



Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

Beal High School

Health and Safety Policy

This policy must be considered along with the
BMAT Health and Safety Policy

HEALTH AND SAFETY POLICY
Woodford Bridge Road, Ilford, Essex IG4 5LP

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HEALTH AND SAFETY POLICY STATEMENT OF INTENT

The Beacon Multi Academy Trust (BMAT) and the Headteacher of Beal High School believe that ensuring the health and safety of staff, students and visitors is essential to the success of Beal High School

We are committed to:

- a) Providing a safe and healthy learning and working environment.
- b) Preventing accidents and work related ill health.
- c) Compliance with statutory requirements as a minimum.
- d) Assessing and controlling risks from curriculum and non-curriculum work activities.
- e) Ensuring safe working methods and providing safe working equipment.
- f) Providing effective information, instruction and training.
- g) Consulting with employees and their representatives on health and safety matters.
- h) Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i) Setting targets and objectives to develop a culture of continuous improvement.
- j) Ensuring adequate welfare facilities exist throughout the organisation.
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Health and Safety Management System will be created to ensure the above commitments can be met. All staff will play their part in its implementation.

Name _____ Signature _____ Date: _____
Accounting Officer, Beacon Multi
Academy Trust

Name _____ Signature _____ Date: _____
Principal, BBIH Academy

Name _____ Signature _____ Date: _____
Health and Safety Officer,
Beacon Multi Academy Trust

1.0 INTRODUCTION

In order to achieve compliance with the Statement of Intent the Beacon Multi Academy Trust and the Academy management team will have additional responsibilities assigned to them as detailed in this part of the policy.

2.0 THE BEACON MULTI ACADEMY TRUST

The Beacon Multi Academy Trust has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff, visitors and students;
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities;
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them;
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work;
- e) Sufficient funds are set aside with which to operate safe systems of work;
- f) Health and safety performance is measured both actively and reactively;
- g) The health and safety policy and performance is reviewed annually.

3.0 THE HEADTEACHER

In his/her capacity as the key person responsible for the effective management of health & safety, the Headteacher will ensure the effective implementation of this policy by ensuring:

- a) This Policy is communicated to all relevant persons;
- b) Appropriate information on significant risks is given to visitors and contractors;
- c) Appropriate consultation arrangements are in place for staff and their representatives;
- d) All staff are provided with information, instruction and training on health and safety issues;
- e) Risk assessments of the premises and working practices are undertaken;
- f) Safe systems of work are in place as identified from risk assessments;
- g) Emergency procedures are in place;
- h) Machinery and equipment is inspected and tested to ensure it remains in a safe condition;
- i) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, training etc.;
- j) Arrangements are in place to inspect the premises and monitor performance;
- k) Accidents are investigated and any remedial actions required are taken or requested;
- l) The activities of contractors are adequately monitored and controlled;
- m) A report to the Beacon Multi Academy Trust Board, via the Operations Committee, on the health and safety performance of the Academy is completed termly.

4.0 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

This includes the Assistant Headteachers, Academy Finance Managers, Health and Safety Officer, Catering Manager and Administration Managers/Supervisors. They must:

- a) Apply the Health and Safety Policies to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- b) Develop health and safety policies/procedures in accordance with the Trust's policies which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks;
- c) Carry out regular health and safety risk assessments of the activities for which they are responsible;
- d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work;
- e) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them;

- f) Carry out regular checks of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these checks where required;
- g) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety;
- h) Ensure all accidents are investigated appropriately;
- i) Include health and safety in the termly report for the Headteacher.

5.0 SPECIAL OBLIGATIONS OF TEACHERS

Teachers are expected to:

- a) Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Teachers should not leave students unattended and must ensure that their actions do not lead to an insufficient child to adult ratio occurring in classrooms or other supervised areas at any time.
- c) Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the Academy without authorisation.
- h) Regularly check their classrooms for potential hazards and report any observed to the Health And Safety Officer
- i) Report all accidents, defects and dangerous occurrences (including near misses) to their Headteacher or the Health and Safety Officer.

6.0 OBLIGATIONS OF ALL EMPLOYEES

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and well-being of themselves, other employees and other persons;
- b) Observe all instructions on health and safety issued by the Headteacher or any other person delegated to be responsible for a relevant aspect of health and safety;
- c) Act in accordance with any specific H&S training received;
- d) Report all accidents and near misses in accordance with procedures appended to this Policy;
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities;
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger;
- g) Inform their Line Manager of any shortcomings they identify in the local health and safety arrangements;
- h) Exercise good standards of housekeeping and cleanliness;
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

7.0 OBLIGATIONS OF CONTRACTORS

- 7.1 When the premises are used for purposes not under the direction of the Principal e.g. the provision of Academy meals, then, **subject to the explicit agreement of Beacon Multi Academy Trust**, the Headteacher person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 7.2 All contractors who work on Academy premises are required to identify and control any risk arising from their activities and inform the Headteacher of any risks that may affect the staff, students and visitors.
- 7.3 All contractors must be aware of the Academy health and safety policy and emergency procedures and comply with these at all times.
- 7.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.

8.0 STUDENTS

- 8.1 Students, in accordance with their age and aptitude, are expected to:
- a) Exercise personal responsibility for the health and safety of themselves and others.
 - b) Observe standards of dress consistent with safety and/or hygiene.
 - c) Observe all the health and safety rules of the Academy and in particular the instructions of staff given in an emergency.
 - d) Use and not willfully misuse, neglect or interfere with things provided for their health and safety.

9. PROCEDURES AND ARRANGEMENTS

9.1 INTRODUCTION

The following procedures and arrangements have been established at the Academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief, alphabetical summary of all the key health and safety arrangements applicable to the Academy. More detailed policies and written procedures for a number of these areas are also available and these will be provided as applicable to staff and visitors

9.2 ACCIDENT AND INCIDENT REPORTING

All accidents, incidents and near misses/dangerous occurrences must be reported as promptly as possible on the Accident Report Form (Appendix 1) and handed to the Administration Office who will be responsible for alerting the Health and Safety officer who will inform the Health and Safety Executive (HSE) if the accident is a fatal or major injury as listed by the Health and Safety Executive.

Significant accidents as defined in RIDDOR (Appendix 2) must be reported to the HSE using Form F2508. Such accidents are:

- a) Student/visitor is sent to hospital due to an accident.
- b) Employee is off work for more than three days due to an accident.
- c) Fatal accident or major injuries (as listed in the RIDDOR regulations).

Action to be taken by the Health and Safety officer:

- a) Inform the Accounting Officer as soon as possible by quickest means (telephone) if the accident is a fatal or major injury as listed by the Health and Safety Executive.
- b) Complete RIDDOR form 2508 on line at www.hse.gov.uk.

9.3 ACCIDENT INVESTIGATION

All accidents, however small, should be investigated and the findings recorded.

Time allocated to each investigation will depend on the seriousness of the accident. A guide to the time required to investigate is as follows;

- a) simple investigation (minor accident) 1 hour
- b) standard investigation (reportable accident) 6 hours

During or on completion of the investigations, a risk assessment should be carried out or existing risk assessment amended to avoid reoccurrence of the accident.

9.4 ACCIDENT/ILL HEALTH EVALUATION

The Health and Safety Officer will undertake periodic evaluations of all reported incidents, near misses and incidents of ill health. This will allow the identification of patterns and trends and enable corrective action to be taken.

9.5 ACTIVE MONITORING SYSTEMS

Active monitoring provides essential feedback on performance before an accident, ill health, or an incident. It involves checking compliance with performance standards and the achievement of specific objectives. Its primary purpose is to measure success and reinforce positive achievement by recognising good work.

