



MALVERN ST JAMES GIRLS' SCHOOL

Malvern St James School Health & Safety Policy

Part 3: Health & Safety Procedures: Appendices

Appendices

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Information Checklist on Receipt of a Bomb Threat via telephone.

- Where is the bomb right now
.....
.....
.....
- When is it going to explode
.....
.....
.....
- What does it look like
.....
.....
.....
- What kind of bomb is it
.....
.....
.....
- What will cause it to explode
.....
.....
.....
- Did you place the bomb
.....
.....
.....
- Why
.....
.....
.....
- What is your name
.....
.....
.....
- Record the following
- Telephone number used
.....
- Time of call
.....
- Time Member of Exec informed
.....
- Time Police Called
.....

**To be completed straight after the call, tick where appropriate:-
Language**

- Well Spoken
- Irrational
- Taped Message
- Offensive
- Incoherent
- Message rea by threat maker

Caller's Voice

- Calm
- Crying
- Clearing Throat
- Angry
- Nasal
- Slurred
- Excited
- Stutter
- Disguised
- Slow
- Lisp
- Accent Type of Accent
.....
- Rapid
- Deep
- Hoarse
- Laughter
- Familiar If so who did it sound like
.....

Background Noise

- Street noises
- House noises
- Animal noises
- Crockery
- Motor
- Clear
- Voice
- Static
- PA system
- Booth
- Music
- Factory machinery
- Office machinery

Other.....
.....
.....

Completed by
Date.....

Gas Safety

This Appendix is to be followed by all employees and contractors for the School who undertake activities associated with gas systems and equipment.

The minimum number of mains and bottled gas appliances are used and stored on the School premises.

All gases are to be stored in locked, ventilated, external compounds and that only competent, authorised personnel [maintenance engineer, science technicians] are allowed to enter.

Flammable gases and oxygen are not to be stored together.

Only Gas Safe registered individuals are to work on installations on the Schools premises.

All gas installers or gas maintenance engineers will be registered on the Gas Safe Register.

Annual servicing and maintenance will be undertaken to ensure installation pipe work, appliances and flues are maintained in a safe condition. This will be on an annual basis and organised by Head of Estates

Records of all work undertaken on gas systems / appliances will be kept by Head of Estates

Leaks In the event of a leak or suspected leak, staff must:

- turn off the gas supply;
- if the supply cannot be turned off, or a leak is suspected then evacuate the area;
- notify the gas supplier;
- do not operate electrical equipment in the area;
- cease all activities that may expose a spark or naked flame;
- do not re-enter the area until the gas supply engineer has confirmed it is safe to do so.

Liquefied Petroleum Gas(LPG) Where Liquefied Petroleum Gas (LPG) Cylinders are in use, the following precautions should be observed:

- spare or empty cylinders should be stored outside, preferably in a lockable area
- cylinders should never be kept below ground level or near drains, cellars or basements (to prevent the likelihood of potentially explosive atmospheres)
- warning notices should be displayed (eg 'Highly flammable – LPG')
- smoking or naked flames must not be permitted in or near storage areas
- cylinders must be kept clear of direct heat and at least 3 metres away from highly flammable liquids / materials
- regular checks should be made to ensure that all hosing and connections are in good order and there are no leaks

- no valves on any cylinder should be left open and they should not be dropped or roughly handled
- accommodation in which gas is used must be adequately ventilated
- portable gas heaters should only be used for emergency purposes.

Direction to Contractors

The term 'contractor' in the context of this Appendix of the Health and Safety Policy has a wide definition. In basic terms it defines any person or organisation who enters into an agreement (written or oral) with the School to carry out services. This can mean for example the window cleaner, a builder or a specialist.

In order to show that the School has taken reasonable steps to ensure the safety of persons on the premises, any Contractors' Safety Information must be brought to the attention of the School at the tendering stage.

It should be a condition of contract that all contractors provide evidence that their employees have been through an appropriate recruitment process for Safeguarding purposes. Contractors should provide a list of personnel to the School before the start date of the contract to allow for List 99 checks to be done; such personnel must supply photo proof of identity before they start work on their first shift.

It is a condition of contract that contractors comply with the School's safety rules and any instructions issued by the Head of Estates or Director of Operations.

Contractors must have insurance cover for General Third Party to an agreed minimum limit. Evidence of cover is required as is, a thirty day notice of cancellation.

The Head of Estates must ensure:

- The Contractor has been made aware of any Asbestos risk in the area in which they are working.
- If any 'High Risk' activities are to be undertaken, reference should be made to the relevant PERMIT TO WORK.*
- If 'HIGH RISK' work is to be undertaken in an emergency, advice should be sought from the client or the appointed architect.
- 'Permit to work' documents are correctly completed and issued to the Contractor before work commences.
- The Contractor's work is frequently monitored during the term that the permit is valid for compliance with the requirements of Health and Safety Policy Rules.

Contractors' Safety Information:

The Head of Estates Telephone No is: 01684 584646 / 07739663603

- All Contractors are responsible for making sure that persons under their control know the Fire Procedures for the premises and the location of fire appliances. They should also ensure the Procedures are prominently displayed throughout the premises.
- Anyone working on the site should evacuate if the Fire Alarm is triggered.
- Means of escape must not be obstructed even temporarily without prior permission from the above contact and appropriate alternative escape route being signed and NO FINAL EXIT signs being installed on the route leading to the means of escape.

- The contractor remains responsible for the Health and Safety of anyone reasonably foreseeably affected by their works and should ensure that they have received sufficient information from the School to enable them to discharge this duty of care. As a minimum, the School will make you aware of procedures to follow in the event of an accident, along with welfare arrangements while work is ongoing.

- The following activities are deemed to be "High Risk" and are subject to a **PERMIT TO WORK** before operations commence.
 - **Hot work**
 - **Demolition**
 - **Excavation**
 - **Asbestos**
 - **Confined spaces**
 - **Electrical work above 240v**

Overhead work and other work as specified

Manual Handling Guidance

Heads of Department (including support departments) will be responsible for the management of manual handling activities within their areas of control.

Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force". In a school environment this may include:

- Moving furniture around classrooms
- Moving equipment stored at height
- Moving items when taking delivery of goods
- Pushing and pulling trolleys and PE equipment
- Setting up temporary stages
- Moving gas cylinders, chemicals etc
- General movement of workplace equipment

Heads of Department will:

- Consider whether the object needs to be moved at all
- Where it does need to be moved can this be by automation, eg using a lift truck
- Where manual handling is necessary ensure that a risk assessment is undertaken and any required control measures are implemented.
- Ensure that those undertaking such tasks have received appropriate training

When assessing the risk, the following should be taken into consideration:

- The task
- The load
- The individual
- The environment

All those who undertake manual handling activities must have received appropriate training, covering good lifting techniques, which include:

- Planning the lift
- Keeping the load close to the waist
- Adopting a stable position
- Getting a good hold
- Not flexing the back any further when lifting
- Avoiding twisting the back or leaning sideways
- Keeping their head up
- Moving smoothly
- Putting the load down then adjusting as necessary

Working at Height Guidance

The school requires that work at height, including organisation, planning, supervision and supply and maintenance of equipment is only to be undertaken by competent people.

