

GREENSIDE FILM FACTORY

Health & Safety Policy



September 2017

Health & Safety – including Fire Emergency Evacuation and Medicine policies

The Local Governing Body of Greenside adopted this policy on 1st April 2017

GREENSIDE FILM FACTORY

Health & Safety Policy

To be read in conjunction with TEF documents and policies

Statement of Intent

1. The Elliot Foundation Academy Trust and the Local Governing Body of the Academy recognises their responsibilities under the Health and Safety at Work etc Act 1974 (HSWA), to ensure that arrangements are in place to secure, so far as is reasonably practicable, the safety, health and welfare of students, staff and others using or visiting the premises or participating in Academy sponsored activities. The Governors will actively work with the Executive Head and staff to identify hazards and where, these cannot be removed, ensure that they are adequately controlled.

In compliance with health and safety legislation and regulations, the Local Governing Body and Executive Head will ensure so far as is reasonably practicable that:

- Adequate resources are made available to enable the effective implementation of this Policy and associated procedures
- Advice is sought from competent persons on legal requirements for health and safety and on current best practice
- Those with specific roles and responsibilities for health and safety will be engaged and empowered to successfully undertake their duties
- Arrangements for communicating and consulting with employees and other relevant parties are implemented
- Suitable and sufficient assessments are undertaken and recorded for all activities undertaken by the establishment
- Appropriate risk control measures and safe systems of work are developed and implemented
- Appropriate procedures are adopted to monitor the successful application of this policy and associated procedures

The Governors and staff of Greenside are committed to playing an active role in the implementation of this policy and undertake to annually review and revise it in light of changes in legislation, experience and other relevant developments.

The Elliot Foundation (TEF), as the employer in Greenside has overall responsibility for health and safety within the establishment. Greenside will follow any policies and procedures issued to Greenside by the TEF in respect of health and safety in accordance with the local management of Greenside's organization and fair funding.

This Health & Safety Policy, its supporting documentation and arrangements for implementation will meet our legal obligations and contribute to our objectives relating to continuous improvement on health and safety performance.

2. Organisation and Responsibilities

2.1 The Sponsor – The Elliot Foundation Academy Trust

The ultimate responsibility for ensuring a safe and healthy environment within the Academy lies with the Sponsor, The Elliot Foundation Academy Trust.

2.2 The Local Governing Body

The responsibility for ensuring that health and safety procedures within the Academy are adequate rest with the Local Governing Body. The governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular the Local Governing Body will:

- a) Make arrangements to ensure that the Academy complies with all relevant legislation particularly the HSWA and the Management of Health and Safety at Work Regulations 1999.

- b) Ensure that procedures are in place to identify hazards and evaluate risk control measures.
- c) Ensure that there is an appropriate management structure and periodically monitor its effectiveness.
- d) Ensure that a Governor attends any health and safety courses held by TEFAT as appropriate.
- e) Report regularly to the local governing body on health and safety across the Academy.
- f) Ensure that the Principal, as the Key Manager for health and safety, carries out the appropriate responsibilities.

The Local Governing Body will provide, in co-operation with TEFAT :

- a) A safe environment for students, staff, visitors and other users of the premises.
- b) Plant, equipment and systems that are safe.
- c) Safe arrangements for transportation, storage and use of articles and substances.
- d) Safe and healthy conditions that are compliant with statutory requirements.
- e) Adequate information, instruction, training and supervision.
- f) Provision of all necessary safety and protective equipment.

2.3 The Principal

The Principal as Key Manager is responsible for the day-to-day running of the Academy and implementation of this Health & Safety Policy.

The Principal is to assist in the development and maintenance of safe conditions for staff, students, visitors and anyone else using the premises. The Principal in particular will:

Satisfy him or herself that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises.

To ensure that those staff to whom Health and Safety responsibilities are delegated, are suitably trained and competent to undertake such tasks

- c) Arrange for risk assessments to be carried out by a competent person.
- d) Put into effect any remedial measures or refer as necessary to the Governors or TEFAT.
- e) Consult with members of staff on health and safety matters particularly accredited staff and safety representative.
- f) Maintain a liaison with local police and be aware of local security matters affecting the Academy.
- g) Attend or ensure an Academy representative attend health and safety briefings and training arranged by TEFAT.
- h) Report to the governors at least once per year on health and safety matters.
- i) Ensure all staff are aware of this Health and Safety Policy and have access to the Safety file containing up to date Health and Safety guidance and advice.

