff reference and for inspection by HSE Officers or Factories.

Blood and Cheek Cell Sampling

DES Administrative Memorandum 2/86 Children at school and problems related to AIDS advises strongly against taking blood or cheek cell samples from pupils.

Animals and Plants in Schools

DES Administrative Memorandum 3/90 "Animals and plants in schools"; legal aspects (superseding the inaccurate AM 1/89) is a useful summary of the laws and regulations covering all aspects of work with animals in schools. Section 14 in the CLEAPSS Handbook presents the same information more concisely.

AMs related to Science

The following DES Administrative Memoranda relate to science but the advice they contain has become embodied in current safety advice and is more readily followed in the safety texts listed in section 3.4.

AM 3/70	Carcinogenic Aromatic Amines in Schools etc
AM 3/76	The Use of Asbestos in Educational Establishments
AM 7/70	The Use of Lasers in Schools etc.
AM 6.67	The Laboratory Use of Dangerous Pathogens

3.2 **School Regulations**

Whilst these are not laid down in detail by law, the School has a legal obligation to provide regulations of this nature. Staff have a duty to follow them.

Emergency procedures

Fire - Science staff must follow the normal school procedures in case of fire. However, their work involves extra hazards; a useful discussion of these is given in chapter 14 of "Topics in Safety" and in section 4 of the CLEAPSS Laboratory Handbook. Staff must be aware of the appropriate remedial measure for clothing on fire; **see Appendix 6.**

Fire precautions (equipment, fire doors, exit routes etc.) are likely to be provided for the school as a whole and based on the advice of the **Fire Prevention Officer**. Arrangements for monitoring and maintaining fire extinguishers are also likely to be arranged by the school as a whole. Special advice for science departments is given in the references in the previous paragraph.

Injury - Science staff must follow the normal school procedures in cases which require first aid. They must be aware of whom the First Aiders are and where First Aid boxes are located. They must also be aware of remedial measures to be carried out while waiting for First Aiders, after accidents which occur in science. Each laboratory should have one tap fitted with a length of rubber tubing for washing eyes suffering from chemical splashes. etc. See **Appendix 6** and the CLEAPSS Handbook section 5.

Reporting procedures

Injuries or suspected injuries to a pupil or a member of staff and instances of damage or theft must be reported using the School's procedures. See **Appendix 7.**

3.3 Specific restrictions made by the School

These are filed in **Appendix 11** and will be updated periodically.

3.4 Other Safety Advice and Restrictions

These are published texts. The table in **Appendix 10** suggests where to look.

3.5 Science Department Rules, Schedules and Check Lists

There are listed here but contained in appendices. If in doubt whether an adaptation is in this category, the Head of Science should consult a science inspector/adviser or the CLEAPSS School Science Service.

List of rules: **Appendix 8:- rules for pupils**
 Appendix 13:- **rules for teachers and**
 technicians
 rules for radioactive materials

List of monitoring schedules: **schedule for mains equipment**
 schedule for autoclaves etc.
 See Appendix schedule for fume
 cupboards

Checklists for daily, weekly, termly and annual monitoring

3.6 **Science Department Drills**

Staff will follow normal school fire drills but are advised also to hold their own brief drills for remedial measures; see section 3.2.

4. **DUTIES**

The Head of Science is responsible to the school governors, in safety matters, through the Head Teacher. He / she can delegate duties to other staff but delegation must be well defined. He / she must complete the **Duties and Reporting Form** (see **Appendix 12**) and alter it whenever any change is made.

He / she has the duty of seeing that the advice of the School is followed by other members of staff; that staff, particularly new staff, are familiar with this policy; and that delegation is working and that delegated duties are carried out.

5. **COMMUNICATIONS**

The Head of Science has the duty of seeing that all staff read this Safety Policy and know where it is kept. He / she must circulate any amendment made to it by himself / herself or by the School and obtain signatures to indicate that staff have seen it. He / she is advised to have a procedure whereby hazards etc. which staff become aware of from other **reputable and relevant sources** are brought to the attention of all staff.

He / she must make sure that injuries, accidents, near accidents and thefts are properly reported and investigated and that any damage to equipment which may produce a hazard is reported; he / she may have to ban use or demand extra precautions until it is repaired.

It is sensible for safety to be a regular item on the agenda of science staff meetings and laboratory technicians to attend the meeting when it is discussed.

Science departments must have displayed near their telephones the numbers of the following:

Persons to contact for First Aid	-	Matron - Ext. 30
Persons to contact in case of Fire	-	Bursar - Ext. 57
The CLEAPSS School Science Service	-	(0895) 251496

RULES FOR SCIENCE STAFF AT ST JAMES' SCHOOL

ALL

1. Teachers and technicians have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of pupils. They have specific duties to be familiar with this safety policy, its updates, appendices and the safety texts it refers to. They must observe its requirements. Also, they must co-operate with colleagues given specific safety devices.
2. Staff practice must set a good example to pupils and be consistent with pupil laboratory rules.
3. Staff must be familiar with emergency drills and familiar with the location in each science room of: the escape route; fire-fighting equipment; nearest first aid box; tubing on a tap; main gas cock; mains electricity isolating switch.
4. Laboratories must be left safe. All gas taps should be completely turned off and all mains-operated apparatus switched off. At the end of the day, gas should also be turned off at the laboratory main gas cock and electricity at the laboratory main switch, if possible. Special arrangements must be made for equipment which has to be left running overnight and hazardous equipment which has to be left out.
5. Eating, drinking and smoking should not take place in laboratories or preparation rooms.
6. A teacher or technician must think very carefully before conducting any practical operation in the laboratory when alone in the science department. Nothing should be done which could lead to an accident needing a remedial measure.
7. Science laboratories should be locked by the technicians or teachers when not in use unless so doing hinders a fire escape route. They should not be used by teachers who are not scientists for teaching or registration. They should be available for teacher-supervised club activities only by special arrangement.

