



MAGDALEN COLLEGE SCHOOL

Health & Safety Policy

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

Signed.....

Name.....

Date.....

MAGDALEN COLLEGE SCHOOL

HEALTH & SAFETY POLICY

Statutory Policy – Annual Review

GOVERNORS' HEALTH & SAFETY COMMITTEE

Date next due for review by committee	Reviewed by committee	Any Changes YES/NO	Approved by Full Governors
	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		Yes (minor amendments)	Ratified by comm 9 June 2020
June 2021	8 June 2021	Yes (minor amendments)	Ratified by comm 8 June 2021
July 2022	27 February 2023	Yes	
February 2024	13 February 2024	Yes	19 th March 2024
March 2025	19 June 2025	No	19 June 2025
March 2026			

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.
- k) Making sure that our key stakeholders know what their responsibilities are regarding their own and others health and safety whilst at Magdalen College School. They are required to co-operate with us and keep to our health and safety rules and policies.
- l) Meet the requirements of Section 2(3) of the "Health & Safety at Work etc Act 1974"

Dr B Naylor

T Hollis

Chair of Governors

Headteacher

1st March 2024

HEALTH AND SAFETY POLICY

PART TWO ORGANISATION

INTRODUCTION

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

An organisation 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 health and safety of staff and pupils.
- b) *specific* health and safety roles are allocated to *designated* people and those persons are informed of these responsibilities.
- c) Designated persons have sufficient experience, knowledge and training to perform the roles required of them.
- d) Clear procedures are created which assess the risk from hazards and controls and further mitigations are put in place which produce safe systems of work as far as reasonably practical.
- e) Sufficient funds are set aside with which to operate and improve safe systems of work.
- f) Health and safety performance is measured through monitoring of premises management and other staff working practices.
- g) The school's health and safety policy and performance are 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 and reviewed annually
- c) Ensure that the Policy is communicated adequately to all relevant stakeholders.
- d) Ensure appropriate information on significant risk activities is given to staff, 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 and lock down procedures are in place and tested on a regular basis.
- j) Ensure that equipment is inspected and tested regularly 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, training etc.
- l) Ensure arrangements are in place to monitor premises working practices and performance through cyclical inspections with targets for completion.
- m) Ensure that all accidents are investigated and any remedial actions required are taken in a timely manner.
- 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 Manager who has responsibilities:

- a) To co-ordinate and manage the Health and Safety risk assessment, controls and mitigation process for the school.
- b) To oversee the implementation of the annual workplace monitoring inspections and performance monitoring process, whereby improvements are visible and near misses are reduced.
- 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 health and safety matters about their specific work place and the school generally.
- g) Carry out any other health and safety 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, Facilities Manager, 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, for their area of work.
- d) Resolve health and safety issues their members of staff refer to them, or refer 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.
- 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 discharge them.
- 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, 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 and record 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 (having given prior notice to the Head Teacher) 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.

They are also entitled to certain information, e.g. about accidents and 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 measures put into place 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

PART THREE

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

Or alternatively via Sharepoint using the link below:

[WNC Health Safety and Wellbeing Documents](#)

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 Facilities / Health & Safety Manager for review and action.

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 Governing Body 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.

MANUAL HANDLING

The Manual Handling Operations Regulations 1992 outlines the principles of safe handling. All Premises and other designated staff will receive regular and updated training in the techniques needed to ensure a safe working environment. Manual Handling Risk Assessments will be undertaken by Premises / Health & Safety Manager following Guidance in 'Manual Handling Guidance' and where moving loads cannot be avoided.

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 Facilities Manager in collaboration with the Premises / Health & Safety Manager will identify and risk assess 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' COSHH.

ASBESTOS MANAGEMENT

Asbestos management surveys will be organised by The Facilities Manager /Health & Safety Manager. The Facilities Managery 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 qualified first aider 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 and also at Brackley Ambulance Station, Manor Road, Brackley

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 is 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 via the West Northamptonshire Council (WNC) website linked to the OEAP (Outdoor Education Advisers' Panel National Guidance) 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

Any member of staff working alone in a building must make contact (actual contact, not a message left) with a nominated person each hour during the period of time they are working and they must log their start and finish time with that same person.

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' via the HSE 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 to be recorded on an accident / incident form. The attending qualified 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, incidents and near miss 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

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.

8.

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. No member of staff should use a ladder without having received ladder training

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 or a nominated Contractor.

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

The faculty Health & Safety documentation that covers all the necessary policies and regulatory requirements are accessible through the following link:

[Health & Safety](#)

ART AND TECHNOLOGY

The faculty Health & Safety documentation that covers all the necessary policies and regulatory requirements are accessible through the following link:

[0 Health and Safety](#)

PHYSICAL EDUCATION

The faculty Health & Safety documentation that covers all the necessary policies and regulatory requirements are accessible through the following link:

[HEALTH and SAFETY 2021 onwards](#)

PUBLIC HEALTH

The school's SLT 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 Manager, Premises Manager and the HSE website.

MONITORING

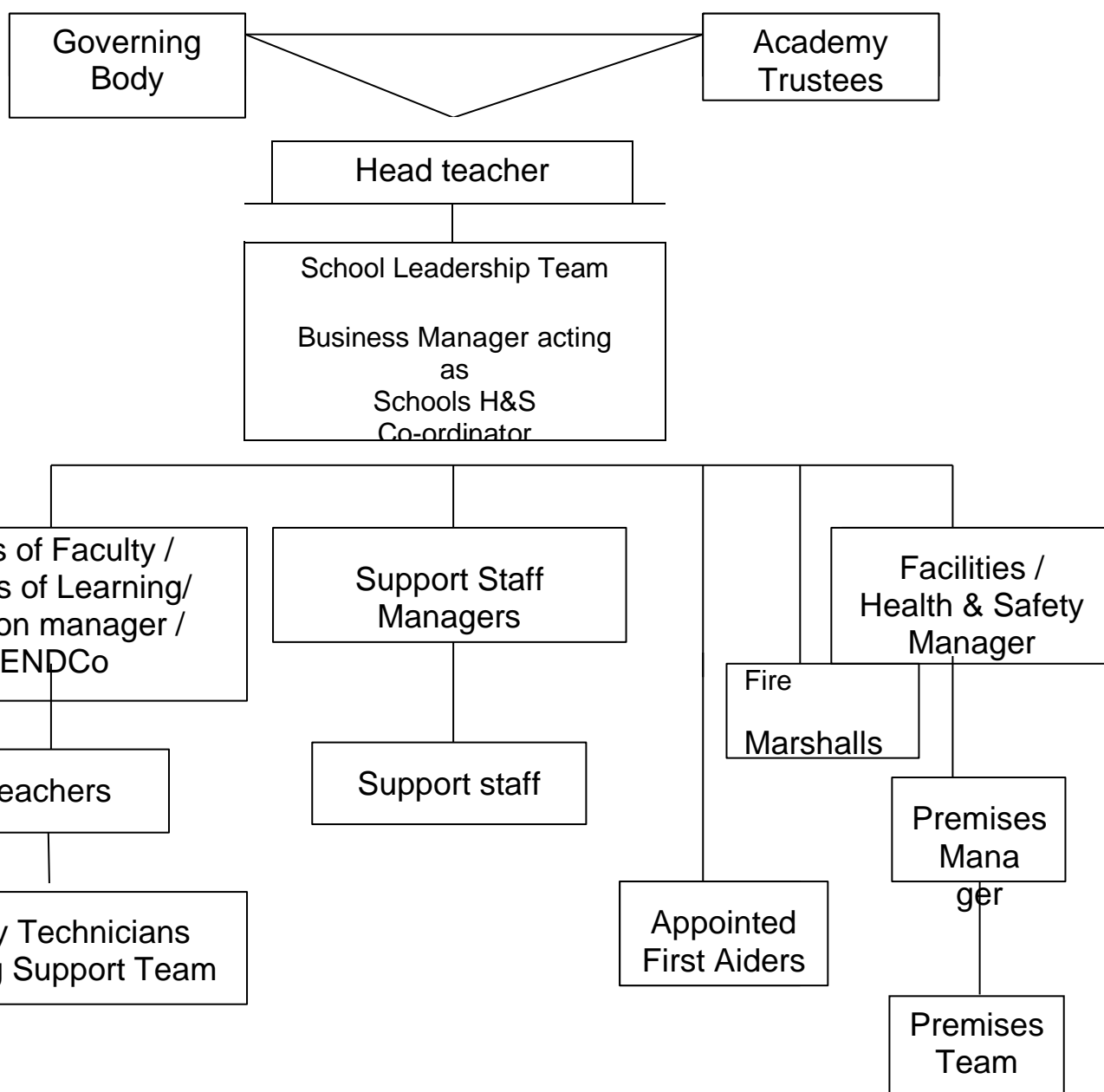
The Health and Safety Committee will meet each term or more frequently if necessary. Appendix 6 for Terms of Reference

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





Founded 1548

Magdalen College School General Risk Assessment

Topic:		Date:		Date of Review:	
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Hazards What are the specific sources of harm?	Current control measures in use List the control measures actually used.	With Controls in Place			Further Control measures What further control measures are needed if risk level is too high?	Action Who will act and when?	Completed Date
		Severity of Harm S (1-3)	Likelihood L (1-3)	Risk Level (S x L)			

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 – 3 high of likelihood of hazard happening.

APPENDIX 3

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:-

Waynflete Site Buildings	Assembly Point
Dashwood/Wodhams Sports Hall	Tennis courts
T Block	
E Block	
Science	
Waynflete Hall/ Gym	
EASTeam	The Manor Road Car Park
The 3-storey block + S5 & S6	
Inclusion / ICT Techs and S7	
	Science Car Park Entrance
St. John's Site Buildings	Assembly Point
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 :-

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. The Lead member of staff 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 reactions made be different. So, it is important that students remain calm and quiet at all times, staff are in control and ready to use initiative.
11. At breaks 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**

Updated August 2022

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, all students / staff / visitors need to evacuate the building. The student supervisors need to escort the students to the Tennis courts as 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:-**

Waynflete Site Buildings	Assembly Point
Dashwood/Wodhams Sports Hall	Tennis courts
T Block	
E Block	
Science	
Waynflete Hall/ Gym / Dining room	
FASTeam	The Manor Road Car Park Science Car Park
The 3-storey block + S5 & S6	
Inclusion / ICT Tech and S7	
St. John's Site Buildings	Assembly Point
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 :-
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 August 2022

Appendix 4

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 Reception 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

INSPECTION AND TESTING REGIME FOR PLANT, EQUIPMENT AND PREMISES			
Area	Contractor	Persons Authorised to inspect / arrange work	Frequency
ELECTRICAL PORTABLE APPLIANCE	Inspection and Testing of portable appliances undertaken in house by premises staff.	Premises / Health & Safety Manager	On-going
FIRE EXTINGUISHER	Tested by Northants Testing	Premises / Health & Safety Manager	Annual test/
ELECTRICAL INSPECTION	Northants Testing	Premises / Health & Safety Manager	5 yearly cycle
FIRE ALARM SYSTEM	Inspection (Electrical) by Abbotts Call point testing weekly by Premises Staff.	Premises / Health & Safety Manager	Quarterly Inspection/ weekly test of call points
EMERGENCY ESCAPE LIGHTING	Inspection by GW Electrical Monthly check by Premises Staff.	Premises / Health & Safety Manager	Annual Inspection / monthly test
FIRE RISK PREVENTION	Monthly by Premises Staff. Bi-Annual Risk Assessment – Northants Testing	Premises / Health & Safety Manager	Monthly Bi-Annual
INSPECTION OF MEANS OF ESCAPE	Inspected monthly by Premises Staff.	Premises / Health & Safety Manager	Monthly
SHOWER HEADS	Cleaned 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	Bi-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 R&G Grounds Maint.,	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
AIR CONDITIONING	Inspected by Envtec	Premises / Health & Safety Manager	Annually
OIL BOILERS	Inspected by David Whiting,	Premises / Health & Safety Manager	Bi annually
STAGE LIGHTING	Inspected and tested in line with Licence requirements by various., contractors School Stage	Premises / Health & Safety Manager	Annually
SEWING MACHINES	Inspected by Marsh Sewing Machine Services	Premises / Health & Safety Manager	Annually

MAGDALEN COLLEGE SCHOOL

GOVERNORS HEALTH & SAFETY COMMITTEE
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Terms of Reference

Membership

Chair (Governor) and one other Governor, both nominated by Finance, and Resources Committee
 Business Manager(internal competent person*)
 Facilities Manager
 External Competent Person as necessary

Quorum

A quorum shall be 50% of the membership and must include one Governor and the Business Director.

Meetings

The committee shall meet once a term at a date just prior to the Governing Body Committee meeting for that term.

Role

To assure the Governing Body that an effective and systematic H&S management system is in place and operated consistently throughout the School and provide evidence to support that assurance.

Terms of Reference:

Annually to review Health and Safety Policy and recommend for approval at the Governing Body Committee.

To review all high and medium H&S risks, proportionate controls and mitigation plans

To review the development of skills, experience and training that are critical to the maintenance of good H&S standards

To review all external audits of H&S annually and to gain assurance and that any areas for improvement are planned and executed

To gain assurance that visible H&S leadership and a learning culture is in place within the school

To review the effectiveness of H&S interfaces with contractors, visitors, staff, pupils and parents/carers

To review key performance indicators for H&S and improvement actions (incl near misses and accident reporting)

To gain assurance that the Academy complies with health and safety regulations for its areas of responsibility, seeking external advice where appropriate.

To gain assurance that all types of emergency procedure are in place and tested regularly

Reviewed by committee on
Body on

Adopted by the Full Governing

Terms of Reference to be reviewed annually

* a person who has the skills, knowledge and experience to give sensible advice about managing the health and safety risks at the school (DfE 26 Nov 2018)



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APPENDIX 7
Magdalen College School
New and Expectant Mothers Risk Assessment

Topic:	Safety of employee whilst at work			Date of Review:		
Assessment carried out by:		Date:	Employee			
Expectant Mothers				New Mothers		
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 What are the specific sources of harm?	Current control measures in use List the control measures actually used.	With Controls in Place			Further Control measures What further control measures are needed if risk level is too high?	Action Who will act and when?	Completed Date
		Severity of Harm S (1-3)	Likelihood L (1-3)	Risk Level (S x L)			

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 – 3 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