The forms that these systems take at Beacon Multi Academy Trust are;

- a) The periodic examination of documents to check standards are complied with, i.e. reviewing risk assessments, training records, induction records.
- b) The systematic inspection of premises, plant and equipment, to ensure the continued effective operation of hardware controls – carried out termly by the Headteacher, Chair of Local Governing Body and a Health and Safety representative.
- c) Environmental monitoring and health surveillance to check the effectiveness of health control measures annually
- d) As above.
- e) Safety tours, as above.
- f) Audits (Health and Safety audits, HR audits, Fire Risk Assessment etc.), annually as above.
- g) Regular reports to management meetings (Beacon Multi Academy Trust and Governors).
- h) Other measures (accident monitoring, Environmental Health visits, OFSTED).

9.6 BEHAVIOUR MANAGEMENT

All staff must be familiar with the Academy policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

9.7 BOMB THREAT PROCEDURE

Action to be taken on receipt of a bomb threat or suspicious package(s)

The caller should be asked the following questions, whether it is the police or direct:

- a) Where is it?
(1) In which building? (2) On which floor?
- b) What time will it go off?
- c) What does it look like?
(1) Size? (2) Colour of package?
- d) What kind of bomb is it (type of explosive)?
- e) Why are you doing this and do you have a code word?
- f) Who are you?
Name
Address
- g) Time of call.

Try to write down exactly what the person said immediately as this might include a code word and is very important to the Police. The person receiving the call should immediately contact the Headteacher or in his/her absence the Duty Assistant Headteacher. The Headteacher/Assistant Headteacher should be informed of the answer to the questions and should alert the Police/Local Authority and the Accounting Officer.

The Headteacher will decide whether to evacuate the building.

9.8 Evacuation

Inform all Heads of Department/Heads of Year of the situation (radios and mobile phones should **NOT** be used) and tell them to evacuate the Academy as per fire drill, **except to instruct them to:**

- a) Leave doors and windows open (the area that contains the bomb or suspicious package should be sealed with windows and doors closed).
- b) Ask staff and students to take all personal items with them (if left, these items would need to be searched thus wasting valuable time and effort).
- c) Ask staff and students to make their way to assembly areas (avoiding the area of the bomb/suspicious package) as directed by the Headteacher.
 - a. Stage 1 – Assembly at the normal fire drill areas
 - b. Stage 2 – Move to the park, once the area has been cleared.

9.9 Security during an evacuation

The security of the building during an incident is the responsibility of the Premises Staff and should be carried out from a safe distance, out of the line of sight of any bomb/suspicious package(s). The Premises Staff are to be positioned at all gates leading into the Academy (which are to be locked once the premises have been evacuated) and will remain there until advised by Incident Control.

9.10 CRISIS POLICY

The Academy has a separate policy for managing a Crisis, which should be followed in the event of

- a) People related issues – Major accidents, epidemics, abductions or acts of extreme violence in which there is clearly a risk of serious injury
- b) Premises issues – Fire, explosions, floods, subsidence
- c) Technological – Computer related issues

9.11 CATERING

The Catering Manager is responsible for the safe operation of the catering facilities. He/she must:

- a) Be familiar with the Academy Health and Safety Policy;
- b) Prepare risk assessments for all catering activities;
- c) Ensure that all kitchen staff are instructed and informed to work in accordance with these documents;
- d) Inform the Health And Safety Officer or Headteacher of any potential hazards or defects;
- e) Be familiar with the current Food Safety legislation and the implications so far as the Academy is concerned.

Academy staff must not use the catering facilities and equipment without the prior agreement of the Headteacher and Catering Manager.

9.12 CLEANING & MAINTENANCE

The Health And Safety Officer is responsible for ensuring the safe, routine maintenance and cleaning of the Academy premises and grounds in accordance with the Beacon Multi Academy Trust policies and procedures for maintenance

9.13 CONTRACTORS

The Academy is responsible for the selection and management of contractors in accordance with the Beacon Multi Academy Trust policy for the Management of Contractors.

Contractors should be made aware of the Academy Health and Safety Policy and their obligations under it before commencing any work on site.

Academy staff must be aware of this policy and report any concerns regarding contractors' activities to the Headteacher immediately.

9.14 CURRICULUM SAFETY (including out of Academy learning activities)

Assistant Headteachers, Heads of Years and Heads of Department are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and students.

The risk assessments must be made known to all teaching and support staff and reviewed regularly. Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

9.15 DISPLAY SCREEN EQUIPMENT

The Customer Services Manager is responsible for ensuring that DSE assessments (Appendix 3) are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs. Regular laptop users will be provided with docking stations. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

9.16 ELECTRICAL EQUIPMENT

The Senior Premises Manager will ensure that testing, inspection and maintenance of equipment is undertaken as required.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by students, with the class teacher.

Equipment found to be unserviceable, or of doubtful serviceability, must be taken out of service, labelled correctly, locked away and the defect reported to the Health And Safety Officer who will arrange repair or replacement.

The Headteacher must ensure that all electrical equipment brought onto Academy premises from other sources e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the electrical safety management guidelines.

Staff are reminded that they must not bring electrical equipment into the Academy without the permission of the Headteacher.

9.17 EDUCATIONAL VISITS AND JOURNEYS

The Headteacher and the Educational Visits Co-ordinator (EVC) are responsible for ensuring that all Academy trips are managed in accordance with the Academy policy for Educational Visits and Journeys.

All teachers must be familiar with this policy.

9.18 FIRE EVACUATION PROCEDURE

Fire Drills are held every term in accordance with the procedure below. All staff students and visitors must participate in the fire drill and follow the correct procedures.

In the event of an evacuation no member of staff, student or visitor should re-enter the building without the permission of the senior member of staff on duty. All staff, on entering any area of the Academy, should check that everything is in order. If it is not, the Headteacher and Premises Officer should be informed immediately. If there is a potential hazard, the room should be vacated and the Headteacher and the Premises Officer informed immediately

9.19 ON THE ALARM SOUNDING

The Headteacher on duty to check the alarm status at the alarm panel. They should then investigate the reason for the alarm, at the alarm point identified in liaison with the Premises staff. If it is a false alarm they will pass on the all clear to the Senior Manager on duty (the alarm will be silenced at this point).

The alarm should only be silenced at this point if it is definitely a false alarm.

In the case of a fire risk the Academy is to evacuate on the alarm sounding. The priority is to evacuate the Academy to ensure the safety of students, staff and visitors .The Headteacher will decide whether to call the Fire Brigade or not based on the investigation of the alarm point.

All students, staff and visitors should evacuate the building in accordance with the attached Fire/ Emergency Evacuation Plan (Appendix 4).

Once at the assembly point, classroom teachers/ tutors should register their class/ tutor group, all staff once registered should assist as required. Teaching staff should note that they should have checked attendance at the start of each lesson.

Responsibility for individual visitors and their evacuation falls to the member of staff being visited.

The Cover Officer or Customer Services Manager should bring out the support, teaching staff registers and the cover list, to allow attendance to be checked. Support staff should report to the Customer Services Manager.

Reception staff should evacuate any visitors from the Reception area, Conference Room and Interview Room and bring visitors signing in/out book to assembly point for checking evacuation of visitors.

Learning Support staff should remain with the class they are working or associated with and assist with the evacuation.

Everyone is to remain at the assembly point, until the 'all clear' instruction is given.

The Headteacher will decide when classes can return to the Academy buildings. In the event of a fire, the Fire Brigade will take overall responsibility.

If the alarm sounds during break or lunch, the same principles apply.

Back Up Alarm

In the event of a power cut, or an alarm failure.....

9.20 FIRE PRECAUTIONS

The Health and Safety Officer is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the firefighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking work with a high level of risk.