TEACHERS

1. At the beginning of each school year, teachers must make sure that their classes have copies of the pupil rules and issue them if necessary. They should be stuck in back of exercise books.
2. Teachers must enforce the pupil laboratory rules, reminding pupils of them often enough for them to be familiar. With Year 7 pupils, time should be spent explaining them, with appropriate demonstrations.
3. In general, pupils must not be left unsupervised in a laboratory. Staff wanting to leave a class briefly must decide whether this is safe, perhaps arranging for temporary supervision by a neighbour member of staff.
4. Lesson preparation should be adequate and include checking on risk assessments and other safety precautions where necessary. Time should be allowed for consulting more senior colleagues where there is any doubt and to try out experiments, particularly those involving hazard. Teachers should explain precautions to pupils as part of their safety education.

It is good practice to indicate safety precautions and restrictions on pupil worksheets, schemes of work, etc.

5. Open-ended investigations must be so organised that the teacher can assess any risks and lay down precautions before any hazards are met.
6. If, because of large class size or indiscipline, safety cannot be maintained during certain practical work, the work must be modified or abandoned.
7. A teacher is responsible for the safety of any of his classes taken by a student teacher. If the normal class teacher is absent, another science teacher must be given this responsibility by the Head of Department.
8. Teachers in charge of courses are responsible for ensuring that technicians are familiar with any hazards and the appropriate precautions which might be encountered in preparing equipment for their lessons and in clearing the equipment away.
9. After use, all chemicals and equipment should be cleaned and returned to their proper place - do not just 'pop' it away where others cannot find it.

SCIENCE DEPARTMENT

Safe Science

These rules apply to all practical work carried out by staff and students, including visiting students and guests.

(Year 1 - Year 6)

1. Always listen to instructions. Always follow instructions. This will help prevent accidents.
2. Always act sensibly in the laboratory. This will prevent tripping, falling and breakages.
3. Report all accidents and breakages at once. This will prevent any further damage.
4. Keep benches and floors clear of coats and bags. This will prevent tripping, spillages, damage to items etc.
5. Always clean up and put things away. This will prevent accidents to others.
6. Never eat or drink in the laboratory. This will prevent infections and poisoning. Most chemicals are poisonous.
7. Use the gas and electricity and water for experiments only. This will prevent damage to yourself and to the equipment through fire and electric shock.
8. Light a Bunsen with a gas lighter. Light it on a heatproof mat. This will prevent fire.
9. Always wear safety glasses or face shield when told to. This will prevent eye damage.
10. Always put broken glass into the glass bin. This will prevent cuts to cleaners, who have to empty the bins.
11. No pupil is allowed to enter a laboratory without their teacher. Classes must wait outside the laboratory until told to enter by their teacher.

SCIENCE DEPARTMENT

Laboratory Rules

(Years 7 - 13)

1. No pupil is allowed to enter a laboratory without their teacher. Classes must wait outside the laboratory until told to enter by their teacher.
2. If you wish to remain in the laboratory to finish some piece of work during breaks, lunch or after school you must on each occasion have special written permission from your teacher.
3. The preparation rooms and workshops are out of bounds at all times.
4. The gas taps, water taps and electricity outlet points may only be touched when you are told to use them.
5. You must never touch any scientific apparatus or equipment in the laboratories without the permission of your teacher.
6. You must never open any drawers or cupboards unless you are asked to by your teacher.
7. Outdoor clothing must not be brought into the laboratories.
8. All benches must be kept clear of bags, coats etc.
9. Solids must not be put in sinks. Any solids which accidentally fall into sinks must be removed at once and placed in the waste bin. Broken glass is almost invisible in water - it must never be put in either the sink or the normal waste bin. A special container is supplied for broken glass.
10. All accidents, no matter how small, must be reported to the nearest teacher IMMEDIATELY. It is the responsibility of each individual to avoid accidents. All breakages must be cleaned up by the person concerned. All spillages must be wiped up by the person concerned.
11. You must not try out any experiments on your own unless each one has been approved by your teacher.
12. You must not take away any materials of any kind from a laboratory.

Laboratories can be dangerous places. If therefore you prove yourself to be untrustworthy or behave foolishly and so endanger yourself or others, or if you

interfere in anyway with equipment or apparatus being used by another pupil, you may be banned from using the laboratories for a period of time, or even permanently.

SCIENCE DEPARTMENT

Laboratory Safety Precautions

1. Chemicals should never be tasted and only smelled with the greatest caution. Eating and drinking are forbidden in all laboratories, preparation rooms and stores.
2. Never lean over Bunsen burners, lit or unlit, because their flames are often difficult to see. When not in use Bunsen burners should be turned off.
3. Only use small quantities of chemicals.
4. When heating anything in a test tube, never point the mouth of the tube towards yourself or anyone else.
5. In cases of accidents involving strong acids or alkalis, wash with plenty of cold water immediately and before reporting the accident.
6. When doing any form of practical work, have only on the bench those things which are essential. Place bags, satchels, stools, chairs etc. in such a way that they do not form obstruction to free movement.
7. Long hair should be tied back and safety spectacles must be worn when carrying out any chemical reactions.
8. Attention must also be paid to other safety measures, such as the wearing of suitable footwear and laboratory coats, where appropriate.
9. At the end of a practical session all pupils must wipe their benches, rinse chemicals from used apparatus, then return the equipment and wash their hands.
10. All waste solvents and other flammable liquids must be placed in the waste solvents container provided, and must not be poured down the sink.

