

## Contents

### Page no.

2.	Statement of Safety Policy
3.	Responsibilities
Specific Health, Safety and Welfare Policy Procedures:	
6.	First Aid
8.	Medicines in School
11.	Accidents
13.	Fire
15.	Electricity
16.	Work Equipment
17.	Working Alone
18.	Call out Arrangements
19.	Violence
20.	Arrangements for Supervision of Pupils
21.	Risk Assessment
22.	Personal Protective Equipment (PPE)
23.	The Control of Hazardous Substances
	Appendices

On 1<sup>st</sup> May 2019 the Governing Body of Wadebridge School approved the following statement and procedures for the provision of health, safety and welfare of pupils, visitors, employees and contractors involved with the activities of the School.

Signed:

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Chair of Governors

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Head Teacher

Mr Ian Thurtle

Miss Tina Yardley

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## **Statement of Safety Policy For Wadebridge School**

1. Wadebridge School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.
2. The School is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of the School. The School will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the school's activities will be identified and removed or controlled through a process of risk assessment and management.
4. All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The school will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.
6. The arrangements for health, safety and welfare are detailed in the attached "Organisation and Arrangements" section
7. The School will ensure, as far as is reasonably practical, that this policy and its' supporting documents is kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than 31<sup>st</sup> December 2020.

## Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the School's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

### Governors

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The governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The Governors will receive regular reports to enable them, in collaboration with the Head Teacher, to prioritise resources for health, safety and welfare issues.

The Governors have appointed Safety Governors to receive information, monitor the implementation policies, procedures and decisions and feedback to the Governing Body on health, safety and welfare issues.

The Safety Governor in a temporary acting capacity is Mrs Val Crabb.

### Head Teacher

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The Head Teacher (HT) has responsibility for:

*(Further abbreviations: CALS – Curriculum Area Leaders; SM - Steve Miles, Health and Safety Coordinator; PL – Phil Luke, Line Management responsibilities for Health and Safety)*

- Day-to-day management of all health and safety matters in the school in accordance with the Health and Safety Policy; (CALS, SM, PL)
- Ensuring regular inspections are carried out; (SM, CALS)
  - *Mr S Miles Site Supervisor and Health and Safety Coordinator*, will carry out the premises related inspections.
- Submitting inspection reports to governors and/or the LA .(CALS to HT, HT/PL to Govs, SM to LA)
- Ensuring action is taken on health, safety and welfare issues; (HT,CALS, SM, PL)
- Passing on information received on health and safety matters to appropriate people; (HT, SM, PL, CALS)
- Carrying out accident investigations; (HT, PL ,SM)
- Chairing the school Health and Safety Committee. This responsibility is incorporated within the Resources Governors' Committee chaired by Mrs Val Crabb.
- Identifying and facilitating staff training needs; (Training Coordinator, CALS, SM and PL)
- Liaising with governors and/or the LA on policy issues and any problems in implementing the Health and Safety Policy; (HT and PL)
- Co-operating with and providing necessary facilities for trades union safety representatives; (HT, PL, SM)
- Providing necessary facilities for all employees to be consulted on health and safety matters; (HT, PL, SM)
- Where contracts are negotiated directly between the school and the contractor, the Head Teacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with. (HT, PL and SM)

**Mr P Luke, Business Manager (Premises)** is responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

No approved contractors or consultants list is now held by Cornwall Council, the school will ensure that where ever possible the contractor or consultant has the necessary Health and Safety accreditation through current membership of CHAS, EXOR, Safecontractor or similar recognised organisations and will need evidence of adequate employers, public liability and where relevant professional indemnity insurance for any design work.

Where the work involves undertaking statutory inspections, testing, maintenance or alterations or similar to comply with a statutory requirement, this is to be undertaken by a competent and experienced contractor requiring current membership of an organisation such as Gasafe, Oftec, NICEIC.

**Mr P Luke, Business Manager (Premises)** is appointed with the authority of the Head Teacher to request action from the Contractor where conditions are considered to be unsafe.

\*Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff (i.e. the school's "Safety Manager"). In this school some of these functions have been delegated to:

**CALS – Curriculum Area Leaders; PL – Phil Luke, overall delegated management responsibility for Health and Safety, SM - Steve Miles, Health and Safety Coordinator**

CALS have responsibilities for:-

- Day-to-day management of health and safety in accordance with the Health and Safety Policy;
- Drawing up and reviewing departmental procedures regularly;
- Carrying out regular inspections and making reports to the head teacher;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for staff training and information;
- Passing on health and safety information received to appropriate people;
- Acting on reports from staff, the Head Teacher, the LA or Governors.

### **All Employees**

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All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular, employees have a responsibility for:-

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used, when needed;
- Participating in inspections and the Health and Safety Committee, if appropriate;
- Bringing problems to the relevant manager's attention

In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

### **Volunteers**

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Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified teacher.

## **Specific Health, Safety and Welfare Policy and Procedures**

### **First Aid**

The school has assessed the need for first aid provision and has identified that **a minimum of one** fully qualified first aiders holding the First Aid at Work Certificate and **a minimum of three** personnel holding the Emergency Aid (appointed persons) Certificate are required for adequate cover.

#### **Coordinator:**

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**Mrs Natalie Davis** is responsible for overseeing the arrangements for first aid within the school. Their duties include ensuring:-

- That first aid equipment is available at strategic points in the school
- *Main Office (Main store for First Aid boxes)*

*First Aid Room (key to room and cupboards held in Main Office)*

*Science Prep Room (Technicians)*

*Wiggles Nursery*

*DT 2, 3, 5 & 6*

*PE Office*

*A2 in Art Department*

*Finance Office (New Block Reception)*

*6<sup>th</sup> Form Office*

*E5*

*Grounds man's Store*

*Integrated Health Centre*

- that the correct level of first aid equipment is maintained in each first aid box
- that a sufficient number of personnel are trained in first aid procedures
  - **please see attached list at [Appendix A](#)**
- that first aid qualifications are and remain current (e.g. First Aid at Work Certificates are valid for 3 years)

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

#### **First Aiders**

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The first aiders listed above will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for:

- trips & visits
- extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents' evenings, school-organised fund raising events, etc.)

First aid cover is not provided for:-

- contractors

- events organised by third parties (fetes, evening clubs, etc.)

First Aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section)

### **Treatment of Injuries**

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The School will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with the Health Service non-emergency helpline telephone, 111. Note that NHS DIRECT is no longer available in this area, and in the case of pupil injuries, with the parents or legal guardians.

Where the injury occurs off the school site to a member of staff, or while a student is in the supervision of school staff member e.g. a sports fixture, a member of staff will if there is no first aider available follow the above procedure, noting the injury for reporting under the accident procedure as later described.

### **Suspected Head, Neck & Spinal Injuries to Pupils**

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In the event of a suspected head, neck or spinal injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupil's parent/guardian is contacted and informed of the injury.

The attending first aider, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact the NHS non-emergency Helpline telephone 111 for advice or telephone for an ambulance as appropriate.

### **Other Significant Injuries**

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Any other serious injury will be notified to the parents/legal guardian by the quickest means possible (normally by phone).

In addition to the procedures above, the School will notify parents/legal guardians of any other significant injury as follows:

- parents are telephoned; if no response then a letter is sent to them informing them of the incident). Specific details for head injury and in this case note always sent home. ([Appendix B](#))
- The School Principal First Aider, Mrs Natalie Davis, then enters the information into the register which is held in the Main Office.

### **Escorting Pupils to Hospital**

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When it is necessary for a pupil to be taken to hospital, the school will contact the parent to come to the school and accompany their child. Where this is not possible a member of staff will accompany the child

*The member of staff may travel to the hospital in their own vehicle (rather than in the ambulance with the child) unless the child is overly distressed/confused. This decision should*

be made in consultation with the attending paramedics and the parent/guardian if he or she is immediately contactable. The member of staff should ensure that they arrive promptly at the hospital to meet the pupil as they are admitted to casualty.

The member of staff will stay with the pupil until a parent or guardian arrives and responsibility is “handed over”.

## Medicines in School

The school follows Council and DfE guidance on the dispensing of medicines in school.

*\*This school will dispense medication which has been prescribed by a medical practitioner with written instructions for its use where the medication is accompanied by instructions from the parent and the medication is clearly labelled with the student’s name.*

*\*This school will dispense non-prescription medication to pupils only if it supplied by a parent or guardian with written instructions for its use and is clearly labelled with the student’s name*

*\*Paracetamol is not given out by the school except when the parent sends this in with a written request to administer, this is then treated as a dispensed medicine (see below).*

*Before students join our school the parents/legal guardians are required to complete a form with the student’s full details including medical information, relevant student data and a consent for. These forms are held by the School First Aider and the information on them is input to SIMS*

The school keeps an “emergency asthma kit”.

The school keeps prescribed epi-pens – sent in to school by parents with written authority for those students who may need them (see under dispensing of medicines below)

The School does not keep any other medication.

### Dispensing of Medicine

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All requests for the dispensing of medication must be accompanied by a consent form completed, signed and dated by the pupil’s parent or guardian.

**Mrs Natalie Davis** is responsible for receiving medicines, checking consent and dose information, checking “use-by” dates and dispensing medication.

**Mrs Chris Mewton** will deputise where necessary.

**Mr Darren Pascoe** will deputise where necessary in the event of the above staff being out of school.

(All of the above staff hold the First Aid at Work qualification)

All medication will be kept in a secure location:-

*Medication and the Medication Log are kept in a safe in the medical room*

Medication for personal use by members of staff must also be kept in a secure location. E.g. handbags, etc containing such items must be locked away and not be left in the classroom where pupils could gain access to them.



## **Medical Log**

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Consent Forms and Medical Forms are completed when the child first joins the school. These are entered onto the SIMS database and the paper originals filed in the Library office. This information will be kept for the duration of the pupils' attendance at the school.

The Medical Log will also contain a log of medications dispensed which will include:-

- name of pupil
- name of medication
- "use-by" date
- dose
- time
- date
- signature of dispenser
- comments/reactions

## **Medical Procedures**

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The school has provided a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual care-plans:

### *Medical Room (Main Building)*

Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual care-plans.

*The school has Individual Care Plans for pupils with special medical needs, these are retained by:*

- *The SENCO (currently shared role between 2 staff: Assistant Head **Lee Bateman** and HLTA – records held by HLTA in the Curriculum Support Office.*
- *The Pastoral Team*

## Off-Site Activities

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The school has a policy and procedure (LA model) for off-site activities which includes the assessment of medical needs and the school will ensure that:

- Provision is made to support all pupils at school with medical conditions to ensure that they have full access to education, including school trips and physical education.
- School leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

Through the development and implementation of a policy and risk based procedure for support of each pupil with a medical condition which would need to be reviewed regularly and be readily accessible to parents and school staff.

- The Headteacher or a delegated member of staff will have overall responsibility for policy implementation.
- The School First Aider **Miss Natalie Davis** and **Lee Bateman** SENCO will ensure that sufficient staff are suitably trained in being able to offer the pupil the necessary support.
- The school will ensure that all relevant staff will be made aware of the child's condition.
- In the event of staff absence or turnover the school will ensure a suitably trained member of staff is always available to offer the necessary level of support.
- Risk assessments for school visits and other school activities outside of the normal timetable will always be completed on EEC Live website.
- Monitoring and updating on a regular basis, generally annually of the individual's healthcare plans by the SENCO **Lee Bateman**.

## • Accidents

### Reporting Officer

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The School First Aider, **Mrs Natalie Davis** is the Reporting Officer, responsible for the collection of information and completing the On-Line Accident Report Form for submitting as soon as practicable, but no longer than three days, in case of statutory time implications to the Cornwall Council Health, Safety and Wellbeing Section for accidents, incidents as listed on the spreadsheet included in [Appendix B1](#)

In Mrs Davis's absence, this role will be fulfilled by **Mrs C Mewton**

If neither, Mrs Davis, or Mrs C Mewton are available **Miss Tina Yardley** will fill out and submit the On-Line form.

During holiday periods the reporting will be fulfilled by **Mr P Luke**

All accidents must be reported to the reporting officer.

The Reporting Officer will record and be responsible for maintaining a file in the Main Office of all accidents.

The following incidents will be recorded and reported using the On-Line Accident Reporting System:-

- Specified Dangerous Occurrences (refer to Education Handbook for list)
- Specified diseases (refer to Education Handbook for list)
- All employee accidents
- All contractor accidents
- All accidents to members of the public/visitors
- Accidents to pupils which result in a major injury or death
- Accidents to pupils which result in the injured person being taken from the scene of the accident directly to hospital
- Accidents to pupils which may have resulted from a premises/equipment defect
- Accidents to pupils during structured activities
- Accidents to pupils where first aid treatment has been provided.

All other incidents will be recorded in the school's Day Book/Incident Log.

### Accident Investigation

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All accident reports will be seen by **Miss T Yardley, Headteacher**, who will decide if an investigation is necessary. Investigation reports will be entered onto the On-Line Accident Reporting System. Major incidents will be reported to the Head Teacher and the Health and Safety Governor by **Mr P Luke**.

