



**MAGDALEN COLLEGE SCHOOL**  
*Health & Safety Policy 2019-20*

**I have read and understood the Health & Safety Policy dated  
September 2019 and will adhere to its content.**

**Signed.....**

**Name.....**

**Date.....**

# MAGDALEN COLLEGE SCHOOL

## HEALTH & SAFETY POLICY

### Statutory Policy – Annual Review

#### GOVERNORS' FINANCE & RESOURCES AND PERSONNEL COMMITTEE

<b>Date next due for review by committee</b>	<b>Reviewed by committee</b>	<b>Any Changes YES/NO</b>	<b>Approved by Full Governors</b>
	31 March 2009	Yes	7 July 2009
March 2010	9 June 2010	In process	
March 2011	October 2011	In process – for next agenda	
May 2013	4 June 2013 (H&S Committee)	Yes	
	22 October 2013 (F&R Committee)	Yes (minor amendment)	10 December 2013
July 2014	1 July 2014	Yes - updated	9 September 2014
June 2015	23 June 2015	Yes (minor amendments)	N/a
June 2016	21 June 2016	Yes (minor amendments)	N/a
June 2017	13 June 2017	Yes	Ratified by comm 13 June 2017
June 2018	12 June 2018	Yes	Ratified by comm 12 June 2018
June 2019	11 June 2019	Yes (minor amendments)	Ratified by comm 11 June 2019
June 2020			

# HEALTH AND SAFETY POLICY

## PART ONE

### STATEMENT OF INTENT

#### MAGDALEN COLLEGE SCHOOL

The Governing Body believe that providing a safe, secure and healthy environment is an essential criteria of a successful school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Ensuring adequate welfare facilities exist at the school
- j) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable
- k) Making sure that our staff, governors, pupils, parents/carers, contractors and visitors know what their responsibilities are regarding their own and others health and safety whilst at Magdalen College School and how they can help us achieve our goals. They are required to co-operate with us and keep to our safety rules and policies.

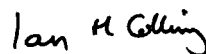
**Dr J Powell**



**Chair of Governors**

**1<sup>st</sup> September 2019**

**I H Colling**



**Headteacher**

# HEALTH AND SAFETY POLICY

## PART TWO

### ORGANISATION

#### INTRODUCTION

To comply with the Governing Body's Statement of Intent the school's normal management structure have had additional responsibilities assigned, as detailed below.

An organisational chart showing the school's health and safety management structure is attached at Appendix 1.

#### THE GOVERNING BODY

The Governing Body has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety of staff and pupils.
- b) Responsibilities for *specific* health, safety and welfare are allocated to *designated* people and those 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 school's health and safety policy and performance is reviewed annually.

## **THE HEADTEACHER**

The Headteacher has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written Policy for Health and Safety is created.
- c) Ensure that the Policy is communicated adequately to all relevant stakeholders.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors
- e) Ensure appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) Ensure arrangements are in place to monitor premises and performance.
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- n) Report to the Governing Body termly on the health and safety performance of the school.

## **SCHOOL HEALTH AND SAFETY CO-ORDINATOR**

*is the School Business Director who has responsibilities:*

- a) To co-ordinate and manage the risk assessment process for the school.
- b) To oversee the implementation of the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the school.
- d) To oversee the management of record keeping relating to health and safety activities including management of building fabric and building services.
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils, parents, contractors and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- g) Carry out any other functions devolved by the Headteacher or Governing Body.

## **TEACHING/SUPPORT STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY**

*This includes Deputy Head teachers, Assistant Head teachers, Curriculum Co-ordinators, Heads of Faculty, Leaders of Learning, Educational Visits Co-ordinators, Support Staff Managers, Technicians and Premises / Health & Safety Manager / Premises Staff.*

They have the following responsibilities:

- a) Apply the school's Health and Safety Policy or relevant Health and Safety Code of Practice 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) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems other members of staff refer to them, or refer, within 7 working days, to the Premises / Health and Safety Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them. Any

issues that remain unresolved by the Premises / Health & Safety manager are to be referred to the Health & Safety Co-ordinator

- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Investigate and report any accidents, incidents or near misses that occur within their area of responsibility.
- h) To report to the Health and Safety Co-ordinator any unresolved health and safety concerns and issues as necessary.

### **TEACHING STAFF**

Teaching Staff are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, lock down, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Wear protective clothing and guards where necessary.
- f) Make recommendations to their Head of Faculty or Premises / Health & Safety Manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with requirements for education.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- i) Report all accidents, defects, near misses and dangerous occurrences to their Head of Faculty.