CODE OF PRACTICE
COMPUTER ROOMS

1. No magnets or magnetic substances are to be brought into the Computer Room.
2. A CO₂ fire extinguisher should be available in the eventuality of fire.
3. All computers and peripherals should be connected to a mains isolation switch/earth leakage breaker.
4. Every piece of equipment in use should be connected to its own switched socket.
5. Nothing should be placed directly on top of a computer.
6. All cabling between computers and peripherals should be kept as neat and tidy as possible.
7. Cables between printers and computers should be ducted.
8. No food or drink should be brought into the computer room.
9. Use of the computer room should only be with the permission of a senior member of staff or the computer department and should be supervised at all times. The room should be kept locked when staff are not in attendance.
10. There should be a 15 minute break away from the VDU after every hour's continuous close viewing.
11. When leaving the computer room, all equipment should be turned off at the wall socket.
12. No disks or printer paper should be left lying around.
13. Any faults should be reported immediately and placed in the 'faults' book in the Main School Office.
14. No equipment known to be faulty should be used and the fault should be reported to the teacher in charge.
15. When a system needs reconfiguring, all plugs for the equipment must be removed from wall sockets before any work is done. This must only be attempted under supervision.

CODE OF PRACTICE **ON THE SPORTS FIELD**

HIGH JUMP

The crash mats in the landing area:-

- 1) must be at least as wide as the bar.
- 2) must be double depth behind the bar.
- 3) must be two mats deep.

RUGBY AND SOCCER

1. The crossbars must be checked regularly to ensure they are securely fastened.
2. Studs - pupils must not wear boots when walking across hard surfaces - plastic studs can become razor sharp.
3. In rugby, pupils should be taught how to play the game safely, within the rules of the game e.g. stress how dangerous high tackles can be.

IN THE PAVILION

If pupils have been excused games, they must not be allowed in the pavilion unattended. The doors should be locked.

LONG JUMP

1. The pit should be checked carefully before the session for glass and any objects which might cause injury.
2. The run should be flat and free of obstacles.
2. The long jump pit should be dug regularly during the session.

GENERAL DANGERS

1. Pupils should be taught the importance of adequate warming up and muscle stretching before taking part in sport.
2. The hedges should be trimmed so as not to become a hazard to people's eyes.

WALKING TO THE FIELD

1. Pupils should assemble in the playground and walk in twos in a crocodile under control of their teachers to the playing field, keeping alert for traffic and other pedestrians.
2. Care should be exercised when crossing College Street, Augusta Street and Westlands Avenue on the way to the field and on the return journey.
3. It is vital that pupils gather at the pavilion after games and return to school adopting the same procedure i.e. supervised, walking in twos in crocodile.

CODE OF PRACTICE
DESIGN AND MAKE

1. IDENTIFICATION OF AREAS OF RISK

Adhesives	Microwave Radiation
Electronics	Food Processor Blades
Heat Treatment	Gas Leaks
Lubricants	Substances for Food Testing
Metal Working	VDUs
Plastics	Burns from Cookers, Irons and Pans
Solvents	Electricity
Surface Finishes	Sewing Machines
Woodworking	

2. CONTROL OF RISKS

Safety is the most important aspects of all design and technology lessons

1. Each member of staff in the workshops and food rooms has a list of all the products and processes used in Design and Make for which there is a risk. The list notes the hazards associated with the use of product or process. Each member of staff has access to a file which contains all the COSHH assessments for the products and processes used in Design and Technology.
2. All staff have a copy of and follow the advice given in BS4163.
3. Staff have received safety instructions on the use of machinery and the processes used in Design and Technology as part of their initial course of training or through other safety courses.
4. Products with risks associated with their use are stored in a lockable steel storage cabinet, situated in a safe place.
5. Eye protection to BS2092 is provided for students engaged in machining operations.
6. Appropriate safety equipment will be provided for welding, brazing and casting operations.
7. First Aid kits are provided in each workshop and food room.
8. Suitable fire extinguishers are readily available.
9. All students are instructed in the purpose and use of the emergency stop buttons in each workshop.
10. All students are instructed in the safe use of all machinery as appropriate to their needs.
11. Only one student is allowed to use a machine at any time.
12. All machinery is fitted with appropriate guards and students are instructed in the correct use of the guard.
13. Students are instructed that gangways are kept clear and not obstructed by anything.

14. All machines and electrical equipment are checked half termly. Items damaged or deemed to be unsafe will be removed or rendered inoperable until a safe repair has been carried out (Appendix 6a) “BSI approved” on electrical equipment.
15. Dust extraction should be installed in the wood machining area if COSHH assessments have been carried out and the levels fall within 5mgm³ in a 6 hour working day.
16. All floor fixed machinery should be fitted with knee/foot stops.
17. The use of an apron or overall in food preparation for hygienic purposes is to be recommended, the need for which should be stressed, particularly by example of the teacher.
18. All teachers in the Home Economics department are conversant with the good practices of the food hygiene regulations and this knowledge is passed onto the students.
19. Gas leaks/smell of gas - isolation tap would be turned off and the Gas Board notified. The pupils would vacate the room (school).
20. Gas appliances should be secured to the floor or wall.
21. Food processor blades and other sharp tools and implements should be stored in a safe place.
22. Microwaves checked regularly for leakages and any which are rented are checked and updated by the supplier (YEB).
23. Refrigerators and freezers are operating within their safe temperature ranges.
24. Jewellery should not be worn and long hair tied back.
25. Materials should be stored in such a way for the safe care of handling and to promote good house keeping.
26. Noise level readings will be taken if deemed necessary for any processes carried out and appropriate ear protection will be provided.
27. Warning signs should be displayed to indicate high temperatures, toxic materials and flying particles.
28. Accidents should be dealt with in an appropriate manner and recorded.

CODE OF PRACTICE **START OF SCHOOL DAY**

The School cannot accept responsibility for pupils arriving at school before 8.30 am unless they are attending a practice or meeting (e.g. Choir/Orchestra practice arranged by the school) or if they are in before school care (for children aged 3 to 11 years) where the children are supervised by Mrs Rachel Loy.