All on-line reports are sent electronically to the Cornwall Council Health, Safety and Wellbeing Section at New County Hall and are reviewed by a Health and Safety Officer for possible notification to the HSE where RIDDOR 2013 applies and for the compilation of termly statistics.

## **Accidents Reportable to the Health and Safety Executive - RIDDOR 2013**

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Reports of Deaths, 'Specified Injuries' and over seven day away from work incidents are automatically forwarded to the Health and Safety Executive (HSE) by the on-line system as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Council's Health and Safety Services section will liaise with the HSE on these incidents.

For most types work related accidents, including:

- accidents resulting in the death of any person ensure they are reported immediately
- accidents resulting in specified injuries to workers ensure they are reported immediately
- over 7 day injuries should be reported within 15 days
- non-fatal accidents requiring hospital treatment to non-workers report immediately if hospital was not a precaution
- Reportable occupational diseases refer to regulations specified
- dangerous occurrences (near misses) refer to regulations specified

All reportable accidents must be received by the HSE within the specified time period from Cornwall Council except in the case of over seven day away from work incidents which are reportable within 15 days from but not including the day of the incident.

Reference can be made to the HSE website [www.hse.gov.uk/riddor/index.htm](http://www.hse.gov.uk/riddor/index.htm) for a full list of specified and further details of reportable incidents.

## Fire

### Fire Officer

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*The school has split this role between the Head, Deputy Head and Site Supervisor.*

The person responsible for organising the school's fire precautions is **Head Teacher - Miss Tina Yardley**

In his/her absence, **Deputy Head Teacher - Mr Siòn Williams** will fulfil this role.

The **Head Teacher** will be responsible for:

- Arranging a fire evacuation drill at the beginning of the school year and at least once every term (once per half-term where practical)

The **Site Supervisor – Mr Steven Miles** will be responsible for:

- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.) and assisting with supplying this information to **Mr. P Luke** for the compilation of compliance spreadsheets and files on a monthly basis.
- Obtaining feedback from staff via **Mr. P Luke** re any issues arising which may require action or remedial work.

### All Staff

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All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

### Evacuation and Registration Procedures

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- Appendix C1 – Fire Drill
- Appendix C2 – Fire Drill out of school hours
- Appendix C3 – Fire Evacuation Line up including Fire Alarm lining up and tutor groups
- Appendix C4 - Fire Instructions
- Appendix C5 – Flammable and Toxic substances register is with Groundsman
- Appendix C6 – Chemical Stock list and Chemical Store maps
- Appendix C7 – Storage of Bottled Gas
- Contingency arrangements if quick return to the building is prohibited

This will be decided at the time by SLT and will depend on the reasons, weather and other factors. Decisions will at all times consider the safety of all and the safeguarding of students

- Arrangements for evacuating disabled people (each person requires a personal emergency evaluation plan)

Disabled students will have a PEP which will be notified to all relevant staff.

- Arrangements for evacuation to a location off site

A decision will be made at the time by SLT depending on the variety of factors. The school has a large field, there is a football club on the opposite side of a B road.

- Arrangements for other emergency evacuations such as flood, bomb threat etc.

- A decision will be made at the time by SLT depending on the variety of factors. The school has a large field. There is a football club on the opposite side of a B road. Advice from the Local Authority and Emergency Services will support any decisions made by SLT.

## Electricity

The school will undertake to inspect and test all portable electrical appliances by a competent person at least annually or at a period recommended by the IEE Code of Practice for In-service Inspection and Testing of Electrical Equipment with each appliance suitably marked to indicate the date of the test.

The school had these tests carried out during April 2019 by Camelford Testing.

The test certificates and appliance records are kept in:

- *in the Business Manager's (Premises) Office (bottom shelf next to asbestos Management Plan)*

for the duration of the life of the appliance.

### Coordinator

**Mr P. Luke Business Manager (Premises)** is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that staff ensure that all equipment for which they are responsible, are placed out and made available for testing.

**Mr. P. Luke** is also responsible for arranging a whole 5 year school fixed wiring inspection and was last undertaken by Electrical Services (Cornwall) Ltd. completed on 4<sup>th</sup> January 2019. All code 1 defects requiring urgent attention were completed and code 2 defects requiring improvement to be completed by 31<sup>st</sup> May 2019.

The test certificate and report is kept in:

- *The in the Business Manager's (Premises) Office (bottom shelf next to asbestos Management Plan)*

### Personal Items of Electrical Equipment

Personal items of electrical equipment should not be brought into school for use by staff or pupils.

If a personal item is required to be used in school for a one off type event then permission must be sought from **Mr P Luke, Business Manager (Premises)** and the equipment must have a current portable appliance certificate and be used with a residual current device.

Where possible, rechargeable battery type pieces of electrical equipment should be used.

### All Staff

All staff will visually inspect electrical equipment before use for obvious defects.

Staff with responsibility for departments or areas in the school will regularly carry out visual checks to ensure that electrical equipment in their department or area is free from defects.

Defective equipment will not be used and will be reported to the staff member in charge of the department or the Site Supervisor for repair/replacement (dependent on funding approval being given)

Defective equipment will not be used and will be reported **to Mr Steve Miles, Site Supervisor or Mr P Luke, Business Manager (Premises)** for repair/replacement.

## **Work Equipment**

**Mr Phil Luke, Business Manager (Premises)** will be responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required.

Before purchase consideration must be given to

- the installation requirements,
- the suitability for purpose,
- the positioning and or the storage of the equipment,
- maintenance requirements (contracts & repairs);
- training and use of the equipment

Staff must not use new items of work equipment unless appropriate training has been given.



## Working Alone

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances, the school will assess the risk to these individuals using the EEC Risk Assessment Software and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in the Staff Handbook. [Policy Appendix D](#) and [Policy Appendix D1](#) specifically compiled for the Site Team.

Any staff wishing to work outside normal school hours must have prior agreement/permission from **Miss T Yardley Headteacher** and must notify **the Site Supervisor Mr S Miles**.

## School Security

**Mr Steve Miles, Site Supervisor** is the appointed person who is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc are secured.

**Mr Steve Miles, Site Supervisor** is also responsible for carrying out checks of the premises during the school holidays.

## SCHOOL STAFF/GOVERNORS RESPONDING TO CALL OUTS

Staff nominated as out of hour's key holders, the details of which are held by the Alarm Receiving Station for both the fire and security alarms are sometimes required to attend site following the activation of the alarm.

When they are called out they will not know what situation they will find and consequently systems need to be established which reduce the potential for them to be harmed.

It is considered that it is foreseeable that when attending a call out there is potential for injury due to assault (which is rare) or as the consequence of an accident.

The following persons are the school's nominated representatives who will respond in an out-of-hours call out and have been issued with the necessary key fob to deactivate the security alarm and notify the Alarm Receiving Station telephone 0844 809 9980 giving the password:

- Mr S Miles, Site Supervisor
- Mr R Bolsover, Assistant Site Supervisor
- Mr A Barnard, Caretaker
- Mr P Luke, Business Manager (Premises)
- Mr L Bateman, Assistant Headteacher
- Miss T Yardley, Headteacher

The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised. Call out procedures have been issued to all key-holders.

## 1 – CALL OUT ARRANGEMENTS

The school will introduce call out arrangements that will reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided. *Procedures following risk assessments carried out by the Health and Safety Coordinator are issued to all key-holders.*

### a) Police Attendance –

In any call out situation it is preferable to meet the police on site or at a police station before travelling to site. This ensures that there will be at least two people present on site and with a direct link to support, e.g. police radio, should it be required.

*Mobile phone contacts and hand held radios are available for use.*

### c) Two Persons to Attend –

The school can implement a procedure whereby there are sufficient key holders to ensure that at least two persons will attend site together. The key holders could be staff members or governors.

*A list of key-holders and contact information is held by the Alarm Receiving Station, the security alarm contractor (currently Duchy Alarms), Site Staff, Cornwall Council and the Police.*

**d) Lone person attends – This is the least favoured option** and where this happens procedures must be in place so that the individual on site keeps in contact with someone or someone will take steps to contact police should the individual not return at a given time.

*Site Supervisor, Steve Miles* and members of the site team should follow the procedure which relate specifically to the Site Team who will operate a ‘buddy’ system as detailed in Appendix D1.

(This could be at a security centre, a designated member of staff or a partner. The person attending should have a mobile phone.)

An employee should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

**No employee is expected to enter a building where it is believed that there is a significant risk.**

A copy of the procedures introduced to control these risks is issued to all key-holders. Following an event the risk assessment should be reviewed and further control measures implemented if appropriate.

## **Violence**

The School follows the Council's policy and guidance on Violence at Work.

The Headteacher is responsible for ensuring that:

- All staff are aware of the policy
- All staff are aware of the procedures for avoiding violence at work
- All staff are aware of the procedures for dealing with violent incidents
- All staff are aware of the procedures for reporting violent incidents
- All staff are aware of the support facilities available to victims of violence at work
- All incidents of verbal and physical abuse to be recorded using the on-line accident reporting system.

## **Team Teach –**

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Team teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation.

This school does not use Team Teach as it is not felt to be appropriate to our school. The CC Model policy on Pupil Restraint will be reviewed by SLT and a decision made on what is appropriate for our school. ?

## Arrangements for Supervision of Pupils

The school excluding Wiggles Nursery will be open from **8.15 am** to **3.30 pm** on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times.

- **Supervision & locations between school opening and lesson start time:**

Senior Playground  
& surrounding area (3)

Junior Playground, 7  
New Block & surrounding areas (4/5)

Front of School / Hall area (1)

Junior Canteen (1)

Senior Canteen (1)

- **Supervision & locations at break and lunchtimes**

Junior Canteen and playground, 2 staff (inc. DHT) and 2 employed 6<sup>th</sup> Formers

Senior Canteen and Playground, 2 staff (inc. HT) and 2 employed 6<sup>th</sup> Formers

Patrol:

- staff from above when canteens completed serving
- additional 6<sup>th</sup> Formers in each of the Senior and Junior Playgrounds (4)
- Assistant Head – Internal patrol
- rest of SLT (3) external patrol all areas.
- if field is in use this is patrolled by SLT and 6<sup>th</sup> Form patrol.

- **Supervision & locations between end of lessons and school closing time**

Front Gates (2 minimum)

Front Entrance + Crossing (2)

Area outside Music Block (1)

Junior Canteen area & door (1)

Area between senior & Junior  
Playgrounds (1)

Bus Bays & Junior Playground.( 4 )

- **Areas to be used by pupils outside lesson times**

- Senior Playground
- Junior Playground
- Courts
- Field (when appropriate and agreed with SLT)
- See [wet weather procedures](#)

During collection or 'drop off' of students by parents, in order to prevent parents from parking in a manner likely to cause a risk, parking restrictions have been applied at the front of the school. At the back of the school parking is carefully monitored and movement of cars is restricted from 3.00 pm until all the buses have left the bus bay.

*Contingency plans for supervising pupils who have not been collected (bus contracts):*

Students will be directed to an appropriate room in the school (depending on number) where they can be adequately supervised by an appropriate member of staff.

## Risk Assessment

The school will carry out risk assessments for all activities using the European Education Consultants Risk Assessment Software.

**Mr Phil Luke, Business Manager (Premises) assisted by Mr S Miles, Health and Safety Coordinator** is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors. Listed below are staff responsible for risk assessing their own areas:

Mr D Abbiss	PE
Mrs J Allen	Health and Social Care
Mrs A Boden	Business Studies
Mr T Buckmaster	Art
Mr B Finnegan	History
Mr D Garner	IT
Mr J German	Geography
Mrs K Goodwin	Science
Mrs S Ladner	Maths
Mrs C Merrett/Mrs S Moore	Outdoor Activities
Mrs L Gregory	EPR
Mrs G Burrell	DT
Mr R Williams	Music
Mr L Bateman	SEN Coordinator
Mr S Miles	Site Supervisor
Mrs R Hughes	Admin offices
Mrs L Latowsky	Library
Mrs Natalie Davis	Medical Room

Copies of risk assessments are available from:

- **EEC**
- **CALS (work in progress CALS updating processes)**
- **Site Related – Mr S Miles, Site Office**
- **Other – Mr P Luke, Business Manager (Premises) Office**

### **Safe Working Procedures**

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The risk assessments will be used to develop safe working procedures which must be followed by all staff. Copies of safe working procedures are available from:

- **CALs**
- **Site Team for premises related procedures**
- **Health and Safety Coordinator**

## **Personal Protective Equipment (PPE)**

Personal protective equipment must be supplied to control the hazard as a last resort; i.e. where the hazard cannot be reduced to an acceptable level of risk by other means.

Where identified by the process of Risk or COSHH assessment, personal protective equipment will be supplied to staff or pupils.

Examples – eye protection, hearing protection, gloves, high visibility wear, helmets, footwear.