## **SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union.

Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff and will be invited to be a member of the health and safety committee.

They are also entitled to certain information, e.g. about accidents and to reasonable time off to train for and carry out their health and safety functions.

## **ALL EMPLOYEES**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, lock down, first aid, assessment of risk and emergencies.
- b) Co-operate with school management in complying with relevant health and safety law.
- c) Undertake health and safety training as directed by Governors, Senior Staff or Line Manager.
- d) Use all work equipment and substances in accordance with instruction, training, risk assessments and information received.
- e) Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- f) Report all incidents, accidents or near misses in line with current incident reporting procedures.
- g) Act in accordance with any specific health and safety training received.
- h) Inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with appointed Trade Union Health and Safety Representative(s).



## **STUDENTS**

Students, allowing for 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 health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **PARENTS/CONTRACTORS/SUPPLY STAFF/ VISITORS**

All visitors to Magdalen College School are required to follow the school's health and safety policy and adhere to any safety notices / instructions they are given.

Visitors are required to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, visitors must:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe all health and safety rules of the school and in particular the instructions of staff given in an emergency or in relation to working as a contractor on the school premises.

# HEALTH AND SAFETY POLICY

## PROCEDURES AND ARRANGEMENTS

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

Guidance and additional resources and documentation can be found at:

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

[http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/services/health\\_safety/Pages/default.aspx](http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/services/health_safety/Pages/default.aspx)

### RISKS

#### General

General Risk Assessment will be co-ordinated by the Health & Safety Coordinator following Guidance contained in 'Risk Assessment Procedure' Appendix 2 for Generic Risk Assessment Form. A full summary of risk assessments is available on the central VLE for staff under health and safety.

### MATERNITY RISK ASSESSMENT

Maternity Risk Assessment will be carried out by the relevant line manager. See Appendix 7.

### CURRICULUM ACTIVITIES

Risk Assessments for Curriculum Activities will be carried out by relevant Heads of Faculty and subject teachers using Health and Safety Codes of Practice for Design and Technology, Science, (in line with guidance from CLEAPSS'), Art, PE and Swimming.

### FIRE

An external Fire Risk Assessment will be carried out annually and the report will be forwarded to the Health & Safety Co-ordinator and Premises / Health & Safety Manager. Fire Marshalls will play a key role in reporting fire risk concerns to support a safe working environment and will assist during a fire evacuation. In the event of a fire alarm teaching staff are responsible for ensuring the students in their care at that time evacuate calmly and quickly and assembly as required in the designated areas. All staff will undertake annual fire safety awareness training.

### SMOKING ON SITE and USE OF E-CIGARETTES

Magdalen College School is a totally non-smoking environment. It is against the law to smoke inside any of the buildings and it is governor policy that smoking is not permitted anywhere on the school sites. Staff/ visitors and contractors must make arrangements to smoke off site during their non-directed time.

The ban also relates to the use of e-cigarettes. Whilst there is no legal ban on the use of e-cigarettes employers are permitted to create their own policies and Governors wish to be consistent in their approach to this issue. Whilst Governors wish to support staff trying to reduce dependency on cigarettes the medical evidence is unclear as to the safety aspect of e-cigarettes and therefore felt it was not safe to allow their use on school premises.

### **MANUAL HANDLING**

Manual Handling Risk Assessments will be carried out by Premises / Health & Safety Manager following Guidance in 'Manual Handling Guidance'.

### **COMPUTER AND WORKSTATIONS**

VDU Risk Assessments will be carried out by the Admin Manager following Guidance contained in 'Display Screen Equipment – Procedures'  
<http://www.hse.gov.uk/pubns/indg36.pdf>.

Eye tests will be offered to all staff that regularly use a VDU for their duties either via a voucher or reimbursement up to the value of £25. Should glasses be required only for work purposes then a contribution of up to £55 will be made to the cost.

### **E-SAFETY**

E-safety guidelines promotes safe use of the internet for students and highlights the potential dangers of on-line communications. Refer to guidance in the E Safety Policy.

### **HAZARDOUS SUBSTANCES**

The Premises / Health & Safety Manager will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned above for Design and Technology, Science, Art. Guidance contained in 'Control of Substances Hazardous to Health'.

### **ASBESTOS MANAGEMENT**

Asbestos management surveys will be organised by The Premises Health / Safety Manager. They will inform all staff of the safe working practices relating to Asbestos. Contractors must sign the asbestos log when undertaking any potentially invasive work on the building to ensure safe working conditions. Full refurbishment surveys will be undertaken before any invasive building work is undertaken. Premises staff will undertake routine inspections of high risk areas and will report any concerns to the Premises / Health & Safety Manager. All staff will follow advice given relating to asbestos safety procedures.