2.4 The Vice Principal

The Vice Principal has responsibility delegated by the Principal for co-ordination and day-to-day management of Health and Safety matters with further delegation as follows:

- a) For all matters relating to premises, including compliance with legal requirement for materials used and methods of maintenance, for the state of repair of all premises and for cleaning and other servicing to the Premises Manager.
- b) For Health and Safety requirements for specific subjects, to the appropriate SLT member who will delegate as appropriate.

For the day-to-day matters concerning Health and Safety refer to the Premises Manager.

2.5 Leaders within Greenside

Those holding posts of responsibility are to familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area of responsibility. As part of their day-to-day responsibility they are to ensure that:

- a) Safe working methods are in place.
- b) Supervision is adequate and training needs met.
- c) Safety inspections carried out each term.
- d) Safety requirements for plant machinery and equipment are in place and are adequate.
- e) Appropriate Personal Protective Equipment (PPE) is available, in good condition and being used correctly.
- f) Any hazardous substances are correctly used and safely stored.
- g) Standards of Health and Safety are monitored and appropriate remedial action is taken where necessary.

2.6 Premises Manager

The Premises Manager has particular responsibility for security and premises related issues and is to:

- a) Co-operate with the Principal (through Line Manager) and ensure that they effectively monitor the condition of the premises.
- b) Report defects so that appropriate remedial action can be taken.
- c) Arrange for the fire alarm to be tested on weekly using a different call point each time in rotation and the findings recorded in the Fire Log.
- d) Ensure that the Academy has a contract for the maintenance of the Fire Alarm System and Fire Fighting Equipment and that all fire escape doors are properly identified and accessible.
- e) Ensure that all fabric, fixtures and fittings on site are maintained and in a safe and secure condition.
- f) Ensure all fixed and portable electrical systems are tested annually.
- g) To be the focal point for day-to-day references on safety and give advice or indicate sources of advice.
- h) Ensure that contractors on site follow safe working practices.
- i) Ensure that regular health and safety inspections are carried out.

j) To maintain a system to ensure that accidents and hazards are recorded, reported as appropriate to the Health and Safety Executive and that appropriate remedial action is taken.

2.7 All Staff

Members of staff also have health and safety responsibilities. In particular, staff are required to:

- a) Take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.
- b) Co-operate with health and safety arrangements.
- c) Report any defect or any other health and safety matter that they are aware of.
- d) Use correct equipment, tools and protective clothing issued.
- e) Ensure anything, including systems and procedures provided in the interests of health and safety or welfare, is not misused or interfered with.

2.8 Students

Students are expected to:

- a) Exercise personal responsibility for the safety of themselves and others, bearing in mind the age and experience of the student;
- b) Observe standards of dress consistent with safety and hygiene (this precludes unsuitable footwear, knives or other dangerous items).
- c) Observe the safety rules of the Academy and in particular the instructions given by staff in emergency:
- d) Use and not wilfully misuse, neglect or interfere with things provided for safety.

2.9 Health and Safety Representatives

The Governors and all levels of Academy management will co-operate with any Health and Safety Representative nominated by a recognised Trade Union.

2.10 The Educational Visits Leader

The Educational Visits Leader will be responsible for all aspects of 'learning outside the classroom' and will ensure that health and safety forms an integral part of planning of trips. The EVL will:

- Be responsible for managing educational visit in line with the learning outside the classroom agenda
- Work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of Greenside.
- Offsite visits will be organised following the Academy Educational Visits Policy
- The TEFAT Regional Director must be notified of all level 3 trips, which include overseas trips and Academy led adventurous/hazardous activities.
- Notify TEF Regional Director as appropriate
- Confirm that adequate risk assessments have been carried out using relevant forms, these assessments are monitored and reviewed by the Executive Head
- Confirm the leadership of the group is appropriate and provide mentoring to group leaders and staff as necessary

Contractors

The catering contractor is responsible for all their catering staff and for ensuring that health and safety requirements are met in the kitchen area. The catering manager and kitchen staff will familiarize themselves with the Greenside policy and associated procedures. Catering staff are required to co-

operate with the Deputy Head and the kitchen manager will advise the Site Manager of any health and safety concerns.