**Mr S Miles, Site Supervisor and appropriate CALs** will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer. (Where specialist PPE is required you may wish to refer to H&S Services for advice)

In addition, **Mr Steve Miles, Site Supervisor and Health and Safety Coordinator, Mr P Luke, Business Manager (Premises) and CALs** will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE. (Replacement PPE must be readily available at all times)

### **Staff**

When issued with PPE, persons are required to wear it where identified by Risk / COSHH assessments, keep it clean, store it correctly and report any faults so that replacements can be provided.

## The Control of Hazardous Substances

All substances which may be considered hazardous to health have been assessed using the Council's COSHH Database known as **Sypol** (except in Science – these are covered by the CLEAPSS Hazard system). Assessments have been returned to the school and copies are available in the COSHH file from **the CAL or person responsible for that area or Mr S Miles Site Supervisor and Health and Safety Coordinator**.

### COSHH Coordinator

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**The CAL, or the person responsible for the area within the school**, is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from the Council through their Sypol database.

The coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff, exposed to the product/substance.

The coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the product/substance and that the COSHH file is kept up-to-date.

**Mr P Luke** is responsible for ensuring that COSHH assessments are obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc) where persons may be affected by their use on site or the storage of such substances / materials may need to be controlled.

**Mr Steve Miles** will assist where necessary and fulfil this role when **Mr P Luke** is unavailable.

In addition, any hazardous substances / materials being used by artists, crafters, etc. must have appropriate COSHH assessments before being used in the school.

### All Staff

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All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

Medication for personal use by members of staff must also be kept in a secure location. E.g. handbags, etc containing such items must be locked away and not be left in the classroom where pupils could gain access to them.

## Appendix A - Qualified First Aiders

### Support Staff

Name		Company/Training Provider	Type of qualification gained	Expiry date	Renewal date
Michael	Abraham				
Samantha	Adams				
Polly	Amos				
Mark	Austin				
Harriet	Baber				
Anthony	Barnard				
Angelina	Bassett				
Paul	Becker				
Samantha	Bird				
Nordean	Blake	In Safe Hands	Paediatric First Aid	04/07/2019	
Nicole	Bluck				
Robert	Bolsover				
Laurence	Booth				
Katherine	Bradley	None			
Joanne	Brodie				
Jennie	Brown				
Deborah	Butler				
Jessica	Callaghan				
Karen	Carthew				
Sandra	Cavaney	Safety Training Awards	Paediatric First Aid	14/09/2020	
Lisa	Clark				
Jessica	Coles	Howlett Training Partnership	Paediatric First Aid	28/04/2021	
Anna	Cosgrove				
Clare	Cotterill	Howlett Training Partnership	Paediatric First Aid	23/03/2019	16/03/2022
Pamela (Ruth)	Davies				
Natalie	Davis	West Country Training Solutions	Highfield Level 3 First Aid at work 3 DAYS	01/04/2020	



Name		Company/Training Provider	Type of qualification gained	Expiry date	Renewal date
Susanna	Delisle				
Katrina	Ellis	West Country Training Solutions	Highfield Level 3 First Aid at work 1 DAY	03/07/2021	
Johanna	Ely				
Marie	Hallworth				
Julie	Hammonds				
Lisa	Harrison				
Ross	Harvey				
Laura	Hawken	West Country Training Solutions	Highfield Level 3 First Aid at work 1 DAY	13/07/2021	
Claire	Hayter	Howlett Training Partnership	Paediatric First Aid	18/10/2019	
Marion	Hendrie				
Sarah	Hodge				
Rosalyn	Hughes				
Carey	Hume				
Adam	Huthnance	West Country Training Solutions	Paediatric First Aid	06/03/2021	
Anna	Isted	None			
Wes	Isted	West Country Training Solutions	Highfield Level 3 First Aid at work 1 DAY	12/07/2022	
Susan	Jago				
Sue	Johnson				
Gayle	King				
Lynn	Latowsky				
François	Lefèvre				
Hannah	Leightley				
Philip	Luke	None			
David	Mathews				
Christine	Mewton	West Country Training Solutions	Highfield Level 3 First Aid at work 3 DAYS	22/10/2018	12/06/2022
Steven	Miles				
Lisa	Mills				
Megan	Mitchell				
Nicola	Murphy				
Alison	Parsons				

Name		Company/Training Provider	Type of qualification gained	Expiry date	Renewal date
Darren	Pascoe	West Country Training Solutions	Highfield Level 3 First Aid at work 3 DAYS	21/04/2022	
Sheryl	Perchard				
Daniel	Powell	West Country Training Solutions	Highfield Level 2 First Aid at work 1 DAY	27/01/2018	21/05/2021
Sophie	Purkis	West Country Training Solutions	Highfield Level 2 First Aid at work 1 DAY	11/10/2020	
Florine	Ramain				
Johanne	Richardson				
Natalie	Ross	West Country Training Solutions	Highfield Level 2 First Aid at work 1 DAY	20/03/2018	
Rickie	Smith				
Tracey	Towers				
Julie	Trevelyan				
Lynne	Ward				
Matthew	Williams			01/07/2018	
Chris	Wilson	West Country Training Solutions	Highfield Level 3 First Aid at work 1 DAY	01/02/2019	02/05/2022
Tessa	Wood				
Toni	Worden				
Linda	Wright				
Phoenix	Wright	Mountain Medicine	1 DAY First Aid Outdoors		01/03/2020

## Appendix B - Minor Head Injury

**Name**.....

Has a bump on the head. If he/she displays any of the following symptoms, please allow them to return, accompanied to the nurse.

Dizziness

Drowsiness

Double vision

Confusion

Vomiting

Thank you

Natalie Davis ( Principal First Aider)

Date.....

If any of these symptoms present at home, contact your GP.

If you require further information phone 01208 812881 (Principal First Aider).



## Appendix C1 of Health and Safety Policy

# FIRE EVACUATION AND REGISTRATION PROCEDURES

### (A) BASIC DRILL (updated 15.03.18)

**If the fire alarm sounds, commence evacuation of the building.**

#### Alarm Receiving Station (ARS)

- The ARS main function is to provide early warning of a fire, mainly out of school hours so that a member of the keyholder list can attend, confirm a fire and alert the fire brigade.
- The ARS contacts the school direct via the school mobile during school hours, 7.00am to 7.00pm. to confirm that the alarm has been activated either by a fire or false alarm.
- Named keyholders in the order as the October 2015 list will be called on their home &/or mobile numbers by the ARS out of these hours or if the school mobile is not answered.
- Termly planned fire evacuation drills will be notified to the ARS telephone **0844 809 9980** by the Business Manager Premises, or Senior Site Supervisor, a member of the Site Team or if all are unavailable or unable to put in the call, Mrs R. Hughes or Mrs J.Brown.
- The ARS will request the password to be given.
- The Leisure Centre and Integrated Health Centre (IHC) is not connected to the school fire alarm system or ARS and have independent systems provided.

#### Instructions on discovering a fire

- Anyone who discovers or suspects a fire should operate the nearest call point by breaking the glass by pushing the button without delay. Some call points have hinged protective plastic covers which require to be lifted. The person setting off the alarm must contact a member of staff as soon as it is safe to do so and explain the reason for the alarm activation
- In the case of an actual fire or false alarm, **evacuate pupils from that area immediately.** It is the responsibility of the member of staff first on the scene to notify the Main Office.
- The Evacuation Drill will be **immediately commenced.**
- Office Manager (during school opening hours) or designated representative (out of hours) to exit building taking Fire Evacuation Pack containing (where applicable):
  - mobile phone, number **07926 026931**
  - class registers (these are not updated daily so the tutor must take account of any known absences and provide as much information as possible about anyone who is missing)
  - staff and student absence list (to be printed daily and inserted into pack by admin staff dealing responsible for staff and student absence)
  - signing in/out books. Staff, student, visitors, contractors.
- The Site Team, providing it is safe to do so, inspect the fire alarm panel located within the main office to establish (where no notification has been given to the main office), the location where the alarm was activated and proceed to confirm to the Headteacher either a fire or false alarm.
- The fire brigade will be phoned by the Office Manager or designated representative on the school mobile phone as soon as a fire is confirmed and the Headteacher or

designated person in her absence confirms that there is no false alarm.

This action should be taken without delay, if in doubt phone.

- In the event of a false alarm the ARS are to be notified as previously described.
- If the fire alarm is activated in the event of a fire the following procedures must be observed:

## 1.2 **Evacuation Drill**

- On hearing the fire alarm, the person in charge of each class must indicate the exit route to be used as per the instructions posted in each room and everyone must be directed quickly and calmly to the Assembly Points, *staff must be aware of any secondary escape routes* from each classroom or area which will be indicated on fire instruction notices posted by exits in each room/area:
- The Office Manager or designated representative, immediately on exiting the building, will phone the Sports Centre and IHC. In the event of that phone line being engaged, the Business Manager Premises, or in their absence, a member of the Site Team when already accounted for will run to the Sports Centre and IHC with the message and come back to the Office Manager to confirm that this has been done and that school staff and students in the Sports Centre and IHC are immediately alerted. Where it does not compromise individuals' safety and evacuation speed, it is recommended that the SLT and Admin Team take their mobile phones with them to assist communication.
- The Evacuation Drill for the evening (eg Lettings, Clubs) is attached at **Appendix C2**

### **(B) ASSEMBLY POINTS**

KS Leaders, Form Tutors and TAs supporting statemented students report to the respective Year Assembly Points. *Please see Appendix C3 and Fire Assembly Points - Tutor Groups*

All staff not separately identified on the Evacuation Line-up must report to their respective Line Managers to be registered.

Headteacher is not specifically assigned to a group as will need to be floating, but must first register by radio, mobile or in person with Office Manager.

#### ○ ***Senior Playground***

- Years 9 & 10 (with Year 10 nearer the gym) as directed by KS4 Leader and Assistant Headteacher (DT). (\*KS3 Leader to float between here and Years 7/8 in Junior Playground.
- Admin Staff (except KS5 Assistant), Librarian, First Aider, visitors, Business Manager (Premises), Site Staff and contractors as directed by Office Manager.
- Cover Supervisors, Trainee Teachers and Supply Teachers. FLAs and Pastoral Staff as directed by ITT Coordinator and Cover Coordinator.
- TAs as directed by SN Coordinator/Assistant (with the exception of those TAs supporting individual students where said TA will remain with the student.

#### ○ ***Junior Playground***

- Years 7 & 8 as directed by KS3 Leader (see \* above), Transition Coordinator and Assistant Headteacher (LB)
- Technicians, Contract Catering and Cleaning Staff, as directed by Business Manager

#### ○ ***Main Tennis Court***

- Year 11 as directed by Deputy Headteacher (SW).

#### ○ ***Basketball Court***

- Years 12 and 13 as directed by KS5 Leader and KS5 Assistant.
- *Metal Sculpture adjacent Music*
  - IHC Health Authority Staff

Should the above Assembly Points be impractical in case of fire, in particular where there is any danger of heat or fire near the Grounds man's Garage/Store or the DT Room opposite it, students will assemble on the *school field* in lines parallel to Bodieve Road and facing the school with Year 7 nearest the main Rock Road and the Sixth Form on the Primary School side. Staff will assemble in identified groups in front of these lines. (See assembly point layout). Please see Appendix C5 detailing chemicals in the Grounds man's Store.

- Close windows and doors wherever possible without compromising your safety or that of another. Fire doors **must be closed** by the last person leaving. All kitchen equipment from the Senior and Junior kitchens **must be turned off** and the serving shutters closed.
- Pupils must be instructed to leave the building in single file and in a calm, orderly manner.
- The Nursery evacuation around the back of the Sixth form blocks must not be compromised by students evacuating from the Sixth form blocks.
- No personnel items are to be collected.
- The teacher/TA must ensure that specific arrangements are made for pupils with physical or mental disabilities within a specific **Personal Emergency Evacuation Plan (PEEP)** and the teacher assisted by the TA must ensure that they are given the assistance they require during evacuation and where applicable by use of the **Evac. Chairs** located mid way along the first and second floors of the three storey Block 1 and Sixth Form first floor landing of Block 2 and first floor disabled toilet adjacent ICT 9 of Block 10.
- The teacher must ensure that the classroom is empty before closing the door.
- No running or talking is to be permitted to avoid panic.
- On staircases everyone must descend in single file.
- Lifts must not be used.
- Overtaking of classes or individuals must not be permitted.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance or in the case of a fire evacuation drill the Headteacher or their most senior representative.
- **Staff in the following rooms to check that their nearest toilets are vacated: L2, M3, Library / ICT4, Drama DR1, S11, Medical Room, Admin Office 2, E4, G3, EPR2, ICT3, E9.**
- The first teacher that exits the Sixth Form blocks is ensure that the traffic trying to enter the school rear car park is stopped by ensuring that spare staff not in charge of a class (once registered) are positioned at the entrance to the rear car park
- Each morning, as soon as the registration period closes, a paper copy of each form's attendance will be printed by a member of the office staff. These will be used in the case of fire and/or fire drills. Office Staff will bring out the (paper) registers to the Senior Playground, near the outside of Room DT1. Key Stage Leaders etc. will collect the registers and distribute them to tutors. **The use of accurate registers is vital.**
- Staff absence list produced each morning by Cover Coordinator and given to the Office Manager to be communicated to relevant assembly points by Admin Staff who have been registered and who have been directed by the Office Manager. Tutors will take the Register to account as far as possible for all students.