To ensure that the school complies with the requirements of the Work at Height Regulations and in particular to ensure that:-

- 2.1 All work at height is properly planned and organised
- 2.2 Those involved in work at height are competent
- 2.3 The risks from work at height are assessed and appropriate work equipment is selected and used
- 2.4 The risks from fragile surfaces are properly controlled
- 2.5 Equipment for work at height is properly inspected and maintained

Head of Estates will apply the following hierarchy for managing and selecting equipment for work at height, namely:

- Avoid work at height where possible.
 - Use work equipment or other measures to prevent falls where it cannot avoid work at height
 - Where it cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur
- 3.3 When equipment is selected for work at height it will be:
 - The most suitable equipment for the task
 - Give collective protection measures priority over personal protection measures
 - Take account of working conditions and the risks to the safety of all those at the place where the work equipment is to be used.
 - 3.4 Inspection of equipment used for work at height will be undertaken by a competent person (Maintenance Engineer / Head Caretaker) as appropriate
 - 3.5 Ladders will be used in accordance with HSE document INDG 402 Safe Use of ladders and stepladders
 - 3.6 Any contractors used by the school will be expected to follow the principles of this guidance.

Display Screen Equipment

This guidance is applicable to all those (employees and pupils) who use display screen equipment. Such equipment will include both laptops and desk mounted units.

The Director of Operations through the Head of Housekeeping, is responsible for ensuring that DSE assessments are completed, remedial action implemented and the assessments reviewed as appropriate. Completed assessments will be kept by the Head of Housekeeping and reviewed on an annual basis or when there has been a significant change in their work environment.

Attached to this Appendix is a sample DSE self-assessment form which should be completed by all members of staff who use DSE.

Where the assessment indicates a need for ancillary equipment this will be provided by the School. Such equipment includes, but is not limited to :

- specialist seating
- footrests
- anti-glare screens
- wrist support
- window blinds
- specialist desk

Employees who may be suffering from ill health effects, which may be caused by or made worse by the use of DSE, should report these effects to the HR Manager. Occupational health assessments may be required to be undertaken by users.

Where eye tests are requested by DSE users, and there is evidence from an optician showing that they require spectacles for DSE work, the School will make a £60 contribution towards the cost of spectacles. Such eye tests should be undertaken every 2 years.

Guidance will be provided at induction on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen.

IT technicians will be responsible for ensuring appropriate cable management where DSE is in use

Pupils Schools are not required to undertake DSE assessments for pupils, although it is recognised that they will use such equipment during the school day, leisure time and private study.

Staff undertaking lessons using DSE should give pupils guidance on the need for breaks, posture etc in line with that given to staff. Designated workstations for pupils will be of a similar standard to those provided for staff.

Display Screen Equipment Self-Assessment Form

Part 1 - Initial assessment of DSE work		
Person being assessed:		
Location:		
Issue		Y / N
Does the person:		
<ul style="list-style-type: none"> • Depend on DSE to do their job; there is no alternative? • Need particular skills and training in the use of DSE to do the job? • Normally use DSE for spells of more than one hour? • Does the person normally use DSE daily? • Need fast transfer of information between themselves and the screen? • Require high levels of concentration, ie errors may be critical? 		
<p>If most of the answers are yes, then the person will be considered to be a user, and a detailed assessment will now be completed using part 2 of this form. If most answers are no, then the person would not be classified as a user.</p>		

Part 2 - Detailed assessment of DSE work - Workstation		
The Display Screen		Y / N
1.	Are screen characters well-defined and of adequate size and spacing?	
2.	Are screen images flicker-free and stable?	
3.	Can screen brightness and contrast be adjusted?	
4.	Is the screen free from glare and reflection?	
5.	Is the screen positioned correctly to enable comfortable use?	
6.	Is a screen cleaning kit provided?	
The Keyboard		
7.	Can the keyboard be tilted?	
8.	Is the keyboard separate from the terminal?	
9.	Does the keyboard have a non-reflective surface?	
10.	Are the keyboard characters clearly defined?	
11.	Are the keys comfortable to use?	
The work desk		
12.	Is the work desk large enough for all the equipment?	
13.	Are the surfaces non-reflective?	
14.	Is there a document holder available, if required by the user	
15.	Is there space in front of the keyboard to allow users to rest hands/wrists?	
The work chair		
16.	Is the work chair stable?	
17.	Can the chair be height-adjusted?	

18.	Can the backrest be adjusted for height and tilt, independently of seat height?	
19.	Can both feet be placed on the floor when in a comfortable working position?	
20.	Is a footrest available if required by the user?	

Part 2 - Detailed assessment of DSE work – Environmental Issues

Environment

21.	Is there sufficient space for comfortable handling of documents, telephone etc.?	
22.	Is the lighting adequate at the workstation?	
23.	Will lighting prevent excess contrast when the user looks away from the screen?	
24.	Is the temperature at the workstation comfortable?	
25.	Are heat levels emitted by the equipment under control?	
26.	Are noise levels at the workstation comfortable?	
27.	Is ventilation of the area adequate and comfortable?	
28.	Is the relative humidity comfortable? (no complaints of dry facial skin, sore eyes)	

Health

29.	Is the identified user free of eyesight problems?	
30.	Has the identified user requested or been offered an eyesight test?	
31.	Does the user wear eye correction provided as a result of an eyesight test?	
32.	Are copies of the optometrist's eyesight reports and prescriptions held on file?	
33.	Is the user free of pains, pins and needles etc in neck, shoulder or upper limbs?	
34.	Is the user free of restricted joint movement, impaired grip or other disability?	
35.	Is the user free of fatigue or stress?	

Training, information and planning

36.	Has the user received training in the use and set up of DSE?	
38.	Is there a written record of the identified users training and is it up to date?	
39.	Is work planned to include breaks to avoid excessive exposure to DSE work?	

Part 3 - Corrective action (The following action should be taken to correct the problems identified above.)

Comments and corrective action	Date Completed

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Assessors details	
Name of assessor:	
Issued to:	
Date of next review:	

Asbestos

This Appendix is directed towards employees of, and contractors for the school who undertake activities which may have the risk of encountering asbestos.

The following should be noted:

The School will be the duty-holder as specified in the Control of Asbestos at Work Regulations 2012 ("CAW").

It is the School policy that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).