The premises maintenance contractor is responsible for ensuring that health and safety requirements are met in relation the maintenance of all plant and equipment. The maintenance contractor will co-operate with the Site manager and will advise the Site Manager of any health and safety concerns.

All contractors must report to Reception where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The SBM will seek to ensure that contractors conduct themselves and carry out their operations in full compliance with all statutory and advisory safety requirements.

The Premises manager is responsible for monitoring areas where the contractors work to ensure that there is no impact on staff and pupils. He will maintain records of all contractor work on site.

Control of contractors

For non-construction work, the Site Manager will undertake the following:

- Identify all aspects of the work that the contractor will be required to do
- Identify any risks associated with the work
- Undertake checks on contractors competence in terms of health and safety
- Provide any necessary health and safety related information to the contractor
- Ensure that appropriate risk assessments and method statements are prepared by the contractor
- Ensure that sufficient rules and control measures are in place when the work is undertaken
- Ensure that contractors are monitored when on-site

Visitors and Hirers

The SBM will seek to ensure that hirers and others who use the Greenside premises, conduct themselves and carry out their operations in full compliance with all statutory and advisory safety requirements.

When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the Greenside premises or facilities, that they are familiar with this policy, that they comply with all safety directives from the Local Governing Body and that they will not, without prior consent from the Local Governing Body:

- Introduce equipment for use on the Greenside premises
- Take any action that may create hazards for persons using the premises or the staff and students.

Visitors will be required to observe the health, safety and welfare rules of Greenside. In particular, parents/ carers and other volunteers, will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

ARRANGEMENTS AND PROCEDURES

Consultation & Communication

The Governing Body and Executive Head will involve all staff including appointed representatives in the development of health and safety. There will be a regular programme of staff briefing meetings where staff will be informed/ consulted on all areas of health and safety.

The H&S Law Poster is displayed in the main office. Copies of the H&S Policy and associated procedures are made available to all staff via the Business Leader and Site Manager. The Staff Handbook will also be used to communicate on H&S matters.

Staff Learning & Development

All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner.

Staff receive health and safety information during their induction and from the Site Manager. Regular updates are given as required and relevant information is displayed in the staff room in the main building.

Risk Assessing

The Site Manager will be responsible for ensuring that suitable and sufficient risk assessments are completed for:

- The premises and grounds
- Playground and outdoor play equipment
- Classrooms and all indoor spaces
- Fire (via external competent person)
- Asbestos
- Legionella (via external competent person)
- Premises security

The Educational Visits Leader and Group Leaders will complete a risk assessment for each off site trip

The SENCo will complete risk assessments for students with special needs

ACCIDENT REPORTING PROCEDURES

In accordance with TEFAT Accident/Incident Reporting Procedure employees follow the following procedures:

- Injuries, accidents, dangerous occurrences, and near misses must be recorded on the standard TEFAT Incident and Dangerous Occurrence Report (IDOR) form.
- Violent incidents and verbal abuse on the standard TEFAT Violent Incident Report (VIR) Form.
- The forms are held by in the admin office. The Principal will countersign the report form before the original copy is sent to TEFAT. A copy should also be kept at the Academy.
- A local accident book is maintained at Reception to record all minor incidents.
- Academy accident reports will be monitored for trends and a report made to the local governing body, as necessary.
- The Principal or designated deputy will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.
- On a day-to-day basis Greenside will maintain its own records for minor accidents and any incidents, which will be kept in the main office.
- Staff will use discretion and only sent medical notes home to parents/ carers when appropriate. However, all minor accidents will still be recorded for reference should the matter need referencing to at a later date.