- CALs must be aware of the days that part-time teaching staff are in school and these staff will report to their respective CAL's assembly point and it will be the CAL's responsibility to ensure that these staff are accounted for.
- Form Tutors to register their forms as soon as they are assembled.
- \*Tutors to inform the Key Stage Leader as soon as all pupils of their Forms are accounted for. The Key Stage Leader will then inform member of SLT in charge.
- \*Tutors to report to Key Stage Leaders any student unaccounted for and when and where pupil was last seen. Again, the Key Stage Leader will then inform the member of SLT in charge.
- If a Key Stage Leader is absent from school then tutors will report directly to the appropriate member of the SLT in \* and \* above.
- Designated persons will inform the member of SLT in charge of any staff or visitors unaccounted for.
- The Headteacher or their designated representative will:
  - Immediately confirm with the office that the fire brigade has been called, unless it is a planned fire drill
  - Ensure that they are met upon their arrival at the premises
  - Report on the situation
  - Indicate to the Senior Fire Officer the location of the Fire Plan beneath the Fire Alarm Panel in Main Reception which contains plans of the school, locations and descriptions of stored chemicals, bottled gases, and radioactive materials, details and plans of the fire alarm system, emergency lighting and services.
  - Liaise with the Senior Fire Officer and Site Supervisor
  - Inform persons when it is safe to return to the building.

### 1.3 **Pupils Fire instructions once the fire alarm has been activated – the instructions below will also be posted on the Fire Instruction Chart posted in each room**

- Pupils must be quiet and listen to instructions given by the teacher at all times.
- Do as the teacher tells you.
- Do not attempt to take personal belongings with you, leave your bags behind.
- Close windows and doors as directed by your teacher.
- File out in an orderly way and **DO NOT RUN**.
- Follow the route shown on the notice board in the classroom. If this exit route is unsafe an alternative route must be used so listen carefully to your teacher's instructions.
- Remember the important thing to do is to reach open space quickly.
- If you are not in a classroom, or the teacher is not present, proceed in an orderly manner by the nearest safe route to an exit and leave the building.
- Walk quietly as directed to the assembly point, normally the Playgrounds or Tennis Courts
- Line up in your tutor group, you will be registered by your Tutor.

When the Headteacher (or any member of SLT when acting as Headteacher) is assured that the buildings are safe the fire alarm will be turned off and permission to re-enter the school will be given by the appropriate Deputy Headteacher / Assistant Headteacher at the fire assembly points. During all fire drills and alarms staff and pupils **must** wait for official permission before leaving the fire assembly points to re-enter the school.



## **Responsibility for cancelling an alarm.**

Headteacher

Deputy Headteacher )

Assistant Headteachers) ie any member of SLT when acting as Headteacher

Business Manager )

Business Manager Premises)

Duty Caretaker ) Out of school hours when none of the above are available as described in appendix

C2

## (C) EXIT ROUTES.

In the event of fire breaking out on the School Premises, the buildings will be evacuated according to these instructions.

Many ground floor rooms have **their own Fire Exits** and in the case of a fire / Drill these Fire Exits should be used. These rooms are as follows:

Hall, Stage, Gymnasium, Changing Rooms, Site Team Office, Library, Staffroom, ICT4, S2, S5, S6, S7, S8, Science Prep Room, Drama DR1, MU1, Junior Canteen, HS, Nursery, Isolation Room (through HS), Art Rooms A1, A2, A3, Ex Kiln room, M11, DT4, DT5, DT6, DT7, EPR1, EPR2, EPR3, H1, H2, H3, E9, E10, ICT3, Sixth Form Common Room, Sixth Form Study Room.

### All other rooms should be evacuated as follows:

- The Nursery (which has its own exit) will exit from the fire door in their area, turn right and take the route on the grass to the assembly point whereupon they will check in with the Business Manager.
- **Block 1- Main School**
- ICT5, M9, L1, M1, M2, M3, L8                      Down West stairs and through door at the bottom of the stairs
- M8, KS3 and KS4 Leaders Offices.
- L2, L3, L4, SLT Office, M4, M5,                      Down East stairs and through door at the bottom of the stairs
- M6 & M7 and offices                                      Back steps from main entrance foyer
- Admin ground floor Offices,                      Back steps from main entrance foyer
- Medical Room, Reception &                      Headteachers Offices
- S1, S3, S4,    Through exit door from the roundabout
- Student/Parent Support, BM Premises,                      Through exit doors by Drama Toilets
- Pupil Premium Offices
- S9, S10, S11    Through nearest exit door opposite Music Wing  
(S10 through S9 or S11 to access corridor)
- ICT6, Reprographics                                      Through nearest exit door opposite Music Wing
- E11, Ass't Head Office, SE1 BS1, HS2                      Through corridor exit door adjacent HS2
- ICT7, Isolation Room                                      Through fire exit in HS
- MU2, MU3, MU4, MU5, MU6, MU7                      Through fire exit in music opposite MU4
- Senior and Junior kitchens                              Through external fire exits/entrance doors to each kitchen.
- **Blocks 2 & 10 – Sixth Form**
- Ass't Head Offices & CSRB                              Through main (front) exit of block 2.
- Head of Sixth Form &                                      Through adjacent corridor exit doors to Assembly Points.
- Admin Supp't Pastoral Offices
- E1, E2, G4 & ICT 1                                      Down rear stairs, through rear doors and towards Junior  
Playground
- E3, E4, E5, E6, E7, E8                                      Down front stairs, through front doors and porch towards  
Junior Playground
- G1, G2, G3, ICT2 & ICT9                                      Down the staircase and through front doors by Finance/lobby  
towards Junior Playground.
- ICT8, IT Support    Finance & Business Manager Offices through front doors by  
Finance/lobby exit into bus bay.

### **Block 3 – IHC (Integrated Health Centre).**

Through main entrance and/or fire exit off reception/circulation area.

### **Block 4**

- P.E., Groundsmans, DT Technicians Machinery shop, stores - Through exit doors to Assembly Points
- **Leisure Centre**
- Sports Hall and Swimming Pool - Through nearest exit

*The above may be varied by any member of staff in charge of a class to meet a particular emergency.*

*There is an alternative exits for some rooms (eg alternative exit for ICT6, Reprographics, Assistant Heads Office through the Junior Canteen final exit door, Isolation Room, ICT7 via the corridor final exit adjacent HS2) should the normal exits be blocked.*

All movements from the buildings must be carried out in an orderly fashion, each group of pupils under the control of the responsible member of staff.

### **ASSEMBLY POINTS – SEE APPENDIX C3**

The Assembly Points will be the **Playgrounds, Tennis Courts** and **Sculpture adjacent Music block** as given above. On assembly, each member of staff will check her/his Form as described in these instructions. As stated above, should these assembly points be impractical because of compromised safety, students will assemble on the **school field** in lines parallel to Bodieve Road and facing the school with Year 7 nearest the road and the Sixth Form on the Primary School side.

All persons must evacuate rooms quickly, quietly and calmly as directed by the instructions in each room, and assemble in their relative groups. (eg Various clubs/activity groups)

ASSEMBLY POINTS: JUNIOR PLAYGROUND OR THE SENIOR PLAYGROUND

- Where there is a member of the Senior Leadership Team on site then they will be in charge of the evacuation. They should ensure that the Duty Caretaker is made aware of their presence at the earliest opportunity.
- The Nursery (closed 5.30 and staff there until 6.00) must use the exit route and assembly point as detailed on the school day evacuation
- Lone working staff should evacuate to the assembly points.
- Staff with visitors and guests should evacuate immediately to the assembly points, taking their visitors and guests with them. In the event of a fire, should any visitors and guests be missing then they should inform a member of the school staff or the emergency services. **No one should go looking for missing persons.**
- Groups letting the school premises must:
  - take a register and have prepared their own specific Fire Evacuation Procedure, together with sufficient RAMS (Risk Assessment and Method Statements) and communicate same to all participants.
  - ensure that their students/participants are given suitable instructions to implement the fire evacuation procedures.
  - on the fire alarm sounding, evacuate immediately and calmly to the assembly points, ensuring that all those in their group are with them and then check all persons in their group against their class/club register at the assembly point. Do not re-enter the building until alarm siren is silenced and permission given to do so by the Duty Caretaker or member of the Senior Management Team where applicable.
  - In the event of a fire, should any one be missing then the tutor/group leader must inform either the Senior Management Team member/Duty Caretaker or the Emergency Services (report via 999 services). **No one should go looking for missing persons.**
- Cleaning staff should evacuate immediately and calmly to the assembly point on the Junior Playground and report to their Supervisor. The Glen Group sign-on register will be collected by the Office Manager and if after 5.00pm by the Site Staff provided that this does not compromise their safety or affect their evacuation speed.
- Contractors and all other persons on site should evacuate to the assembly points. Contractors accessing school site when the reception desk is closed must always sign in and make themselves aware of the fire evacuation procedures in the signing in book.
- Where a member of the Senior Management Team is on site, on the sounding of the fire alarm the Duty Caretaker will check the Office Fire panel and ascertain the fire situation. If a fire is confirmed then the Duty Caretaker will phone the fire brigade via the 999 service. If a false alarm is confirmed the Alarm Receiving Station are to be called telephone 08448099980 giving the password as the Fire Evacuation and Registration Procedures described in Appendix C1 of the Health and Safety Policy. He will then join the assemblies on the Junior Playground or the Senior Playground and advise the member of Senior Management Team accordingly. In a false alarm situation the member of the Senior Management Team will be responsible for deciding on the alarm being silenced and when everyone may return to their rooms.
- Where no member of the Senior Management is on site, on the sounding of the fire alarm the Duty Caretaker will check the Office panel and ascertain the fire situation as described above. He will then join the assemblies on the Junior Playground or the Senior Playground and advise them accordingly. In a false alarm situation the Duty Caretaker will be responsible for deciding on the alarm being silenced and when everyone may return to their rooms.

## Appendix C3 - Tutor Groups 2018/19

Year 7						Year 10					
	Form	pop	Tutor	SLT	Room		Form	Tutor	SLT	Room	
▲	7BLY	G	Mrs Lyle	SW	H3	▲	10ESW	Miss Swanepoel <i>Was DMA</i>	KR	M5	
π	7DMA	G	Mr Martin	ACE	M3	π	10JRC	Mrs Richards	DDB	S8	
★	7MWL	G	Mr Williams	DT	DT4	★	10SHN	Ms Hendy	DT	E2	
●	7PWD	T	Mr Waddington	KR	S9	●	10TBU	Mr Buckmaster <i>Was WES</i>	TY	A3	
+	7CST	T	Ms Sutcliffe	TY	E4	+	10TSP	Mr Spencer	SW	S1	
%	7JMC	S	Mrs McIntosh	LB	S11	%	10DFL	Miss Flitney	LB	M9	
■	7WES	S	Ms Ellis	PG	A1	■	10BFN	Mr Finnegan / Ms Galvin	PG	L3	
						Next to Gym	10CBT	Miss Bassett	POY	EPR1	
Year 8						Year 11					
	Form	pop	Tutor	SLT	Room		Form	Tutor	SLT	Room	
▲	8CWN	G	Mr Winter	PG	M11		11LHL	Mrs Hill	PG	H2	
π	8MPS	G	Mr Parsons	DT	M4		11CHU	Ms Hughes	CW	DT2	
★	8MCM	G	Ms Coombes <i>Was PWD</i>	KR	S4		11NRC	Mr Richards <i>Was KMA</i>	TY	M2	
●	8JCL	T	Mrs Coles	LB	E1		11IBA	Mr Barnes <i>Was DDB</i>	SW	SE1	
+	8LSP	T	Mr Springett <i>Was JSM</i>	TY	HS2		11RWA	Mrs Waters <i>Was ACE</i>	POY	L4	
%	8DGW	S	Mrs Grove-White	PPE	DT3		11JWI	Mrs Williams <i>Was DRW</i>	KR	S7	
■	8GBU	S	Miss Burrell <i>Was EHD</i>	SW	DT7		11MAU	Mr Austin	DT	L1	
							11LSC	Ms Scholey	LB	M10	
Year 9						Sixth Form					
	Form	Tutor		SLT	Room		Form	Tutor		SLT	Room
▲	9CWS	Mr Wilson		KR	G3		12ABO	Mrs Boden & Mrs Smith <i>P/T</i>		MSR	BS1
π	9MFD	Miss Forde <i>Was ABD</i>		LB	E6		12TRD	Mr Read		DT	E11
★	9KSL	Ms Sullivan		DT	E10						
●	9NBS	Mr Bose		SW	E9		13DGE	Mr Garner		MSR	IT3
+	9DAB	Mr Abbiss <i>Was BLY</i>		PG	G4		13JGM	Mr German		DT	IT3
%	9NCT	Mrs Carhart		JSD	M1						
■	9SMR	Mrs Moore <i>Was JMC</i>		TY	L2						

# FIRE instructions

Any person discovering a fire must operate the alarm at once.  
The alarm system is operated by

**BREAK GLASS**

This signal for fire is

**SIREN**

## On hearing the fire alarm

### *In Class*

Instructions will be given by the teacher or person in charge which will include the route to be taken to the assembly point.