### **VIOLENCE**

Assessments of the risks of violence to staff will be carried out by a member of the Leadership Team following guidance contained in 'Violence and Aggression to Staff'.

## **FIRE AND EVACUATION**

Fire and Evacuation procedures are detailed in Appendix 3. Fire Evacuation procedures specifically relating to public examinations times are available from the Examinations Manager.

## **LOCK DOWN**

All staff are required to follow the lock down procedures as detailed in the Lock Down policy. Appendix 4

## **VEHICLES ON SITE**

Staff, students and visitors must park their vehicles in a suitable location and not block emergency access points or block other vehicles. No responsibility can be taken for vehicles on either school site. No guarantee of a parking space can be given. All staff/ students/ visitors must take responsibility to park safely and considerately.

## **FIRST AID**

Qualified First Aiders are responsible for providing first aid assistance. A list of the current qualified first aid trained staff are available in both staff rooms and at locations around the school site.

First Aid Boxes are available in The Medical Room, St. John's Office, Food Technology, Technology, Science, PE Department, Caretakers workshops.

In the event of first aid assistance being required staff should contact the nearest First Aid trained person or telephone student services (student) or the Cover Manager (staff) directly.

A defibrillator is located on site on an external wall in the science carpark.

## **TRANSPORT TO HOSPITAL**

If an ambulance is required, the member of staff dealing with the incident should call 999. In the event of a pupil being transported to hospital in the car of a member of staff, insurance is provided by the Academy for business miles under the Academy's insurance policy. It is important that there is an accompanying adult.

## **MEDICINES**

Prescribed Medication will be administered to pupils under the supervision of a qualified First Aider following Guidance contained in 'Medication – Managing Medicines in Schools'.

A list of pupils with specific medical needs is circulated to all staff as necessary.

Staff with particular medical needs / conditions are advised to bring this to the attention of their line manager and the Cover Manager in order that appropriate support can be provided if necessary.

## **EDUCATIONAL VISITS**

The Educational Visits Co-ordinator are responsible for all aspects of Educational Visits health and safety issues. Trip Leaders are responsible for the health and safety of the specific Educational Visit they are co-ordinating. Guidance on all aspects of organisation and management is available from the NCC Off-site Visits Guidance Handbook and the Educational Visits Co-ordinator

## **VISITOR SECURITY**

All visitors must report to the main school reception at Waynflete Avenue where they will be asked to sign the visitors' book and wear an identification badge. All Contractors must report to Reception also or the Premises Manager during school holidays or out of hours who will inform them of relevant school procedures.

## **ARRANGEMENTS FOR DISABLED PERSONS**

Disabled car parking spaces are marked out at the St. John's Car Park and the main Waynflete Avenue Car Park.

## **LONE WORKING**

Lone Working in school is discouraged as far as possible. Where some lone working takes place the following measures are taken into account.

- Caretakers have a mobile phone with them at all times
- If staff are in buildings alone in the evenings or weekends they must inform the Caretakers of their whereabouts and have access to a phone.
- Staff should avoid meeting parents/students alone in rooms where access is restricted. If meeting with parents, staff should inform their line manager.
- Staff working alone are to avoid undertaking unnecessary actions that might put them or others at risk of injury or harm i.e working at height, unless trained to do so and / or the risks have been assessed and mitigated.

Further Guidance may be obtained from 'Lone Working Guidance'.

## **SCHOOL MINI BUSES**

All Drivers must have current MIDAS Certificates and a D1 driving licence. Further Guidance can be obtained from 'Transport Safety' and the MIDAS Drivers Handbook issued to each qualified driver. The mini-bus will be maintained in accordance with these Guidelines.

## **ACCIDENTS/ INCIDENTS/ NEAR MISSES**

All Accidents, incidents and near misses to staff, students or visitors are recorded on an accident / incident form. The attending First Aider will record all referrals and include details of how/when parents/guardians were informed and further medical advice was recommended.

The nature and cause of the accident will be investigated and if necessary remedial action taken.

All staff must be familiar with procedures for dealing with accidents. They must assess situations as they arise. Minor injuries may be sent directly to student services. More serious injuries must not be moved.

Further guidance may be obtained from 'Accident Procedures'.

The Health and Safety committee will regularly review the accident and incidents reports.

## **HEALTHY EATING**

Students are encouraged to make healthy food choices. Governors and school managers will work with the catering contractor to provide a balanced diet for all students and staff and to promote healthy eating options whenever possible.