First aid and medications

The designated will determine through an assessment, first aid requirements both for on-site activities and educational visits. The following arrangements are to be followed:

- Sufficient first aid trained staff will be available on-site in accordance with legal requirements as detailed in LBHF guidance.
- First aid arrangements for off-site educational visits will be determined as part of the trips risk assessment.
- All staff nominated to provide first aid or paediatric first aid will receive recognised training. Records of staff trained will be maintained.
- Appropriate first aid material, equipment and facilities will be provided and located throughout the premises.
- The Site Manager will check all equipment on an annual basis.

- First aid arrangements will be made known to staff and students.
- Where first aid treatment is given, suitable records will be kept.

Greenside has developed a separate policy on the administration of medications, based upon good practice guidance from the Government.

Inspections and monitoring

The Governing Body has a Finance and Premises Committee that is used to monitor health and safety and to discuss/resolve issues. The Committee will receive regular reports from the Executive Head and Site Manager.

The Business Leader and Site Manager undertake an inspection of the site every term. In addition, the nominated H&S Governor will undertake an inspection every year.

All inspections will generate a report back to the relevant committee.

Premises

Fire safety and emergency management

The Site Manager will maintain a Fire Log Book. This will contain details of all training, fire drills, testing of alarm system, maintenance of fire related equipment etc. The following procedures are adopted:

- All staff will receive basic fire safety instruction and training at induction and then at regular intervals. The Executive Head, Business Leader, Site Manager or relevant person will deliver this training.
- An external competent third party completes a fire risk assessment. This is reviewed on an annual basis.
- Based upon the fire risk assessment, a fire detection and alarm system, emergency lighting and fire fighting equipment will be installed and maintained
- The Site Manager will ensure that contractors maintaining equipment are competent to do so
- Procedures for action to take in the event of a fire are developed in the form of a separate fire emergency plan. This is based upon best practice from the LFB
- The Site Manager will ensure that means of escape are well maintained and safe to use at all times the establishment is occupied

ASBESTOS

The Asbestos Policy is available for inspection in the main office.

The asbestos register is held in the Premises Manager's Office and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

Greenside's Asbestos Authorising Officers are:

Julie Chan-Sing and David Harrington.

The authorising officers shall ensure:

- The asbestos log is maintained and that any changes are notified to TEFAT
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into materials containing asbestos may result in the release of fibres into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer.

Any damage to materials known or suspected to contain asbestos should be reported to the Premises Manager who will contact the Asbestos Helpline on 0845 6030369.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Principal and the Premises Manager.

Hazardous and dangerous substances

To effectively manage the use, handling and storage of hazardous or dangerous substances, Greenside will adopt the following procedures:

- Any hazardous and/or dangerous substances used at Greenside will be identify through the Safety Data Sheet supplied
- Greenside will assess the risks from the use, handling, storage and disposal of substances
- Appropriate control measures relevant to the substance will be adopted, based upon the risk assessment
- All those involved in the use, handling or storage of substances will be provided with adequate information, instruction and training
- Where deemed necessary monitoring and health surveillance of staff using or handling substances will be undertaken
- Appropriate emergency procedures will be developed where the type and quantities of substances require this

Premises security

Greenside will develop and adopt procedures for managing personal safety risks based upon safe premises, safe procedures and safe people. The following procedures are adopted:

- All points of access and egress to the site will be secured so as to prevent unauthorised access to Greenside.
- Greenside will ensure that a procedure for the safe collection of students is developed and made known to all staff
- All staff will be made aware of the procedures to be followed if they suspect any person to be on the premises without permission
- All persons visiting the site will be required to sign-in and wear an appropriate identification badge
- Visitors who are not DBS cleared will be escorted by a member of staff at all times

Health and well being of staff

Greenside and Local Governing Body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Provision is made for all staff whose health affects their work, especially if stress related.

Provision may include

- Training and raising awareness
- Access to counselling
- Identification of stressful periods in the year
- Monitoring and Evaluation of staff attendance patterns
- Support for Staff on their return to work
- Implementation of workforce reform
- External agency support. The use of access equipment is restricted to authorised users

Where a member of staff is deemed to be under extreme stress or suffering from anxiety, the Principal will be informed. Systems such as Performance Management Scheme, New Staff Mentoring and the Buddy system are established to help reduce risk of stress building up to a point when someone finds it impossible to continue to work.

Display Screen Equipment

All staff that habitually use computers as a significant part of their normal work should follow the guidelines.

(Significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, Business Leaders etc shall have a DSE assessment carried out by their line manager

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use). Greenside will provide eye and eyesight tests to display screen users and corrective appliances where needed.

Any risk assessment undertaken on pregnant workers should be completed with reference to the Pregnant Workers and Nursing Mothers guidance

The definition of a 'new or expectant mother' means a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding. 'Given birth' is defined in the regulations as 'delivered a living student or, after 24 weeks of pregnancy, a still born student'.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

A risk assessment will be carried out to ensure that there are no risks to the expectant mother or baby from the employee's duties or environment. (It is important that the pregnant worker is involved in the risk assessment process to ensure all the relevant facts and issues are covered).

The risk assessment will be reviewed on a regular basis, and this may have to be increased as the pregnancy progresses.

If the risk assessment identifies hazards that cannot be eliminated or reduced sufficiently the pregnant worker's duties will be adjusted appropriately to ensure they are. If that cannot be achieved locally, the pregnant worker may be re-deployed for the duration of the pregnancy to a safer environment. If this cannot be achieved the legislation requires the pregnant worker to be suspended from work on maternity grounds.

A further risk assessment must be undertaken for nursing mothers when returning to work.

Working at height

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, should be avoided where it is reasonably practicable to do so.

Where this is not possible, a risk assessment must be conducted and the risk reduced as far as is reasonably practicable. A copy of this risk assessment must be provided to employees authorised to work at height.

The Academy's nominated person(s) responsible for work at height is the Premises Manager.

The Premises Manager shall ensure:

- All work at height is properly planned and organised;
- The use of access equipment is restricted to authorised users;
- All those involved in work at height are trained and competent to do so;
- The risks from working at height are assessed and appropriate equipment selected;
- A register of access equipment is maintained and that ladders are checked termly;
- All access equipment is inspected and maintained;

Students with SEND

All students with special educational & medical needs will be identified by the SENCo who will complete a risk assessment based upon HSE good practice that is available from TEF and the H&F School Staff Zone. This will form part of the students care plan.

Classroom Safety

All classroom teachers will be required to support the Site Manager in his classroom risk assessments every term and will ensure that the classroom remains safe throughout the year.

Playground Safety

To ensure the safety of students using the playground, Greenside has adopted the following procedures:

- All new equipment/safety surfaces will be designed and installed to the appropriate standards
- Where any new equipment/safety surface is installed, appropriate certification and documentation will be obtained
- The risks associated with play activities will be assessed and appropriate control measures will be adopted
- Greenside will ensure that there is appropriate levels of supervision during play periods
- All play grounds and play equipment will be subject to regularly inspection by the Site Manager and will be subject to annual maintenance by a competent external person

Educational visits

Greenside has developed a separate policy and procedures in relation to educational visits based upon the 'Learning Outside the Classroom' agenda.

GREENSIDE FIRE EMERGENCY PLAN

PURPOSE OF PLAN

The purpose of this Plan is:

- To ensure that people occupying Greenside know what to do in the event of a fire
- To ensure that all people within Greenside including members of the public, temporary staff and visitors are safely evacuated in the event of a fire
- To form a basis for the training of staff the Local Governing Body will review the Plan at least annually or sooner if the need arises.
- The Plan will be made available to employees and their representatives.

ACTION ON DISCOVERING A FIRE

Fire Notices are prominently displayed at key points throughout Greenside.

These detail the action to be taken by person(s) who discover a fire. The procedure is as follows:

- Raise the alarm by alerting those near by and by operating the nearest red fire call point/break glass
- Leave the building by the nearest exit
- Report to the assembly point(s) located in the Main Playground
- Do not stop to collect personal belongings
- Do not use the lift (if applicable)
- Do not re-enter the building until you are told it is safe to do so

FIRE WARNING SYSTEM

Manual call points are positioned around the building and are appropriately signed.

The alarm is a siren which is easily recognisable from the break time bell

The main alarm panel is located inside the main entrance of the site and is linked to a remote call centre (where

applicable).

The Site Manager, David Harrington, will test the alarm every week.

The alarm will be initiated from different call points each week to ensure their correct functioning. An appropriate record of the tests will be kept.