Where asbestos exists or is suspected in any of the School campus buildings, an asbestos risk assessment will be conducted by specialist surveyors to identify asbestos containing materials. The Director of Operations will arrange for this to take place with support from the Head of Estates.

An asbestos register will be maintained for each property where the School is the Duty-holder showing the location, type and condition of the asbestos. The Head of Estates will be responsible for the up keep of the register.

Details of the asbestos register will be made available to all occupants of the building and visiting contractors (as required).

Where asbestos exists, and risk assessments indicate a high asbestos hazard, warning signs will be displayed. Currently there are no such situations on the School site.

In the event of such a situation arising, an asbestos management plan will be formulated by an external competent person, in conjunction with the Director of Operations in order to encapsulate any asbestos present and monitor its condition: or have the asbestos removed by a licensed contractor. The Director of Operations will be responsible for a plan which will specify:

Who is responsible for managing the asbestos

Responsibility for the asbestos register

The schedule for monitoring the condition of the materials

The associated channels of communication

Where any work is likely to involve contact with asbestos containing materials, the Director of Operations through the Head of Estates will appoint an HSE licensed contractor to undertake the works.

Where any refurbishment work is required in an area of a building that contains asbestos, the School may need to commission a refurbishment and demolition survey which will give a more detailed understanding of the asbestos present in the building.

Where any School employees might potentially undertake activities where asbestos could be disturbed, they must be provided with awareness training so that they understand the dangers and steps to take if they accidentally exposed.

Where an employee / contractor / pupil believe they have discovered asbestos they should contact the Head of Estates immediately so that appropriate action can be taken.

Further guidance is contained in the Education & Skills Funding Agency document "*Managing Asbestos in your School*" (February 2017)

Water Quality (including Legionella): Guidance

This Appendix is directed towards employees of, and contractors for the school who undertake activities associated with water services and systems. Water systems are considered to include all water plant, pumps, pipes, tanks, valves, showers, chillers and towers.

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated, lies with the Head of Estates who will maintain appropriate records of testing and certification.

The school has appointed a competent contractor to conduct a risk assessment and provide a manual which specifies control regimes across the School's estate.

In buildings where the School is deemed to be responsible, the School will:

Undertake a water quality risk assessment on all relevant water systems

Ensure assessments are updated as appropriate, for example if new equipment is added and as a matter of course reviewed every two years;

Provide the details of any risks to those persons who may be affected;

Maintain copies of the risk assessment for inspection by persons entitled to do so;

Where a risk assessment shows that there is a reasonably foreseeable risk, the Director of Operations in conjunction with the Head of Estates will ensure the implementation of safety precautions and control measures. In most cases, this will require a written Water Quality Scheme by a competent person and will involve contractors carrying out maintenance regimes on water systems;

A Water Quality Log Book will be maintained for each relevant system, available for inspection and will contain:

The risk assessment findings;

The written scheme detailing control measures;

The results of monitoring, inspections, tests or checks completed and the dates;

Details of the water system not in use and control measures taken;

Where school employees (eg Estates staff) have responsibility for implementing practical control measures, an example list of duties is included at Appendix 2 to this guidance

Records will be kept for the period for which they remain current and at least 5 years following that period.

In the event of a positive water sample, the Water Contractor will notify the Head of Estates immediately. The notification will cover:

- Details of the sample
- The organism

- Location
- Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.

The Headmistress will be informed at once, even if no one is ill, and remedial action taken immediately. The Chairman of Governors must be notified at once if anyone becomes ill with legionella, as any outbreak of the disease must be reported to the Health & Safety Executive (HSE) and the Health Protection Agency (HPA).

Internal Test Regimes Selected staff in the Estates team have been trained in the need for legionella prevention measures. They, in conjunction with the housekeeping team are tasked with carrying out the following regular water checks (all of which are recorded in the water manual) in order to maintain good water hygiene:

Taps

- Any cold tap that has not been used within a seven day period is flushed for 2 minutes on a weekly basis (avoiding splashing so as to minimise the creation of an aerosol)
- Any hot water tap that has not been used within a seven day period is similarly flushed for [models with thermostatic valves fitted: at least 5 minutes]/[ordinary taps: 2 minutes, or until the temperature reaches 60 degrees C] on a weekly basis and before the water is used
- Monthly temperature checks to hot water are conducted by inserting a thermometer in the outflow of the first and last tap of each circulation system for the required period and recording the temperature. We will contact our Water Consultant about the safety implications if the hot water does not reach 50 degrees C after running for 5 minutes.
- Monthly temperature checks are carried out to the first and last cold water taps in order to ensure that they operate at below 20c after running for 2 minutes. We record the temperatures and will contact our Water Consultant about the safety implications if the cold water exceeds 20 degrees C after running for 2 minutes.

Showers

- Any shower (whether heated directly by an instant water heater or through mains hot water that is not used within a seven day period is flushed through for 2 minutes. Minimising the creation of an aerosol is achieved by placing a plastic sack or similar, over the shower head or by removing the shower head and placing the hose directly over drain outlet.
- Shower heads and hoses are dismantled and descaled monthly.

Toilets

- Any toilet that is not used within a seven day period is flushed each week, and the flushing mechanism on urinals checked.

Swimming Pool

- The water in the swimming pool is sampled weekly.
- Chlorine levels are tested daily by Sports Centre staff.

Cold Water Tanks

- Temperatures are taken from the water in the tank and the water in the ball valve every six months.

- The tank is inspected visually on an annual basis.

Hot Water Tanks

- The water temperature leaving and returning to the hot water tanks is inspected on a monthly basis.
- The hot water tanks are inspected annually.

Fire Hose Reels

- Fire hose reels are inspected and tested annually. Staff are instructed to operate the valve slowly to avoid creating aerosols.

Drains

- Drains are disinfected monthly
- Debris is cleared from external drains weekly

Hot Water Systems

- Hot water systems that are shut off for the holidays must be heated to 60 degrees C, and then kept at that temperature for at least one hour in order to kill all bacteria.
- Staff then flush the system before use.

Cold Water Systems

- All cold water systems that are unused during the holidays are also thoroughly flushed through before use.

Fire Safety

Introduction

As highlighted in the main document, the School's priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school. This Appendix outlines the procedures and risk assessments at Malvern St James are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

Role of the school fire safety manager

The Director of Operations is the designated School Fire Safety Manager and is responsible for ensuring that:

- Everyone in the school (including visitors and contractors) is given clear verbal instructions on where they should go in the event of fire.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt.
- The fire safety procedures are promulgated to the entire school community.
- Records are kept of the fire induction training given to new staff. New pupils are instructed in the evacuation procedure.