All staff must be familiar with the Academy Fire safety risk assessment, the Academy emergency plan and evacuation procedures.

9.21 FIRST-AID AND SUPPORTING STUDENTS' MEDICAL NEEDS

The Academy has completed a First Aid Risk assessment to ensure ample provision of trained personnel and First Aid supplies/There is a separate policy for students' medical needs. (Appendix 5, 6 and 7).

9.22 GLAZING SAFETY

Where there is glazing inside the building; some classrooms have glazed walls onto the corridors, and most doors have glazing panels. These must remain clear at all times and must not have anything affixed to them.

All glazing is strengthened safety glass and will provide protection on fire routes.

9.23 HAZARDOUS SUBSTANCES

The Health and Safety officer is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorized persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Headteacher.

The Health And Safety Officer will complete an assessment for any authorised products.

Substances used in the practical curriculum will normally be stored and used in accordance with CLEAPSS Hazcards.

Where an appropriate Hazcard is not available the appropriate Head of Department is responsible for ensuring that the substance is assessed.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or students under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints
-

All the above should be used in a well-ventilated area.

Dust and fumes in the practical curriculum are controlled by LEV. No member of staff or student should be at risk through exposure to hazardous substances used or created in the practical curriculum.

9.24 HAZARD REPORTING

An important feature of this policy is the operation of an effective hazard reporting system. Any employee, student, contractor or visitor is encouraged to report any sub-standard condition or practice.

The reporting of hazards, in the main, should be done verbally to the Premises Officer on duty and line manager as soon as possible, but where the situation warrants, a more formal response may be required. Appropriate forms are available in the General Office to report any problem.

In addition to this procedure, reports of hazards may be received via the Academy's Health and Safety Officer, Departmental meetings/minutes or via risk assessment procedures.

9.25 HEALTH AND SAFETY COMMITTEES

Arrangements for regular discussions of Health and Safety matters have been set up for all staff.

Health and Safety is a standing item on the agenda of all relevant meetings.

The Local Governing Body's Operations Committee is the key forum at which Health and Safety issues are addressed and policies determined. In addition, it reports regularly to the Local Governing Body

9.26 INCLUSION

The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with special needs and physical disabilities.

All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The SENCO and Assistant Headteacher must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with physical disabilities. No student should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Headteacher.

9.27 LONE WORKING

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Premises staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal Academy hours or during holiday times.

Lone workers should not undertake any activities which present a significant risk of injury.

If you can, avoid working alone in isolated parts of the building especially outside normal working hours or during holidays. If it is necessary and you are required to work early in the morning or after normal working hours at night:

- a) give prior notice to Health And Safety Officer if you intend working late and indicate you will be in the building;
- b) make sure your colleagues know;
- c) check where they are likely to be in the building;
- d) make sure suitable precautions have been taken to prevent intruders entering the area where you are working;
- e) if possible, take a telephone into the room in which you are working;
- f) if you are alone, consider locking yourself in;
- g) report your departure when you leave the premises.

9.28 MANAGING MEDICINES AND DRUGS

No student is allowed to take medication on the Academy site without a letter of consent from his/her parent/carer. Staff must notify the Headteacher if they believe a student to be carrying any unauthorized medicines/drugs.

The Academy policy for the Administration of Medication provides detailed guidance and all staff should be familiar with this policy.

9.29 MAINTENANCE AND REPAIR OF EQUIPMENT

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Health and Safety Officer.

All faulty equipment must be taken out of use and reported to the Premises Staff. Staff must not attempt to repair equipment themselves.

9.30 MANUAL HANDLING

The Beacon Multi Academy Trust will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Premises Staff for assistance.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

9.31 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The need for PPE has been identified in Risk Assessments. It is the Headteacher's responsibility to ensure adequate supplies of PPE.

Where the need for PPE has been identified it must be worn by any staff member or student who might be at risk of injury or harm to health.

Any staff member or student who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager

9.32 RISK ASSESSMENT

It is the Principal's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the Academy.

Risk assessments for offsite Academy trips, both residential and day trips are in a separate policy (Academy trips and visits policy)

There will be a regular programme of planned assessments to be completed in high risk areas such as Science, DT workshops etc. In other activity areas there will be annual risk assessments.

Risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Board who will prioritise issues and assign resources to undertake remedial control measures where required.

The EVC will ensure that risk assessments are completed by all staff who organise and lead Academy visits.

9.33 SECURITY

CCTV systems are installed throughout the Academy and will be used to monitor incidents and also as evidence when investigating reports of poor or dangerous behaviour and of alleged criminal offences e.g. theft or assault.

Cash collection is kept to a minimum .Any that is collected must be stored in a safe and monies are banked regularly. Counting of accumulated cash must occur at an appropriate location on Academy premises. Designated staff are responsible for carrying monies to and from the bank. Staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.

All staff are responsible for their own personal belongings and should not leave valuables unattended at any time. The Academy accepts no responsibility for items left unattended. In the event of a theft in the Academy, staff will be advised to report the incident to the police and will assist them in their investigations, with the use of CCTV recordings etc.

It is the responsibility of the staff to take appropriate measures to maintain the security of any Academy equipment being used, if equipment is found to be missing or believed stolen it is important that this is reported immediately to the Headteacher or their deputy. When using portable and desirable equipment such as lap-top computers staff will be required to follow careful procedures to ensure their security.

9.34 SEVERE WEATHER CONDITIONS

In the event of severe weather conditions, it is the responsibility of the Headteacher in liaison with the Accounting Officer to make a decision on closure on grounds of health and safety. In the event of a decision to close on these grounds, governors will be informed.

9.35 SMOKING

The Board of Trustees and the Headteacher have adopted a no smoking policy throughout Academy premises.

All Academy staff and parents will be informed and signs will be on display at main entrances to Academy buildings.

9.36 STAFF TRAINING AND DEVELOPMENT

The Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

Safety induction must be given to all new employees on the first day of employment. This induction should take the form of a checklist and new staff should be clearly informed of the Trust's Health and Safety provisions e.g. Action to be taken in the event of a fire, Fire exits and knowledge of first aid arrangements.

Training must also be given to all key staff and staff with special responsibilities, such as the Premises Officer, First Aid staff and Staff taking students on trips.

The Academy will keep a record of all staff who have been trained and the expiry dates of any certificates.

9.37 STRESS MANAGEMENT

Where appropriate a risk assessment of stress in the workplace will be carried out under the management of Health and Safety at Work regulations 1992.

Symptoms of stress include problems sleeping; dietary problem; mood swings; lethargy; inability to concentrate; fatigue; emotionalism; chest pains; palpitations; sweating and racing heart, if you suffer from these symptoms, you are advised to consult your GP without delay.

If you consider you may be suffering from stress for reasons connected with your workload, you should approach the Headteacher who will deal with the issue promptly and in the strictest confidence and make all reasonable efforts to reduce work related stress.

No disciplinary action will be taken against an individual who, in medical opinion, is suffering from stress, unless the action is unrelated to the medical condition. Formal stress counselling may be arranged by the Academy where appropriate.

On return to work for any period of stress-related illness, the Academy will take account of medical advice and the needs of the Academy when determining which duties are most appropriate.

9.38 TRANSPORT

The Premises Manager is responsible for arranging the annual maintenance and MOT of the minibus/es and is also responsible for ensuring that the buses are clean and in good condition at all times.

Only staff who hold the required license and have undertaken specific driver training are authorised to drive the minibus.

All drivers must complete the driver checklist before any trip. (Appendix 8)

All groups using the minibus must be accompanied by a second staff member who is responsible for supervision of the students throughout the journey. The driver must not be responsible for supervision whilst driving.