## **STRESS MANAGEMENT**

Stress can hit anyone at any level of the work place and recent research shows that work related stress is widespread and is not confined to particular sectors, jobs or industries. HSE's formal definition of work related stress is:

"The adverse reaction people have to excessive pressures or other types of demand placed on them at work."

The Governors recognise that stress is not an illness – it is a state. However, if stress becomes too excessive and prolonged, mental and physical illness may develop.

Individuals within the school have a responsibility, to themselves and others, with regard to the management of stress. Individuals within the school need to develop an awareness of stress both in themselves and in others and to modify their behaviour where appropriate.

To minimise stress the school will endeavour to:

1. Appoint staff that are suitably qualified for the job.
2. Agree a Job Description for the employee.
3. Provide Training where appropriate.
4. Negotiate a calendar of activities to adequately spread workload over the year.
5. Engage staff in developing and contributing to the school's vision and priorities as part of the strategic development plan
6. Encourage an environment of understanding and constructive support to enable staff to raise any worries or concerns with their line managers.
7. Through the school's occupational health advisers to provide counselling where needed and requested.
8. Provide a culture of support and trust so staff feel able to ask for help.

9. Offer a range of support services and strategies to all staff to aid their well being and provide a supportive working environment.

### **LADDERS AND ACCESS EQUIPMENT**

Premises Staff are responsible for the inspection and maintenance of ladders and other access equipment following guidance contained in 'Working at Height Regulations' Working at Height – checklist for ladders and stepladders. A ladder checklist is maintained.

### **PREMISES MAINTENANCE**

Premises Staff monitor maintenance on a daily basis and take action to resolve issues. Premises Risk Assessments and health and safety checks are carried out on a regular rolling programme by Premises Staff.

### **RISK ASSESSMENTS FOR CURRICULUM ACTIVITIES**

To be carried out by relevant Heads of Faculty. Specific Curriculum Guidance available for Departments on DFE/NCC websites (A-Z Guidance and Procedures).

### **SCIENCE**

- Laser Safety in Science Activities.
- Science Management and Safety Policy Guidance.
- Science, Health and Safety Code of Practice for Secondary Schools.
- Control of substances hazardous to health.
- In line with guidance from CLEAPSS'
- Science Department has an appointed Radiation Safety Officer

The latest departmental health and safety policy is available from the science faculty.

### **ART AND TECHNOLOGY**

- Art, Design and Technology – Health and Safety Code of Practice for Secondary Schools.
- Control of Substances hazardous to health.
- In line with guidance from CLEAPSS'

The latest departmental health and safety policy is available from the Art and Technology Faculty.

### **PHYSICAL EDUCATION**

- Health and Safety Code of Practice for Secondary Schools.
- Goalpost Safety Notes.
- Swimming – Safe Practice in School Swimming.

The latest health and safety policy can be found under the 'shared drive' on the internal network under :

T:\PE, Music and Drama Faculty\PE\Keep PE Handbook2011-12\j.Risk and safety in PE@

**General**

The school will provide any advice, support and guidance relating to threats to public health as necessary and appropriate

**COMMUNICATION AND CONSULTATION**

Each member of staff will receive a copy of the health and safety policy.

A Health and Safety Law Poster will be displayed in Staffrooms on both sites.

Health and Safety guidance is available from the Business Director, Premises Manger and the HSE website.