Standard Emergency Evacuation Notice

All new staff and pupils are to be shown the following notice which is on display around the School:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at the Dome. Do not allow the pupils to take anything. Shut doors and windows behind you.
3. Main Building is connected to the Fire Monitoring Service.
4. If you have a disabled pupil in your class, you should move her downstairs, using one of the special evacuation chairs. (See procedure for evacuation of non-ambulant students.)
5. Take the register of your form as soon as you reach the assembly point.
6. Report anyone who is missing immediately to the Director of Pastoral Care who will inform the Fire Brigade. ***On no account should anyone return to any building until given permission by the Fire and Emergency Services.***
7. Remain at the assembly point with your pupils until the all clear is given.

Fire Safety Procedures

Briefing new staff and pupils

All new staff (teaching and non-teaching alike) and pupils will be given a briefing on the school's emergency evacuation procedures on their first day at Malvern St James. Line managers are to ensure they are shown where the emergency exits and escape routes are located, and walked to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and The School will ensure that all staff knows what they should do on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety.

Initiating evacuation procedure – main school and other property

The School Fire Safety Manager will coordinate the timing of Fire Evacuation Drills with the SLT. If the alarm goes off for this or any other reason, the reception staff have standing instructions to contact Avenue, the Sports Centre and the boarding houses. The main building alarm system automatically summons the fire brigade via a monitoring service company.

Visitors and contractors

The boarding houses are connected to a monitoring service which automatically alerts the Fire and Rescue Service. Housemistresses are responsible for coordinating the evacuation of their property and the registering of boarders and visitors. All boarding houses have Fire Procedures to follow and regularly practise both night and day evacuations.

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. The Receptionist is to make them aware of the 'Action In The Event of Fire' notice ' and highlight the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is to be made by the organiser of the event, advising attendees of the location of the emergency exits that they should use in the event of the alarm sounding.

Action in the event of fire

On discovering a fire

Alert other users of the building by activating the nearest call point, which are located on corridors and stairwell exits. Having raised the alarm, evacuate the building to the Dome Garden, accessed via Avenue Rd 150m uphill from the main school gates, where a roll call of visitors will be taken. Only attempt to use the firefighting equipment in the building to tackle very small, contained fires or to aid your escape from the building.

On hearing the fire alarm

Leave your possessions in the room and, after closing the windows and door, please leave the building via the nearest marked escape route. Make your way to the Dome Garden, accessed via Avenue Rd 150m. uphill from the main school gates, where a roll call of visitors will be taken. Only attempt to use the fire fighting equipment in the building to tackle very small, contained, fires or to aid your escape from the building.



Disabled staff, pupils or visitors

The School has a special one-to-one induction on fire safety for disabled pupils and their carers and for disabled members of staff. Head of Admissions is to arrange this for new pupils and the HR manager for staff.

All form teachers and carers of disabled pupils are to be trained in the use of the purpose-built lightweight stairway evacuation chairs which are specially designed for moving disabled people down stairs in an emergency. One of these chairs is located on the second floor of Main Building (near the classrooms) and the second floor of the Science Education Centre.

Responsibilities of teaching staff

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for registering their forms (where appointed as Form Tutor) on arrival at the assembly point at the Dome. They must ensure that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Director of Pastoral Care. It is the responsibility of the Director of Pastoral Care to ensure that this information is passed to the Fire and Emergency service.

On no account should anyone return to a burning building.

Fire practices

The School will hold at least one whole School fire practice every term as well as a both day and night-time evacuation of the boarding houses. This combined with a programme of inducting new staff and pupils with emergency escape procedures helps to ensure that the school can be safely evacuated in the event of a fire.

Fire prevention measures

We have the following fire prevention measures in place at Malvern St James:

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed in every room and corridor.
- Fires extinguishers (of the appropriate type), smoke/heat detectors, are located in every building in accordance with the recommendations of our professional advisors.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- The master panel for the alarm system for Main Building is located off Reception and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS).
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times. The Night watchman is responsible for unlocking the buildings in the morning, when he removes panic bolts, from all emergency exits, checks that escape routes are not obstructed and for reporting any defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Houseman.
 - Weekly recorded checks of fire doors and escape routes, automatic door closures, emergency and exit signs and fire fighting equipment.

- Monthly recorded tests of emergency lights to included an annual soak test and a fitness for purpose test.
 - Six monthly professional check on fire detection and warning equipment,
 - An annual service of alarms, smoke detectors, fire extinguishers.
- Records of all tests are kept in the Director of Operations office.
 - Permanent displays in corridors, theatre scenery, stage curtains and props are treated with fire retardant spray.

Electrical safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installation.
- Regular portable appliance testing takes place in accordance with a published schedule. A member of the Estates team has been trained in this role.
- Records of all tests are kept in the Director of Operations office.
- The Night watchman checks that all Scientific and CDT equipment is switched off at the end of the school day.

Lightning protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept in the Director of Operations office.

Gas safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Director of Operation's office.
- Landlord's gas safety certificates are held for all school domestic accommodation.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

Rubbish and combustible materials

- Flammable rubbish is stored away from buildings in segregated wheelie-bins.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in fire resistant areas.
- All curtains and soft fabrics are purchased as inherently fire retardant or are treated to make them flame retardant.

Letting or hiring the school

The School's standard contractual terms for letting and hiring the School, cover fire safety and specify that the hirer should certify that they have read and understood the School's fire safety policy and procedures. A member of the Estates Department is always on call when the School is let or hired for an outside function or event.

Fire Risk Assessment

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

The Director of Operations will continually conduct risk assessments of all rooms, laboratories, corridors, stairs, sports buildings etc of Malvern St James. He updates the document every year, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added to.

Enclosures:

- 1 [Fire Procedure in Benhams](#)
- 2 [Fire Procedure in Batsford](#)
- 3 [Fire Procedure in Hatfield](#)
- 4 [Fire Procedure in Greenslade](#)
- 5 [Fire Procedure in Poulton](#)
- 6 [Fire Procedure in The Mount](#)
- 7 [Emergency Procedure in the Sports Centre](#)

The Benhams Fire Procedure

1. The Benham Fire alarm will cover the Boarding House, Health & Wellbeing Centre and The Rectory.
2. When the fire alarm sounds the evacuation should commence immediately; this may be through the common room fire door and not just the main entrance. The monitoring service will alert the Fire Brigade. The Housemistress (HM), Deputy Housemistress (Dep HM) or person in charge of the group staying in Benhams, will collect the fire register located next to the final exits.
3. The other member of staff stands in an appropriate place reminding the girls to be silent and to remain calm. If appropriate the other member of staff collects the visitors' file and the signing in & out sheets which are then referred to when accounting for missing girls or visitors to the house.
4. The girls line up on the drive to the front of the house (or the garden to the rear depending on the situation) in alphabetical order by year. The HM or Dep HM moves along the line asking each girl in turn to say their own name, marking with a tick if they are present. Other staff may be asked to assist with a torch and when safe to do so to contact the Nightwatchman to advise of the situation.
5. The Duty Nurse will account for Health & Wellbeing staff and patients if applicable and confirm the whereabouts of the Headmistress and any graduates staying in Benhams.
6. If there are overnight visitors in the house or girls absent then a list will have been compiled and attached to the main fire register.
7. When the House is assembled outside the HM or Dep HM will keep them calm until the Brigade say that it is safe for them to return inside. If there is a delay in returning to the House then the girls should be taken to Batsford or Hatfield to keep warm.