All staff are responsible for reporting any damage or unsafe condition to the Health And Safety Officer immediately

9.39 VISITORS - HEALTH & SAFETY

Under the provisions of the Health & Safety at Work Act 1974, Beacon Multi Academy Trust has a duty of care to all its visitors. Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of the Academy they intend to visit. They are to obey all displayed warning notices and verbal instructions.

Contractors who arrive to carry out work must inform the department/s of any potential hazard that may arise due to their work. (See Guide to Contractors available on request from the Health And Safety Officer).

All visitors are to be made aware of the emergency procedures. Action to be taken during an emergency is printed on the back of the visitor's badge.

There are five categories of visitors to Beacon Multi Academy Trust:

- a) VIPs/Educational Visitors
- b) Casual Visitors
- c) Ex-students
- d) Intruders
- e) Troublemakers

9.39.a VIPs/Educational Visitors

Such visits need careful managing, if the benefits of showing our work to visitors are not to be overshadowed by negative feelings of disruption, distraction and dislocation to our central aim of delivering a high-quality curriculum to our students.

All incoming requests for visits to the Academy should be cleared by the Headteacher and the HR safeguarding visitor form signed and approved.

When the Headteacher has authorised a visit to an Academy the member of staff organizing the visit should inform all potentially affected and also publish the approved visit in the appropriate weekly Staff Bulletin.

The volume of visitors will be continually monitored. It may become necessary to sort requests for visits to the Academies into various categories and accord them varying levels of priority. Requests by colleagues from other Academies and the Academy Trust would normally be given high priority, as would visits by members of the Board of trustees and Governors.

9.39.b Casual Visitors

As with all busy work places, there is a high level of casual visitors to the Academies during the course of a normal working day. These could be parents/carers or commercial representatives going to particular areas within the Academy. Sometimes they are expected, more often than not, their visit is unplanned.

If the visit is expected by a member of staff, their name should be entered into the Reception Diary (located behind the Reception Counter), so that the Receptionist is aware of the visit and will be able to greet the person accordingly on arrival. The visitor will then be asked to wait in the Reception Area, while the person expecting the visitor can be located. At this point, the member of staff will come to Reception to collect their visitor or a Student Receptionist will be asked to take the visitor to the particular area or member of staff.

For reasons of safety for staff and students, unknown visitors should on no account be allowed to wander through the Academy premises. Notices are displayed at all entrances requesting all visitors to report to the front Reception to obtain a Visitor's Badge (white for general visitors and yellow for contractors) and sign the Visitor's Book.

9.39.c Ex-students

Often ex-students make social calls to the Academy. The member of staff 'on call' should be contacted and permission granted for the visitor to come onto the premises. Once permission is given and they have signed the Visitor's Book, a Visitor's Badge is issued and the visitor can proceed.

In all cases, it is imperative that the visitor completes the Visitor's Book and is issued with a Visitor's Badge (details of any vehicles should also be entered into the Visitor's Book).

9.39.d Intruders

All staff are asked to take careful note of the following advice, which may help you to handle any difficult situations if you are confronted by an intruder or intruders on our premises.

Always aim to be welcoming and polite to all our visitors. If you see anyone that you think should not be on the Academy premises, do not approach them directly on your own but inform the Front Reception Desk immediately and ask the member of staff 'on call' to be called. It may be possible to keep them on site by telephoning the Front Reception Desk or by sending a note with a student, rather than by reporting in person. If satisfied that they are on legitimate business, please accompany them to Reception to collect a Visitor's Pass and sign the Visitor's Book.

To distinguish between intruders and authorised visitors, notices informing "visitors" of the need to report to the main reception desk in the front foyer and obtain a visitor's identity tag should be displayed at all Academy entrances.

If the person is unable to offer an acceptable reason for remaining, they should politely be asked to leave in a clear and firm way.

NEVER touch the intruder, even lightly, as this can be misinterpreted and provoke hostile reactions. If they refuse to leave, then dial 999 to call the police.

If the police are called as a result of a physical assault, in serious cases they have the power to arrest the assailant and take legal proceedings directly.

Take a note of the description of any intruders and any conversation which you might have had with them, even when they leave the premises on your request or where they might have refused to leave initially but then leave before the police arrive. In the unfortunate event of any injuries being sustained, a separate report should be made on the Standard Accident/Injury Form and returned to the Health and Safety Officer.

Some "Intruders" are ex-students, merely making a social call. Help them to obtain an official Visitor's Pass, available from Reception.

REMEMBER, the Trustees of Beacon Multi Academy Trust will provide the fullest support legally possible to staff in connection with alleged assaults, threats or criminal damage arising in the course of or out of the performance of their duties.

9.39.d Troublemakers

New guidance, "Academy Security: Dealing with Troublemakers", was issued by the DCSF on 16 December 1997 to all Academies in England. The guidance spells out the powers of the police and the criminal justice system to deal with troublemakers in and around Academies.

The guidance also covers section 4 of the Offensive Weapons Act 1996. It is an offence under the Offensive Weapons Act 1996 to carry, without reason or authority, a knife or offensive weapon in or around Academies. This applies to all knives, other than folding pen knives, with a three inch or smaller blade. However, Beacon Multi Academy Trust has banned all knives, regardless of the length of the blade.

The Academy Board has authorised the Principal (or nominee), in exercising day to day management of the Academies, to determine who should have access to the premises. The Board have determined that nobody (including governors, staff, students or parents) has an unrestricted right of access to the Academy premises except those with a statutory right to do so. During the day parents should act as visitors, complying with appropriate arrangements; they should present themselves to the main reception desk, following a route to other defined parts of the Academy as determined by the Principal (or nominee).

Suppliers, contractors and commercial deliveries must follow separate arrangements as determined by the Health And Safety Officer (or his representative).

Beacon Multi Academy Trust buildings and their grounds are private places and anyone entering without authority (including students, ex-students and parents) is trespassing and may be asked to leave by the Principal (or nominee). Causing harassment, alarm or distress to staff or students, threatening, abusing or insulting staff, on or off Academy premises, could be an offence. The Principal (or nominee) will exercise professional judgement in deciding whether to involve police in incidents of this nature.

Whether the Principal (or nominee) has determined that an individual is trespassing, the Board have authorised a letter to be sent out on their behalf warning trespassers of the possibility of proceedings being brought against them. The maximum penalty for this offence is a fine of £500. When deemed necessary, a "troublemaker" will be informed in writing by a standard form letter, of the limitations both in terms of time and place as to their permission to enter the premises (See attached sample warning letter in Appendices).

General precautions

Any members of staff going off site must ensure that they sign out at the main office. On their return they must be sure to sign back in again.

All visitors to the Academy must sign in and sign out in the Visitors book, so that a list of visitors in the building is available at any time.

Any events, which use the premises out of working hours, especially where visitors to the Academy are involved, will be subject to particular procedures for the specific event. The key individual organising the event, will check procedures with the Premises Manager.

Working at Height

The Premises Manager is responsible for the purchase and maintenance of all ladders in the Academy. All ladders conform to BS/EN standards as appropriate.

The Senior Premises Manager is also responsible for completing risk assessments for all working at height tasks in the Academy.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor. If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Do not work at height when you are alone. If you are planning to use a step ladder ask the Premises Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top platform of the ladder. Never overreach. Try always to keep one hand free on the ladder to steady yourself.

9.40 WORK EXPERIENCE PLACEMENTS – Students

In the event of an incident or situation that puts students at risk whilst on Work Experience, the person coordinating the work experience will contact the work placements. The purpose of the call is to ensure that the employer makes arrangements for the students' safety and their safe return home.

In the absence of this person, the Headteacher will ensure contact is made with Work Experience Students and/or providers, to ensure their safety.