**MONITORING**

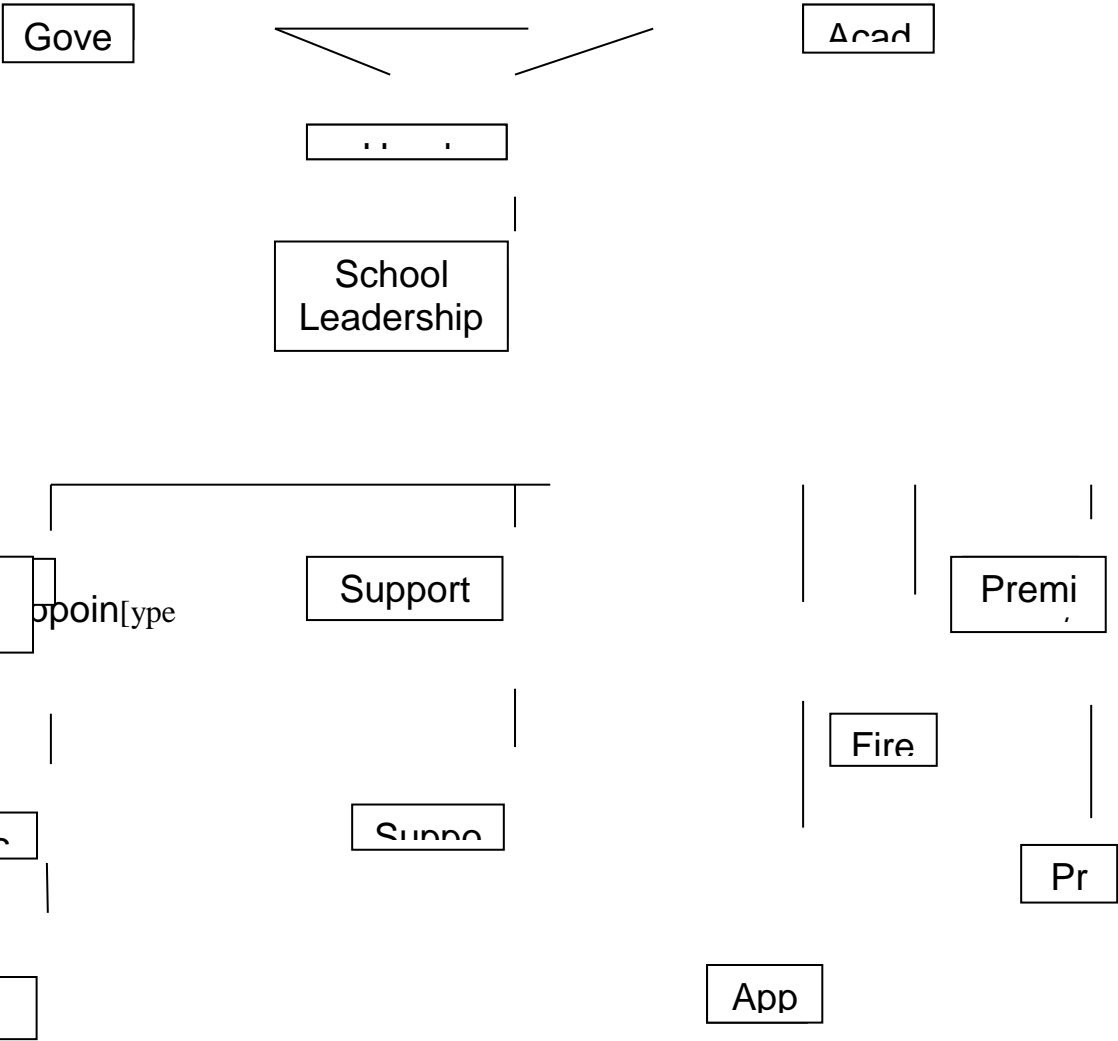
The Health and Safety Committee will meet each term or more frequently if necessary. Appendix 6 for Terms of Reference



## **APPENDIX**

1. SCHOOL ORGANISATIONAL CHART
2. GENERAL RISK ASSESSMENTS
3. FIRE & EVACUATION PROCEDURES
4. LOCK DOWN PROCEDURES
5. INSPECTION AND TESTING REGIME
6. HEALTH AND SAFETY COMMITTEE - TERMS OF REFERENCE
7. RISK ASSESSMENT : NEW AND EXPECTANT MOTHERS

**MAGDALEN COLLEGE SCHOOL  
HEALTH AND SAFETY ORGANISATIONAL CHART**





## Magdalen College School General Risk Assessment

<b>Topic:</b>		<b>People at Risk:</b>	
<b>Assessment carried out by:</b>		<b>Date:</b>	<b>Date of Review:</b>

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating* 1 – 5	Further controls necessary	Target Date & By Whom	New Risk Rating**

### How to assess the risks in your workplace

Follow the five steps as recommended by the Health and Safety Executive:

- Step 1 Identify the hazards
- Step 2 Decide who might be harmed and how
- Step 3 Evaluate the risks and decide on precautions
- Step 4 Record your findings and implement them
- Step 5 Review your assessment and update if necessary

### Risk Rating

1 low – 5 high of likelihood of hazard happening.

**MCS STAFF GUIDELINES FOR FIRE EVACUATION**

In the event of fire, raise the alarm by breaking glass at fire call point.

1. The alarm is a continuous ringing of the lesson change bell.  
In the mobile classrooms the alarm is raised by the teacher, giving verbal instructions to the room next door and informing the office.
2. On hearing the bell, teaching staff need to take their class to place of assembly. Teacher and class to remain in teaching group. Teacher responsible for the safe evacuation of students in their class. Leave bags etc, close doors and if possible windows. Check areas such as toilets as you pass to ensure a sweep of all rooms has been made.
3. On hearing the bell the designated Lead Member of staff will take charge and all other senior staff will supervise and assist with the evacuation.
4. Students to be reminded to evacuate calmly and quietly in order to hear instructions and avoid injury.
5. Fire marshals will assist with evacuations where possible and report to the designated lead at place of assembly. Fire Marshalls to remain by exits to prevent persons re-entering a building.