Procedure For Drills.

1. When a protracted stay in Benhams is anticipated, a practice fire drill must be organised by the Housemistress. This section addresses the procedures to be followed.
2. The Housemistress should first contact the monitoring service and request that the system be put on test for the duration of the drill. The firebox is located in the hall of the Oak door. There is a key on the front. Put it into the key slot and turn it. Press Sound Alarm to set it off, when majority of girls have left the building, the member of staff not doing registration should press Silence Alarm. The fire drill should be completed following the procedure outlined above
3. When the House is assembled the HM or Dep HM may comment briefly on the efficiency of the fire drill and dismisses the girls; it may be better to do this later if it is a night time drill.
4. After completing the drill the Housemistress should again contact the monitoring service to ensure that they have received the signal from the Fire System and to ask for the system to be placed back on call. **(Between 3 to 4 minutes is the normal length of time.)**

Timing For Fire Drills

- Fire drills must be held regularly, and always recorded.
- An unadvertised fire drill should be held by the end of the first weekend of term, but a walk through one is done on the first evening the boarders are back in the house.
- At least one fire drill should be held at night or in the early morning when the girls are asleep.

Given that Benhams is not regularly used, it can be difficult to decide exactly when to hold a fire drill e.g. if it is to be late at night, ensure girls don't have to be up early for a match or another activity. It is important that all members of staff are familiar with the fire routine. An early morning (say between 6.30 & 7a.m. on a Saturday morning) is a good time to hold a fire drill. Sundays are also a good time, but again one has to assess the effectiveness of a fire drill if a number of girls are away on an optional exeat. It is important that weekly boarders are familiar with the procedure

Record Keeping

The time the fire drill took place and its duration are recorded on a form designed for this purpose. When the form is completed it is sent electronically to the Director of Operations. An electronic copy is kept by the House, and if there are any faults reported it is important to make a note of these on the form and ensure action is taken, through the usual lines of communication to the Director of Operations. The file is in the Housemistress's Study

Batsford Fire Procedure

When the fire alarm sounds the evacuation should commence immediately; the monitoring service will alert the Fire Brigade. The Housemistress (HM), Deputy Housemistress (Dep HM) will collect the fire register located to the right of the front door. If the alarm occurs before bedtime, the signing in/out folders should be collected from the table along with the supper list hanging by front door.

The other member of staff stands in an appropriate place reminding the girls to be silent and to remain calm. The girls must have shoes/slippers on their feet.

The girls will:

Move out of the building quickly and quietly to wait on the other side of the drive under the trees. NB the step up to grass is not visible at night; a torch is located by the front door along with the First Aid kit which should be picked up on way out.

If conditions permit, the Housemistress/ Deputy will conduct a quick sweep of rooms and bathrooms while the Duty staff remains with the girls ensuring quiet and organised.

The Girls will stand in rows of dorms and the roll taken. Each girl must reply to her own name and not on behalf of others.

All will then wait quietly until the all clear is given.

Procedure For Drills.

The Housemistress should first contact the monitoring service and request that the system be put on test for the duration of the drill. **The firebox is located by the front door.** There is a key on the front. Put it into the key slot and turn it. Press Sound Alarm to set it off, when majority of girls have left the building, the member of staff not doing registration should press Silence Alarm. The fire drill should be completed following the procedure outlined above

3. When the House is assembled the HM or Dep HM may comment briefly on the efficiency of the fire drill and dismisses the girls; it may be better to do this later if it is a night time drill.

4. After completing the drill the Housemistress should again contact the monitoring service to ensure that they have received the signal from the Fire System and to ask for the system to be placed back on call. **(Between 3 to 4 minutes is the normal length of time.)**

Timing For Fire Drills

- Fire drills must be held regularly, and always recorded.
- An unadvertised fire drill should be held by the end of the first weekend of term, but a walk through one is done on the first evening the boarders are back in the house.
- At least one fire drill should be held at night or in the early morning when the girls are asleep.

It can be difficult to decide exactly when to hold a fire drill e.g. if it is to be late at night, ensure girls don't have to be up early for a match or another activity. It is important that all members of staff are familiar with the fire routine. An early morning (say between 6.30 & 7a.m. on a Saturday morning) is a good time to hold a fire drill. Sundays are also a good time, but again one has to assess the effectiveness of a fire drill if a number of girls are away on an optional exeat. It is important that weekly boarders are familiar with the procedure

Record Keeping

The time the fire drill took place and its duration are recorded on a form designed for this purpose. When the form is completed it is electronically sent to the Director of Operations. An electronic copy is to be kept by the House, and if there are any faults reported it is important to make a note of these on the form and ensure action is taken, through the usual lines of communication to the Director of Operations. The file is in the Housemistress's Study

Hatfield Fire Procedure

When the fire alarm sounds the evacuation should commence immediately; the monitoring service will alert the Fire Brigade. The Housemistress (HM), Deputy Housemistress (Dep HM) will collect the fire register on the way out. If the alarm occurs before bedtime, the signing in/out folders should be collected from the table along with the supper list.

The other member of staff stands in an appropriate place reminding the girls to be silent and to remain calm. The girls must have shoes/slippers on their feet.

The girls will:

Come down the stairs (front and back) and exit via the front door. They do this in silence and as quickly as possible.

A member of staff will pick up the fire register on the way out. The girls will convene on the grass to the left of the front door where they will be registered.

If there is a fire in the front part of the house a member of staff will direct the girls to go down the back stairs only and go out through the back door in the basement. The girls will then convene on the grass to the right of the back door where they will be registered.

Each girl must reply to her own name and not on behalf of others.

All will then wait quietly until the all clear is given. No one should re-enter the house until the fire brigade has confirmed the building is safe.

Procedure For Drills.

When a practice drill is planned, the Housemistress should first contact the monitoring service and request that the system be put on test for the duration of the drill. **The firebox is located by the front door.** There is a key on the front. Put it into the key slot and turn it. Press Sound Alarm to set it off, when majority of girls have left the building, the member of staff not doing registration should press Silence Alarm. The fire drill should be completed following the procedure outlined in the section above

3. When the House is assembled the HM or Dep HM may comment briefly on the efficiency of the fire drill and dismisses the girls; it may be better to do this later if it is a night time drill.

