



# Statement of Local Health & Safety Arrangements

## February 2022

Approved by Local Governing Body

Chair of Governors: John Garner

Date: 3rd March 2022

Review date: February 2023

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## Summary

This document sets out the local health and safety arrangements that are in place at Ruislip High School. It supplements the Health & Safety Policy established by the Directors of the Vanguard Learning Trust.

In the event of any dispute, the Vanguard Learning Trust policy takes precedence. This policy should be read in conjunction with the School's Safeguarding Policy.

## Responsibilities

### The Headteacher

The Headteacher is directly responsible to the Local Governing Body for the management of all aspects of the school's safety organisation and activity. On a day-to-day basis, responsibility for health and safety arrangements is delegated to the SLT Facilities manager and the Facilities manager.

### Facilities manager

The Facilities manager is responsible for the day-to-day operation of the school site and for commissioning many of the statutory checks and maintenance visits (please see Compliance Report) which ensure the site remains a safe and secure environment for students, staff and visitors.

Any safety concerns about the general fabric of the building should be referred to the Facilities manager in the first instance. This can be done by placing a help request on the premises logging system.

The Facilities manager is responsible for all RIDDOR reporting and accident investigations.

### Curriculum leaders

Curriculum leaders have a general responsibility for health and safety policy within their own curriculum or work area;

Curriculum leaders:

- Are responsible to the headteacher, via the relevant SLT link, for the application of safety measures and procedures within their curriculum or work area. Advice or instructions given by trustees, governors and the headteacher, including the relevant parts of this statement, must be observed;
- Must establish and maintain local risk assessments and safe working procedures including arrangements for insuring, as far as is reasonably practical, the safe use, handling, storage and transport of resources and equipment e.g. chemicals, boiling water, guillotines, tools. Risk assessments and safe working procedures must be

reviewed in the summer term and not less than annually and formal record kept that review has taken place;

- Should ensure that health and safety measures including the communication of safe working practices to students are explicitly built into schemes of work and individual lesson plans. Safety is not a standalone issue; rather, it should be considered an integral part of delivering the curriculum;
- Seek to resolve any health and safety issue a member of staff may refer to them and refer to the SLT link any problem to which they cannot achieve a satisfactory solution within the resources available to them;
- Should carry out a regular safety inspection of the curriculum area and the activities for which they are responsible and, when necessary, submit a report to Facilities manager via the SLT link;
- Should ensure, as far as is reasonably practical, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to health and safety. Subject leaders should, together with Facilities manager, ensure that mandatory training within the department is up-to-date;
- Should propose to Facilities manager via the SLT link requirements for safety equipment, health and safety training and additions or improvements to plant, tools, equipment or machinery, which are dangerous or potentially dangerous.

## Employees and students

The responsibilities of individual employees and students are clearly set out in the Vanguard Learning Trust health and safety policy; this is available to all staff.

## Health & Safety Committee

The school Health & Safety Committee comprises of:

- SLT Health & Safety Link
- Facilities manager
- Representatives from: Science; Art, Craft & Design; PE; and SEND
- Two members of the governing body

The committee meets termly to review all related Health & Safety issues and to receive reports from SLT Health & Safety and the Facilities manager.

There is a termly Health & Safety audit carried out by SLT, Facilities manager and a governor.

## Employee consultation and communication

The governing body finance and resources committee (F&R) has full responsibility for overseeing health and safety arrangements on behalf of the local governing body. The Facilities manager is responsible for providing a termly report to them on health and safety activities and accidents which have occurred on site.

Concerns around delivery of a particular curriculum area should be directed to the relevant

curriculum leader in the first instance. Concerns regarding the general fabric of the building should be referred to the Facilities manager via the school premises help desk.

Should staff feel their concern has not been heard or dealt with adequately, they should, in the first instance, use the RHS Whistleblowing Policy.

## Training and induction

Safety training will be incorporated into an annual plan which will be approved by the Governing Body.

The Training Plan will cover:

### Induction Training

All staff will be made aware of their statutory duties, emergency procedures, relevant risk assessments and an explanation of the school and department specific H&S Policies and procedures. Each member of staff must read and sign the Staff Code of Conduct which includes a section for health and safety. A record of this induction will be kept in each individual induction log and is available in the HR department.

### Management Training

The Governing Body recognises that all sectors of management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they are responsible;

### Specialist Training

Ruislip High School subscribes to an online health and safety training package. Staff will be expected to complete mandatory training relevant to their curriculum area or work area. Facilities manager will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties. The need for such courses will have been identified in the Training Plan. The Facilities manager will monitor the training progress from the online portal system and provide assistance where needed. Staff are encouraged to add a copy of the training certificate to their own CPD file.

### Fire Training

All members of staff shall receive training on actions to be taken in the event of fire. This will take the form of a once-termly Fire Evacuation Drill.

All staff will receive advice on fire precautions and where necessary, practical training on the use of firefighting equipment and alarms during their induction. This will be refreshed on an annual basis.