**The places of assembly are as follows:-**

<b><i>Waynflete Site Buildings</i></b>	<b><i>Assembly Point</i></b>
Dashwood/Wodhams Sports Hall	} The Dashwood Playground
T Block	
E Block	
Science	
Waynflete Hall/ Gym	
The 3-storey block + S5 & S6	} The Manor Road Car Park
Inclusion / ICT Techs and S7	
FASTeam	
	Science Car Park Entrance
<b><i>St. John's Site Buildings</i></b>	<b><i>Assembly Point</i></b>
K Block and Music	The Field
All Other Areas	The Field

**Please Note: the alarms are zoned. If it is not ringing in your area you do not evacuate unless you have been instructed to do so by a member of the Leadership group or the Fire Officer**

6. At place of assembly line class up in teaching groups. Teacher to stay with class and ensure good behaviour. Make sure class are well away from buildings and vehicle access areas. Report any unaccounted for students to a fire marshal or designated lead on duty.
7. When the evacuation has taken place no-one must re-enter the building until the all clear is given.  
To ensure this :-  
FAST Staff evacuate to the area next to the Caretakers House by the Science car park and 'close' that entrance.  
Inclusion / ICT Tech Support Staff stop entry via Manor Road Gate.  
Reception Staff check stop access to reception / E block and hold visitors accessing via main entrance / car park. Also to provide visitors Book at place of Assembly.  
Caretakers monitor entrances at St John's
8. Leadership Group will make the decision whether or not to call the Fire Brigade if not already called.
9. All staff must assist with evacuation and with the supervision of students at place of Assembly.
10. In the event of a real fire things may have to change. So it is important that students remain calm and quiet at all times, staff are in control and ready to use initiative.
11. At break or lunchtime the priority is to evacuate the building and ensure no one re-enters the building. The place of assembly is the same and students should line up in Tutor Groups.
12. Treat all evacuations as the real thing.

**LEAVE CALMLY & QUIETLY - ASSEMBLE IN TEACHING GROUPS  
REPORT TO FIRE MARSHALL/ SENIOR STAFF**

**MCS STAFF GUIDELINES FOR FIRE EVACUATION – LUNCH TIME PROCEDURES**

- In the event of fire, raise the alarm by breaking glass at fire call point.
1. The alarm is a continuous ringing of the lesson change bell.  
In the mobile classrooms the alarm is raised by the teacher, giving verbal instructions to the room next door and informing the office.
  2. On hearing the bell, all students / staff / visitors need to evacuate the building. The lunch time supervisors need to escort the students to the designated assembly point. Teaching staff supervising students need to take them to place of assembly. Students need to assemble quietly and listen to instruction. Lunch time supervisors are responsible for the safe evacuation of students from the hall and dining room. Leave bags etc, close doors and if possible windows. Check areas such as toilets as you pass to ensure a sweep of all rooms has been made.
  3. On hearing the bell the designated Lead Member of staff will take charge and all other senior staff will supervise and assist with the evacuation.
  4. Students to be reminded to evacuate calmly and quietly in order to hear instructions and avoid injury.
  5. Fire marshals will assist with evacuations where possible and report to the designated lead at place of assembly. Fire Marshalls to remain by exits to prevent persons re-entering a building.
  6. Lunchtime supervisors to be placed on the gates to supervise. Students arriving at Hill Street Entrance or St John's to be instructed to assemble at the nearest assembly point.
  7. **The places of assembly are as follows:-**

<b>Waynflete Site Buildings</b>	<b>Assembly Point</b>
Dashwood/Wodhams Sports Hall	} The Dashwood Playground
T Block	
E Block	
Science	
Waynflete Hall/ Gym / Dining room	
The 3-storey block + S5 & S6	} The Manor Road Car Park
Inclusion / ICT Tech and S7	
FASTeam	
	Science Car Park
<b>St. John's Site Buildings</b>	<b>Assembly Point</b>
K Block and Music	The Field
All Other Areas	The Field

**Please Note: the alarms are zoned. If it is not ringing in your area you do not evacuate unless you have been instructed to do so by a member of the Leadership group or the Fire Officer**