### When not in class

*(or when Teacher / Supervisor not present)*

Walk quietly to the place of assembly, which is:

**YOUR DESIGNATED TUTOR AREA  
(Playgrounds or Tennis Court)**

Be sure that you assemble in groups as instructed by your teacher or supervisor

**Do not** stop to collect your personal belongings

**Do not** attempt to pass others on your way to your assembly point

**Do not** run.

A member of the staff will call the Fire Brigade immediately the alarm is sounded

Flammable and Toxic Substance Register – Wadebridge School **Appendix C5 of Health & Safety Policy**

LOCATION	GROUNDS MAN STORE		DATE:	26 <sup>th</sup> March 2019
CHEMICAL NAME	MAXIMUM AMOUNT STORED:	HAZARDS:	FIRE FIGHTING:	
Finale – Glufosinate. Ammonium	10 Litres	Avoid breathing vapour and contact with skin and eyes	Use co2 or dry powder extinguishers and avoid hazardous products of combustion	
Roundup Biactive – Glyphosate	6 Litres	Avoid breathing vapour and contact with skin and eyes	Use co2 or dry powder extinguishers and avoid hazardous products of combustion	
Oils	20 Litres.	Flammable Avoid breathing fumes and contact with skin.	Treat as a fuel fire.	
Diesel	40 litres	Flammable Avoid breathing fumes and contact with skin.	Treat as fuel fire.	
Petrol	35 litres	Flammable. Avoid breathing fumes and contact with skin.	Treat as fuel fire.	

Fire Fighting equipment available – Powder Extinguishers (on right when entering) and opposite corner of the store

NB Diesel Storage tank next to Groundman’s Garage – 1,000 litre

Note – All chemicals are stored correctly in a locked chemical safe.

All fuel and oils are stored in their own locked fuel safe both to the right hand side of groundsman store.

NB – All chemicals are used during school holidays or after hours to ensure maximum safety

## APPENDIX C6

Chemical	Haz1	Haz2	Haz3	Haz4	Haz5	Haz6	Location	Stock	Alternative Names
1-6-Diamino Hexane	GHS05	GHS07					Chem 1, Locker 1	250ml (11/17)	
1-Bromobutane	GHS02	GHS07	GHS08				Chem 1, Organics Cupboard 1	100ml (11/99), 100ml (11/99), 100ml	
1-Chlorobutane	GHS02	GHS07	GHS08				Chem 1, Organics Cupboard 1	100ml (02/15)	
1-Iodobutane	GHS02	GHS06	GHS07				Chem 1, Organics Cupboard 1	25ml, 25ml	
2-4-Dinitro Phenylhydrazine	GHS02	GHS07					Chem 1, Locker 1	25g (07/08), 25g	
2-6 Dichlorophenolindophenol	Low						Chem 3, Shelves	20 tabs (06/10), 20 tabs (06/10), 20 tabs (09/08), 5g (03/93)	DCPIP
2-Bromo-2-methylpropane	GHS02						Chem 1, Organics Cupboard 1	25ml	
2-Bromobutane	GHS02	GHS05					Chem 1, Organics Cupboard 1	100ml	
2-methylbutane	GHS02	GHS07	GHS08	GHS09			Chem 1, Organics Cupboard 1	500ml (01/02)	
2-methylpropan-2-ol	GHS02	GHS07					Chem 1, Flammables Cupboard 2	500ml, 500ml (11/98)	
4-nitro Aniline	Low						Chem 3, Shelves	5g	
Acetic Acid (glacial) (conc)	GHS02	GHS05					Chem 3, Cupboard 2	2.5l (93)	Ethanoic Acid
Acetic Acid (glacial) (conc)	GHS02	GHS05					Chem 1, Acids Cupboard	2.5l (07/01)	Ethanoic Acid
Acetic Anhydride	GHS02	GHS05	GHS06	GHS07	GHS08		Chem 1, Organics Cupboard 1	100ml (06/17)	
Agar Blood Base	Low						Chem 3, Shelves	100g (2012), 100g (2012)	
Agar Powder	Low						Chem 3, Shelves	250g (09/17), 100g (02/19)	
Agarose	Low						Chem 3, Shelves	5g	
Albumen	Low						Chem 3, Shelves	100g (09/16), 100g (09/15)	
Aluminium Ammonium Sulphate	Low						Chem 3, Shelves	500g	
Aluminium Chloride-6-water	GHS05	GHS07					Chem 3, Shelves	100g	
Aluminium Foil	Low						Chem 3, Shelves	250g	
Aluminium Oxide	GHS07	GHS08					Chem 3, Shelves	500g (01/99)	
Aluminium Potassium Sulphate	GHS07						Chem 3, Shelves	500g, 500g (not original container)	Alum
Aluminium Sulphate	GHS05						Chem 3, Shelves	500g (05/89), 500g (09/06), 500g (06/10)	
Americium (cup source)	RAD						Chem 2, Radiation Locker	1 Sealed source	
Ammonium Carbonate	GHS07						Chem 3, Shelves	500g (07/10)	
Ammonium Chloride	GHS07						Chem 2, Shelves	Large jar (Not original container)	
Ammonium Chloride	GHS07						Chem 3, Shelves	500g (02/14)	
Ammonium Dichromate	GHS01	GHS02	GHS03	GHS05	GHS06	GHS08	Chem 3, Shelves	500g (11/88), 250g (05/03), 500g (03/07)	
Ammonium Ferric Sulphate	Low						Chem 3, Shelves	500g (02/15)	
Ammonium Ferrous Sulphate	GHS07						Chem 3, Shelves	1kg	
Ammonium Metavandate	GHS06	GHS07	GHS09				Chem 3, Shelves	100g (05/02), 100g (01/02)	
Ammonium Nitrate	GHS01	GHS03	GHS07				Chem 3, Shelves	500g (11/14)	
Ammonium Oxylate	Low						Chem 3, Shelves	500g	
Ammonium Sulphate	GHS07	GHS09					Chem 2, Shelves	1kg	
Ammonium Sulphate Anhydrous	GHS07	GHS09					Chem 3, Shelves	500g (07/10)	
Ammonium Sulphate-16-water	GHS07	GHS09					Chem 3, Shelves	500g (07/10)	
Ammonium Thiocyanate	GHS07						Chem 3, Shelves	500g (09/05), 100g	
Amyl acetate	GHS02	GHS07	GHS08				Chem 1, Organics Cupboard 1	500ml	Pentyl ethanoate
Barium (II) Hydroxide	GHS05	GHS07					Chem 1, Poisons Cupboard	500g, 500g (06/91)	
Barium Carbonate	GHS07						Chem 1, Poisons Cupboard	500g	
Barium Chloride	GHS06						Chem 3, Shelves	500g	
Barium Chloride-2-water	GHS06						Chem 1, Poisons Cupboard	500g (06/10)	
Barium Hydroxide	GHS05	GHS07					Chem 3, Shelves	500g	



Barium Nitrate	GHS03	GHS07				Chem 1, Poisons Cupboard	500g	
Barium Peroxide	Low					Chem 3, Shelves	500g, 500g (12/04), 500g	
Barium Sulphate	Low					Chem 3, Shelves	500g (07/07)	
Bicarbonate Indicator	Low					Chem 3, Cupboard 1	500ml, 1l, 500ml (10/05)	
Bile Salts	Low					Chem 3, Shelves	25g (12/16), 25g (12/16)	
Bismuth Chloride	GHS07					Chem 3, Shelves	10g (09/17)	
Bismuth Metal	GHS02					Chem 3, Shelves	100g	
Boric Acid	GHS08					Chem 3, Shelves	500g, 500g (12/12), 500g	
Bromine	GHS05	GHS06	GHS09			Chem 1, Locker 2	250ml	
Bromoethane	GHS02	GHS06	GHS07	GHS08		Chem 1, Organics Cupboard 1	100ml (05/99)	
Butanal	GHS02	GHS07				Chem 1, Organics Cupboard 1	100ml	Butyraldehyde
Butanone	GHS02	GHS07				Chem 1, Organics Cupboard 1	500ml (07/00), 500ml (04/99), 500ml	
Caffeine	Low					Chem 3, Shelves	100g	
Calcium Acetate	Low					Chem 3, Shelves	250g (01/15)	
Calcium Carbonate (large chips)	GHS05	GHS07	GHS08			Chem 3, Shelves	16 pots	
Calcium Carbonate (medium chips)	GHS05	GHS07	GHS08			Chem 3, Shelves	16 pots	
Calcium Carbonate (powder)	GHS05	GHS07	GHS08			Chem 3, Shelves		
Calcium Carbonate (small chips)	GHS05	GHS07	GHS08			Chem 3, Shelves	16 pots	
Calcium Chloride (fused)	Low					Chem 2, Shelves	1kg	
Calcium Chloride 6 water	Low					Chem 3, Shelves	500g	
Calcium Chloride Anhydrous	GHS07					Chem 3, Shelves	500g (09/16)	
Calcium Hydroxide	GHS05	GHS07				Chem 3, Shelves	1kg	
Calcium Hydroxide	Low					Chem 2, Shelves	1kg (12/12)	
Calcium Nitrate	GHS05	GHS07				Chem 3, Shelves	500g, 500g	
Calcium Oxide	GHS05	GHS07				Chem 3, Shelves	1kg (10/12)	
Calcium Sulphate 2 water	GHS05	GHS07				Chem 3, Shelves	500g (06/14)	
Carbon Dioxide	GHS05					Chem 2, Shelves	5kg Cylinder	
Carbon powder	Low					Chem 2, Shelves	500g (07/11), 500g (09/13), 500g (06/12)	
Carbon powder	Low					Chem 3, Shelves	500g, 500g	
Chlorobenzene	GHS02	GHS07	GHS09			Chem 1, Organics Cupboard 1	250ml (05/99), 250ml (11/99)	
Chloroform	GHS06	GHS07	GHS08			Chem 1, Organics Cupboard 1	2.5l	Trichloromethane
Chromium (III) Chloride	GHS07	GHS08	GHS09			Chem 3, Shelves	10g	
Chromium Potassium Sulphate	GHS07					Chem 3, Shelves	500g, 500g (12/10)	
Citric acid	GHS05	GHS07	GHS08	GHS09		Chem 3, Shelves	3kg (03/13)	
Cobalt II Chloride	GHS06	GHS07	GHS08	GHS09		Chem 3, Shelves	100g (06/10), 100g (07/07)	
Copper (I) Chloride	GHS05	GHS07	GHS09			Chem 3, Shelves	100g (06/10)	
Copper (I) Oxide	GHS07	GHS09				Chem 3, Shelves	500g (09/15), 250g, 250g	
Copper (II) Chloride	GHS05	GHS07	GHS09			Chem 3, Shelves	500g (09/16), 500g (09/16)	
Copper (II) Oxide	GHS07	GHS09				Chem 3, Shelves	500g (01/19)	
Copper (II) Oxide (wire form)	GHS05	GHS07	GHS09			Chem 3, Shelves	500g	
Copper Carbonate	GHS07	GHS09				Chem 3, Shelves	500g (10/17)	
Copper Foil	Low					Chem 3, Shelves	250g	
Copper Powder	GHS02	GHS09				Chem 3, Shelves	100g (09/16), 100g (09/16)	
Copper Sulphate	GHS05	GHS07	GHS08	GHS09		Chem 3, Shelves	5kg (12/14), 500g (09/16)	
Copper sulphate (anhydrous)	GHS05	GHS07	GHS08	GHS09		Chem 3, Shelves	250g (02/13)	
Copper Sulphide	Low					Chem 3, Shelves	10g	