4. After completing the drill the Housemistress should again contact the monitoring service to ensure that they have received the signal from the Fire System and to ask for the system to be placed back on call. **(Between 3 to 4 minutes is the normal length of time.)**

Timing For Fire Drills

- Fire drills must be held regularly, and always recorded.
- An unadvertised fire drill should be held by the end of the first weekend of term, but a walk through one is done on the first evening the boarders are back in the house.
- At least one fire drill should be held at night or in the early morning when the girls are asleep.

It can be difficult to decide exactly when to hold a fire drill e.g. if it is to be late at night, ensure girls don't have to be up early for a match or another activity. It is important that all members of staff are familiar with the fire routine. An early morning (say between 6.30 & 7a.m. on a Saturday morning) is a good time to hold a fire drill. Sundays are also a good time, but again one has to assess the effectiveness of a fire drill if a number of girls are away on an optional exeat. It is important that weekly boarders are familiar with the procedure

Record Keeping

The time the fire drill took place and its duration are recorded on a form designed for this purpose. When the form is completed it is electronically sent to the Director of Operations. An electronic copy is to be kept by the House, and if there are any faults reported it is important to make a note of these on the form and ensure action is taken, through the usual lines of communication to the Director of Operations. The file is in the Housemistress's Study

Greenslade Fire Procedure

When the fire alarm sounds the evacuation should commence immediately; the monitoring service will alert the Fire Brigade. The Housemistress (HM), Deputy Housemistress (Dep HM) will collect the fire register on the way out; this is kept in a fire box next to the side door (east entrance) of the building.. If the alarm occurs before bedtime, the signing in/out folders should be collected from the table along with the supper list.

The other member of staff stands in an appropriate place reminding the girls to be silent and to remain calm. The girls must have shoes/slippers on their feet.

The girls are to line up in the prescribed list and order. On the gravel driveway by the side door to the east of the building.

The person at the top of each fire list is responsible for collecting the fire board from the box. They then check each girl off, according to her fire list, and report any girls missing to the member of staff on duty.

When the fire alarm goes off girls line, in their fire list groups, up outside the side door in silence.

Members of staff take down the signing in and out books or night check lists if after 10.30pm.

The girls remain outside until the Fire Brigade give the authority to re-enter the building. If it is raining the girls should line up under the porch near the east end of the building. If it is particularly wet or cold the group should be evacuated to The Dome or another Boarding House.

During the weekend and after 6.30pm if the fire alarm sounds in the main school building, girls they should return to their Houses where a member of staff will set off the house fire alarm ensuring all girls are accounted for.

Procedure For Drills.

When a practice drill is planned, the Housemistress should first contact the monitoring service and request that the system be put on test for the duration of the drill. The Nightwatchman should be called to activate the alarm; the Nightwatchman will assist with activating, silencing and resetting the alarm (including door alarms and replacing the ceramic bar and padlock.)

The fire drill should be completed following the procedure outlined in the section above

When the House is assembled the HM or Dep HM may comment briefly on the efficiency of the fire drill and dismisses the girls; it may be better to do this later if it is a night time drill.

After completing the drill the Housemistress should again contact the monitoring service to ensure that they have received the signal from the Fire System and to ask for the system to be placed back on call. **(Between 3 to 4 minutes is the normal length of time.)**

Timing For Fire Drills

- Fire drills must be held regularly, and always recorded.
- An unadvertised fire drill should be held by the end of the first weekend of term, but a walk through one is done on the first evening the boarders are back in the house.
- At least one fire drill should be held at night or in the early morning when the girls are asleep.

It can be difficult to decide exactly when to hold a fire drill e.g. if it is to be late at night, ensure girls don't have to be up early for a match or another activity. It is important that all members of staff are familiar with the fire routine. An early morning (say between 6.30 & 7a.m. on a Saturday morning) is a good time to hold a fire drill. Sundays are also a good time, but again one has to assess the effectiveness of a fire drill if a number of girls are away on an optional exeat. It is important that weekly boarders are familiar with the procedure

Record Keeping

The time the fire drill took place and its duration are recorded on a form designed for this purpose. When the form is completed it is electronically sent to the Director of Operations. An electronic copy is to be kept by the House, and if there are any faults reported it is important to make a note of these on the form and ensure action is taken, through the usual lines of communication to the Director of Operations. The file is in the Housemistress's Study

Poulton Fire Procedure

Given that Poulton Boarding House is located within the main building, during the school day, (8am-6.30pm) the main School fire procedure is to be followed. Outside these hours and on the weekend the Poulton Fire procedure is followed.

All girls in Poulton are all placed on a fire list. Copies of these lists on clipboards are kept in a fire box next to the side door.

On hearing the alarm, girls are to evacuate the building by the nearest exit. Girls are to then line up in their fire list groups, in the car park by the side door.

The person at the top of each fire list is responsible for collecting the fire board from the box, as long as it is safe to do so. They then check each girl off, according to her fire list, and report any girls missing to the member of staff on duty.

Members of staff will take down the signing in and out books.

The girls remain outside until the Fire Brigade give the authority to re-enter the building. If it is raining the girls should line up outside the arch by York Hall. If the cause of the smoke is known to staff and there is no risk to girls, after consultation with the Estates staff on duty, a member of staff should re-enter the building and open the door by the York Hall, so that girls can wait in the warmth and dry. This part of the building is an extension to the main building and the group can be easily removed from here, in a subsequent emergency. If the York Hall is considered a risk, then the group should be evacuated to The Dome or another Boarding House.

If girls from other Houses are eating in the dining room when the alarm sounds, they should return to their Houses where a member of staff will set off their fire alarm ensuring all girls are accounted for.

Procedure For Drills.

When a practice drill is planned, the Housemistress should first contact the monitoring service and request that the system be put on test for the duration of the drill. The Nightwatchman should be called to activate the alarm and will assist with activating, silencing and resetting the alarm.

The fire drill should be completed following the procedure outlined in the section above

When the House is assembled the HM or Dep HM may comment briefly on the efficiency of the fire drill and dismisses the girls; it may be better to do this later if it is a night time drill.

After completing the drill the Housemistress should again contact the monitoring service to ensure that they have received the signal from the Fire System and to ask for the system to be placed back on call. **(Between 3 to 4 minutes is the normal length of time.)**

Note that the gas is automatically shut down when the fire alarm is sounded so the Nightwatchman should be contacted to turn this back on after the alarm has sounded.



Timing For Fire Drills

- Fire drills must be held regularly, and always recorded.
- An unadvertised fire drill should be held by the end of the first weekend of term, but a walk through one is done on the first evening the boarders are back in the house.
- At least one fire drill should be held at night or in the early morning when the girls are asleep.