END OF SCHOOL DAY

A number of after school lessons and activities take place and all pupils should organise themselves so that they do not have to re-enter the school unsupervised when the lesson or activity ends. The school operates a system of post-school care (for children aged 3 to 11 years) and children are supervised by Mrs Rachel Loy.

SCHOOL GROUNDS

1. Ball games must only be played on the hard-court area i.e. away from buildings, windows, cars etc.
2. All pupils must keep clear of the boundary fences and school gates.
3. If a ball is thrown, kicked or hit out of the school grounds, it must not be retrieved other than by a prefect or on the authority of a member of staff.
4. No-one, other than the site custodians, must go on to the flat or pitched roofs.
5. Keep to school pathways - do not walk over flower or shrub beds.
6. If you spill water or see water on the floors of hallways, corridors, or toilets - report it immediately to the school office or to duty staff.
7. No pupil is allowed out of the school grounds without authority.

IN THE CLASSROOM

Pupils must never be asked to open classroom windows. A member of staff must do it.

The lower casement windows should not be left open at break times. A member of staff must close them before leaving the room.

Pupils should be discouraged from unnecessary movement around the classroom.

Pupils should not walk around with dangerous equipment in their hands.

The teacher should give explicit instructions on how to handle equipment safely.

No food or drink is to be consumed in the classroom.

ON THE STAIRS/IN THE CORRIDORS

Pupils must always keep to the left and in single file.

Pupils should never play, run or make any aggressive action e.g. shouting, whistling.

CODE OF PRACTICE
USE OF SCHOOL PREMISES BY OUTSIDE BODIES

- 1) The person in charge of the activity for which the School premises are being used is deemed to be responsible for the implementation of the School's safety policy.
- 2) The person in charge of the activity must accept the responsibility listed in a) above.
- 3) The person must know the location of the nearest available first aid box and familiarise himself/herself with the school's fire safety regulations.
- 4) The person must familiarise himself/herself with the location of the nearest available telephone and know where to find or have in his/her possession the telephone numbers of the guardians of any children in his/her charge.
- 5) The person must be aware of the location of the nearest hospital being Grimsby Hospital - 874111.

St. James' School

HEALTH AND SAFETY SECTION D 2011



29. Volunteers in School Policy

At St. James' School we value the involvement of volunteers in school as they bring with them a range of skills and experience which enhance the experiences of our pupils and also gives parents and members of the local community a chance to be involved in the life of the school.

Our volunteers include:

- Members of the governing body
- Parents of pupils
- Students on work experience/ University students
- Ex members of staff
- Local residents

The types of activities that volunteers are engaged in might include:

- Hearing children read
- Working with small groups of children
- Working with individual children
- Undertaking arts and craft activities with children
- Supporting teachers to run after school clubs
- Working with children on the computer
- Accompanying school visits

(Please note that these lists are not exhaustive).

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should approach their child's class teacher, the office, the Deputy Head teacher or the Head teacher.

Before starting in school and to ensure the safety of our pupils at all times, all volunteers will be required to complete a CRB (Criminal Records Bureau) check*. Forms can be obtained from Mrs. Fillingham in the Pre. Prep. or from the School Office. We are unable to have any volunteer in school unless they have been cleared by the Criminal Records Bureau and have shown their certificate in school. The number of this certificate will be recorded. In addition, volunteers who intend to work with children on a regular basis will also be asked to complete an application form which requires the details of two character referees to be given.

Volunteers should complete the Volunteer agreement, which sets out the schools expectations of volunteers and asks volunteers to confirm that they have received a copy of this policy.

(* The only exceptions to this will be those who visit the school for a short period only and who will be supervised by a member of staff AT ALL TIMES. Please consult the Head teacher before making such arrangements.)

Confidentiality

Volunteers in school are bound by our Confidentiality Policy. Any concerns that volunteers have about the children they work with / come in contact with should be voiced with the class teacher NOT with the parents/ carers of the child outside school. If a comment that a child makes gives rise to concerns then the designated person (Head Teacher, Deputy Head) should be informed directly. All staff members, voluntary helpers and visitors should be aware that information relating to individual children or members of staff is totally confidential. Whilst in school volunteers may hear conversations which are of a confidential nature. These cover aspects such as children's academic progress, misbehaviour, or home circumstances. All information relating to individual children and staff is totally confidential and volunteers must respect this.

Issues affecting children: Any concerns that volunteers have about the children they work with/ come into contact with should be shared with the class teacher and **NOT** with the family of the child or any persons outside school. These comments, particularly if taken out of context can cause distress to the parents/carers of the child if not heard directly from the school. A situation may arise in school, where the duty to the child is greater than that to the parent/ carer.

Issues affecting adults in school:

All adults in our school can expect their personal and health issues to remain confidential unless:

- it impinges on their terms of contract;

- it endangers pupils or other members of staff;
- there is a legal obligation to disclose such information;
- it is necessary for legal proceedings;
- despite the duty of confidence, the wider public interest justifies disclosure.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head Teacher or Deputy Head Teacher.

Child Protection

The welfare of our children is paramount. To ensure the safety of our children we adapt the following procedure. All volunteers are given a copy of the Volunteers policy and asked to sign the Volunteers agreement. To ensure the safety of our pupils at all times, all of our volunteers must have been cleared by the Criminal Records Bureau (CRB). When a volunteer is engaged in a "One – Off "activity e.g. helping to supervise a group of children as part of a class visit no formal checks are carried out on these volunteers. These volunteers who are under constant supervision of school staff must read and sign our "Off Site Visit" agreement. If a child discloses something, this information should be shared promptly with the child's teacher, Head Teacher or Deputy Head teacher. We cannot offer unconditional confidentiality when a child discloses something; however, reassurance can be given that the best interests of the child will be maintained.

Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/ guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

Health and Safety

The school has a Health and Safety Policy which is available on request. Class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, the office, the deputy head teacher or head teacher.