Facilities manager is responsible for ensuring that Fire Marshals are given full training in the first instance and receive refresher training on an annual basis.(see appendix A).

To review and evaluate emergency drills, a google feedback form will be shared with all staff to enable comments and experiences to be captured. The Facilities manager will use this feedback to evaluate the drill and to ensure that any lessons learned are actioned before the next drill.

## Visitors

Visitors to the school, including contractors, are required to observe the health and safety rules of the school. It is the responsibility of curriculum areas to make all visitors and volunteers aware of health and safety arrangements applicable to them.

During term time, all visitors, including contractors, are required to report to reception on arrival, sign in and be issued with an identity badge. Lanyards are colour-coded as follows:

**Black:** permanent member of staff or student.

**Purple:** visitor who has supplied a copy of a valid DBS certificate. For frequent visitors to the school, the expiry date of their DBS will be monitored at reception.

**Orange:** visitor who has not supplied a DBS check and must be accompanied at all times whilst on school premises.

It is the responsibility of all staff to challenge any visitor to the school site not wearing either a lanyard or has a yellow lanyard but is it unaccompanied. In the event of any difficulty being encountered, the member of SLT on tour or the school office should be informed immediately.

All visitors must return the badge and let the school office sign out at the end of their visit.

Vistor's details are held on the school system for no longer than one calendar year after their visit.

## Management of specific risks

The following risks are managed by local policies. It is the responsibility of all staff to familiarise themselves with these policies as required, and to adhere to their provisions. Copies of all policies may be obtained from the Facilities manager or found in the Key Documents section of the school network.

- Anaphylaxis (annual refresher for all staff)
- Asthma (annual refresher for all staff)
- Trips, visit and off site activities policy

- Whistleblowing Policy
- Display screen equipment I care (appendix H, HSE checklist)
- Fire evacuation policy arrangements (appendix E)
- Critical incident and business continuity plan

There is an annual programme of curriculum area risk assessments, coordinated by the health and safety coordinator. Curriculum leaders are required to assess their area of responsibility and to ensure members of their team are promptly informed of any changes to local health and safety arrangements or safe working practices. Science; Art, Craft & Design and PE review risk assessments for individual curriculum areas annually during the summer term in readiness for the following academic year.

Personal evacuation plans (PEEPs) are prepared for all staff and students who are suffering from any form of impairment, temporary or permanent, which may affect their ability to evacuate the building safely in an emergency. (see appendix F, form 2)

## Specialist curriculum areas

### Science

The science department follows COSHH guidelines for the use, storage and transportation of hazardous substances. Activities involving hazardous substances and/or activities are risk assessed and the relevant assessment is given to staff involved by the senior science technician.

A list is kept of all chemicals held by the department. This list is audited annually and a copy is supplied to the Facilities manager for transmission to the emergency services in the event of a major incident.

A log is kept of the radioactive sources held and utilised on the school site. This log is kept alongside the sources in the science prep room. The department engages the services of an external agency to act as a designated radiation protection adviser for the school.

The curriculum area is responsible for ensuring that all specialist equipment within the area is routinely serviced and maintained in line with statutory requirements.

The science department and premises team carry out daily gas checks at the end of each day. The gas check log for each laboratory is on the inside of each laboratory door.

### Art, Craft and Design

Detailed risk assessment is completed for any work involving resistant materials, textiles and art. The curriculum area is responsible for ensuring that all specialist equipment within the area is routinely serviced and maintained in line with statutory requirements.



## PE

Detailed risk assessment is completed for any work involving food technology and PE activities. The curriculum area is responsible for ensuring that all specialist equipment within the area is routinely serviced and maintained in line with statutory requirements.

The movement and handling of heavy and/or delicate equipment is risk assessed with the Facilities manager to ensure manual handling procedures are adhered to. (see appendix F, form 4).

Off-site activities can on occasion be considered Lone Working. In such cases, the Lone Working Assessment (appendix F, form 4) is completed.

## Monitoring of equipment and safety checks

The following equipment is safety checked by the Facilities manager:

- Gas supplies: daily
- Fire alarm: weekly
- Intruder alarm: weekly
- Fire extinguishers: monthly
- DT equipment: annually
- Electrical equipment: annually
- Defibrillators: annually

A log of all checks is kept on the google Health & Safety drive.

## Control of substances hazardous to health

Curriculum leaders are responsible for ensuring that the requirements of the control of substances hazardous to health (COSHH) regulations are met within their individual curriculum areas. This includes:

- Ensuring that an accurate inventory is kept of all hazardous substances;
- Ensuring material safety data sheets are held for all such materials;
- That COSHH risk assessments are seen and understood by staff exposed to such materials;
- The materials are stored securely, out of reach of students;
- That materials are kept in original packaging i.e. no decanting into unlabelled containers;
- That suitable PPE Has been identified and made available.