For safety reasons, students must contact the Academy if they do not attend a placement.

If a student cannot be contacted, the Academy/the person coordinating the work experience will make initial contact with the parents. In the absence of this person, contact will be made by the Principal.

The Academy will maintain student mobile phone numbers, where possible, on the database for Work Experience.



Accident & Incident Report Form



Important information for the injured party

Inform consent: I hereby allow for this information to be passed onto 3rd parties (e.g. Insurance Officers and Trade Union Representatives.)

Injured Person (to be signed)..... Date.....

For safety section use only

Code:

Date:

Action/ Reporting

- Manager to complete this form in accordance with the “**Reporting BMAT Accident & Injuries Classification Guidance Poster**”
- Ask employees involved and witnesses for information
- Tick appropriate boxes.
- Where not applicable write N/A

1. Was it an accident or incident (Tick as appropriate)

2. What type was it? Accident Non-Physical Abuse Physical Abuse Other

3. Subject of the report (tick any that apply)

Fatality <input type="checkbox"/>	Specified major injury or condition <input type="checkbox"/>	Minor Injury <input type="checkbox"/>	Near Miss <input type="checkbox"/>
Dangerous occurrence (see wall chart) <input type="checkbox"/>	Personal Safety Of Staff Incident (If you tick this box please complete Q7) <input type="checkbox"/>	Member of the public, client, resident or pupil taken from scene of accident directly to hospital for treatment <input type="checkbox"/>	Work Related ill health <input type="checkbox"/>

4. Details of the person Involved

Name D.O.B. [] [] [] [] [] [] [] [] Male Female

Dept/Reg Grp/Bldg/..... Home Tel. No.

Job Title Pay No.

Address

Injury/Body Part/Condition (e.g. Cut to upper left leg)

Date of injury/Dangerous Occurrence/Diagnosis of ill health condition. [] [] [] [] [] [] [] []

Name of Manager/Supervisor on duty Time..... am/pm

5. Where did it happen?

Location.....

6. Status of the affected person (Identify one only) if student registration group is required.....

Employee Pupil/Student Resident/ Client Student Teacher/Trainee/ Work Experience

Visitor/ Member of Public Contractor/ Self Employed Other (Please state) []

7. Did the injured person (tick any that apply)

Go Home Over 3 days lost from work Go to Hospital 1 to 3 days lost from work Resumed Work Received First Aid

8. What kind of behaviour was involved (PSS Incidents only)

Physical Assault- Major Injury Physical Assault Minor injury Physical Assault – No injury Physical Assault- Damage to property

Verbal Abuse Anti-social/spiteful Behaviour Threatening Behaviour Homophobic Incident

Note: If this incident involves harassment by a member of staff please refer to the Dignity at Work policy

9.Type of injury

Indicate what kind of incident led to the injury or condition

Struck by moving vehicle

*Struck by moving, including flying or falling object

Contact with moving machinery or material being machined

*Machine type and make

Injured whilst handling, lifting or carrying

Slip/Trip or fall on same level

Fall from height*

Distance through which person fell
Metres

Drowning or asphyxiation

Exposure to fire or excessive heat

Exposure to or contact with harmful substance*

*Name of substance

Contact with electricity or electrical discharge

Injured by an animal

Struck against something fixed or stationary

Trapped by something collapsing

Exposure to an explosion

10.Account of accident/PSS incident/dangerous occurrence/injury (Continue on a separate sheet if necessary)

Describe what happened to cause the accident/dangerous occurrence and if persons were injured what they were doing at the time. Include weather, surface, lighting and condition information.

.....
.....
.....
.....

Injured Person (to be signed) Date.....

11.Educational establishments only

Incident occurred: In lesson Breaktime Lesson Changeover

Supervision Ration [.....:.....] Do you consider this to be: Adequate Inadequate

Witness (if any)

Name:

Address:

Witness (if any)

Name:

Address:

12.Following investigation by Manager – state what action has been taken or is planned to prevent a recurrence.

.....
.....
.....

13.Line manager’s details (please print)

Name & Job title of Manager

Work address of Manager

Service Area..... Work Tel no.

Signature of Manager Date

Ensure all sections are completed

Pass original of this form to the BMAT Health and Safety Officer:

Received..... Date.....

Leigh Blainey
BMAT Health and Safety Officer
EXT 411 (Beal) 0208 551 4954
EXT 220 (TFA) 0208 501 6671
lblainey1.317@lgflmail.org

As required under the “Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995”



Reporting Accidents & Incidents

1 Manager --- This reporting system applies to all people affected by the Beal Academy Trust activities.
i.e. Employee / Trainee / Work Experience / Client / Customer / Pupil / Student / Contractor / Public / Visitor.

2 Manager — You need to identify and report the type of injury/personal safety incident/dangerous occurrence from the categories below then go to Section 3.

A Specified Major Injury

- Fatality
- Fracture, Break, Crack or Chip (not fingers or toes)
- Amputation
- Dislocation of shoulder, hip, knee or spine
- Loss of sight
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs.
- Electric shock
- Injury causing hypothermia, heat induced illness
- Unconsciousness from asphyxia or harmful substance/biological agent
- Acute illness from contact with harmful substance/biological agent
- Detained in Hospital +24hrs (not observation)
- Members of public taken directly to hospital from the site of the accident
- Any injury/personal safety of staff incident causing more than 7 days absence (not counting the day of the accident) or becomes a specified major injury


B Any other injury/personal safety of staff incident or near miss


- Near miss accident
- N.B. Personal Safety of Staff**
- If a category A injury is a result of a physical assault then (see section 3)
 - If category B applies to a personal safety of staff incident then (see Section 3)

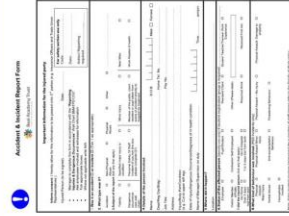
C Dangerous Occurrences

- Collapse/Overtum/Failure of lifts/lifting equipment
- Explosion/Collapse/Bursting of closed vessel or its pipework
- Plant/Equipment contact with overhead power lines
- Electrical short/overload causing fire/explosion
- Failure of demolition
- Malfunction of breathing apparatus
- Collapse of partial collapse of scaffold
- Explosion/Fire stopping work for more than 24 hours
- Uncontrolled release in building of flammable liquids
- Release of any substance which may damage health

3 Manager - **All** incidents must be reported to the Health and Safety Officer via the Reporting Accidents and Incidents Form.

If the symbol is  You need to telephone the Health and Safety Officer **Immediately** and follow up with all Accident & Incident Report Forms

If the symbol is  You need to complete an Accident and Incident Report Form and forward to the BMAT Health and Safety Officer **Immediately**.



The Academy must notify the HSE within 10 days of the Accident/Incident. Please ensure that the Accident and Incident Report Form is completed and provided to the BMAT Health and Safety Officer/Manager.