Complaints Procedure

Any complaints made about a volunteer or by a volunteer will be referred to the Head teacher/ Deputy Head teacher for investigation.

The school has the right to take the following actions:

- Speak with the volunteer about a breach in the volunteer agreement
- Offer an alternative placement for a volunteer
- Inform the volunteer that they are no longer required to help in school

All staff have read, understood and will carry out the policy.

C. Fillingham
July 2011
Review July 2012

CODE OF PRACTICE
KITCHEN

1) IDENTIFICATION OF AREAS OF RISK

Burns from cookers, irons and pans	Mixing machines
Electricity	Plastics
Food processor blades	Potato rumbler
Gas leaks	Slicing machine
Hot plates	Sterilising sink
Microwave radiation	Surface finishes

2) CONTROL OF RISKS

1. Each member of staff in kitchen food rooms has a list of all the products and processes used in the kitchen for which there is a risk. The list notes the hazards associated with the use of product or process. Each member of staff has access to a file which contains all the COSHH assessments for the products used in the kitchen.
2. Only named staff has use of high risk machinery after they have received safety instructions on the use of machinery and the processes used in the kitchen as part of their initial course of training or through other safety courses.
3. A First Aid Kit is provided in the kitchen.
4. Suitable fire extinguishers are readily available.
5. All staff are instructed in the purpose and use of the emergency stop buttons in the kitchen.
6. Staff are instructed that gangways are kept clear and not obstructed by anything.
7. All machines and electrical equipment are checked termly. Items damaged or deemed to be unsafe will be removed or rendered inoperable until a safe repair has been carried out.
8. Protective clothing is provided and should be worn by all staff working in the kitchen.
9. All staff in the kitchen are conversant with the good practices of the food hygiene regulations and this knowledge is updated at regular intervals.
10. Gas leaks / smell of gas - isolated tap would be turned off and the Gas Board notified. The staff would vacate the room (school).
11. Gas appliances should be secured to the floor or wall.
12. Food processor blades and other sharp tools and implements should be stored in a safe place.
13. Microwaves checked regularly for leakages.
14. Refrigerators and freezers are operating within their safe temperature ranges.
15. Jewellery should not be worn and long hair tied back - hair covering provided should be worn.
16. Materials should be stored in such a way for the safe care of handling and to promote good house keeping.
17. Accidents should be dealt with in an appropriate manner and recorded.

APPENDIX 1

Areas of Responsibility and Safety Check Lists

All rooms should be assessed using the general check list. In addition, specialist areas should be checked using the specialist room check list as indicated below by ‘special’.

Olive Carr House

Children’s toilets
Kitchen
Staff/Disabled Toilet
Entrance Hall
Cleaning Cupboard
Electrics Cupboard
Nursery classroom
Fledglings Room
Reception Classroom
Year 1 Classroom
Year 2 Classroom
Upstairs Toilet
Staff Room

The Rectory

Main entrance and corridors
Stairway
Music rooms (upstairs and down)
Learning support rooms
Speech and Drama Room
Toilets (upstairs and down)
Out of School Care room
Out of School Care kitchen
Cloakroom
Store room

The Prep Department

Prep Classes – Prep 3, 4, 5 and 6
Head of Prep Department’s Office
Prep Department Hall
Prep Entrance foyer
Prep School Stairs
Pupils’ Toilets - Boys 3 - 6
Pupils’ Toilets - Girls 3 – 6

Staff Toilet
Corridor between Music Practice room and Prep Staff Room
Prep Staff Room
Staff kitchen
Science Laboratory
Science Laboratory store room
Corridor to Boys' changing rooms
Boys' changing rooms
Back stairs
Balcony
Staff workroom
Corridor to staff workroom
Girls' changing room

General Senior Department Classrooms

Library
Careers Library
Isolation room
Transline 1
Transline 2
The Holt

Humanities

Room 013
Room 014
Room 101
Room 102
Room 104
Humanities store cupboard (2nd floor)
Stock cupboards (2nd floor)

Languages

Room 03 and store cupboard
Room 105
EFL – Room 06

Sixth Form (Gisby)

Hall
Staircase
Men's toilet
Women's toilet
Disabled toilet

Kitchen
Head of Sixth Study
Students' Locker Room
Common Room
Library
Landing
Gisby 1, 2 and 3

Science

Physics Laboratory
Physics Storeroom
Chemistry Laboratory
Chemistry Storeroom
Biology Laboratory
Prep Room between Laboratories

Arts

Music - Markham Hall
Music Practice Rooms and store
Head of Music's office
Art Room and cupboard
Textiles Room (06)

Sport and Games

Pavilion
Boys' Changing Rooms
Girls' Changing Rooms
Referees Room
Showers and Toilets
Store cupboard
Pavilion front room
Pavilion kitchen
Sports kit store (Senior)
Sports kit store (Prep)

Administration

22 Bargate
School office and back office
Store room
Headteacher's Office
Admissions office
Bursar's office

Staff kitchen and toilet

Kitchen

Kitchen

Store

Washing up room

Ladies' toilet

Men's toilet

Catering Manager's office

Dining Room

Domestic Supervisor

Foyer

Boys' Cloaks and toilets

Girls' Cloaks and toilets

Cleaning/Heating control cupboard

Corridor from front door to labs and foyer

Stairs

Library

Careers Room

Matron's Room

Foyer between 06 and Biology Lab and Prep Room

Corridors in Craft Room/Dining Hall block

Corridor outside school office

Masters' Room

Masters' Room toilet

Staff room

Special Needs room

Headteacher's Study

Headteacher's toilet

Headteacher's Secretary's office

PTA Second-hand clothing room

Laundry

Domestic toilet in Yarborough

Store room in Yarborough

Boys' House - Petchell

Housemaster's flat

Lounge

Main bedroom

Kitchen/dining room

Bedroom 2

Bedroom 3

Bathroom

Toilet

Corridor (First Aid Cupboard)