Facilities manager is responsible for ensuring that the outsourced cleaning and catering contractors comply with the requirements of the COSHH regulations. (see appendix H for links to HSE guidance).

## Working at height

Working at height training is compulsory for all staff whose work involves the regular use of ladders in order to fulfil their duties. Only members of staff who have successfully completed Working at Height Training are allowed to work at height. They must have completed a full risk assessment of the work with the Facilities manager prior to carrying out the work.

## First aid

Facilities manager conducts a termly, or as needed, review of the first aid requirements on the site.

The main school office is the first port of call for students needing first aid assistance. There are, however, a number of trained first aiders on site. (see appendix A for full list of current first aiders; see appendix B for location of first aid kits).

Facilities manager is responsible for arranging all first aid training at school, and keeping a central record of staff and expiry dates. The welfare officer is responsible for maintaining centralised first aid supplies and ensuring that all first aid bags are kept well stocked during the school year. (see appendix B for first aid kit locations)

The school will promptly notify parents/guardians of all major accidents and injuries, particularly where it is necessary to call an ambulance. Students will always be accompanied to hospital; a member of staff will accompany them when a parent cannot immediately come to the school.

All incidents that require first aid are recorded and logged on the Evolve system by the Welfare Officer.

The school has two automated external defibrillators (AEDs) on site. All first aiders are familiar with how to use the equipment. (see appendix B for locations)

Individual employees are asked to notify the school of any medical condition they suffer from which may require emergency medical assistance. Knowledge of such conditions will be shared strictly on a need to know basis. Such information will enable the school to ensure that its employees are appropriately supported in the workplace.

## Accident reporting

All accidents/illness, however small, should be reported to the main school office so that incidents may be formally recorded on the Evolve system.

The governing body finance and resources committee receives a termly report on the accidents which have occurred at the school, with a view to identifying trends and possible improvements to health and safety practice.

All major accidents, particularly those which result in a member of staff, or students, being absent from school, should be reported to the Facilities manager. The underlying causes of the incident will be investigated. Facilities manager is responsible for complying with the Reporting of Injuries, Diseases and Dangerous occurrences (RIDDOR) regulations. (see appendix H for links to HSE guidance)

## Near Misses

Near misses at school or during a school activity are situations which could have potentially caused injury or been hazardous. It is essential that such instances are reported to the Facilities manager and recorded on the Evlove system. The speedy and timely reporting of a near miss will enable the Facilities manager to ensure that all steps are taken in order to minimise future risks.

## Lone working

The school endorses the need for all staff to seek to maintain a good work-life balance. Individuals are not encouraged to be on school site outside of reasonable working hours.

If individuals do wish to arrive early or stay late, they are encouraged to work in a part of the school where they know that the other members of staff will be within "hailing distance", and have a mobile phone easily to hand in case of emergency.

Individuals who come onto the school site during school holidays must sign in and out using the logbook provided.

Meetings between staff and students/parents should be treated as Lone Working

Off-site activities can on occasion be considered Lone Working. In such cases, the Lone Working Assessment (appendix F, form 5) is completed.

## Employee health and well-being/stress at work

Individual members of staff who have concerns about their personal well-being at work are encouraged to speak to their line manager, curriculum leader, or member of SLT at the earliest opportunity, so that measures may be put in place to address their concerns.

Staff may be recommended to carry a Stress Risk Assessment with the HR manager from which a stress plan designed to support the member of staff may be implemented.

As such occasions arise, support from external agencies will be sought to ensure individual members of staff have their well-being needs fully met.

## Eligibility to drive the school minibus

Ruislip High School has a 14 seater minibus.

Drivers who hold a full D1 (or D) PCV entitlement can drive the school minibus for hire or reward. This means that drivers holding a full D1 licence can be paid to drive the minibus. If the minibus is to be driven abroad, a full D1 licence is required.

### **Drivers holding a category B (car) licence:**

If the category B (car) driving test was passed **before 1 January 1997**, the holder can drive the school minibus provided it is not being used for hire or reward as these licences automatically include category D1 (101) (not for hire or reward) entitlement 3. This means school staff with such a licence can drive the school minibus carrying up to 16 passengers with no maximum weight restriction on the vehicle. Drivers with a D1 + E (101) (not for hire or reward) entitlement can tow a trailer over 750kg.

If the category B driving test was passed **on or after 1 January 1997**, the holder may drive the school minibus that is not being used for hire and reward if the following conditions are met:

- the driver is over 21 and has held a category B licence for at least 2 years;
- the minibus is used for non-commercial reasons but only for social purposes,
- the driver receives no payment other than the recovery of any out of pocket expenses (e.g. fuel and parking costs);
- the driver provides their service on a voluntary basis;
- the gross vehicle weight of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers); and
- the driver does not tow a trailer.

In the event of a critical incident occurring whilst driving the school minibus, the member of staff should follow the Minibus Critical Incident Plan located in the minibus.