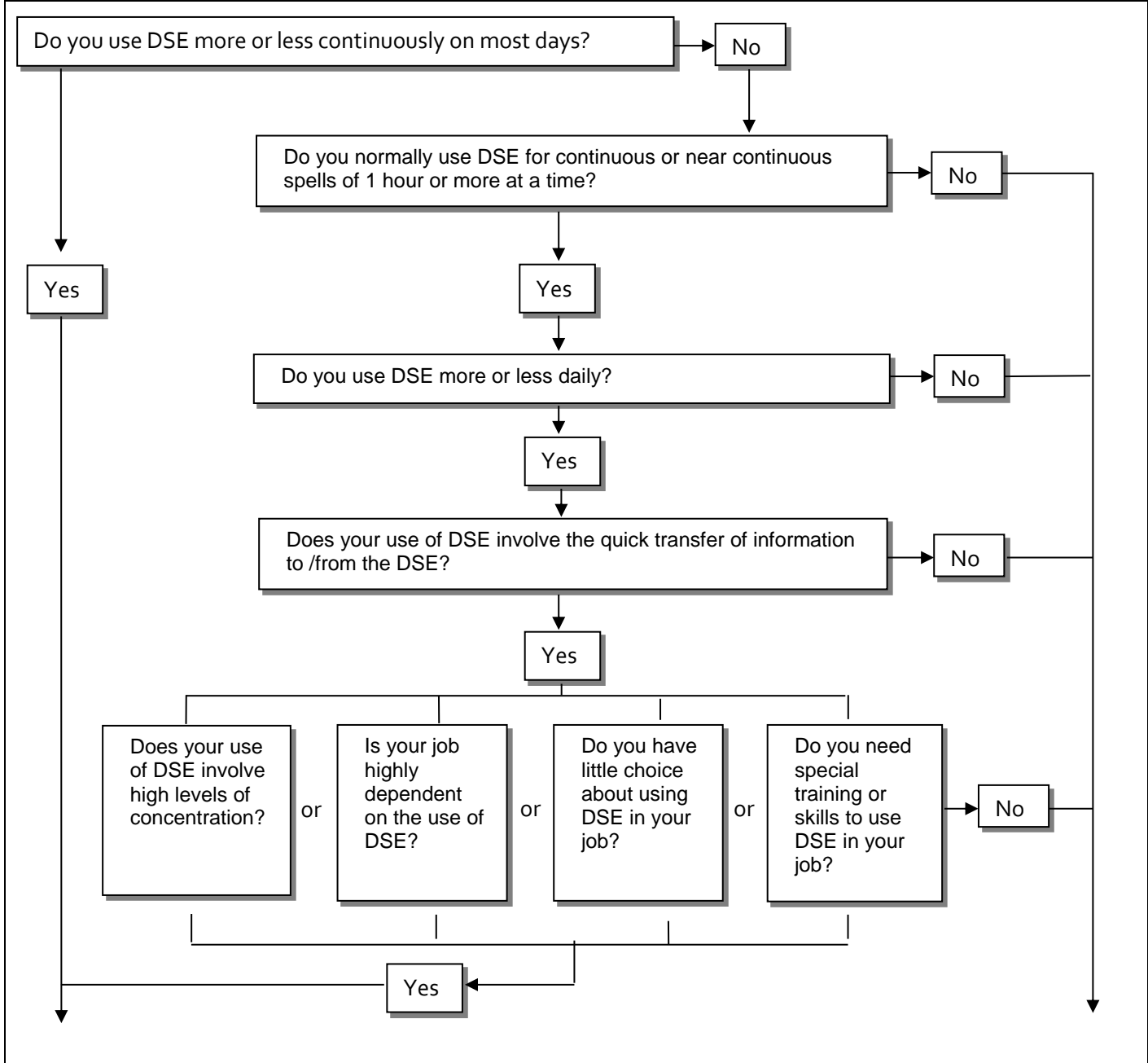
4 H&S Officer/Manager the HSE must be notified within 10 days of any significant accident as defined by RIDDOR (this can be done by going to www.hse.gov.uk/riddor and completing the appropriate online report form, a telephone service remains for reporting fatal and specified injuries only on 0845 300 9923 – opening hours Monday to Friday 8.30am to 5pm)

Display Screen Equipment (DSE) Users Questionnaire

This questionnaire should be used to identify if you are a DSE User as defined in the Health & Safety (DSE) Regulations 1992 (amended 2002).

Service area or Establishment:

Name of operator: _____ **Job title:** _____

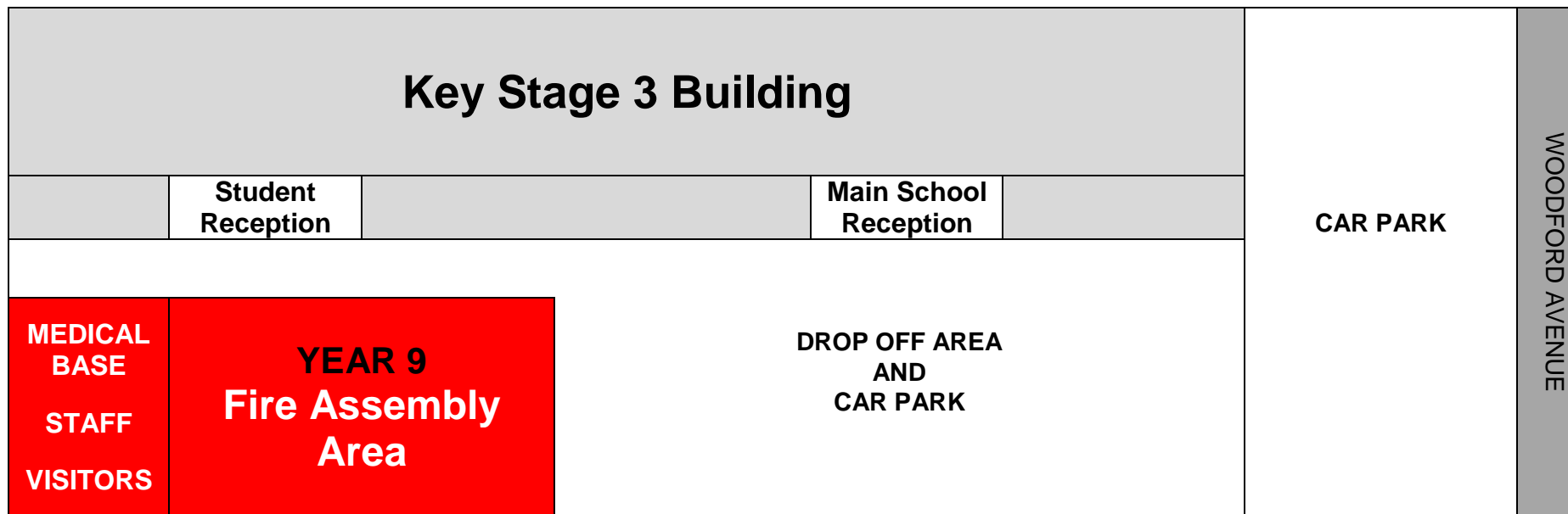


You are a User
Please ask your manager to sign here to confirm you are a User.

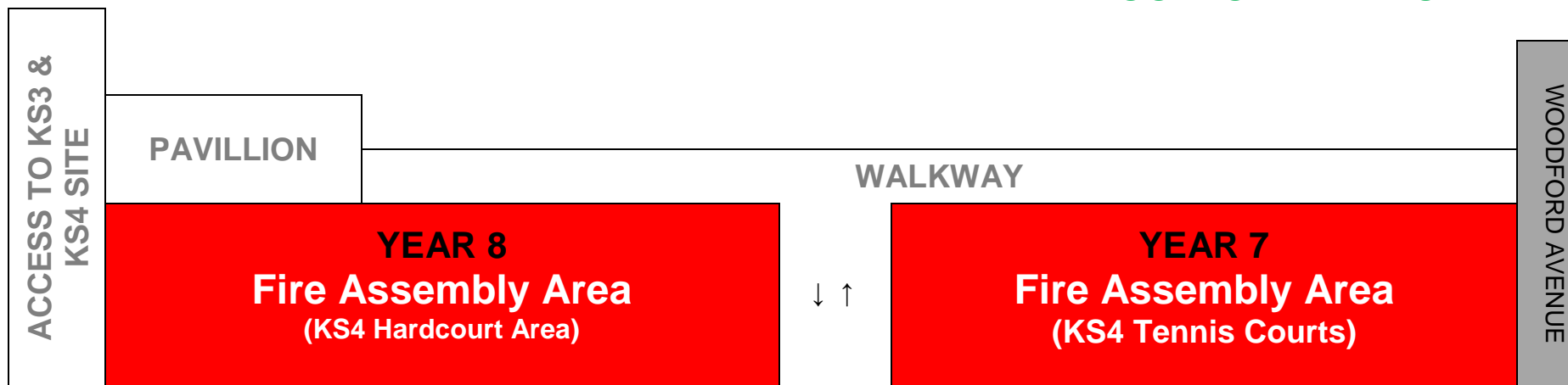
Manager's Signature.....
A workstation assessment should be undertaken using the HSE "VDU" Workstation Assessment Checklist". The completed assessment and this