Dormitories	1	Norwich
	2	Manchester
	3	Lincoln
	4	Liverpool
	5	Portsmouth
	6	Leeds
	7	York
	8	Chester

Common Room

Bathroom and showers

Corridors

Staircase

Staff WC and shower

Small boys' toilet and washroom

Telephone

Corridor

Toilets and WC

Boardroom (Common Room)

Girls' House - Yarborough

Housemistress flat

Hall

Bedroom

Office

Lounge

Kitchen

Bathroom

Attic

Hall

Girls' common room

GAP Student's bedsit and washing facilities

Telephone

House Tutor's Room

Girls' washroom/WC's

Girls' showers

Piano practice rooms

Stairs

Landing/corridor (First floor)

Dormitories 1 Paris

2 Edinburgh

Bathroom/WC (Landing)

Dormitories	3	Rome
	4	Wales
	5	London
	6	Athens
Boardroom (Common Room)		

IT Suite and Food Room

Computer Room

Food Room

Girls' Toilets downstairs

Boys' Toilets upstairs

Groundsmen

Campus at Pelham and Rectory

Campus at Mainsite

1. Hand areas
2. Area behind dining room
3. Handyman's compound
4. Pathway at rear of Nos 18 - 24
5. Lawns
6. Hard areas and paths to rear of Nos 18 - 24
7. Hard areas surrounding houses Nos 18 - 24
8. Paddock
9. Pathways round paddock
10. Pelham garden, pathways, flower borders
11. Adventure playground
12. Hard play areas to the West and South of building
13. Boundary walls

HEALTH AND SAFETY COMMITTEE

Andrew Gavan-Major – Chair

David Carroll - Governor

Sue Isaac – Headteacher

John Hampson – Director of Community Outreach

Jan Owen – Head of Prep Department

Christine Fillingham – Head of Pre-Prep Department

Martin Johnson – Head of Senior Science

Philip Parsons – Head of Sports

Sue Cousins – Catering Manager

Rob Cordell – Site Custodian

Jinny Sopp – Designated First Aid Officer

ST. JAMES' SCHOOL
POLICY AND GUIDANCE ON STRESS AT WORK

Many adults in the modern work place suffer from stress and teaching is no exception. In teaching, particular facets of the work, which may cause stress, include:

- Unremitting interaction with groups of lively young people
- Unrelenting nature of the school day.
- Particular pressure points within terms and the need to meet deadlines.
- Dealing with awkward pupils.
- The feeling of responsibility that comes with dealing with pupils with significant problems.

In addition, a teacher may often be unaware of the impact of stress on their well-being because of factors such as:

- Isolation from direct contact with other colleagues for much of the day during lessons.
- Lack of time to talk things through.
- The nature of the teacher's image as the apparent fount of all knowledge and a tower of strength to pupils, which can make it difficult to accept that everything is not as it should be.

All teachers should be aware that stress is likely to affect everyone at some stage in their teaching career and that the nature of the job means that things are likely to get worse unless they are understood and dealt with. The Governors and SMT are committed to helping tackle this issue and aim to deal promptly and sympathetically with all concerns. The following course of action should be appropriate in our particular setting:

- Teachers are asked to consider their health regularly.
- Teachers are encouraged to ask a close colleague for an impartial view of their well-being or to confide in such a friend any concerns they may have.
- The Headteacher will always make herself available for a frank discussion about a colleague's concerns.
- If a teacher does not feel he/she can do this, then they should approach another member of the SMT or ask a colleague to intercede on their behalf.
- The SMT will look carefully at the cause of the stress and will, in cooperation with the teacher, do all it reasonably can to alleviate short term or longer term causes of stress.
- Teachers should be aware that medical guidance and counseling are often vital parts of the process of handling stress and should not aim to tackle it just with a "stiff upper lip".
- The School will willingly advise on, and do its best, to support counseling services.
- The trade unions can provide very useful assistance in matters of stress.

The School's Policy on managing stress takes account of the HSE document "Tackling Stress: The Management's Standards Approach".

Review September 2012

ST. JAMES' SCHOOL
POLICY FOR DEALING WITH A DISASTER

- A. Dealing with a disaster during school hours**
- B. Dealing with a disaster out of school hours**
- C. Dealing with a disaster on an excursion or trip**
- D. Dealing with an incident of a runaway/missing child or children**

SECTION A – DEALING WITH A DISASTER DURING SCHOOL HOURS

The following information is given as a guideline only. Each emergency situation will need to have planning individually tailored.

1. Responsibilities

In the event of an emergency, it should be made clear who is in overall charge. Under normal circumstances this will be the Headteacher, although she may delegate this responsibility to one of the Senior Management Team. In the absence of the Headteacher, the Head of Prep Department or Head of Senior Department should take charge, and if they are unavailable, the Bursar or other senior member of charge. The Headteacher or person in charge should first of all ensure that the relevant emergency services have been called. She should free herself from as many routine responsibilities as possible and remain for most of the time in her office in order to ensure effective control and communication. Other senior staff responsibilities will be allocated as follows:

- (a) **Communications and records** : maintaining an event log and contacting parents and others, maintaining a communication log. **Bursar**
- (b) **Information and briefings** : ensuring a flow of accurate information **Headteacher**
- (c) **Liaison** with incoming helpers and visitors **Office Staff**
- (d) **Co-ordinating welfare support** among pupils, staff and parents Designated First Aid Officer

2. Planning

Under normal circumstances the person in overall charge should meet as soon as possible with all members of the senior staff who are available to discuss planning.

3. Life-threatening situations

Where there is a life-threatening situation staff should use the fire alarm to evacuate staff and pupils. There may be some situations, e.g. a person carrying a firearm or some other person on the premises making a threat to people's lives, where evacuating pupils could make matters worse. In such situations, where possible the School office should be informed. All staff not involved with the pupils at the time and all members of the Senior Management Team should meet in the Headteacher's office. Decisions will then be made as to how best to deal with the situation. The primary aim should be to preserve life. This should be balanced with the recognition that staff and pupils involved in the incident would need immediate support.