# Appendices

## Appendix A: First Aiders 2021-22

Name		Department	Certificate Date Expiry
Barrett	Justin	Premises	Jan-22
Cooney	Laura	LSF	Jan-22
Deacon	Julie	LSF	Jan-22
Deamer	Les	Premises	Jan-22
Elsdon	Tom	Premises	Jan-22
Flynn	Claire	Student Inclusion	Jan-22
Hunter	Kim	LSF	Jan-22
Jeff	Haley	Science	Jan-22
Kotak	Bhavna	LSF	Jan-22
McGuigan	Ashlee	PE	Jan-22
Nurmohamed	Rukhsana	LSF	Jan-22
Turner	Lisa	Reception/Office	Jan-22
Manjedadria	Gosia	(Reception/Office	Jan-22
Penny	Maria	PE	Dec-25

### Fire Marshalls

Fire Marshalls 2021-22	
Staff Name	Area
Lorna Higgins	North Wing – ground floor; atrium; cuboid
Joe Morris	North Wing – 1 <sup>st</sup> floor
Tony Porther	North Wing – 2 <sup>nd</sup> floor
Haley Jeff	South Wing – ground floor
Jo Stoodley	South Wing – 1 <sup>st</sup> floor
Dean Peters	South Wing – 2 <sup>nd</sup> floor
Justin Barrett	West Wing – 1 <sup>st</sup> floor; LRC; Drama Studio
Debbie Keohane	Sixth form
Cucina Manager	Kitchen/Dining room
Les Deamer/Tom Elsdon	Main hall; Sports hall; Premises office
Tom Elsdon	Main Fire Panel
Not allocated	Reception; medical

## Appendix B: Locations of Medical Equipment

### First Aid Boxes

- Welfare room
- Art, Craft & Design classrooms;
- Food Technology classrooms;
- Science laboratories;
- PE department;
- School minibus.

### Spacers

- Art, Craft & Design office on cabinet;
- Notice board in the main staffroom;
- Mathematics staffroom on microwave;
- Science staffroom on shelf behind the door;
- English staff room notice board;
- Creative and Expressive Arts office on wall;
- Learning Resource Centre;
- PE department.

### Defibrillators

There are three defibrillators located in:

- Science staff room
- PE Office
- Main office

### Staircase Evacuation Chairs

Twelve evac chairs are located on each landing of the staircases in:

- North Barn
- South Barn
- West Barn

## Appendix C: H&S related specific duties and locations

<b>Role</b>	<b>Responsibility</b>	<b>Location (telephone number)</b>
First Aid box locations	See Appendix B	
First Aiders	See Appendix A	
Senior Leader for Health and Safety (SLHS)	Senior Leader, Facilities manager	Richard Gould 6340
Accidents notification	Facilities Manager	Justin Barrett 6302/07508 259974
Accidents records logbook	Welfare Officer	
RIDDOR notification	Facilities Manager	Justin Barrett 6302/07508 259974
Fire Marshalls	See Appendix D	
Assembly points	See Appendix E	
Emergency Evacuation Procedures	Facilities Manager	Justin Barrett 6302/07508 259974
Risk Assessments	Facilities Manager; Director of Art, Craft & Design: Megan Hill Curriculum Leader for PE: Ashley McGuigan Curriculum Leader for Science: Laura Hide	Justin Barrett 6302/07508 259974
Safety Representative	Facilities Manager	Justin Barrett 6302/07508 259974
Occupational Health	HR Manager	Justine O'Driscoll, 6358
<i>H&amp;S Assessments</i> COSHH Manual Handling Lone Working Working at Height Noise Workstation & DSE Electrical Safety	Facilities Manager	Justin Barrett 6302/07508 259974
Site Buildings/Facilities	Facilities Manager	Justin Barrett 6302/07508 259974
Catering	Facilities Manager	Justin Barrett 6302/07508 259974
Caretaking & Cleaning	Facilities Manager	Justin Barrett 6302/07508 259974

## Appendix D: Curriculum Leaders and areas of responsibility

### Curriculum areas

	<b>Responsibilities</b>	<b>Member of Staff</b>
Art, Craft & Design	Art, Craft & Design	Megan Hill
Child Development	CD Classrooms	Sheena McLoughlin
Cultural Studies/Business Studies	CS/Business Studies Classrooms	Joanne Brown
Drama	Drama studio	Robert Alexander
English	English Teaching classrooms	Vacant
Geography	Geography classrooms	Duncan Alison
History	History classrooms	Robin Maud
ICT	ICT/Computer classrooms	Sutapa Poddar
Learning Support	Learning Support rooms	Louise Ware
Maths	Maths Teaching Rooms	Greg Hankin
Modern Foreign Languages	Teaching rooms	Tania Matias
Music	Music Rooms/Practise Rooms	Marie Coltman
PE	<ul style="list-style-type: none"> <li>● Gyms</li> <li>● Changing Areas</li> <li>● Playing Fields</li> <li>● Food Technology and preparation room</li> </ul>	Ashley McGuigan
Science	<ul style="list-style-type: none"> <li>● Science Labs</li> <li>● Prep Rooms</li> <li>● Science corridor</li> </ul>	Laura Hide
Sixth Form ground floor	Sixth Form Block (E block)	Laura Horton
Sixth Form first floor	Sixth Form Block (E block)	Behfar Karimi
Sixth Form second floor	Sixth Form Block (E block)	Ben Peacock