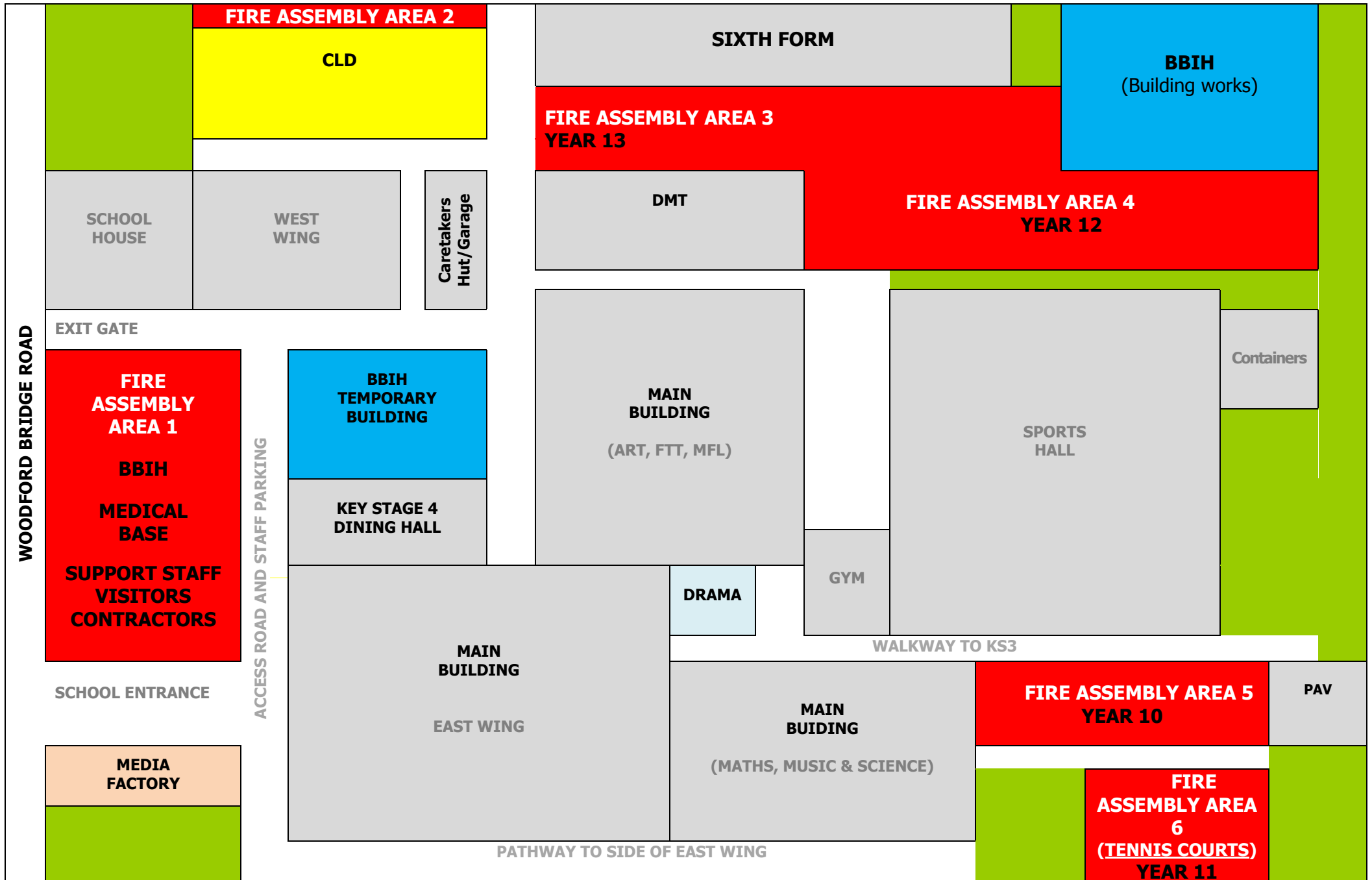
You are not a User
Please ask your manager to sign here to confirm you are not a User.

Managers Signature.....
File this document, and review in 12 months or if there are significant changes to your DSE work.



WOODFORD AVENUE ENTRANCE/EXIT





REGISTRATION OF STUDENTS – PLAN A

DURING LESSON TIME – CLASSROOM TEACHERS - UPON HEARING THE ALARM, should:

- follow the instructions on this [Blue dot form – Assembly Area map](#), paying particular attention to the **NEAREST** exit route;
- ensure the smooth movement of students/adults out of the teaching area e.g. everyone should move in single file, DO NOT RUN, to the nearest route of escape;
- ensure that arrangements are made for assisting those **with a disability** out of the building albeit student, staff member or visitor;
- **before leaving the classroom/teaching area check that 'NO STUDENT HAS BEEN LEFT BEHIND'**, close all windows and classroom doors.
- escort their students to the appropriate assembly point as indicated on the [Blue dot form – Assembly Area map](#).

UPON ARRIVAL AT THE ASSEMBLY AREA CLASSROOM TEACHERS should:

register the students in their care at the time alarm sounded;

- **write down the name of any missing students/adults who were in their care at the time of the alarm being raised, and pass to the appropriate PASTORAL SECRETARY** who will pass to the Chief Fire Warden, or Person in Charge at the Assembly Area;
- ensure students are in alphabetical order and are standing in silence;
- remain with your students at all times, unless directed to move by the Person in Charge of Assembly Area.

DURING BREAK AND LUNCH TIMES FORM TUTORS should:

- join their Form Groups at the appropriate Year Group Assembly Point;
- ensure students are in alphabetical order and standing in silence;
- register students (hard copy of registration groups can be obtained from Pastoral Secretary);
- write down the name of any **missing students/adults** and pass to the appropriate **PASTORAL SECRETARY** who will pass on to the Chief Fire Warden, or Person in Charge at the Assembly Area;
- remain with students at all times.

DISPERSAL OF STUDENTS: Students may only be dispersed by the Person in Charge of Assembly Area.

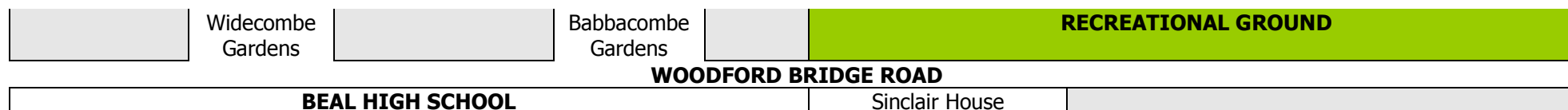
BBIH STUDENTS AND STAFF, TEACHERS UNASSIGNED TO A CLASS AT TIME OF BELL SOUNDING, SUPPORT STAFF, STUDENT TEACHERS AND VISITORS should go to the **Assembly Area 1 at the front of the school** where they should remain, in silence unless authorised to move.