School staff should feel free to contact the police directly in an emergency and are asked to nip a situation in the bud and offer support where doing so will not put pupils at risk. Situations are often effectively tackled at an early stage before they escalate. However, members of staff should avoid provoking intruders.

The Headteacher or person in charge should ensure that a member of staff meets the emergency services at the School office (or elsewhere if deemed appropriate). Once they have arrived it should be borne in mind that ultimately the police can take control. In practice there is likely to be a partnership.

4. Casualties on the campus

Where there are casualties the Matron should provide the person in charge with an up-to-date disabilities and medical problems list, including a list of pupils who should not be given a blood transfusion. The list might be copied for the ambulance incident manager. Where a disaster involves casualties on the school campus, one member of staff should take the names of those injured and the hospital to which they were taken. One of the Senior Management Team should inform parents as soon as possible.

When deaths have occurred, parents should be told in person as soon as possible

- (a) at home or at work by a member of the Senior Management Team or by the form tutor where this is deemed appropriate. Staff on such duties should travel by taxi and should be accompanied by a member of the police;
- (b) at home or at work by the police;
- (c) on site by a member of the Senior Management Team if parents arrive at the School. Informing parents should only take place following liaison with the police.

When parents arrive at the School after a disaster, which has taken place during the School day, it will need to be decided whether pupils not directly affected by the incident should be allowed to accompany parents home. Consideration will also be needed for the boarders. Pupils affected in some way by the incident should generally be allowed home if accompanied by a parent. Any pupils going home with a parent should sign out at the School office. Consideration should also be given to setting aside the Markham Hall or classrooms for briefing and counselling parents.

Where pupils or staff are injured, the Accident Book must be filled in.

5. Evacuation

In the event of one or more of the School buildings needing to be evacuated, consideration should be given to using the Paddock, Dining Hall, Markham Hall, Prep Department (to evacuate Senior Department), Senior Department (to evacuate Prep Department).

6. Sending pupils home

When this is necessary, pupils should have a letter to take with them if possible. Parents should be telephoned to make arrangements and where direct contact is not possible, e.g. for boarders, arrangements should be made to look after the pupils safely.

7. Briefing staff and pupils

For all incidents it will need to be decided which pupils are to be briefed on the incident and by whom. The first briefing should be given on the day of the incident where possible to quash any rumours or untruths. Where briefings of pupils take place concerning traumatic incidents, staff should be provided with written briefing notes. Briefings of pupils and staff may contain the following elements:

- (a) a factual account of the problem
- (b) details of any arrangements necessary as a result of the problem
- (c) details of help that is available
- (d) information of coping with the press. Pupils should be advised not to talk to the press unless arrangements have been made for them to do so by a member of the Senior Management Team.

Subsequently, briefings may be undertaken on a daily basis with staff meeting at the beginning of each day and being told what, if anything, is to be communicated to pupils in the way of further briefing. Subsequent briefings might advise staff and pupils of sources available help e.g. counselling.

When an incident occurs in the holiday, consideration should be given to informing staff, (including support staff) by letter before their return.

8. Parents and Governors

The senior member of staff in charge should ensure that parents and governors are kept informed by letter where applicable. Information should be given to parents of sources of help that are available.

9. Sources of help

Staff, pupils and parents may need help in coping with problems. Consideration should be given to contacting the following:

School Matron
Social Services
CRUSE etc.

Parents and staff should be informed of the various sources of help. Parents should decide which is the most appropriate for their children where this is necessary.

10. Home visits

Consideration should be given to staff visiting the homes of pupils seriously affected by an incident. This should generally be form tutors. Staff might volunteer for such visits but each visit should be sanctioned by a member of the Senior Management Team. Such a visit might involve the discussion of sources of help available.

11. After the incident

Consideration should be given to setting up meetings of pupils and parents seriously affected by traumatic incidents to talk things through and to help one another. The Senior Management Team should decide who is to lead such a group. Leaders and groups may need to be advised by educational psychologists.

12. Talking about traumatic incidents.

Decisions should be made on whether the incident is to be discussed in School in a controlled way. If it is, it should be decided how this is to take place.

13. The Press

The person in charge of an incident, normally the Headteacher or the Chairman of the School Council, should be the one who formally speaks to the press. Remember that through the press, the School will be able to contact parents and people in the local community.

14. The Police

The Police may need an incident room.

15. Funerals

Where deaths have occurred, consideration should be given to closing the School on the day of funerals as a mark of respect. Consideration should be given to at least one member of staff being present at each funeral to represent the School. Decisions will need to be taken as to whether staff and pupils are to be given time off School to attend funerals, and if so, who. Floral tributes or donations to charities will need to be considered.

SECTION B. DEALING WITH A DISASTER OUT OF SCHOOL HOURS

1. Ensure the safety of all pupils. Consider which building would provide the most suitable accommodation, e.g. The Markham Hall or Dining Hall.
2. Inform the Headteacher, Bursar and Chairman of the School Governors.
3. Proceed as during School hours.

SECTION C. DEALING WITH A DISASTER ON AN EXCURSION OR TRIP

This written guidance should be held by each member of the party.