### Facilities areas

<b>Responsibilities</b>	<b>Name staff member</b>	
School Kitchens	Catering Manager	Cucina
Learning Resource Centre	LRC Manager	Melanie Austen
Hall and Boys Toilets	SLT H&S	Richard Gould
Exams & 6th Form Office	HR Manager	Justine O'Driscoll
Medical Room and Reception	Office Manager	Justine O'Driscoll
Student medicines	Office Manager	Justine O'Driscoll
Careers Room and Girls Toilets	Deputy Headteacher	Marie Coltman
All Corridors	Facilities manager	Justin Barrett
Whole Site and Premises out of school hours	Facilities manager	Justin Barrett

- **All staff are responsible for escorting students from the school building to the evacuation muster point MUGA.**

- Staff responsible for registering a tutor group should return registers to the Head of Year, who will pass them back to SFA, TKE or LTU.
- Tutor groups should be actively supervised throughout the fire evacuation by those named below. All staff are asked not to communicate with other staff unless essential in order to model behaviour and ensure a silent evacuation.
- Teaching Assistants should attach themselves to the tutor group containing students they are supporting at the time of evacuation.
- If students are out of school e.g. on study leave, those responsible for them should still go to the same point so that all adults can be accounted for

#### **Head of Year**

- Heads of Year are responsible for ensuring tutors take registers quickly and accurately, collecting registers and passing them to the relevant member of the Administration team;
- Maintain silent and well-ordered conduct for the duration of the evacuation.

#### **Admin Team**

- Three named members of staff (SFA, TKE, LTU) are responsible for collecting accurate registers from each Head of Year with their allocated muster zone and passing them to the attendance officer. These are listed below.

#### **Attendance Officer (LTU)**

The attendance officer is responsible for:

- Checking all students are accounted for;
- Notifying the Head of School (GDA) of any student unaccounted for.

#### **Senior Assistant Headteachers KS3, 4 and 5 (MCO, RHI, CON)**

The SAHTs are responsible for all students in the muster zone. In particular, they must:

- Liaise with the allocated Administration Team member to ensure that all students are accounted for
- Notifying by radio the Head of School (GDA) when all students in the muster zone are accounted for (and for any that cannot be accounted for).

#### **Staff in charge of supervising students for 2018-19:**

##### **MUGA playground area**

- i/c area: Marie Coltman, Deputy i/c area: Heads of Year
- i/c registers: Lisa Turner
- Queues: YEAR 7 – nearest back field, YEAR 8 mid-MUGA, YEAR 9 – nearest Sports Hall

##### **Astro pitch area**

- i/c area: Ruth Hill, Deputy i/c area: Heads of Year
- i/c registers: Lisa Turner

##### **Grassed area**

- i/c area: Claire O'Neil, Deputy i/c area: Heads of Year
- i/c registers: Lisa Turner