CALLING THE FIRE SERVICE

The premises fire alarm system is connected to a remote call service. If smoke or heat detectors are activated or if a break glass call point is activated, the fire service will automatically be summoned.

In all circumstances when the fire alarm system is actuated the SBM will be responsible for calling the fire brigade.

STAFF EVACUATION ACTION

The Head of School will assume responsibility.

In the absence of the Head of School the Deputy Head will assume responsibility

On hearing the evacuation signal, all staff, students and visitors will evacuate the premises calmly and in an orderly manner. All teachers/ Staff in charge of a class or students will:

- Commence the evacuation of students in an orderly way
- Lead students from the premises by the nearest safe route
- Proceed to the assembly point
- Complete the roll call procedure in silence
- Notify the SBM of any persons unaccounted for
- Ensure students remain at the assembly point
- Await further instruction from the emergency services and Lead Person

On hearing the evacuation signal:

- Registers will be collected by: the SBM
- The Visitors book will be collected by: the SBM
- Student's medications will be collected by: Admin Assistant

The nominated first aid person is: Caroline Allen

On hearing the evacuation signal, the following staff will shut-down plant or equipment detailed:

Name: David Harrington

Plant or Equipment, Kitchen Catering Equipment, Room 20 cooking facilities

On hearing the evacuation signal, all other staff and visitors will:

- Proceed to the assembly point
- Notify the SBM of any persons unaccounted for
- Await further instruction from the emergency services and Lead Person

All visitors to the premises will be briefed on the evacuation procedures and will be required to sign in when attending the establishment.

Any individual with mobility difficulties will be identified and an appropriate 'Personal Emergency Evacuation Plan' will be developed.

IDENTIFICATION OF KEY ESCAPE ROUTES

All key escape routes are identified by use of appropriate signage, through induction training and undertaking of fire drills.

All escape routes are kept clear of obstruction and are inspected on a regular basis to ensure that they remain clear and to ensure that signage is in good condition.

FIRE FIGHTING EQUIPMENT

All staff are instructed that they should not attempt to use fire extinguishers unless they are specifically trained and it is safe to use extinguishers.

ASSEMBLY POINT/S

Assembly points are located in the Main Playground

ROLL CALL PROCEDURES

The roll call procedures – classes line up in silence in alphabetical order in the Main Playground. Class Teachers are responsible for taking the register (in silence) and reporting to the SBM. The visitor's logbook will be used to determine if all visitors are accounted for. The SBM will monitor visitors.

LIAISON WITH FIRE SERVICE

The person responsible for liaising with the fire service will be the Site Manager. Details of the premises and any hazardous substances (premises map) are kept in the Main Office and Site Manager's Office. These will be collected by the SBM Site Manager and given to the fire service.

3.30pm - SERVICES

Staff in charge of extended services will take the following action:

On hearing the fire alarm leave the building in an orderly way with the students Staff in charge of extended services will take the following action:

On hearing the fire alarm leave the building in an orderly way with the students / adults by the nearest safest route and go to the assembly point.

CPD

The Head of School and SBM will ensure that the contents of this emergency plan are communicated as part of the staff induction, which is held on the arrival of new or temporary members of staff.

At induction employees and temporary staff will tour the building and be shown the location of fire fighting equipment, alarm call points and emergency exits. It should be made clear to them that emergency escape routes and doors are not to be blocked or inhibited in any way. They should be clearly informed of, and where required practised in any other specific responsibilities they may have in relation to the fire arrangements.

GREENSIDE FILM FACTORY

Rationale and Aims

Our aim is to present a clear policy that is understood and accepted by all staff, parents/ carers and students providing a sound basis for ensuring that students with medical needs receive proper care and support at Greenside, and that for such students attendance is as regular as possible.

The policy is to include:

- Procedures for managing prescription medicines, which need to be taken in The Greenside day
 - Procedures for managing prescription medicines on outings and trips
 - Roles and responsibilities of staff administering medicines
 - A clear statement of parental responsibilities in respect of medicines
 - Written permissions from parent/ carers for medicines
 - Circumstances in which students may take non-prescription medicines
 - Assisting students with long term medical needs
 - Staff training (CPD)
 - Record keeping
 - Safe storage of medicines
 - Risk assessment and management procedures
- In all instances Greenside will do all it can to persuade the parent/ carer to come on to site to administer medicines.