1. Establish the nature and extent of the emergency.
2. Make sure all other members of the party are accounted for and safe.
3. If there are injuries, establish their extent and administer appropriate first aid if you have been trained and feel capable. Be aware of consequences that might follow were you to give incorrect treatment. Have regard to your own safety vis-à-vis blood contact. Call the appropriate emergency services.
4. Advise other staff present of the incident and of actions taken. Decide, if appropriate, who is in charge and responsibilities to be undertaken by each adult member of the group.
5. Ensure that an adult accompanies any casualties to hospital. If only one adult is available in the circumstances a decision will have to be reached as to the best course of action.
6. Ensure that remaining pupils are adequately supervised and arrange for an early return to base.
7. Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all children are accounted for.
8. Contact a senior member of staff:

Headteacher 01472 505880 (home), 07912610094 (mobile)
Director of Community Outreach – 07925 292911 (mobile)
Head of Senior Department - 01469 530622 (home)

Control access to telephones until the senior member of staff has contacted parents and others directly involved. Give full details of the incident including

- Name/s of person/s involved
- Nature, date, location and time of the incident
- Details of injuries etc.
- Names and telephone numbers of those involved
- Action taken so far
- Telephone numbers for future communication

9. No members of staff should discuss matters with the media.
10. The senior member of staff will contact the Headteacher and establish who will take charge of the situation and what immediate action will be taken. The Headteacher will contact the Chairman of the School Council, 01472 840179.
11. The party leader should, at the first opportunity, make notes on the incident as should other people involved. A record should be kept of the names and addresses of any witnesses or people involved.
12. Legal liability should not be discussed.
13. Ensure accident forms are completed as soon as possible.
14. Inform parents of any delays.

SECTION D. DEALING WITH AN INCIDENT OF A RUNAWAY/MISSING CHILD/CHILDREN.

1. As soon as an absence is noticed or reported, a thorough search of the premises should be conducted.
2. The fire bell to be sounded to evacuate buildings and registers to be taken. Ask pupils and staff for information.
3. Further searches to be made by staff beyond immediate premises, e.g. College Street, grounds around The Towers.
4. Parents to be contacted by Headteacher or member of the Senior Management Team.
5. Police to be contacted by Headteacher or member of the Senior Management Team.
6. Headteacher or member of the Senior Management Team to write up notes.

Missing boarder policy

In the event of the housemaster / housemistress on duty noticing the unaccounted-for absence

of a boarder:

1. **Ask the other boarders** if they are aware of the missing person's whereabouts.
2. Ask a boarder to **check showers / toilets**.
3. If other boarders are not aware of their whereabouts, **phone their mobile**. ^{*1} [This could be done before point 2. at the duty staff's discretion.]
4. If there is no response from their mobile, **ask senior pupils to assist in a thorough search** of likely locations (music practice rooms, Gisby, Markham Hall, Masters Room, basketball court, etc.)
5. **Contact the member of staff on duty in the other house** so that they are aware and can be ready to assist with cover etc if necessary.
6. **Consider sounding the fire alarm**, depending on the level of suspicion that there is a genuine problem, the time of day (e.g. less likely if after younger boarders lights out), etc. ^{*2}
7. **Consider other possible locations**, such as day pupil friends' houses, and contact them as appropriate.
8. If there is sufficient staff cover, **drive around** local streets / possible locations.
9. **Consider involving a member of senior management** at this stage – who will then advise on the decision as to whether to contact the police at this point.
10. If no member of senior management is available, **consider contacting police directly**.

PLEASE NOTE that depending on the time of day, the age, history and character of the missing boarder(s), and other extenuating circumstances, intermediate steps can be missed out, and senior management or police contacted earlier in the process. In particular, the absence of a boarder after lights out should be treated as a very serious incident.

NOTE: The likelihood of boarders going missing is reduced by the small size of the boarding houses, meaning that it is relatively easy for the housemaster/housemistress on duty to ensure that every few hours they have at least set eyes on each boarder in their care. This is encouraged in any case as it helps to create an environment of care and positive, open relationships. Naturally, due regard is paid to boarders' privacy, for example by always knocking on a bedroom door before entry.

ON FINDING THE MISSING BOARDER:

1. Discuss the situation with the boarder such that in future they let you (or at least other boarders) know if they are going somewhere more 'out of the way' (such as the music practice rooms).
2. If necessary, raise the issue in a meeting with the house to prevent future incidents.
3. If the boarder was off-site without permission, or infringing the school rules in any other way, issue suitable reprimand and / or sanction (most obviously gating).
4. Record the incident in the house diary, and the Head's serious incident book (??? Is this the right name?) if relevant.

^{*1} List of boarders mobile numbers should be available to all house staff and in the house

office in the event of cover by non-regular staff – and checked regularly that they are up to date (asking boarders to inform housemaster / housemistress if they change their mobile number).

*² Please bear in mind that the fire alarm is also heard in the other house, and that it is important that the boarders do not become complacent about the fire alarm sounding [of course if there is a fire alarm practice due in any case, sounding the alarm can serve a dual purpose].

SECTION E – DEALING WITH THE NECESSITY OF CLOSING THE SCHOOL

There are a number of occasions when it may be necessary to close all or part of the School .e.g – severe weather conditions which make it impossible for a sufficient number of staff to get to school or where the safety of staff/pupils around the campus is compromised.

The decision is to be made by members of the SMT in negotiation with the Chairman of the Governors, whether whole or part of the school is to be closed.

Once this has happened, the following procedures must be followed:

1. The boarders should return to the boarding houses as soon as it is ascertained that there is adequate staff cover.
2. The day pupils should be gathered together in a safe place or places, depending on the incident which has necessitated the closure of the school.
3. The parents should be contacted (both by email and text and telephone if necessary) and asked to collect their child/ren at the earliest opportunity. The parents should be advised that they will be informed through the school website (and local radio) when the School will reopen. Key staff must remain until all pupils have been collected. Children must not be allowed to walk home or leave with anyone else, until there is confirmed authorisation from parents.
4. If the school is closed for more than day, all teachers should set work to ensure that the pupils' education is not compromised as a result of the closure. This can be emailed to Becky (becky.fisher@saintjameschool.co.uk) who will then disseminate it to parents via the school's website. If a teacher needs to contact the school, this is possible by using the school's official mobile number – 07811 226492.
5. Teachers should also look at the school's website to find out when the school will reopen.