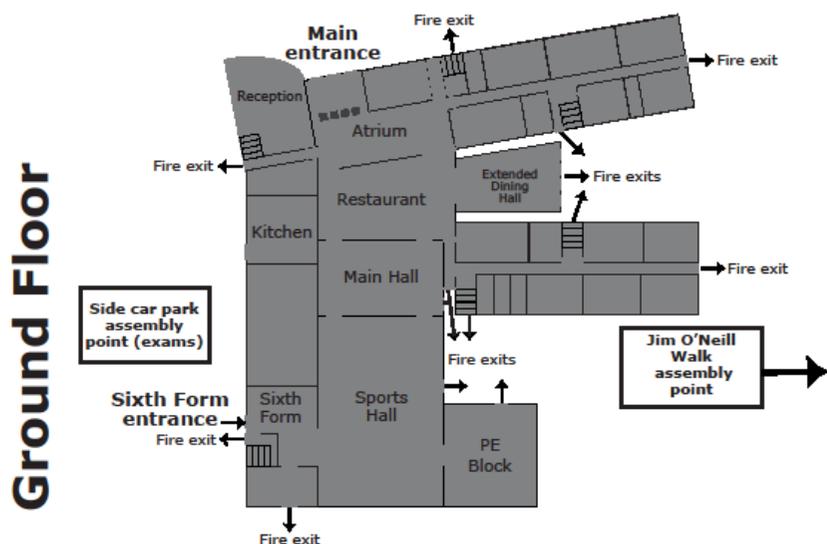


# Ruislip High School

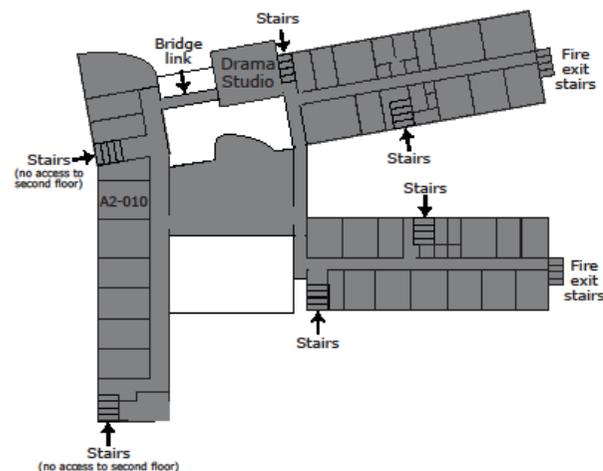
## ! Fire Action

1. Any person discovering a fire must raise the alarm by activating the nearest call point. Warning of a fire is given by a continuous sound of the alarm.
2. On hearing the fire alarm leave the building by the nearest available route and report to the Assembly Point (see plan for location details).
  - a. The assembly point for the school is Jim O'Neill Walk.
  - b. The assembly point for the kitchen area and the hirers is the side car park plus exam students (next to the bicycle parking area)
3. Wheelchair users and persons with mobility difficulties should proceed to the nearest Safe Refuse Area on the upper floors and stairwells.
4. Wait for the assembly point or safe refuse area for further instructions.

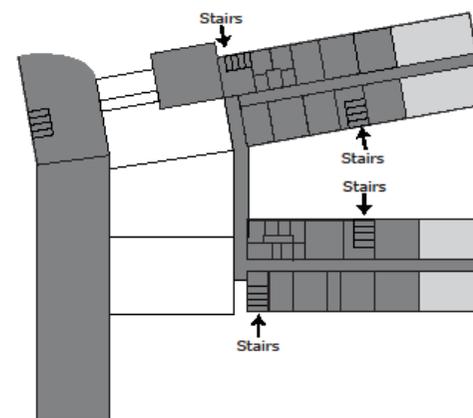
Do not attempt to fight the fire or take risks.  
 Do not stop to collect personal belongings.  
 Do not return to the building for any reason until authorised to do so.  
 Do not use lifts.



**First Floor**



**Second Floor**





# Ruislip High School

## ! Fire Action

1. Any person discovering a fire must raise the alarm by activating the nearest call point. Warning of a fire is given by a continuous sound of the alarm.
2. On hearing the fire alarm leave the building by the nearest available route and report to the Assembly Point (see plan for location details).
  - a. The assembly point for the school is the MUGA pitch and the astro turf pitch.
  - b. The assembly point for the kitchen area and the hirers is the side car park (next to the bicycle parking area)
3. Wheelchair users and persons with mobility difficulties should proceed to the nearest Safe Refuse Area on the upper floors and stairwells.
4. Wait for the assembly point or safe refuse area for further instructions.

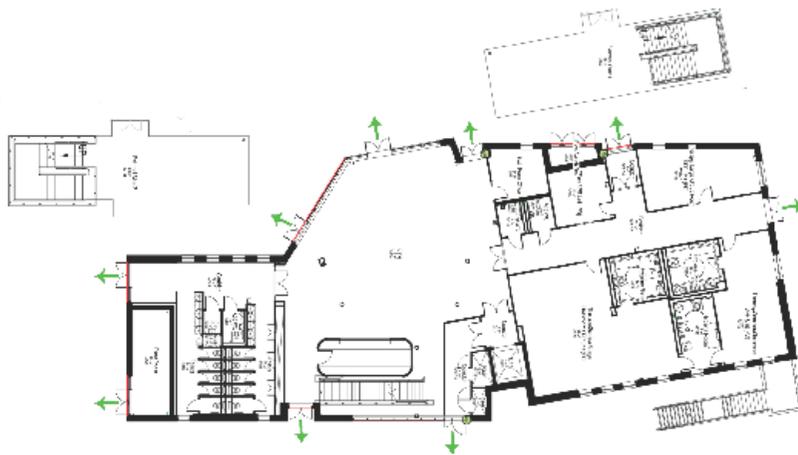
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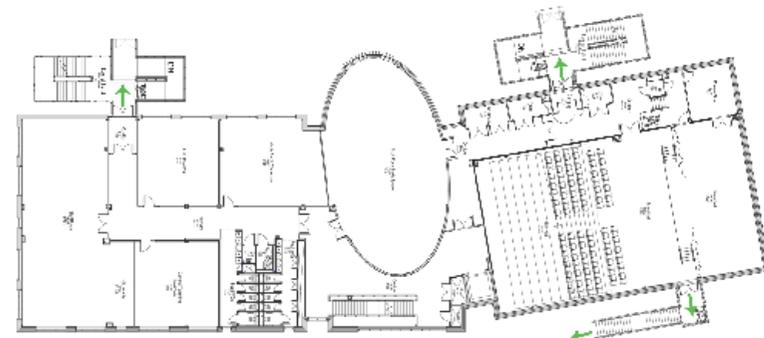
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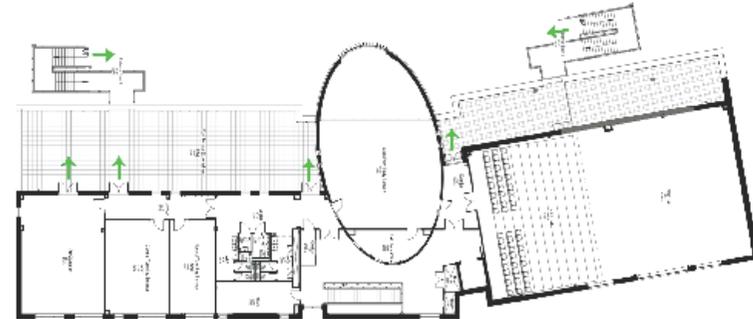
### Ground Floor