8. At place of assembly line students line up as instructed. Staff to support and supervise students and ensure good behaviour. Make sure students are well away from buildings and vehicle access areas. Report any unaccounted for students to a fire marshal or designated lead on duty.
9. When the evacuation has taken place no-one must re-enter the building until the all clear is given. To ensure this :-  
FAST Office Staff evacuate to the area next to Caretakers House and 'close' that entrance.  
Inclusion and ICT Tech Staff stop entry via Manor Road Gate.  
Reception to stop entry into reception / E block and hold visitors from Waynflete Car Park i.e. under Bridge and via Waynflete Hall.  
Reception Staff check Visitors Book at place of Assembly.
10. Leadership Group will make the decision whether or not to call the Fire Brigade if not already called.
11. All staff must assist with evacuation and with the supervision of students at place of Assembly.
12. In the event of a real fire things may have to change. So it is important that students remain calm and quiet at all times, staff are in control and ready to use initiative.
13. Treat all evacuations as the real thing.

**LEAVE CALMLY & QUIETLY - ASSEMBLE IN NEAREST SAFE AREA  
REPORT TO FIRE MARSHALL/ SENIOR STAFF**

Updated May 2019

## Magdalen College School

### Lock Down Procedures

#### Rationale

As part of our Health and Safety policies the school has a Lockdown procedure.

On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented by the headteacher or another member of the senior team when there is a serious risk to pupils and staff due to, for example, near-by chemical spillage, proximity of dangerous animals, serious weather conditions or attempted access by unauthorised persons intent in causing harm or damage.

#### Notification of Lockdown

Staff will be notified lockdown procedures are to take place immediately on hearing 10 short bursts of the school bell. A whole staff email will be sent to all staff with the subject title 'ATTENTION LOCKDOWN'

### **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

#### Procedures:

1. At the given signal pupils remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and pupils are positioned away from possible sightlines from external windows and doors. Lights and projectors are to be turned off. Student mobile phones to remain switched off.
2. Staff will then access their email and follow instructions.
3. Pupils or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. pupils using toilets when the alarm is activated. Where possible the member of staff must contact reception via email to inform them on their location.
4. Staff should lock the school's offices, and all outside doors/windows where it is possible, in order to remain safe.
5. If the threat is an **intruder** on site (informed via email) draw curtains where possible and ask student to hide under desks. **ALL** staff mobile phones switched to silent. All pupils' mobile phones should remain switched **off** and out of sight.
6. Supply teachers should move pupils to the nearest classroom with an MCS member of staff in.
7. If you are unable to lock your door then barricade the door using tables and chairs.
8. Computer monitors should be turned to face a wall to enable staff to receive information.
9. If practicable staff should notify the front office by phone or email of any pupils not accounted for.
10. Staff should support pupils in keeping calm and quiet.
11. Staff should remain in lockdown positions until informed by key staff e.g. senior leadership team, chair of governors or office staff in **person** that there is an all clear.

### **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

### **Staff Roles:**

1. Front office staff ensure that their office(s) are locked and emergency services called if necessary.
2. Senior staff or site staff to lock the school's external doors and entrances where possible.
3. Individual teachers and LSAs to lock or close classroom door(s) and windows. Nearest adult to check exit doors and outdoor classroom doors are locked, where possible.

### **Communication with parents**

- When appropriate parents will be notified as soon as it is practical to do so via the email system or text message.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their pupils from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lockdown.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home following any serious incident to inform parents of the context of the lockdown and to encourage parent to reinforce with their pupils the importance of following procedures in these very rare circumstances.

### **Lockdown drills**

Lockdown practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

### **Review**

This policy and procedures will be reviewed annually as a part of Critical Incidents Policy and Health and Safety policy.