Individual Health Care Plans

All parents/ carers are required to meet with the School Nurse annually to write and review a suitable Individual Health Care Plan. The aim of the plan is to identify in writing the level of support the Greenside can give the student and to ensure all relevant information is shared to allow appropriate care within Greenside and to address certain relevant eventualities. These may include: off site trips, PE & sports and emergency procedures.

Prescribed Medicines

We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

It is helpful when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of Greenside hours. We will encourage parents/ carers to discuss this with the prescriber.

Prescribers should be encouraged to issue two prescriptions, one for home and one for site, thus avoiding the need for repackaging of medicines.

Non-Prescription Drugs

Staff should never give non-prescribed drugs to a student unless there is specific written permission from the parent/ carer. This will be an exceptional situation rather than the norm. A student under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Short Term Medical Needs

In order to reduce the time a student is away from learning Greenside will administer medicines, for example the end of a course of antibiotics or apply a lotion, but only for a short course of up to 5 days, and only when previous avoidance strategies have been examined.

Administering Medicines

No student under 16 should be given medicines without written parent/ carer consent. Our consent form must be completed by the parent/ carer giving permission for medicine to be administered by staff.

Members of staff giving medicines should check:

- The student's name
- Prescribed dose
- Expiry date
- Written instructions on the packaging

Members of staff giving medicines will not be teaching members of staff but support staff who are:

- Willing to perform such tasks
- Trained where necessary for the task

If in doubt then do not administer medicines without checking with the Office staff that will then contact parents/ carers or the medical practitioner.

A record must be kept in a written form each time medicines are given.

Self-Management

Students who are able will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma. Other medicines should be kept in secure storage so access will only be through the Main office.

Record Keeping

Parents/ carers should inform Greenside of the medicines their student needs. The Office staff will check that the medicine is in its original container and that the dispenser's instructions are clear. A written record of medicines administered will be kept in the Main office and this will also be signed by the parents/ carers to acknowledge the entry. A copy of form 1 will also be kept in the office.

Educational Visits

All medicines required by students on such undertakings will be part of the overall risk assessment for the visit. Medicines not self-managed by students will be in the safe care of a nominated member of the support staff. This colleague should be one who is willing to carry this responsibility. Complex medical needs for a specific student may necessitate a health plan for the visit. If any member of staff is concerned they should seek advice from the Main office.

Sporting Activities

It is advisable to prepare a risk assessment of medical needs of individual students, including those who may suffer from an asthma attack. Asthma relievers not self managed should be taken to the activity in a box or container and be supervised by a support member of staff.

The Local Governing Body

The Local Governing Body will be made aware of this policy and its role in being generally responsible for all Greenside policies.

The Head of School

The Head of School will ensure that all staff receive appropriate support and training and aware of this policy. Likewise the SBM will inform the parents/ carers of the policy and its implications. In all complex cases the SENCo will liaise with the parents/ carers and where parents/ carers expectation is deemed unreasonable then the SENCo will seek the advice of the School Nurse or some such medical advisor.

Teachers and Other Staff

All staff should be aware of the possible medical risks attached to certain students. They should be aware of possible emergency action and emergency contacts. Teachers' conditions of employment do not include the giving or supervising of students taking medicines. Any support member of staff agreeing to administer prescribed medicines should be in receipt of appropriate training. The training shall be commensurate with the situation.

Storing Medicines

Medicines should be stored away from students, be in their original containers and refrigerated where necessary. This will be the responsibility of the Main office. Students should know where their medicines are kept and who is responsible. This should be an exceptional duty and be only used when medical advice dictates that no other course of action is possible. Emergency medicines such as asthma inhalers and adrenaline pens should not be kept locked away but always in the vicinity of the relevant students.

Dissemination of the policy

Each teacher has a copy of this policy and it is on the shared drive
A copy of the policy is available to any current or prospective parent/ carer, on request to the Business Leader

Monitoring and evaluation of the policy

The policy will be reviewed every two years