### Second Floor



### First Floor



## Appendix F:Curriculum Risk Assessments

All Risk Assessments are found on the shared google Health & Safety Drive.

Access to this drive is read only for all staff except members of the Health & Safety Committee and Curriculum Leaders who all have read, write and edit access.



## **Form 2: Personal Emergency Evacuation Plan (PEEPs)**

All employees and students who requires assistance with ANY aspect of emergency evacuation will have a personal emergency evacuation plan (PEEP). Further information is available on the following HSE link:

<http://www.hse.gov.uk/services/education/special-educational-needs.htm>

The PEEP must be reviewed on an annual basis (at least) and/or when any significant changes occur (of the building, employee or student).

# PEEP 1 - Personal Emergency Evacuation Plan Checklist

## Section 1 - General information

Name of Assessor:		
Name of Person Plan Prepared For:		
Assessed Person's School :		
Date of Assessment:		
Nature of Impairment(s)/Disability:		
Area(s) <sup>(1)</sup> Covered By The Assessment:		
What times / days <sup>(2)</sup> are covered by this assessment?		
Does the building Fire Risk Assessment <sup>(3)</sup> denote that the proposed building has suitable access/egress.	YES	NO

## NOTES

(1)The PEEP should, as far as practicable, be specific to individual areas of study / work.

(2)However, if, for example, a number of activities are proposed to take place in adjacent areas from which escape will be affected using the same emergency provisions then it may be possible to assess the provisions on one form. Hearing impaired persons will normally be able to be assessed on one form since the provisions are likely to be the same regardless of location.

(2) It is important to distinguish in the PEEP whether the area to be accessed will be used inside or outside of "normal" working areas. It is likely that certain areas of buildings will be inaccessible outside of normal working hours e.g. to assure security. The PEEP needs to demonstrate that this has been adequately considered.

(3)If a building assessment deems that a particular area does not meet the general access requirements for person being assessed then alternative management arrangements will need to be identified. Once these arrangements have been identified then a new PEEP will need to be undertaken to ensure that the new location(s) is / are adequate.

In order that an effective PEEP can be prepared for you it may be necessary to share some of the information provided with other relevant members of Ruislip high School staff.

I understand that these details will only be disclosed if they are required to meet the needs of my Personal Emergency Egress Plan.

Signature: ..... Date: .....

Signature: ..... Date: .....

## GENERAL – FORM

Name:	Name of School/Department:			
Building to which this PEEP applies:				
Floors used:				
Personal Emergency Evacuation Plan Checklists				
AWARENESS OF EMERGENCY EGRESS PROCEDURES			yes	no
1	Have the general emergency procedures been explained to you?			
2	Could you raise the alarm if you discovered a fire (operate the call point)?			
3	Can you open the fire escape door on the floor(s) you will be using?			
4	Could you use a telephone in the area to call the emergency services?			
5	Can you hear the fire alarm in normal circumstances?			
6	Do you need assistance to get out of your place of work/study in an emergency?			
7	Is anyone designated to assist you to get out in an emergency?			
8	Is the arrangement with your assistant a formal arrangement?			
9	Do you require the building emergency procedures to be provided to you in an alternative format to the standard written instructions?			
10	Can you move quickly in the event of an emergency?			
11	<b>ARE YOU AWARE OF ANY OTHER MEASURES THAT COULD BE INTRODUCED IN THE BUILDING UNDER ASSESSMENT THAT COULD FURTHER AID YOUR EVACUATION IN CASE OF AN EMERGENCY</b>			

**ASSESSMENT SIGN-OFF:**

Signed (Assessor)	
Signed (Building User)	
Signed (Parent /Guardian)	

**Thank you for completing this form the information provided will be used to help produce a Personal Evacuation Escape plan to meet your needs.**

## Fire Egress Plan For 2019

Student	Form	Difficulty	Special provision	Procedure	Equipment

I give permission for my : \_\_\_\_\_ Form: \_\_\_\_\_

To be evacuated using Fire egress plan as set above.