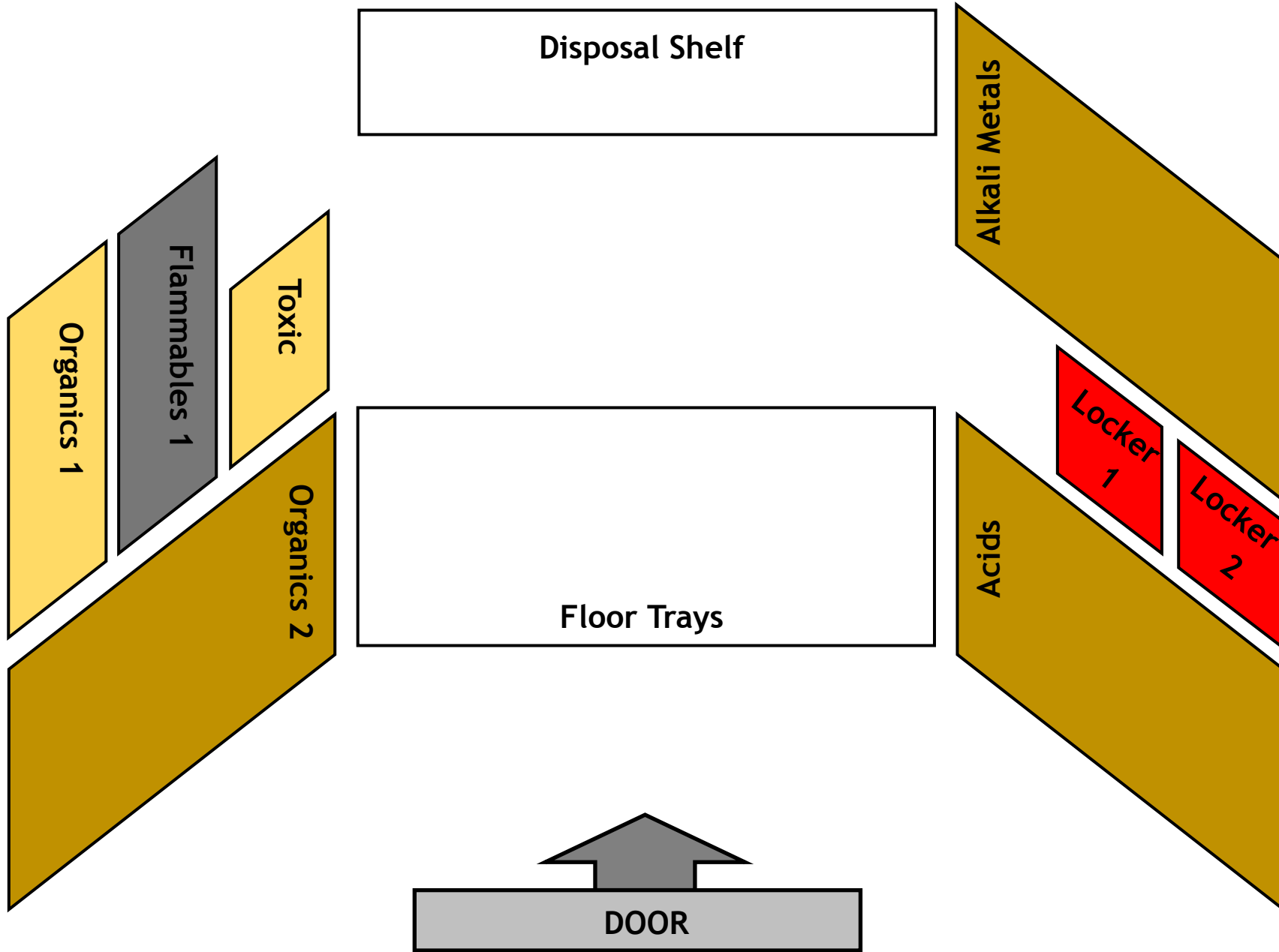
Copper Turnings	Low						Chem 3, Shelves	500g (01/11)	
Cyclohexane	GHS02	GHS07	GHS08	GHS09			Chem 1, Organics Cupboard 1	250ml, 500ml	
Cyclohexanol	GHS07						Chem 1, Flammables Cupboard 2	500ml (09/15)	
Cyclohexene	GHS02	GHS06	GHS07	GHS08	GHS09		Chem 1, Organics Cupboard 1	250ml (01/11)	
Decane	GHS02	GHS08					Chem 1, Organics Cupboard 1	250ml	
Dilauryl Peroxide	GHS02						Chem 1, Locker 1	25g	
Di-n-butyl Phthalate	GHS07	GHS08	GHS09				Chem 1, Organics Cupboard 1	500ml (11/99)	
Di-potassium Hydrogen Phosphate	GHS05	GHS07					Chem 3, Shelves	500g (01/11), 500g (09/06)	
DL Aspartic Acid	Low						Chem 3, Shelves	25g (12/03), 25g (12/03)	
EDTA	GHS07	GHS08					Chem 3, Shelves	250g	
Ethanedoic Acid	GHS05	GHS07	GHS08				Chem 3, Shelves	250g, 250g	
Ethanol	GHS02	GHS07	GHS08				Chem 1, Flammables Cupboard 2	2.5l	Methelated Spirit (industrils), IMS
Ethoxyethane	GHS02	GHS07					Chem 1, Organics Cupboard 1	500ml (09/13)	Diethyl Ether, Ether
Ethyl Benzoate	GHS07	GHS09					Chem 1, Organics Cupboard 1	500ml	
Ethyl Ethanoate	GHS02	GHS07					Chem 1, Organics Cupboard 1	500ml (05/0GHS03), 500ml, 500ml (09/15)	
formaldehyde	GHS02	GHS05	GHS07	GHS08			Chem 1, Organics Cupboard 1	500ml	
Formic Acid	GHS02	GHS05	GHS06	GHS07			Chem 1, Organics Cupboard 1	500ml (09/16), 500ml	Methanoic Acid
Glycerol	GHS07	GHS08					Chem 3, Cupboard 1	2.5l (06/16), 2.5l (10/16), 2.5l	
Glycine	Low						Chem 3, Shelves	100g (05/99)	
Halogenated Waste	GHS02	GHS07	GHS08	GHS09			Chem 3, Cupboard 1	2.5l	
Hexan-1-ol	GHS02	GHS07					Chem 1, Flammables Cupboard 2	500ml	
Hexane	GHS02	GHS07	GHS08	GHS09			Chem 1, Organics Cupboard 1	500ml (04/12), 500ml	
Hexene	GHS02	GHS07	GHS08				Chem 1, Organics Cupboard 1	100ml, 100ml	
Hydrochloric Acid (conc)	GHS05	GHS06	GHS07				Chem 3, Cupboard 2	2.5l (09/16)	
Hydrochloric Acid (conc)	GHS05	GHS06	GHS07				Chem 1, Acids Cupboard	1l, 1l, 1l	
Hydrogen Peroxide	GHS03	GHS05	GHS07				Chem 1, Floor tray	1l, 1l	
Hydrogen Peroxide	GHS03	GHS05	GHS07				Chem 3, Cupboard 1	1l	
Iodine	GHS07	GHS08	GHS09				Chem 1, Locker 2	250g (07/11), 250g (10/07)	
Iron (II) Sulphate	GHS05	GHS07					Chem 2, Shelves	Yellow tub (Not original container)	
Iron (III) Chloride	GHS05	GHS07					Chem 2, Shelves	1kg	
Iron (III) Chloride	GHS05	GHS07					Chem 3, Shelves	500g (03/17)	
Iron Carbonate	Low						Chem 3, Shelves	250g	
Iron Filings (coarse)	GHS02						Chem 3, Shelves	500g, 500g	
Iron Filings (fine)	GHS02						Chem 3, Shelves	500g, 3kg	
Iron Nitrate	GHS07						Chem 3, Shelves	250g (10/17)	
Iron Sulphate	GHS05	GHS07					Chem 3, Shelves	2kg	
Iron Sulphide	Low						Chem 3, Shelves	500g, 500g (02/15)	
Kaolin	Low						Chem 3, Shelves	1kg	
L- Lycine Monohydrochloride	Low						Chem 3, Shelves	25g (12/03)	
L-Ascorbic Acid	Low						Chem 3, Shelves	100g (07/10)	
Lead (I) Bromide	GHS07	GHS08	GHS09				Chem 1, Poisons Cupboard	100g (09/16)	
Lead (II) Nitrate	GHS03	GHS05	GHS07	GHS08	GHS09		Chem 1, Poisons Cupboard	250g	
Lead (II) Nitrate	GHS03	GHS05	GHS07	GHS08	GHS09		Chem 3, Shelves	500g (09/06)	
Lead Acetate	GHS08	GHS09					Chem 3, Shelves	500g (06/87)	
Lead Bromide	GHS07	GHS08	GHS09				Chem 3, Shelves	250g (12/17)	
Lead Carbonate	GHS07	GHS08	GHS09				Chem 1, Poisons Cupboard	500g, 500g	

Lead Carbonate	GHS07	GHS08	GHS09			Chem 3, Shelves	500g (12/13)	
Lead Chloride	GHS07	GHS08	GHS09			Chem 3, Shelves	100g, 100g	
Lead Foil	GHS07	GHS08	GHS09			Chem 3, Shelves	500g (08/00), 500g (08/00), 500g (06/97), 500g	
Lead Iodide	GHS07	GHS08	GHS09			Chem 3, Shelves	100g	
Lead Oxide	GHS07	GHS08	GHS09			Chem 3, Shelves	500g (07/06), 500g (06/06), 500g	
Lead Powder	GHS07	GHS08	GHS09			Chem 3, Shelves	500g, 500g, 500g	
Lead Shot	GHS07	GHS08	GHS09			Chem 3, Shelves	500g (01/17)	
Lead Sulphide	GHS07	GHS08	GHS09			Chem 3, Shelves	100g	
Lead(II) Lead(IV) Oxide	GHS03	GHS07	GHS08	GHS09		Chem 1, Poisons Cupboard	1kg, 500g (07/98), 500g (Not original container)	Red Lead Oxide
Limonene	GHS02	GHS07	GHS08	GHS09		Chem 1, Organics Cupboard 1	250ml	
Lithium	GHS02	GHS05				Chem 1, Alkali Metals Cupboard	10g, 25g	
Lithium Carbonate	GHS05	GHS07	GHS08			Chem 3, Shelves	500g	
Lithium Chloride (anhydrous)	GHS07					Chem 3, Shelves	100g (09/16), 100g (10/17)	
L-Leucine	Low					Chem 3, Shelves	25g (10/17)	
Loxotane	GHS08					Chem 1, Organics Cupboard 1	500ml (Not original container)	
Luminol	GHS07					Chem 3, Shelves	1g (02/10)	
Magnesium Carbonate	GHS07					Chem 2, Shelves	500g (09/13), Yellow tub (Not original container)	
Magnesium Carbonate	GHS07					Chem 3, Shelves	500g	
Magnesium Chloride	GHS05	GHS07				Chem 3, Shelves	500g (02/12)	
Magnesium Hydroxide	GHS05	GHS07				Chem 3, Shelves	500g	
Magnesium Nitrate	GHS03	GHS07				Chem 3, Shelves	500g (10/17), 500g, 500g	
Magnesium Oxide	GHS07	GHS09				Chem 3, Shelves	250g (06/10), 250g (11/14)	
Magnesium Powder	GHS02					Chem 3, Shelves	500g (07/11)	
Magnesium Ribbon	GHS02					Chem 3, Shelves	25g, 25g, 25g, 25g, 25g	
Magnesium Silicate	Low					Chem 2, Shelves	Yellow tub (Not original container)	Talc
Magnesium Stearate	GHS07					Chem 3, Shelves	250g bottle	
Magnesium Sulphate	GHS07					Chem 2, Shelves	1kg (06/90)	
Magnesium Sulphate	GHS07					Chem 3, Shelves	2.5kg, 1kg (06/10), 1kg (06/10)	
Magnesium Turnings	GHS02					Chem 3, Shelves	250g (10/17)	
Malonic Acid	GHS05	GHS07				Chem 3, Shelves	25g	
Malt Extract Agar	Low					Chem 3, Shelves	100g (05/04)	
Manganese Chloride	GHS07					Chem 3, Shelves	250g (10/05)	
Manganese Dioxide	GHS07					Chem 3, Shelves	250g (09/15)	
Manganese Oxide	Low					Chem 3, Shelves	250g (11/17)	
Manganese Sulphate-1-water	GHS05	GHS08	GHS09			Chem 3, Shelves	500g, 1kg (09/05)	
Mercury	GHS05	GHS06	GHS08	GHS09		Chem 1, Poisons Cupboard	1kg	
Methanol	GHS02	GHS06	GHS08			Chem 1, Flammables Cupboard 2	2.5l (09/02), 2.5l (05/89)	
Methyl Acetate	GHS02	GHS07				Chem 1, Organics Cupboard 1	500ml	
Methyl Salicylate	GHS07					Chem 1, Organics Cupboard 1	500ml, 100ml (11/16)	
Methylbenzoate	GHS07					Chem 1, Organics Cupboard 1	250ml	
Nickel Foil	GHS07	GHS08				Chem 3, Shelves	100g, 100g	
Nickel Sulphate	GHS07	GHS08	GHS09			Chem 2, Shelves	1kg (Not original container)	
Nitric Acid (conc)	GHS03	GHS05				Chem 3, Cupboard 2	2.5l (93)	
Nitric Acid (conc)	GHS03	GHS05				Chem 1, Acids Cupboard	2.5l (08/86), 2.5l (1993), 2.5l (1993)	
Nutrient Agar	Low					Chem 3, Shelves	500g (11/16), 100g	
Nutrient Broth	Low					Chem 3, Shelves	100g (09/11)	