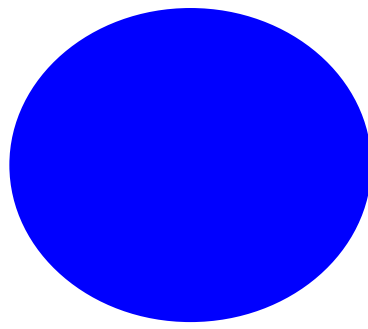
CONTRACTORS should go direct to the **Fire Assembly Area 1**.

.....

EMERGENCY EVACUATION AREA – WOODFORD BRIDGE ROAD SITE (*Plan B*)

Should it not be possible to return to the school building, students and staff will evacuate to the Recreational Ground on Woodford Bridge Road. This area is identified on the map below





BEAL HIGH SCHOOL

EMERGENCY EVACUATION PROCEDURES

THIS LOCATION IS:

In the event of an emergency the following evacuation procedures should be followed:

IN CASE OF FIRE: The alarm will be raised by the **continuous ringing of the school bell**. In the event of a fire drill or an actual fire the following action will be taken in all rooms.

IN CASE OF BOMB ALERT:

Plan A: Stay in classrooms until advised to evacuate by a Senior Member of Staff. On instruction proceed to safe area as instructed.

Plan B: In the event of being unable to re-enter the school a Senior Member of Staff will direct students, staff and visitors to the Recreational Ground (*see map*).

By the Staff:

- 1 The class told to move out to the NEAREST exit in single file, without running.
- 2 Windows and classroom doors to be closed.

By the Students:

- 1 Listen carefully to instructions from your teacher.
- 2 WALK in single file when leaving the classroom.
- 3 Proceed to appropriate Assembly Area (*see Assembly Area Map*).

Method of Exit:

Students will use the nearest exit for fire escape as directed by the teacher in charge.

Break or Lunch time:

In the event of fire taking place during break or lunchtime, everyone should proceed to the assembly area (*see Assembly Area Map*).

Kitchen/Dining Hall:

- when the alarm sounds both shuttered doors dividing the kitchen from the dining area will descend;
- responsible adults will need to act promptly to take control of the area;
- to avoid injury students must not be allowed to duck under the descending door;
- in an emergency the door between the shutters provides the means of moving between the kitchen and dining area.

Assembly in the Playgrounds:

The whole school will assemble in their Assembly Area (*see Assembly Area Map*).

The following staff are trained First Aiders

Three Day Qualification

Person responsible for First Aiders across the Woodford Bridge Site Mrs Anita O'leary

Name	Dept.	Extension	Expiry Date
CANAII, Sean	Boys' PE	124	06.07.16
CHANDLER, Aaron	Boys' PE	124	09.02.15
CIRINO, Denise	Head of Kitchen	122	15.06.17
COLLIER, Luke	Inclusion – Learning Mentor	184	03.12.16
GOSS, Sean	Boys' PE	124	11.01.15
HARRIS, Christine	Reception	142	16.09.16
HOOKE, Jo	Girls' PE	125	03.11.14
KALSI, Jasbir	Kitchen	122	09.07.17
KHILOCHIA, Monisha	Department Assistant	153/163	15.06.17
MCGOWAN, Cathy	Girls' PE	125	11.01.15
MILLER, Alan	Design & Make Technician	127	23.09.16
O'Leary, Anita	Inclusion	403	09.07.17
PURCELL, Michelle	Department Assistant	119	24.11.14
ROCHE, Geraldine	Administrative Secretary – CLD	104	09.07.15
SAUND, Davinder	Department Assistant – Sixth	151	23.09.16
SAVILLE, Geoff	Instructor – CLD	104	15.06.17
SEWELL, Jackie	Office Manager – Data	141	03.02.15
WARD, Tom	TA – Boys' PE	124	03.12.16
WEBB, Patricia	6 th Form Cafe	132	09.07.17

One Day Qualification

Name	Dept.	Extension	Expiry Date
Christine Forth	School Office	411	08.02.16
Deborah Anker	TA- Boys' PE	124	28.05.15
Anne Harvey	Reception	112	08.02.16
Debra Hammond	Food & Textile Technician	131	08.02.16
Alana Huzzey	TA – CLD	104	22.06.15
Viv Goldreich	Sixth Form – Administration	149	08.02.16
Bhavna Jivraj	Exams Assistant	169/187	08.02.16
Rachelle Jivraj	Sixth Form – Department	148/149	08.02.16
Roy Johnson	Caretaker	145	28.05.15
Gina Larkin	Pastoral Secretary	130	08.02.16
Esther Manito	Teacher of Media	117	26.04.15
Vincent Shirto	Caretaker	145	08.02.16
Christina Stylianou	Art Technician	128	08.02.16
Ingrid Tully	Customer Services	191	08.02.16
Sharon Yates	Teaching Assistant	403	22.06.15

FIRST AID BOXES

Person with overall responsibility for First Aid Boxes across the Woodford Bridge Site Mrs Anita O'leary

KS3 SITE

Responsible Person	Location
Mrs A O'leary	Visitors Reception
Mrs A O'leary	Students Reception
Mrs A O'leary	First Aid Room
Mrs A O'leary	Library
Mrs A O'leary	Inclusion
Mrs A O'leary	Boys PE
Mrs A O'leary	Girls PE
Mrs A O'leary	Art
Mrs A O'leary	Kitchen
Mrs A O'leary	Geography
Mrs A O'leary	Science Prep Room
Mrs A O'leary	Food Tech
Mrs A O'leary	DT
Mrs A O'leary	Hall
Mrs A O'leary	Staff Room

KS4 SITE

Responsible Person	Location
Ms Fulton	Library
Mr T Ward	Boys PE
Mrs I Tully	Girls PE
Mrs L Blainey/Mr V Shirto	Minibus
Mr A Miller	DMT (one in each room)
Ms C Stylianou	Art
Mrs C Harris	School Office
Mrs D Cirino	Kitchen
Mrs L Blainey/Mr V Shirto	Cleaning Cupboard
Mrs G Roche	CLD Administrator
Mrs Khilochia	Geography

BBIH TEMPORARY SITE

Responsible Person	Location
Ms V Stedronska	BBIH

STAFF WHO ATTENDED ANAPHYLAXIS TRAINING – Date xxxxxxxx

Sean Canai	15.01.13
Christine Harris	15.01.13
Monisha Khilochia	15.01.13
Michelle Purcell	15.01.13
Geraldine Roche	15.01.13
Jackie Sewell	15.01.13
Michelle Purcell	15.01.13
Geraldine Roche	15.01.13
Jackie Sewell	15.01.13
Aaron Chandler	15.01.13
Jo Hooker	15.01.13

Minibus daily inspection checklist

Some items on this list may not be relevant to the vehicle. It is recommended that where possible staff are provided with additional information to assist in completing the checks (e.g. tyre pressure values)

<i>Task:</i>	<i>Checked:</i>	<i>Comments:</i>
Engine oil level		
Engine Coolant level		
Brake/Clutch fluid level		
Excessive oil/coolant/fluid leaks on ground		
Sidelights (front & rear)		
Headlights (dipped & main beam)		
Brake lights		
Number plate light		
Indicators (front, rear, side repeater)		
Hazard warning system		
Fog lights (front & rear)		
Reversing light/ sounder		

Windscreen wipers (front & rear)		
Check dash panel for warning lights		
Foot brake (travel & pressure)		
Handbrake		
Steering		
Tyres (pressure/ damage/ tread depth)		
Visibility through windows		
Mirrors		
Correct function of seat belts		
Security of doors		
First aid kit (present and full)		
Fire extinguisher (present and checked within last 12 months)		
Tachograph		
Exhaust (no excessive smoke/noise)		

Name:

Position:

Signature:

Date: