ST CUTHBERT MAYNE SCHOOL

Joint Catholic and Church of England 11-18 Comprehensive School
Dioceses of Plymouth and Exeter

St Cuthbert Mayne School
Health & Safety Policy

Adopted by Link Governor: **September 2026**

Next Review Date: **September 2027**

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USE OF HEALTH & SAFETY POLICY AT ST. CUTHBERT MAYNE SCHOOL

1.1 Our vision of joint Catholic and Anglican education calls us to acknowledge that the Body of Christ is in the school community. We believe that God is incarnate (present) in the 'day to day' life of our school. Our understanding of Christian spirituality is therefore as much about dealing with each other as it is about meeting God.

1.2 We believe that each member of our community has a divine origin and an eternal destiny.

1.3 We believe that through his Incarnation Jesus affirmed us as whole people and redeemed us through his resurrection.

1.4 We believe therefore that the intrinsic dignity of each member of our school community is to be honoured in spirit, in word, in deed and in law.

1.5 These beliefs underpin our approach to the use of the health and safety policy and thereby commit us to encouraging all members of our community, staff and pupils alike, to grow towards human wholeness. The Governing Body aims to meet this responsibility by:

• Affirming, consolidating and celebrating the achievements of our teachers (Challenge, affirmation, evaluation, consolidation, celebration and prayerful reflection will be important characteristics to our approach in this school and will be an accepted part of the process)

• Challenging ourselves, staff and pupils to recognise the unique contribution that each of us can make and work towards making that contribution in the fullest sense

• Supporting staff in this process in a positive manner

Health and Safety Policy

The School Health and Safety policy comprises the following sections:
Section 1: School Health and Safety Policy Statement

- Part 1 Statement of Intent
- Part 2 Organisation
- Part 3 Arrangements

Section 2: Staff Handbook extracts

- Section 9 – Health & Safety at Work
- Section 10.06 – School Policy on Education and Offsite Visits

STATEMENT OF ORGANISATION AND ARRANGEMENTS FOR ENSURING HEALTH, SAFETY AND WELFARE

PART I: STATEMENT OF INTENT

I. INTRODUCTION

1.1. This is a Statement of Organisation and Arrangements for St Cuthbert Mayne School. The Governors have agreed to adopt the policies of Torbay Council and this statement confirms that intent. The statement does not replace Torbay Council's General Statement of Policy but is supplementary to it for the benefit of all users of the premises. Copies of the above document, along with other information on health, safety and welfare matters will be found in the Head's P.A. office.

1.2. This statement deals with those aspects over which the Governing Body has local control and covers safety associated with the building structure, plant, fixed equipment and services for which consultants appointed by the Dioceses of Plymouth and Exeter and other officers of the Local Authority (LA) also have responsibility. It describes how these responsibilities are discharged in respect of employees, students, visitors and other users of the premises.

1.3. The governing body acknowledges its responsibilities as a Voluntary Aided School, as laid down by the Department for Education.

The governing body notes the provisions of the Health and Safety at Work Act 1974 (section 2), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, that persons in his or her employment are not exposed to risks to their health and safety. The governing body also notes the provisions of the Health and Safety at Work Act 1974 (section 3), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety.

The governing body accepts that, as the employer, it has the responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The governing body is committed to;

a) Providing a safe and healthy working and learning environment for staff, pupils and visitors.

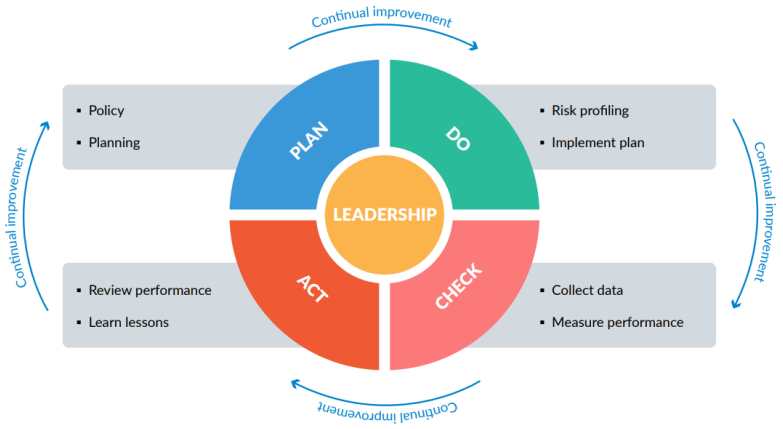
b) Providing adequate resources for the school to meet its health and safety responsibilities.

c) Providing adequate and competent supervision of all school activities.

d) Providing suitable and sufficient health and safety training for personnel to carry out their health and safety responsibilities as assigned in the organisation section of this policy.

e) Achieving continuous health and safety improvement through the use of the HSE 'Plan, Do, Check, Act' Framework:

- **Plan:** Develop clear health and safety policies, define roles and responsibilities, and set objectives to guide safe working practices throughout the school.
- **Do:** Put those plans into action by ensuring effective organisation, communication, and implementation of safety procedures across all areas of school life.
- **Check:** Regularly measure and monitor health and safety performance to identify strengths and areas for improvement. This includes inspections, incident reporting, and data analysis.
- **Act:** Use reviews and audits to evaluate what's working and what's not. Take corrective action where needed and update plans and processes to drive continuous improvement.



f) Responding to internal and external changes that may affect the school's health and safety arrangements.

The governing body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The governing body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance.

1.4 The school's Health and Safety Policy will be reviewed annually, with the next review being completed by 30th September **2026**.

Signed (For the governing body)

Date September 2026

Signed Head)

Date September 2026

PART II: ORGANISATION

II. RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH HEALTH, SAFETY AND WELFARE

Local Management of Schools requires the school staff, Governing Body and the LA to work together to ensure their health, safety and welfare objectives are achieved. Below are those with special responsibilities and their duties in the school:

2.1 THE GOVERNING BODY

In consultation with the headteacher, the Governors will:

1. approve a clear written policy statement which is regularly reviewed;

2. ensure that measures are in place to monitor the effectiveness of the policy;

3. ensure that where required, objective support and advice is obtained on health and safety issues from Torbay Council Corporate Services Health and Safety team, the Dioceses of Plymouth and Exeter, the Health and Safety Executive and other professional bodies' officers and advisers.

2.2 THE HEADTEACHER

The Head Teacher has responsibility for the day-to-day operation of health and safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings and will ensure that health and safety policy and procedures are part of the day-to-day running of the school. The Head Teacher is responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with regulatory controls.

2 THE BUSINESS MANAGER

The Business Manager is delegated as the School's Health & Safety Coordinator and will:

1. be the focal point for reference on health, safety and welfare matters and give advice, or indicate sources of advice;

2. co-ordinate the implementation of governors' health, safety and welfare procedures in school;

3. make clear any duties in respect of health and safety which are delegated to members of staff;

4. ensure that there is an effective communications network both within the school and with outside organisations, to enable effective dissemination of health and safety information and

action on concerns, through regular discussions at meetings of the Senior Leadership Team, staff, the Governors' Resources Committee, full Governing Body meetings, the Health and Safety committee.

5. put in place procedures to monitor the effectiveness of the school's management of health and safety and its policy;

6. in consultation with Torbay Council Corporate Services Health and Safety team, liaise with the Health and Safety Executive (HSE) Inspectors and other enforcement agencies;

7. in consultation with the LA, to arrange for the reporting and subsequently investigation of all serious incidents and accidents according to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) procedures, ensuring that appropriate remedial measures are taken to prevent reoccurrence;

8. ensure that contact with agencies able to offer expert advice, such as officers of the LA, Council and HSE, is maintained;

9. arrange for risk assessments of the premises and working practices to be undertaken, recorded, added to, and reviewed as necessary (e.g. when a situation changes, building work takes place or new equipment is acquired);

10. ensure that the appropriate emergency procedures and first aid provision are in place in school.

11. inspect the area at least once every term both from the viewpoint of identifying hazards and to assess the effectiveness of the local hazard reporting system and other arrangements detailed in the Key Manager's local statement.

12. take **reasonable steps** to ensure that staff are informed of the content of the local statement and any other information relative to their Health and Safety, which is issued from time to time.

13. ensure the use of protective clothing and equipment where appropriate and to ensure that such clothing and equipment is properly maintained and renewed when necessary.

14. ensure that employees new to a workplace are given every assistance to perform their duties in a safe manner; in particular that they are given a copy of the statement of local arrangements and the opportunity to read it, before starting work.

2.4 ALL EMPLOYEES

Under the Health and Safety at Work Act 1974 it is the duty of every employee, while at work:

to take reasonable care for the health and safety of himself/herself and of any other persons who may be affected by his/her acts or omissions at work, and

to co-operate with the employer so far as it is necessary, to enable the employer or any other person to perform or comply with any duty or requirement imposed by or under any of the relevant statutory provisions

not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

The Management of Health and Safety at Work Regulations also require every employee to adhere to safe systems of working and report any deficiencies.

Thus all employees should:

1. know the health and safety organisation and arrangements to be adopted in their own working areas and ensure they are applied, particularly with respect to fire, first aid and other emergencies;

2. observe standards of dress consistent with safety and/or hygiene and use protective clothing and guards where necessary;

3. exercise good standards of housekeeping and cleanliness and follow safe working procedures personally;

4. report all accidents, defects and dangerous occurrences;

5. raise any health and safety concerns outside their control related to their work area with their immediate line manager.

2.5 STAFF WITH SPECIAL RESPONSIBILITY

All Heads of Department, subject co-ordinators and the coordinator of Health Education have special responsibilities:

They will be responsible for:

1. the local arrangements to ensure the effective control of risks within the specific areas under their control;

2. the local arrangements for the purchase, inspection and maintenance of equipment and its specification;

3. the coordination of the school's health and safety policy in their own department or area of work, directly responsible to the Business Manager for the application of the health and safety procedures and arrangements;

4. establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances , e.g. electricity, chemicals, Hazardous substances, hot water, sharp tools, etc;

5. resolving health, safety and welfare problems referred to them by members of their staff or referring to the Business Manager or line manager any problems they are unable to resolve within the resources available to them;

6. ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible;

7. in consultation with their staff identify on-going health and safety needs and bringing these to the attention of the Business Manager, ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable staff and students to avoid hazards and to contribute positively to their own health and safety;

8. obtaining relevant advice and guidance on health and safety matters.

In addition ALL STAFF are considered to be quasi fire marshalls and on hearing the fire alarm, staff are to leave the premises checking on the way out of the building, that all offices, toilets and ancillary accommodation in the immediate vicinity have been vacated on the way to the fire assembly point

2.6 SPECIAL OBLIGATIONS OF ANY CLASS TEACHER

In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

1. raise any health and safety concerns outside their control related to their class area with their immediate line manager;

2. exercise effective supervision of students and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;

3. know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;

4. give clear instructions and warnings to students as often as necessary;

5. follow safe working procedures personally;

6. require the use of protective clothing and guards where necessary;

7. avoid introducing <u>any</u> personal items of equipment or substances that may cause a physical risk in their use.

2.7 SCHOOL HEALTH AND SAFETY REPRESENTATIVES

Safety Representatives may be appointed by recognised Trade Unions. Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where Safety Representatives are appointed they will be given adequate time and facilities to fulfil their functions.

2.8 THE STUDENTS

Students will be reminded that they are expected to:

1. exercise personal responsibility for the health and safety of themselves and others;

2. observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;

3. observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency;

4. use and not wilfully misuse, neglect or interfere with things provided for their health and safety;

All students and parents will be made aware of the contents of this section of the policy through the Code of Conduct.

2.9 CONTRACTORS

1. Contractors must abide by the school's health and safety policy and not endanger students, staff or other visitors to the site.

2. The Chair of the Governors' Resources Committee, the Business Manager and the Site Team will be responsible for the coordination of contractors' activities on site.

3. The Headteacher or Business Manager must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, students and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Headteacher, or by the contractor, in consultation with the Headteacher and Business Manager.

4. The Headteacher or Business Manager will consult Torbay Council, and, if necessary, the Diocesan Building consultants for any additional guidance on these matters.

5. All contractors must report to the Headteacher or Business Manager, or Senior Caretaker before any work takes place and prior to each working session. The will inform the contractor of any conditions which may affect his safety and that of others. The contractor will be required to advise the Headteacher or Business Manager of his/her Health and Safety Policy.

2.10 VISITORS AND OTHER USERS OF THE PREMISES

Visitors and other users of the premises should be required to observe the health, safety and welfare rules of the school. All visitors are required to report to the School Reception to record their presence on site and wear a visitor's pass. In particular, parents and other volunteers helping out in school, including those associated in self-help schemes, should be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

2.11 LETTINGS

1. The hirer and any designated responsible person-in-charge (in the absence of the hirer signatory) of the school premises must be aware of their obligations under health and safety legislation and the school and Torbay Council Corporate Services health and safety policies.

2. Hirers must complete the booking process and their attention drawn to the Health and Safety conditions.

PART III - ARRANGEMENTS

The Headteacher will ensure that students and staff are familiar with the arrangements set out in this section of the policy statement. Detailed documentation is provided on key issues and is filed in the Headteacher's P.A. Office and/or with relevant departments.

3.1 GENERAL RISK ASSESSMENTS

Every area of work is to be the subject of a written risk assessment which will be reviewed annually or when a significant change in circumstances occurs. Heads of Department are responsible for ensuring that for their staff, risk assessments are completed and regularly reviewed. Written risk assessments and action plans will be recorded and held by either the Head of Department or the Business Manager.

3.2 DISPLAY SCREEN ASSESSMENTS

These assessments will form part of the general risk assessments referred to in paragraph 3.1. Advice and guidance can be obtained from the Corporate Services Health and Safety Team.

3.3 MANUAL HANDLING ASSESSMENTS

When completing assessments account must be taken of the load, the individual being asked to undertake the task, the nature of the task and the environment in which the task is to be completed. Where equipment e.g. trolleys are provided to control the risks associated with manual handling, staff are required to use this equipment.

3.4 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Administration of the COSHH regulations, where applicable within the school, is the responsibility of the managers with specialist training. A risk assessment must be undertaken to ensure that any hazards are identified and controlled where the risk cannot be eliminated.

3.5 FIRE PRECAUTIONS AND EMERGENCY EVACUATION PROCEDURE

Good Housekeeping is an essential part of fire prevention. Waste material must be cleared at the end of each day to help reduce the risk of fire. All fire doors are to be kept closed as they form an

integral part of protecting premises from fire. All staff, students and visitors must be made aware of the procedures used for the evacuation of the school in an emergency. Details of the emergency evacuation procedure and fire aid provision are provided in all rooms.

3.6 LONE WORKING

Prior to any lone working activities being undertaken a structured risk assessment must be completed.

3.7 VIOLENT, AGGRESSIVE and THREATENING BEHAVIOUR

Staff should be aware of the potential threat of violent, aggressive or threatening behaviour (VATB) towards themselves from parents, pupils or other persons. Staff meeting with a person who they feel may become aggressive or threatening in any way should have another member of staff present. The meeting should be terminated immediately if the tone becomes unprofessional.

All incidences of VATB must be reported on the Staff Accident/Incident Reporting link in the Key Documents in the daily Staff Notices. In the case of a serious assault the Police must be informed immediately.

3.8 ASBESTOS MANAGEMENT

The Governing Body is the 'duty holder' Under Regulation 4 of the Control of Asbestos at Work Regulations (CAW) 2012. The Governors duties are to:

- Take reasonable steps to determine the location, amount and condition of materials likely to contain asbestos.
- Presume materials contain asbestos unless there is strong evidence that they do not
- Make and keep up to date record of the location and condition of the asbestos containing materials (ACM) or presumed ACM's in the premises
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials
- Provide information on the location and condition of the materials to anyone who is liable to work on or may disturb them

The governors consider that if the material is in good condition and will not be disturbed then it does not pose a health risk and it is safer to leave it in place. If the material is damaged or is likely to be disturbed and it cannot be repaired or protected, it should be removed by a licensed practitioner.

3.9 ON-SITE VEHICULAR MANAGEMENT

- Vehicles (other than for deliveries and collections) are not permitted on site other than to assist disabled visitors/staff/students. Limited car parking is available in designated car park otherwise parking is off road.
- Deliveries are not to be permitted during break time and lunchtime and immediately before and after the end of the school day.
- Speed bumps and speed limit act as traffic calming measures.

3.10 ELECTRICITY IN THE WORKPLACE

There should be a programme for the regular inspection and maintenance of fixed installations and the inspection of portable appliances. It is nevertheless individuals' responsibility to ensure that the use of electricity and electrical appliances complies with safe practice. Electrical hazards must be identified in risk assessments and controlled through adherence to safe practices.

Personally owned portable electrical appliances are not to be used on School premises.

3.11 ACCIDENT REPORTING

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 requires **notifiable** injuries, diseases and dangerous occurrences to be reported to HSE within specified time limits. The Business Manager is responsible for reporting, within 24 hours, such incidents to the Corporate Services Health and Safety Team. The Health and Safety Team will advise whether a reportable incident has occurred. All accidents must be reported to the First Aid Lead. The First Aid Lead will notify the Business Manager of all such events.

Staff to use the Assure Portal via the Staff Accident/Incident Reporting link in the Key Documents in the daily Staff Notices to report any act of violence, aggression or threatening behaviour arising out of, or in connection with work at school.

All staff should be aware of:

- Supporting students with medical needs Policy
- Smoke Free Policy

3.12 HEALTH & SAFETY COMMITTEE

A committee of staff, chaired by the Business Manager will meet termly to consider issues relating to the health education of students and matters of Health and Safety that affect all the school's personnel.

3.13 SYSTEMS USED TO MONITOR SAFETY PERFORMANCE

Inspection of the site/premises termly by Business Manager and a Governor of Resources Committee.

Risk assessment programme.
Analysis of incidents.
Building Defect Report records.

3.14 MAINTENANCE

The following will be subject to regular maintenance inspections arranged by the school:

Portable electrical equipment
Workshop equipment
Science equipment
PE equipment (indoor and outdoor)
Drama lighting

Maintenance contracts are in place for the annual inspection of:

Boiler system
Fume cupboards
Kitchen fans
Extractor units
Mains electrical system
Mains gas system
Mains water system
Fire alarms (also quarterly servicing)
Fire extinguishers
Emergency lighting (also 6 monthly)
Intruder alarms
HE large equipment (cookers, microwaves, etc)
Air conditioning units

3.15 TRAINING, INFORMATION AND SUPPORT

The School will provide adequate facilities for staff to be trained to carry out their health and safety functions and will make use of the expertise provided by the officers and advisers of the Education Services Directorate and the Torbay Council as appropriate.

In the first instance refer your Health and Safety queries to the Business Manager.

3.16 LOCAL CODES OF PRACTICE

Torbay Council has produced a comprehensive Health and Safety Manual which supersedes two earlier publications from Devon.

Signed Headteacher

Chair of Governors

Date September 2026

Last Revised September 2025

Health and Safety Policy Section 2

Staff Handbook Section 9 – Health and Safety at Work (extracts)
Section 10.06 – School policy on Education and Off-Site Visits

9.01 HEALTH AND SAFETY AT WORK

All practical departments have their own rules and regulations. Colleagues in these departments **MUST** be familiar with the relevant documents

Any accident to a student or member of staff should be reported and documented on the appropriate form **IMMEDIATELY** .

(i) The Key Health and Safety Manager is the Headteacher, Mr James Down .

(ii) The person designated to act on behalf of the Headteacher is the Business Manager.

(iii) **Obligations of all Employees**

The Health and Safety at Work Act 1974 states "it shall be the duty of every employee while at work:

(a) to take reasonable care for the Health and Safety of himself and of other persons who may be affected by his acts or omissions at work, and

(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with".

(iv) The Act also states:
"*No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare in pursuance of any relevant statutory provisions*".

(v) In order that the law be observed and responsibilities to students and other visitors to the schools are carried out, **all employees** - Caretakers, Cleaners, Clerical Staff, Meal Time Assistants, Catering Staff, Teachers, Technicians, Support Staff are expected:

(a) to know the special safety measures and arrangements to be adopted in his/her own working area and to ensure they are applied;

(b) to observe standards of dress consistent with safety and/or hygiene;

(c) to exercise good standards of housekeeping and cleanliness;

(d) to know and apply the emergency procedures in respect of fire and first aid;

(e) to use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or safety of others;

(f) to co-operate with other employees in promoting safety measures in their school;

(g) to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

(vi) Any member of staff who becomes aware of a potential safety hazard should report it to the Business Manager

(vii) The Business Manager will take action to remove or reduce the hazard or report the situation to the Headteacher if unable to take action.

(viii) When workmen are working on these premises and any member of staff notices an unsafe situation the facts should be reported to the Business Manager who will:

(a) telephone the appropriate office and report the situation;

(b) take steps to ensure that all persons are kept well away from the area until the danger is removed;

(c) bring it to the attention of the Senior representative of the contractor on site if the danger is imminent.

(ix) New members of staff must be fully briefed on Health & Safety arrangements by their Health and Safety contact. The local contacts are:

Teachers holding a post of special responsibility (e.g. Deputy Head, Head of Department).
Non-teaching staff holding positions of special responsibility.

9.02 EMERGENCY EVACUATION PROCEDURE

The first duty is to avoid injury and loss of life.

Familiarise yourself with these procedures and all means of escape.

- If you discover a fire, or one is reported to you, sound the alarm by pushing the nearest fire alarm point.
- The fire alarm sounder will ring continuously.
- In the event of a fire the receptionist (who will be waiting adjacent to the reception) will telephone the details to the Fire Station upon instruction from a member of the SLT.
- The assembly point is on the Yards
  - Top left - Years 12 & 13
  - Top right – Year 9
  - Bottom left – Years 11 & 10
  - Bottom right – Years 8 & 7
- Those teachers without a class, all non-teaching staff and visitors are to assemble on the top staff car park.

- Students are instructed to walk quietly to the assembly point.
- Any staff and students that are on the playing field when the alarm is raised are to walk to the assembly point via the sixth form gates onto Teignmouth Road, walk along the pavement and up Trumlands Road and enter the top car park and cross the car park to the assembly point.
- Having sent the students to the assembly point, teachers should ensure their classroom is clear and then check the immediate vicinity including toilet and office accommodation to ensure premises have been vacated.
- On hearing the alarm all staff are to leave the premises checking on the way out that all offices and ancillary accommodation have been vacated.
- All staff and students not in class when the alarm rings should go by the most direct route to the Assembly Point.
- Administrative staff check the administration area, reception, staffroom, attendance, medical room and toilets taking any students in the medical room with them.
- The receptionist takes the following to the assembly point:
  - visitor pass book and the staff signing in/out book
  - High visibility jackets x 7
- Attendance Officer takes the Form Registers for KS3, KS4 & KS5 to the assembly point together with a copy of the student electronic signing in/out book and distributes the registers to the Yard Leads
- Yard Lead distributes the registers to the Year Co-ordinators and Director of 6th Form on the yards.
- Year Co-ordinators and Director of 6th Form distribute the registers to their tutors.
- Tutors take attendance registers
- Year Co-ordinators & Director of 6th Form collect in the registers from tutors once they have been completed. Both will undertake to confirm all students are present and correct by liaising with the Attendance Officer if there are any discrepancies.
- Yard leads will collect in registers from the Year Co- ordinators and Director of 6th Form
- Yard Leads will separately confirm to Headteacher when all students are accounted for.
- The Headteachers PA takes the Teachers register to the assembly point together with the days cover summary sheet and will undertake a visual roll call. When all teachers are accounted for the PA confirms this to the Headteacher. In the absence of the Headteachers PA, Abraham Martin will cover this role.
- The receptionist completes the roll call for all visitors and when all accounted for confirms this to the HR officer.
- The HR officer takes the support staff register to the staff car park assembly point and receives the staff signing in/out book from receptionist. When all support staff are accounted for the HR officer confirms this to the Headteacher and also confirms that all visitors are accounted for. In the absence of the HR Officer, the Exams Officer will cover this role.
- The Headteacher will dismiss students/staff only after having received confirmation that everyone has been accounted for from:

1. Yard Lead 1
2. Yard lead 2

3. Yard lead 3
4. Yard lead 4
5. Headteachers PA re teaching staff
6. HR officer re support staff & visitors

- If, before leaving the building, it is safe to tackle the fire you should use the nearest fire fighting equipment provided you have had the training to do so. But remember that firefighting is always secondary to life saving.

Procedure at the Assembly Point.

1. Students are to be silent once they step onto the yard
2. At the assembly point, students line up in silence by registration group in alphabetical order in one row under the direction of the Tutor.
3. When the last student has entered the yard the Headteacher will blow a whistle to grab attention and facilitate co-operation.
4. Tutors will register students and inform the Year Co-ordinator of missing students or pass "all present."
5. Year Co-ordinators will inform their Yard Lead of any missing student or pass on an "all present"
6. Yard Leads will inform Headteacher of any missing student or pass on an 'all present' report.
7. The Headteacher's PA and HR officer report outcome of their roll calls to Headteacher.
8. Headteacher will instruct when it is safe to return to the buildings
9. Please report any failure or difficulties with procedure to the School Business Manager.

Further guidance

a) Upon activation of the fire alarm the padlock on the top car park must be removed and the gates opened as a matter of priority. It is likely in practice that this task will be completed by the Headteacher. All members of the SLT hold padlock keys in case of need.

b) Also the padlock on the main drive gates must be removed and the gates opened. It is likely in practice that this task will be completed by the Headteacher. All members of the SLT hold padlock keys in case of need.

c) High visibility jackets x 7 to be taken to fire assembly point by receptionist and distributed to:

- Headteacher
- Yard Lead 1
- Yard lead 2
- Yard Lead 3
- Yard lead 4
- Headteachers PA
- HR officer

d) Teachers tell students to stop work immediately and instruct them on the need for prompt, orderly and silent compliance with all instructions. Shut all windows, leave all belongings and switch off all electrical equipment. Close doors after the last person has left.

e) If the alarm should sound during break or lunch time, students should be directed to the assembly point by all staff present.

f) If the alarm should sound at the end of the school day just after the bell has gone then it is practical that students are allowed to leave site. All those wishing to remain on site must make their way to assembly point.

g) If the alarm should sound at the beginning of the school day and before registration everybody must gather at the assembly point in the normal manner by using the nearest route possible.

h) Catering staff should ensure that all equipment is safe before proceeding to the assembly point.

i) Science staff should ensure all gas is switched off/isolated in laboratories before proceeding to assembly point.

j) Year Co-ordinators will find a replacement for any missing Tutors from 'spare' teachers gathered at the staff car park assembly point.

Fire Drill: At appropriate times a practice fire drill will take place. Staff will normally be given advance warning and the procedure above will be followed as if it were a genuine emergency. Please note that from time to time, an exit route may be taken out of action. Each member of staff is to complete an evaluation form after a 'planned' event

9.03 USE OF MINIBUS

A booking log is kept in the reception and all requests to use the minibus should be recorded there. Where the use of the vehicle is for longer than a school day, or its use extends for more than three hours at the end of a normal working day, Business Manager should be consulted. Early bookings take priority; please delete any booking that you wish to cancel. All drivers must have passed a minibus driving test or hold a current PSV licence. The vehicle carries 16 passengers plus the driver. It is the driver's responsibility to ensure that all passengers wear seat belts.

Keys and a mobile phone are kept in the School Office, where they should be returned at the end of the journey. With the keys is a fuel card, which allows diesel to be purchased at any Shell or BP filling station (the closest is the BP station in Hele Road). Colleagues should ensure that the vehicle is at least a quarter full when returned. Credit vouchers should be given to the Finance Office at the end of the journey. If it is not possible to use the fuel card you should seek reimbursement from the Finance Office. Receipts will be required.

All journeys should be logged in the book kept in the minibus. Any defects should be recorded and any damage / accident reported immediately to the SLT Administrator or Business Manager. In the event of any accident involving a third party (person, vehicle or property) no liability should be admitted. Other parties may be advised that the vehicle is insured through private insurance. Breakdown and recovery services are through the insurance policy. Details are kept in the minibus and with the keys.

Would all users please ensure that the minibus protocol form is completed for every trip and the vehicle is kept clear of all rubbish and the inside checked for cleanliness when returned to School. The vehicle should be left in the upper car park. All doors and windows must be secured when the vehicle is parked. A key to the school gates is kept on the minibus key ring.

Particular care should be taken in car parks. Multi-storey car parks should not be used. Care should be taken to ensure that the vehicle is not overloaded. Oil and water levels are checked weekly, as are tyre pressures. All drivers should carry out a visual inspection of the vehicle before use and should not use the vehicle if they have any doubts. Business Manager or SLT Administrator should be advised of any problems.

It is important that all journeys are logged accurately on the protocol form. Please advise SLT Administrator if the starting mileage differs from the finishing mileage recorded by the previous user. The vehicle has to be self-financing. The current charge rate is 50p / mile for the first 50 miles and 30p / mile for subsequent miles. Please ensure that any money collected from students is sufficient to cover the cost of the use of the vehicle. Under the terms of the insurance policy it is not possible for the minibus to be used for private journeys.

9.04 RISK ASSESSMENT

RISK ASSESSMENT **is nothing more than a careful examination of what could cause harm to people so that you can decide whether you have done what is reasonable and practical to prevent harm. Formal** RISK ASSESSMENT **should be carried out for all activities, which fall outside what people may expect to encounter in normal everyday life. The important task is to identify** SIGNIFICANT HAZARDS **and ensure** RISKS ARE MINIMISED **so that they are small.**

A **HAZARD** is anything that has the potential to cause injury or harm.

Examples of hazards

- FIRE
- ELECTRICITY
- HARMFUL SUBSTANCES
- SHARP TOOLS
- NOISE
- DAMAGED FLOORING

A **RISK** is the likelihood and extent, great or small or harm being caused.
For example, the risk of tripping on a damaged floor will depend on:-

- The extent of the damage
- The number of people walking over it
- The level of lighting etc.

RISK ASSESSMENT should be carried out in three areas.

① with regard to yourself and your working environment.

② with regard to the students in your care in relation to curriculum matters

③ with regard to the students in your care during extra-curricular matters
(see section on education and off-site visits)

RISK ASSESSMENT is about.

S SPOTTING HAZARDS

A ASSESSING RISK

M MAKING CHANGES – *this can be done by*

E ELIMINATING

R REDUCING

I ISOLATING

C CONTROLLING

} THE RISK

It is expected that HOD's will carry out RISK ASSESSMENTS where required and append copies to their yearly plan. This should cover all recurring activities.

All teachers should carry out separate RISK ASSESSMENTS for all one off class activities and a copy given to the HOD.

RISK ASSESSMENTS **should be reviewed each year and additions/amendments made if required or after an incident.**
See also section 2.RO.1 of the Torbay Health & Safety manual.

9.05 ALARM UPON A CRITICAL INCIDENT

St Cuthbert Mayne School already has emergency evacuation procedures designed to deal with major incidents. In the event of a fire the fire alarm is to be activated. However there is a distinction to be made between fire and raising the alarm for other major incidents such as intruders, bombs and suspect packages.

Should a critical incident occur other than fire then a differentiated alarm system is to be used to initiate a 'Lockdown' procedure:

Partial Lockdown – the alarm will be raised by using the password 'Code Zero'. Messengers will visit all parts of the school and advise the teacher in charge and those in offices of the password followed by an instruction e.g. "partial lockdown, stay in your room until further notice"
Full Lockdown - the alarm will be raised by way of sounding the classbell system on an intermittent basis x 20 times . The lockdown policy procedure will then be implemented.

9.06 REPORTING YOUR CONCERNS - WHISTLEBLOWING

The Governors and the school are committed to the highest possible standards of openness, probity and accountability in all of its activities. It also expects a high standard of conduct and integrity from employees. Any employee who has a serious concern about any aspect of St Cuthbert Mayne's work or the actions of its employees should voice their concerns through established internal channels, without fear of harassment or victimisation.

The Governors aim to encourage all its employees to feel confident in raising serious concerns and provide appropriate avenues for dealing with them. They aim to ensure that employees are protected from possible reprisals or disadvantage where they have raised a concern or disclosed information in good faith.

Individuals are encouraged to raise any concerns that they might have about practice – not just restricting those concerns to those relating to possible fraud or malpractice:

- Actions that are contrary to Financial Regulations or any other approved policies;
- Actions or behaviour that falls below established standards of practice;
- Abuse, harassment, victimisation and welfare of any person;
- Any actions or concerns regarding practice that could result in a financial loss to the School
- Areas where efficiency or effectiveness could be improved through initiating changes;
- Health and safety risks (whether to employees or members of the public);

- Conduct which is criminal or other offence against the law; and
- Other unethical conduct.

10.06 SCHOOL POLICY ON EDUCATIONAL & OFF-SITE VISITS

The School's Policy is based on Torbay's Health & Safety Policy – Outdoor Education Visits & Off-Site Activities . Throughout this Policy where applicable a Section Reference will be given, e.g. (**2.1**)

Staff must refer to this document before planning any off-site visit

1. No visit should be arranged without prior consultation with the Headteacher and Off-Site Visit co-ordinator. (A checklist "Planning an Educational Visit" is available to help you). The Evolve system is to be used.

2. Outline approval will be by the Headteacher and nothing can proceed unless it can be fitted into the day to day arrangements with the full agreement of the Deputy Head

3. In most cases visits will fall into **Category A (2.3)**

Category	Examples of Programmes
A	Visits, journeys and environmental studies for which the element of risk is similar to that encountered in daily life, e.g., farm visits, visits to sites of historic, commercial or cultural interest, most fieldwork, sports tours and leisure centre visits, local walks, journeys to the zoo or theatre

in which case the Schools Off-Site Visit Form will need to be filled in. For other **Categories B and C (2.3)** Torbay's Form TSOE1 **(6)** must be used. (These Forms are available in NCR format).

4. Before any letter is sent to parents, staff must complete a Costing Sheet and agree with the Finance Officer the financial arrangements for the visit / trip. The Costing Sheet must be signed by the Headteacher.

5. Full details of the visit / trip must be set out in a letter to parents, the draft of which must be approved by the Headteacher

6. A Risk Assessment **(2.2)** must be carried out and if you are visiting an establishment then a copy of their risk assessment should be obtained. The Form TSOE6 **(6)** should be used. (This Form is available in NCR format)

7. The top two copies of the Schools Off-Site Visit Form and the Risk Assessment Form (the bottom copy is for your retention), along with two copies of:

I. the letter to parents
II. a list of students

must be given to the Headteacher's P.A. – one set for filing in the Educational Visits file and one set for Torbay should the visit come under **Category B or C**. If this is the case then the Form TSOE1 **(6)** should be used in place of the School's Form).

Should the visit be of a residential nature **(3.1)** then the list of students should include home telephone number and contact person.

8. A list of the students must also be displayed on the Staff noticeboard well in advance.

9. The Kitchen Manager should be advised at least one week in advance of any visit of the number of students who will be out of School at lunchtime and of any who would be requiring a packed lunch in lieu of their free meal entitlement. The receptionist has a list of students entitled to Free School Meals.

10. Visits are normally planned through Heads of Department and Heads of Year and should have a clear purpose, linked to the programme of study. The visit should be carefully planned, with follow-up work on return to School. One teacher may take charge be no more than 15 students, except in the immediate environs of the School. Visits will not be sanctioned if they severely disrupt the educational experience of particular groups or individuals. The Headteacher, in consultation with appropriate staff, will decide which trips may or may not take place.

11. Insurance cover is now automatically provided for all approved trips, both in this country and abroad, with the exception of work experience. The BR40 Form shows the range of cover but no longer has to be completed.

12. All visits, which take place during the school day, are subject to the Governors' Charging Policy, set out in Section 10, and should be available to all students in the target population. When calculating the visit's cost, an element for the supply cover must be negotiated with Cover Manager.

13. Visits must be planned to cover all financial costs but not make a profit. A finance trips form must be completed in consultation with the finance department Any losses incurred will initially be charged to departments or year groups. The Finance Officer and the Finance Assistant will organise the collection of money through ParentPay.

14. First Aid boxes are available from Pastoral Office and must be taken on school visits.

15. A mobile phone should be taken on those visits for which it is appropriate. Where a school phone is used it should be signed out and signed back in.

16. If you are responsible for organising a trip you must notify the Cover Manager, of the effect on staffing, even if your trip is part of an activities week programme.

If you require additional help or guidance refer to the Educational Visit Co-ordinator.