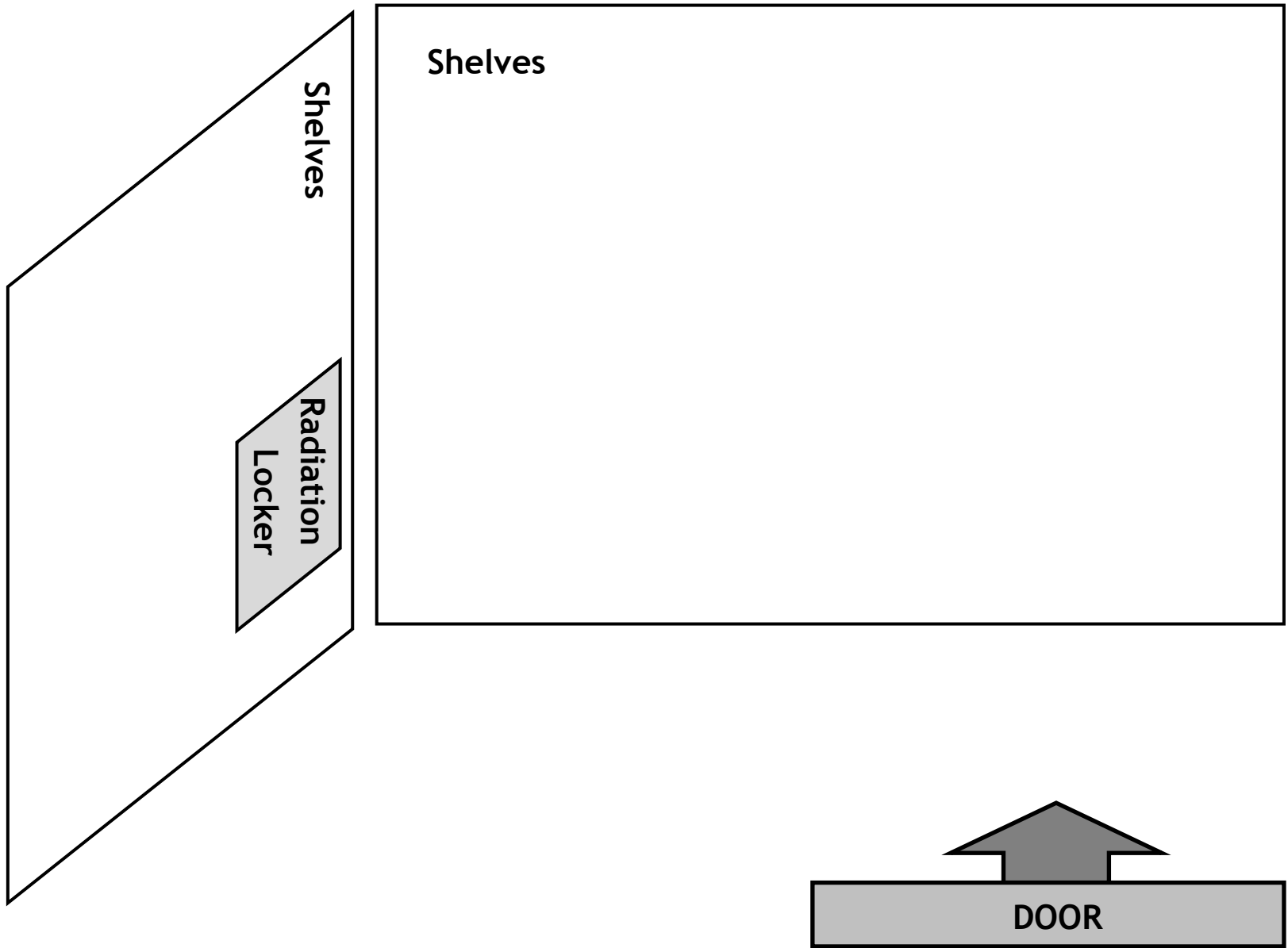
Octadec-9-anoic Acid	GHS07						Chem 1, Organics Cupboard 1	500ml (10/99)	stERIC acid
Octan-1-ol	GHS07						Chem 1, Flammables Cupboard 2	500ml, 500ml (2013), 500ml (01/11)	
Octane	GHS02	GHS07	GHS08	GHS09			Chem 1, Organics Cupboard 1	100ml (09/16)	
Octene	GHS02	GHS07	GHS08	GHS09			Chem 1, Organics Cupboard 1	100ml	
Organic Waste	GHS02	GHS07	GHS08	GHS09			Chem 3, Cupboard 1	1l	
Orthophosphoric Acid (conc)	GHS05						Chem 1, Acids Cupboard	500ml	
Paraffin Liquid Light	GHS07						Chem 3, Cupboard 1	2.5l (12/09), 2.5l (05/03)	
Paraffin Liquid Light	GHS07						Chem 1, Flammables Cupboard 2	4l	
Pentan-1-ol	GHS02	GHS05	GHS07				Chem 1, Flammables Cupboard 2	250ml (09/15), 250ml (09/05), 250ml (01/11)	
Pentane	GHS02	GHS07	GHS08	GHS09			Chem 1, Organics Cupboard 1	500ml	
pH4 Buffer Powder	Low						Chem 3, Shelves	50 Sachets	
pH4 Buffer Tabs	Low						Chem 3, Shelves	50 tabs (01/04), 50 tabs (02/15)	
pH4 Calibration Solution	Low						Chem 3, Shelves	100ml	
pH7 Buffer Tabs	Low						Chem 3, Shelves	50 tabs (09/10), 50 tabs	
pH8 Buffer Solution	Low						Chem 3, Shelves	500ml (11/10)	
pH9 Buffer Powder	Low						Chem 3, Shelves	50 Sachets	
pH9.2 Buffer Tabs	Low						Chem 3, Shelves	50 tabs (01/04)	
Phenyl Salicylate	GHS07						Chem 3, Shelves	250g (11/17)	
Phenylamine	GHS05	GHS06	GHS07	GHS08	GHS09		Chem 1, Organics Cupboard 1	250ml, 500ml	Aniline
Philip Harris Amino acid set	Low						Chem 3, Shelves	16g in total	
Plaster of Paris	GHS05	GHS07					Chem 2, Shelves	10kg, 10kg, 10kg	Calcium Sulphate
Potassium	GHS02	GHS05					Chem 1, Alkali Metals Cupboard	25g	
Potassium Bromate	GHS03	GHS07	GHS08				Chem 3, Shelves	100g (07/07)	
Potassium Bromide	GHS07						Chem 3, Shelves	500g (09/06), 500g (06/10)	
Potassium Carbonate (anhydrous)	GHS07						Chem 3, Shelves	500g (09/14), 500g (10/17)	
Potassium Chlorate	GHS03	GHS07	GHS08				Chem 3, Shelves	500g (09/16)	
Potassium Chloride	GHS02	GHS05	GHS07	GHS08			Chem 3, Shelves	500g (12/13), 500g (10/17)	
Potassium Chromate	GHS05	GHS06	GHS07	GHS08	GHS09		Chem 3, Shelves	250g, 250g (11/00)	
Potassium Dichromate	GHS03	GHS05	GHS06	GHS07	GHS08	GHS09	Chem 3, Shelves	500g, 500g (09/06)	
Potassium Dihydrogen Orthophosphate	GHS05	GHS07					Chem 3, Shelves	500g (06/10), 500g (04/09), 500g (03/93)	
Potassium Hexacyanoferrate	Low						Chem 3, Shelves	250g (13), 500g	
Potassium Hydrogen Carbonate	GHS07						Chem 3, Shelves	500g	
Potassium Hydrogen Phosphate	GHS05	GHS07					Chem 3, Shelves	500g (09/06)	
Potassium Hydrogen Phthalate	GHS07	GHS08					Chem 3, Shelves	250 (07/11), 250g	
Potassium Hydroxide	GHS05	GHS07					Chem 2, Shelves	2kg (05/89), 2kg	
Potassium Hydroxide	GHS05	GHS07					Chem 3, Shelves	500g	
Potassium Iodate	GHS03	GHS07					Chem 3, Shelves	100g, 100g	
Potassium Iodide	GHS07	GHS08	GHS09				Chem 3, Shelves	250g, 100g, 100g (03/19)	
Potassium Nitrate	GHS03	GHS07					Chem 2, Shelves	Yellow tub (Not original container)	
Potassium Nitrate	GHS03	GHS07					Chem 3, Shelves	500g 06/10)	
Potassium permanganate	GHS03	GHS05	GHS07	GHS08	GHS09		Chem 3, Shelves	500g (09/15), 500g (11/06)	
Potassium Persulphate	GHS03	GHS07	GHS08				Chem 3, Shelves	500g (09/06)	
Potassium Sodium Tartrate	Low						Chem 3, Shelves	500g (11/17), 500g (07/08)	
Potassium Sulphate	GHS05	GHS07					Chem 3, Shelves	500g (06/10), 500g	
Propan-1-ol	GHS02	GHS05	GHS07				Chem 1, Flammables Cupboard 2	500ml (11/14), 500ml (11/14)	
Propan-2-ol	GHS02	GHS07					Chem 1, Flammables Cupboard 2	500ml, 500ml (07/11), 500ml (08/00), 500ml (09/13)	

Propane 1-2-diol	GHS07	GHS09					Chem 1, Flammables Cupboard 2	500ml	
Pumice	Low						Chem 3, Shelves	500g	
Radium (cup source)	RAD						Chem 2, Radiation Locker	1 sealed source	
Reazurin	Low						Chem 3, Shelves	100 tabs (11/02)	
Salicylic Acid	GHS05	GHS07					Chem 3, Shelves	500g (09/15)	
Salicylic Acid (acetal)	GHS05	GHS07					Chem 3, Shelves	100g (11/16), 100g (10/17)	Asprin
Sebacoyl Chloride	GHS05	GHS07					Chem 1, Locker 1	100ml	Decanedioyl Dichloride
Silica	GHS07	GHS08					Chem 2, Shelves	500g (11/00), 250g (05/03)	Silicon dioxide
Silica Gel	GHS07	GHS08					Chem 3, Shelves	500g (09/15)	
Silicon	GHS02						Chem 3, Shelves	100g	
Silver Nitrate	GHS03	GHS05	GHS09				Chem 1, Locker 1	25g (06/10)	
Soda Lime	GHS05						Chem 3, Shelves	500g (02/06), 500g (09/16)	
Sodium	GHS02	GHS05					Chem 1, Alkali Metals Cupboard	25g (2017), 25g	
Sodium Acetate	GHS05	GHS07					Chem 3, Shelves	250g (05/15)	
Sodium Acetate (anhydrous)	GHS05	GHS07					Chem 3, Shelves	500g (04/09), 500g	
Sodium Benzoate	GHS07						Chem 3, Shelves	250g (08/00), 250g (09/06)	
Sodium Bromide	GHS07	GHS08					Chem 3, Shelves	250g, 500g (03/91), 250g (06/10), 500g	
Sodium Carbonate	GHS07						Chem 3, Shelves	1kg, 5kg (12/08)	
Sodium Carbonate (anhydrous)	GHS07						Chem 3, Shelves	3kg (02/15)	
Sodium Chloride	Low						Chem 3, Shelves	3kg (01/18)	
Sodium chloride (rock salt)	Low						Chem 3, Shelves	3kg	
Sodium Chromate	GHS05	GHS06	GHS07	GHS08	GHS09		Chem 3, Shelves	500g	
Sodium Citrate	GHS07						Chem 3, Shelves	500g (09/16)	
Sodium Dichromate-2-water	GHS02	GHS05	GHS06	GHS07	GHS08	GHS09	Chem 1, Poisons Cupboard	500g (05/03)	
Sodium Dihydrogen Orthophosphate	GHS07						Chem 3, Shelves	500g	
Sodium Dihydrogen Phosphate	GHS07						Chem 3, Shelves	500g (09/06)	
Sodium Ethanedioate	GHS07						Chem 3, Shelves	500g (01/99)	
Sodium Hydrogen Carbonate	GHS07						Chem 3, Shelves	1kg	
Sodium Hydrogen Phosphate	GHS05	GHS07					Chem 3, Shelves	500g (04/09)	
Sodium Hydrogen Sulphate	GHS05						Chem 3, Shelves	500g (09/16)	Sodium Bisulphate
Sodium Hydroxide	GHS05	GHS07					Chem 3, Shelves	500g (05/02), 3kg (05/89)	
Sodium Iodide	GHS07	GHS08	GHS09				Chem 3, Shelves	100g (11/17)	
Sodium Metabisulphate	GHS05	GHS07					Chem 3, Shelves	500g, 500g	
Sodium Silicate	GHS05	GHS07					Chem 3, Shelves	500g	
Sodium Sulphate (anhydrous)	GHS07						Chem 3, Shelves	500g (09/13)	
Sodium Sulphite (anhydrous)	GHS05	GHS07					Chem 3, Shelves	500g (07/07)	
Sodium Tetraborate	GHS08						Chem 3, Shelves	500g	Borax
Sodium Thiosulphate	GHS07						Chem 3, Shelves	5kg (09/07), 3kg (09/05)	
Sodium Thiosulphate Soln	GHS07						Chem 3, Cupboard 1	500ml	
Stearic Acid	GHS07						Chem 3, Shelves	1kg (06/90)	
Strontium (cup source)	RAD						Chem 2, Radiation Locker	1 sealed source	
Strontium Carbonate	Low						Chem 3, Shelves	500g (05)	
Strontium Nitrate	GHS03	GHS05	GHS07				Chem 3, Shelves	500g	
Styrene	GHS02	GHS07	GHS08				Chem 1, Organics Cupboard 1	500ml	
Sulphamic Acid	GHS07	GHS08					Chem 3, Shelves	500g (03/08)	
Sulphur Flowers	GHS07						Chem 3, Shelves	1kg (12)	