Parent's / Guardian's name: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

### Form 3: Manual Handling

Name:		Job title:	
Department/Faculty:		Date:	

Task:	
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<p>1. Does the activity appear to involve a risk of injury?</p>	<p>2. The activity <b>cannot</b> be avoided, mechanised or automated at reasonable cost?</p>
<p>Yes Go to Q2</p>	<p>No The activity does not require a detailed assessment go to the end of the form</p>
	<p>Yes Go to Q3</p>

The Task	✓	x	n/a	The Environment	✓	x	n/a
3. Long Carrying distances				18. Restricted space in which to work			
4. Repetitive tasks				19. Floors are uneven, slippery, generally poor			
5. Twisting or bending whilst handling				20. Manual Handling via staircases			
6. Large vertical movements				21. Hot/Cold/Humid conditions			
7. Strenuous pulling or pushing				22. Poor lighting			
8. Prolonged physical effort				23. Strong air movements			
9. Repetitive handling				24. Poor standard of housekeeping			
10. Handling of loads away from the body				25. Temporary working platform			
11. Insufficient rest or recovery							
12. Work rate imposed by a process							
The Load	✓	x	n/a	The Individual	✓	x	n/a
13. Restricts operators vision or movement				26. Individual is a new or expectant mother			
14. Heavy (See guidance, generally over 20kg)				27. Individual has not received MH training			
15. Potentially harmful i.e. Sharp, hot, cold				28. Individual has an existing injury			
16. Unstable load, awkward centre of gravity				29. Individual has experienced muscle discomfort			
17. Bulky, large, difficult to grasp				30. Task requires unusual strength / technique			
				31. Restricted due to clothing or PPE			

Additional Comments:

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All of the boxes should contain an entry. Forms are to be returned to Facilities manager

Areas of concern:	Actions required:	Target date:	Review date:

Assessor's signature		Reassessment date:	
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## Form 4: Lone Working Risk Assessment

Employee Name: \_\_\_\_\_  
 Location of lone working: \_\_\_\_\_  
 Brief description of task: \_\_\_\_\_  
 Is lone working a necessary to carry-out this task? \_\_\_\_\_

Risks	Yes	No
Visiting private homes		
Visiting remote places		
Dealing with the public		
Unauthorised persons on site		

To be completed by lone worker with their line manager

### VISITING OUTSIDE AREAS

Existing controls expected	✓ x na	Further controls
Do other members of staff know where you are/going to		
Do other members of staff know who you will be seeing		
I will be called if I have not been in contact for a specified time		
I will be called by:		
My mobile phone is fully charged whilst working alone:		
At locations there is no mobile phone signal, there is another method of calling/ being contactable (e.g landline)		
Where the above is not possible, I will find an area which signal can be found		
I have been issued with a personal alarm		
If working on school site, I have a fully charged radio		
I am aware that all incidents must be reported		
When visiting hazardous sites I will wear appropriate personal protective equipment		
Personal protective equipment has been made available to me		
A First Aid kit is available to me		
I have been issued with this lone workers procedure		
My line manager is:		
Medical Conditions		
Do you suffer from any medical conditions which may cause serious risk if you are alone?		

### DRIVING FOR WORK

I am aware that I must not embark on journeys that could trap or create additional hazards		
I endeavour to park in well-lit areas, away from bushes/ forest/ other obstructions		
I have breakdown cover		
I do not pick up hitch hikers when driving for work		

Signed:	
Date:	

## **Form 5: First Aid Checklist and Capture Form on Evolve**

All reported incidents which require first aid are to be recorded via Evolve.

## Appendix H: Links to DfE and HSE Guidance

### **Hygiene for spills**

[www.hse.gov.uk/pubns/guidance/oce23.pdf](http://www.hse.gov.uk/pubns/guidance/oce23.pdf)

### **Accident Investigation**

[www.hse.gov.uk/pubns/hsg245.pdf](http://www.hse.gov.uk/pubns/hsg245.pdf)

### **Accident Reporting**

[www.hse.gov.uk/pubns/edis1.pdf](http://www.hse.gov.uk/pubns/edis1.pdf)

### **Fire Prevention**

[www.hse.gov.uk/toolbox/fire.htm](http://www.hse.gov.uk/toolbox/fire.htm)

### **DSE**

[www.hse.gov.uk/pubns/indg36.pdf](http://www.hse.gov.uk/pubns/indg36.pdf)

### **COSHH**

[www.hse.gov.uk/coshh/](http://www.hse.gov.uk/coshh/)  
[www.hse.gov.uk/coshh/basics.htm](http://www.hse.gov.uk/coshh/basics.htm)

### **RIDDOR**

[www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/)  
[www.hse.gov.uk/riddor/reportable-incidents.htm](http://www.hse.gov.uk/riddor/reportable-incidents.htm)  
[www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)