**APPENDIX 5**

<b>INSPECTION AND TESTING REGIME FOR PLANT, EQUIPMENT AND PREMISES</b>			
<b>Area</b>	<b>Contractor</b>	<b>Persons Authorised to inspect / arrange work</b>	<b>Frequency</b>
PORTABLE ELECTRICAL APPLIANCES	Inspection and Testing of portable appliances undertaken in house by premises staff	Premises / Health & Safety Manager	On-going
FIRE EXTINGUISHERS	Tested by Walker Fire Protection Ltd., Protected by STI Stopper devices. Inspected monthly by Premises Staff	Premises / Health & Safety Manager	Annual test/ Monthly inspection
ELECTRICAL INSPECTION	Lawrence Electrical	Premises / Health & Safety Manager	3 yearly cycle
FIRE ALARM SYSTEM	Inspection (Electrical) by Westronics Call point testing weekly by Premises Staff.	Premises / Health & Safety Manager	Quarterly Inspection/ weekly test
EMERGENCY ESCAPE LIGHTING	Inspection by GW Electrical Monthly check by Premises Staff.	Premises / Health & Safety Manager	Annual Inspection / monthly test
ARSON PREVENTION	Monthly by Premises Staff. Annual Risk Assessment – Bennets Fire	Premises / Health & Safety Manager	Monthly
INSPECTION OF MEANS OF ESCAPE	Inspected monthly by Premises Staff.	Premises / Health & Safety Manager	Monthly
SHOWER HEADS	Tested quarterly by premises staff. Annually by D Whiting	Premises / Health & Safety Manager	Test quarterly/inspected annually
LIFTS	Tested by Morris Vermaport Ltd.,	Premises / Health & Safety Manager	Monthly
GYM EQUIPMENT	Tested by Universal Services Ltd.,	Premises / Health & Safety Manager	Annually
TECHNOLOGY EQUIPMENT AND L.E.V.	Tested by Technology Supplies Ltd.,	Premises / Health & Safety Manager	Annually
TREES	Inspected by Tree Tops Ltd.,	Premises / Health & Safety Manager	Annually
GAS BOILERS	Inspected by David Whiting.	Premises / Health & Safety Manager	Annually
GAS TAPS (Science)	Inspected by David Whiting	Premises / Health & Safety Manager	Annually
GAS COOKERS	Inspected by David whiting	Premises / Health & Safety Manager	Annually
OIL BOILERS	Inspected by David Whiting,	Premises / Health & Safety Manager	Bi annually
ELECTRIC COOKERS	Tested by G W Electrical	Premises / Health & Safety Manager	Annually
STAGE LIGHTING	Inspected and tested in line with Licence requirements by various., Annual check Lancelyn Lighting	Premises / Health & Safety Manager	Annually



<b>MAGDALEN COLLEGE SCHOOL BRACKLEY</b> <b>TERMS OF REFERENCE</b> <b>HEALTH &amp; SAFETY ADVISORY COMMITTEE</b>
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**Membership :** Membership shall consist of:-

**Business Director**  
**Representative Trade Union Health and Safety Officers**  
**Premises / Health & Safety Manager**  
**Governing Body Representatives from Finance & Resources Committee**

A substitute for any Faculty member will be allowed provided this is acceptable to other members.

**Quorum :** A quorum shall be 50% of the membership and must include either of the following: Business Director and Governor representation

**Meetings :** The committee shall meet a minimum of once a term or as required.

**Conduct of Meetings:**

Decisions will normally be arrived at through a majority vote.

**Terms of Reference:**

- The chair will be elected at the first meeting of each academic year by the committee
- To consider the policies on health and safety and recommend for approval at the Finance & Resource Committee a health and safety policy appropriate to the needs of the Academy and to review this on an annual basis.
- To provide support and guidance for the Academy staff on all matters relating to the health and safety of themselves and resources used.
- To ensure that the Academy complies with health and safety regulations for our areas of responsibility, seeking external advice where appropriate.
- To monitor, including peer review, the effectiveness of the Academy's health and safety arrangements, make periodic inspections of buildings, plant and equipment and report at least once a year to the Governing Body Committee for Finance & Resources.
- To promote health and safety training in the Academy at all levels and to ensure that appropriate emergency procedures are in place.
- Consider relevant health, safety and welfare matters raised by members of the Committee and the Academy community.

September 2019





**APPENDIX 7**  
**Magdalen College School**  
**New and Expectant Mothers Risk Assessment**

<b>Topic:</b>	Safety of employee whilst at work		<b>Date of Review:</b>		
Assessment carried out by:		Date:	Employee		
<b>Expectant Mothers</b>			<b>New Mothers</b>		
Date Pregnancy Notified to School			Date of return to work		
Date Maternity Leave Expected to Start			Date of last review		
Expected Date of Childbirth			Date of return to work Assessment		

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating* 1 – 5	Further controls necessary	Target Date & By Whom	New Risk Rating**

**How to assess the risks in your workplace**

Follow the five steps as recommended by the Health and Safety Executive:

- Step 1 Identify the hazards
- Step 2 Decide who might be harmed and how
- Step 3 Evaluate the risks and decide on precautions
- Step 4 Record your findings and implement them
- Step 5 Review your assessment and update if necessary

**Risk Rating**

1 low – 5 high of likelihood of hazard happening.

### **Key Issues for Expectant Mothers**

- Review of general duties to identify any risk
- Lifting and carrying
- Stairs
- Fatigue
- Work station
- Movement around and between sites
- Use of chemicals or other hazardous materials including raising awareness of any risk of exposure to radiation (science Dept)
- Crowds in corridors and other general spaces around school
- Specific medical conditions related or not to condition