Sulphur Flowers	GHS07					Chem 2, Shelves	500g, Yellow tub (Not original container)
Sulphur Lump	GHS07					Chem 3, Shelves	1kg
Sulphur Roll	GHS07					Chem 2, Shelves	1kg
Sulphuric Acid (conc)	GHS05					Chem 3, Cupboard 2	2.5l (06/06)
Tartaric Acid	GHS05	GHS07				Chem 3, Shelves	500g (10/08), 250g
Tin (II) Oxide	GHS07	GHS08				Chem 3, Shelves	100g (05/89)
Tin (IV) Oxide	GHS07					Chem 3, Shelves	100g
Tin Chloride	GHS05	GHS07				Chem 3, Shelves	250g, 250g
Tin Foil	GHS07					Chem 3, Shelves	100g (09/14), 100g (07/94), 100g
Tin Granules	GHS07					Chem 3, Shelves	500g
Uranyl Nitrate	RAD	GHS06	GHS08	GHS09		Chem 2, Radiation Locker	100g
Urea	Low					Chem 3, Shelves	500g (12/03), 500g (12/03)
Vanadium Pentoxide	GHS05	GHS07	GHS08	GHS09		Chem 3, Shelves	100g
Yeast	Low					Chem 3, Shelves	500g (09/12), 25g
Zinc Bromide	GHS05	GHS09				Chem 3, Shelves	250g
Zinc Carbonate	GHS09					Chem 3, Shelves	500g (09/15), 500g (03/19)
Zinc Chloride (anhydrous)	GHS05	GHS07	GHS09			Chem 3, Shelves	500g (11/95)
Zinc Foil	GHS09					Chem 3, Shelves	500g, 250g (9/14)
Zinc Granules	GHS09					Chem 3, Shelves	500g (09/18)
Zinc Iodide	GHS05					Chem 3, Shelves	25g
Zinc Metal Powder	GHS02	GHS09				Chem 3, Shelves	500g
Zinc Nitrate	GHS03	GHS05	GHS07	GHS09		Chem 3, Shelves	500g (09/15), 250g (01/15)
Zinc Oxide	GHS09					Chem 3, Shelves	500g (06/10), 500g (09/14)
Zinc Sulphate	GHS05	GHS07	GHS09			Chem 3, Shelves	1kg, 500g (10/17)
Zinc Sulphide	GHS07	GHS08	GHS09			Chem 3, Shelves	250g

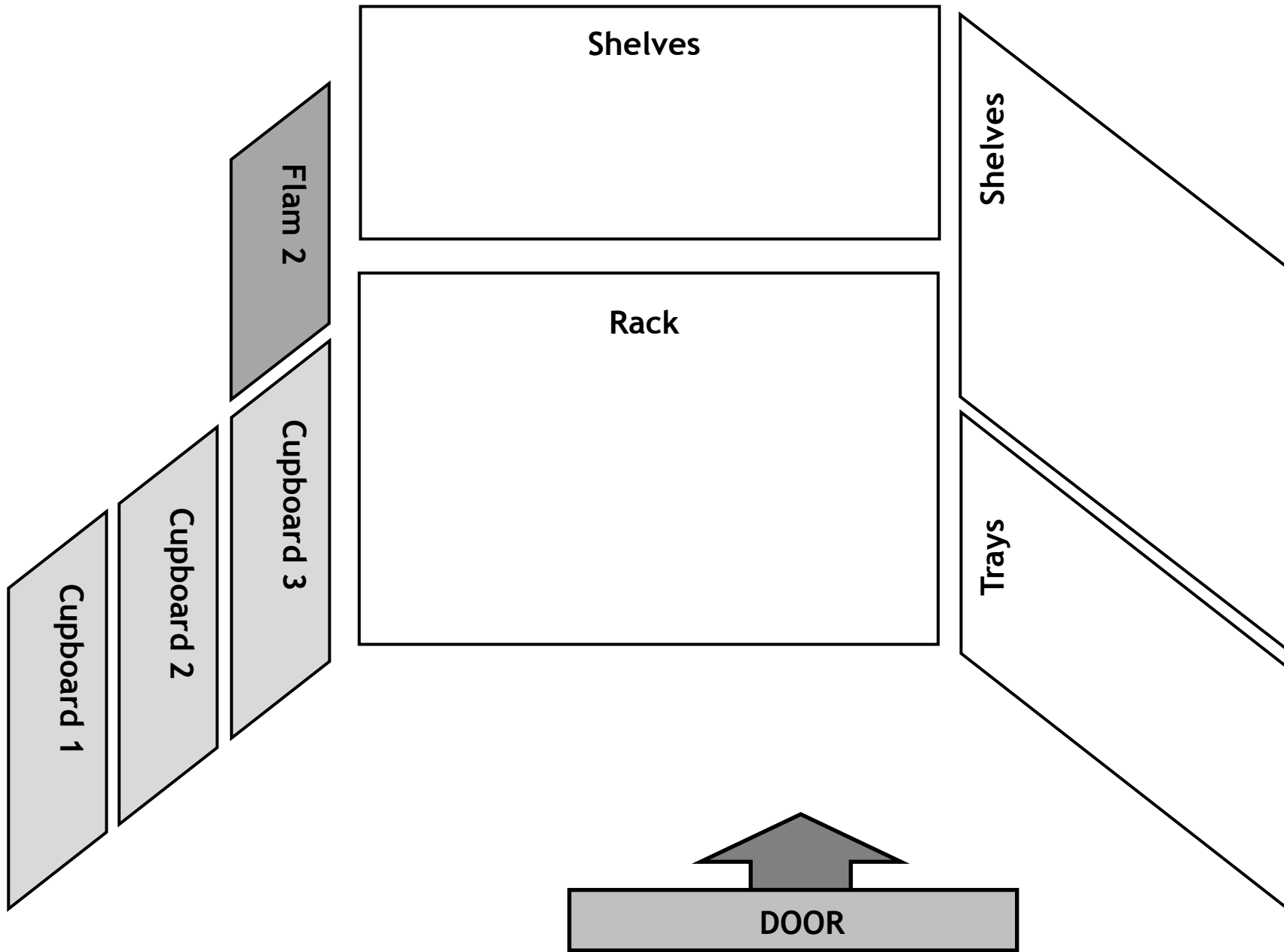


# Chemical Store 1



# Chemical Store 2





# Chemical Store 3

# **STORAGE OF BOTTLED GAS**

**Revised 08/05/2019**

## **Prep Room**

PT10 Carbon Dioxide Cylinder kept inside chemical Store No. 2

## **DT5 – Heat Treatment Area**

Y size Argon, Y size Argoshield

## **APPENDIX D**

### **WADEBRIDGE SCHOOL LONE WORKING POLICY (Reviewed 12.03.19)**

#### **Introduction**

Ideally staff should not work alone at school as there are risks involved, such as assault, accident or sudden illness. However, it is recognised for operational effectiveness, staff will want to work outside of normal hours or in the case of other staff e.g. members of the site team, may be required to work within pre-defined shift arrangements and other ad-hoc cover arrangements for activities such as evening and weekend lettings, or maintenance duties etc.

Any member of staff (with the exception of Site Staff) wishing to work outside of normal hours or during school holidays, should ensure that at least one other colleague is also on site – ideally within ‘hailing distance’, or with both parties having mobile phones programmed with each other’s numbers, or close and easy access to an internal telephone handset that can dial internal and external numbers, or two-way radio.

However, if you choose to work alone (or are working during a holiday period) on site, or you are part of the site team where your shift pattern and contract of employment necessitates lone working, you must take the following precautions:-

- If working in term time but out of school hours, notify the site team of your presence on site and when leaving or, if part of the site team, ensure you have the authority of the Site Supervisor, Business Manager, or Headteacher.
- During School holidays, complete the visitors’ log at the main entrance to the 3 Storey (main) block or the main entrance to the new block (both on arrival and leaving), in case of fire or other emergency to provide a reference for other staff/emergency services to trace and verify staff safety. The Site Team check this sheet every night before locking and have to double check everyone who hasn’t signed out.
- Carry a mobile phone with you. A school mobile is available for you to borrow if you do not have your own, and this is kept in Reception.

#### **Contacting the Site Team in an emergency**

- The site staff can be contacted in an emergency via the school emergency mobile number 07926 026931, which is also the number for calls from the Alarm Receiving Station.
- Site Staff on duty must carry this phone, switched on, at all times

#### **Limitations on work to be carried out when working alone**

- When working alone, do not attempt any tasks which have been identified as medium or high risk (including a change in the environmental conditions that may affect the level of risk), or which common sense and/or a dynamic risk assessment tells you are potentially hazardous given your own level of expertise and the nature of the task
- Do not work alone at heights on a ladder or steps
- Do not go into lofts or any other space alone in which you might become trapped
- Do not do any tasks alone which involve hazardous tools or materials
- Assess your own physical ability to undertake the task
- Avoid working outside of the site complex (Site Team have their own Lone Working Policy which links in with this one in Appendix D1)
- Know the location of your nearest fire exit and how to open it in an emergency
- Know the location of the nearest first aid kit (list under Health and Safety Policy Folder)

- If working after dark, always carry a torch when accessing un-lit areas
- When leaving, limit the amount you are carrying to have one hand free
- Ensure someone knows where you are, your estimated time of arrival home and can verify safe arrival at this time
- If you arrive at school or during the period of attendance, and find any sign of intruders, do not enter the building and avoid potentially dangerous confrontation. Instead, call the Police in the first instance followed by the on-site Caretaker, Site Supervisor, Business Manager or Headteacher
- Do not work alone or at heights if you know you have a medical condition that might cause you to become incapacitated or unconscious

### **Risk Assessment**

Regular or routine instances (such as members of the site team working within pre-defined shift patterns) of lone working must be risk assessed using EEC risk assessment procedures.

For occasional or un-planned periods of lone working staff must carry out a dynamic assessment of the risks (i.e. consider the factors relating to the situation at the time), use common sense and follow the requirements of this policy.

### **Summary**

It is established that staff may want on occasions or be required for operational/contractual reasons to work on-site at times outside of the normal hours or in holiday periods. Ideally staff should not find themselves in a lone working situation, however where this is unavoidable, all staff must use practical common sense and undertake a dynamic risk assessment, using the guidance above (although this should not be considered exhaustive), to ensure that the risks are adequately controlled.

## **APPENDIX D1 ( Revised 13-03-2019)**

### **Wadebridge School Site Staff - Lone Working Procedures**

#### **Failure to return home at expected time**

These notes aim to set out safe working practices for site staff who are involved in late night work (lone working) and what to do should they fail to return home at the normal / expected time.

Site Staff are required to work late shifts or work overtime to accommodate the schools evening lettings. There are also times when Site Staff will be required to work weekends. The school books lettings in advance (via the school Bursar) and the ending times should normally be known beforehand.

Site Staff should carry a mobile telephone either their own the number of which is known to other staff members of this procedure or the school mobile, and ensure that their partner (or other) knows their expected finish time when they are involved in late shift or weekend work.

Site staff should ensure that if they know they will be delayed then they alert their partner so that they do not become unnecessarily alarmed.

Should the Site Staff member not return home and the partner has not been advised of a known delay, the partner should note the time and allow a sensible overrun period to cover traffic or other minor inconveniences that could cause short delays.

Should the delay be such that it is greater than a possible simple delay and the partner has real concerns for the Site Staff members safety, then they should call the Senior Site Supervisor (Steve Miles - 07490 415510) and the Business Manager Premises Phil Luke – 07972871562 or 01208 814008. The partner must ensure they leave a contact number should the school staff need to call them back.

The Senior Site Supervisor and the Business Manager Premises will then arrange to check the premises. Once the situation is known then the contacted school staff will call the partner back and advise them accordingly.

Should the missing Site Staff member be the Senior Site Supervisor then the partner should follow the above guidance and if necessary call Assistant Site Supervisor Rob Bolsolver - 07547101608 and Business Manager Premises Phil Luke - 07972871562 who will then arrange to check the premises.

If the Business Manager Premises, Senior Site Supervisor or Assistant Site Supervisor are not available, e.g sickness, annual leave etc. the Headteacher and/or Chair of Governors will act as replacement members to supply sufficient cover.

Compiled by: Steve Miles  
Date: 16 September 2013

Amended by: P. Luke  
Date: 12<sup>th</sup> March 2019