It can be difficult to decide exactly when to hold a fire drill e.g. if it is to be late at night, ensure girls don't have to be up early for a match or another activity. It is important that all members of staff are familiar with the fire routine. An early morning (say between 6.30 & 7a.m. on a Saturday morning) is a good time to hold a fire drill. Sundays are also a good time, but again one has to assess the effectiveness of a fire drill if a number of girls are away on an optional exeat. It is important that weekly boarders are familiar with the procedure

Record Keeping

The time the fire drill took place and its duration are recorded on a form designed for this purpose. When the form is completed it is electronically sent to the Director of Operations. An electronic copy is to be kept by the House, and if there are any faults reported it is important to make a note of these on the form and ensure action is taken, through the usual lines of communication to the Director of Operations. The file is in the Housemistress's Study

1.

The Mount Fire Procedure

The following procedure should be followed by pupils and staff in the event of a fire within Mount:

If you discover a fire, sound the Alarm by breaking the glass of a Red Call Point (anywhere in the building) **or** activate the 'sound alarm' button on the Fire Panel in the Housemistress' flat, only if you are nearer to it and only if it is safe to do so. Using the key (on top of the Fire Panel), turn it to the right and then press the 'Evacuate' button, this will sound the alarms. The Fire alarms will 'sound' automatically if heat or smoke is detected by overhead sensors.

****The Sounders of the 'Red Care Fire Alarm System' automatically summon the Fire Brigade****

- **Staff and Girls to evacuate the building quickly and quietly via the closest and safest fire exit.**
- House Staff can use an extinguisher on a fire only if it is SAFE / practical to do so and does not expose you or anyone else to danger. Housemistresses & Deputy HM's / House Tutor should have instruction & training on the use of Fire Extinguishers. Safety is a Priority and if in doubt about using one, she must Exit the building immediately.
- **Exit the Building, collecting a House Fire Register and torch from the nearest fire exit point:-**
 1. **By main office next to front door.**
 2. **Inside Housemistress' Flat by door**
 3. **Inside next to fire exit at end of long corridor**
- **Once you have left the building by the nearest safe exit, go straight to muster point – Ryall Driveway outside Housemistress Flat and Laundry.**
- If Exiting via the main 'Front door' Collect the signing IN & OUT sheets from Hall Table, but only if you are passing it and it is safe to do so.
- If exiting via the Front door of the House walk down the drive and along the pavement, to the right and next right, up to the Main Muster Point for the whole house. If exiting from the **rear of the house** (1st floor), descend the steps to the left at the side of the house and meet at the Main Muster Point. The rear External Fire Escapes also evacuate via this routine, from the garden and down the side of the house to the Muster Point. Front of house External Fire escapes lead to main Muster point via Housemistress's Garden.

- Girls line up alphabetically by Year group. The register is taken and any missing girls are identified to the Fire Service on their arrival along with their location in the house.
- On arrival of the Fire Service notify them of any missing girls and their locations and Inform them that the Fire Book (House / Dorm Plans etc.) can be found just inside the external door to the Housemistress's flat and on the corner shelf by the main front door.

NB: You must not allow anyone to go back into the building until the Fire Officers have checked it, nor must you go back in yourself. If the fire alarm sounds and you have not 'triggered' a practice or test, you must assume it is a fire and follow the above procedure.

3 MAIN FIRE EXITS

- 1. Front Door**
- 2. Back Door – past laundry**
- 3. 1st Floor End of Long Corridor**

Additional Fire Exits:-

- 1. Housemistress Front Door via upstairs**

2. Games Room

3. Passage Door Between Houses

FIRE EXITS THROUGH FIRE WINDOWS:

1st Floor MOUNT: MARSHMALLOW
 SWEDISH FISH
 JAZZIES
 JELLY BABIES

2ND Floor MOUNT: SHRIMP
 STARMIX

Procedure For Drills.

When a practice drill is planned, the Housemistress should first contact the monitoring service and request that the system be put on test for the duration of the drill. The Nightwatchman should be called to activate the alarm; the Nightwatchman will assist with activating, silencing and resetting the alarm.

The fire drill should be completed following the procedure outlined in the section above

When the House is assembled the HM or Dep HM may comment briefly on the efficiency of the fire drill and dismisses the girls; it may be better to do this later if it is a night time drill.

After completing the drill the Housemistress should again contact the monitoring service to ensure that they have received the signal from the Fire System and to ask for the system to be placed back on call. **(Between 3 to 4 minutes is the normal length of time.)**

Timing For Fire Drills

- Fire drills must be held regularly, and always recorded.
- An unadvertised fire drill should be held by the end of the first weekend of term, but a walk through one is done on the first evening the boarders are back in the house.
- At least one fire drill should be held at night or in the early morning when the girls are asleep.

It can be difficult to decide exactly when to hold a fire drill e.g. if it is to be late at night, ensure girls don't have to be up early for a match or another activity. It is important that all members of staff are familiar with the fire routine. An early morning (say between 6.30 & 7a.m. on a Saturday morning) is a good time to hold a fire drill. Sundays are also a good time, but again



one has to assess the effectiveness of a fire drill if a number of girls are away on an optional exeat. It is important that weekly boarders are familiar with the procedure

Record Keeping

The time the fire drill took place and its duration are recorded on a form designed for this purpose. When the form is completed it is sent to the Director of Operations. A copy is kept in the House, and if there are any faults reported it is important to make a note of these on the form and ensure action is taken, through the usual lines of communication to the Director of Operations. The file is in the Housemistress's Study

Emergency Procedure for the Sports Centre

Procedure for the Evacuation of the Sports Centre in case of Fire or Emergency.

1. Action on discovering a fire

- a. Operate the nearest alarm call point
- b. Leave the building without delay
- c. Do not stop to collect personal belongings
- d. Proceed to the appropriate assembly point:
 - i. Pupils and academic staff, Dome gardens
 - ii. Sports Centre staff and members, on Sports Centre car park.

2. What to do if the fire alarm sounds

- a. Leave the building immediately by the nearest exit.
- b. Proceed to the appropriate assembly point.
- c. Do not stop to collect personal belongings.
- d. Do not use the lift.

3. Staff responsibilities

- a. The Sports Centre Manager is responsible for ensuring that the Fire Brigade is contacted. If he is not on shift a responsible person will be nominated in advance.
- b. The responsible person will then phone the main School reception, advise the receptionist that the alarm is in progress and that the Brigade has been called. The School receptionist will then make contact with the Director of Pastoral Care and the Director of Operations and advise them of the situation.
- c. The academic staff are responsible for the evacuation of the school pupils and for escorting them across the road to the assembly point at the Dome. This should include any girls taking part in activities on the pitches. The academic staff members should collect and take the register for any lessons taking place with them. They should advise the Sports Centre responsible person when they have completed their evacuation.
- d. The Sports Centre staff, under the Manager's supervision and assuming it is safe to do so, are responsible for a sweep of the building, to include changing rooms and toilet facilities.

- e. The Sports Centre staff will direct all members, visiting lets and spectators, to the assembly point in the car park.
- f. In the event of a false alarm it is important that the system is not reset until the Fire Brigade have checked the building and are satisfied that there is no ongoing risk.

4. **Liaising with Fire Brigade**

- a. The Director of Operations, or in his absence the Sports Centre Manager or his appointed responsible person, will liaise with the Fire Brigade on their arrival at site.
- b. The Fire Brigade should be advised of the seat of the fire, if known, and the location of any person awaiting rescue within the building.
- c. The alarm system should not be reset or silenced until the Fire Brigade have checked the building and are satisfied that there is no ongoing risk.
- d. The responsible person should not allow anyone to re-enter the building until directed by the Fire Brigade that it is safe to do so.

5. **Returning to normal operation following a Fire Alarm at the Sports Centre**

- a. Once the Fire Brigade has deemed the building safe to re-enter, then the Sports Centre staff and members may do so.
- b. The responsible person will then make contact, via mobile phone **07841775812**, with the Director of Pastoral Care to advise her that it is safe for the pupils to return to lessons.

6. **In the event of a fire in another area of the School**

- a. If a Fire Alarm is triggered in another area of the School the main School receptionist is responsible for contacting the out-lying buildings; this will include the Sports Centre.
- b. On receiving an alarm call from the main reception, the Sports Centre staff are responsible for activating the Fire Alarm at the Sports Centre and initiating a full evacuation of pupils and members. In this instance there is no need for a call to the Fire Brigade by the Sports Centre staff.
- c. Following an activation in another area of the School, once a register of the members and Sports Centre staff has taken place at the assembly point, then the Sports Centre can return to normal operations.

Health & Safety Committee Terms of Reference

Aims

1. Reporting to the School Council's Governance and Legal Committee, the aims of the Health & Safety Committee (the Committee) are to:

- establish and maintain high standards of health and safety in keeping with legal requirements and with the Malvern St James Safety, Health, Environmental Protection and Fire (SHEF) and Fire Safety policies, as appropriate;
- set and monitor performance targets for health and safety, where it is considered that these are necessary;
- promote co-operation amongst all staff in instigating, developing and monitoring appropriate control measures so as to ensure the health, safety and welfare at work of all employees and non-employees and
- communicate to the relevant senior manager any points of importance or where an executive decision may need to be made at a higher level.

2. The Committee will meet these objectives by:

- regular examination of the effectiveness of the Safety, Health, Environmental Protection and Fire (SHEF) policies and their associated arrangements;
- the examination of risk control measures;
- the examination of accident and incident reports and related statistics;
- forwarding ideas that may be included in a training programme on health and safety topics;
- assessing the effectiveness of all health and safety training delivered to staff;
- the promotion of health and safety awareness amongst staff, pupils and visitors to the site;
- making recommendations for implementation either in practice or for inclusion in the policies, and
- considering reports by the relevant manager or from external consultants.

Membership

3. The Committee consists of the following members:

- A Chairman (normally Director of Operations)
- A Secretary to take the minutes (normally Head of Housekeeping)
- When available, a Council member from the Governance and Legal Committee who are nominated to oversee SHEF matters. (Currently Mr Richards, Vice Chair of Governors.)
- School representatives:

Admin	Katie Powell	KPO
Technicians	Bridget Evenett	BEV
Health Centre	Duty Staff	
Sports Centre	S Vaughan	SVA
Estates	E Waugh	EWA
Teaching Staff	Sarah Guy	SGU
House Staff	Liz Cole	ECO
Estates	Colin Hempstead	CHE
IT	Daniel Parvin	DPA
Catering	Anita Fisher	AFE

Prep	Linda Pritchard	LPR
PE Staff	Simon Vaughan	SVA
DT Staff	tbc	
Art Dept	tbc	
Expressive Arts	tbc	

4. The Headmistress will attend meetings of the Committee at least once a year. She will receive copies of all meeting agendas and minutes of meetings.
5. At the invitation of the Chairman, other members of staff, appropriate specialist consultants, pupils, and members of Council may, from time to time, attend meetings of the Committee in advisory or in “attendance only” roles.
6. The Committee will, in its membership and so far as is practicable, attempt to achieve a broad spread of representation of staff interests. The Committee may co-opt additional members for specific purposes or periods of time. In the event that an individual member is unable to attend, a named representative may attend by prior agreement with the Chairman.
7. Members of the Committee should see themselves as employee representatives with special interest, knowledge and skills, with the common objective of promoting and maintaining high standards in health, safety and welfare at work. They should monitor the effectiveness of the measures taken by Malvern St James and should recommend improvements. Individual managers remain accountable through normal channels for implementing all actions required by the SHEF Policy and for safe working practices. The legal status of Committee members is that, without prejudice to HASAWA, membership does not impose any additional legal duty on a member.
8. The Committee Chairman is responsible for ensuring that any relevant reports, recommendations and views are presented to senior management as appropriate.

Meetings

9. The Committee will meet at least once per term and normally once per half-term. An agenda will be circulated at least one week before the date of the meeting. Items for inclusion on the agenda may be submitted by any member of the committee who may then speak on the matter but, other than matters of emergency, they must be notified to the Secretary two working days before the meeting. The Committee will primarily concern itself with the effective operation of the SHEF and Fire Safety policies, systems and procedures and will not become involved in discussing solutions to local or day-to-day safety issues that should be resolved through normal managerial or administrative channels. The resolution of local safety issues should not be deferred until the next scheduled Committee meeting.
10. The recommendations of the Committee will be directed to the relevant manager for action in the first instance.
11. The minutes of the most recent meeting of the Committee are displayed on the Health and Safety Noticeboard and in the relevant section of the intranet; they may also be made available to inspectors and Council members.

Reportable Incidents

The School is bound by the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR) to report various serious incidents. Such significant accident/occurrence could be one of the following:

Specified Injuries

- Fracture of the skull, spine, pelvis and any bone in the arm or leg, but not bones in the hand or foot.
- Amputation of a hand or foot, or a finger, thumb or toe where the bone or joint is completely severed.
- Any Injury likely to lead to the permanent loss of sight or reduction in sight.
- Crush injury to head or torso causing damage to the brain or internal organs.
- Burn injury (including scalding) which covers more than 10% of the body or causes significant damage to the eyes, respiratory or other vital organs.
- Any degree of scalping requiring hospital treatment
- Loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia, heat-induced illness or unconsciousness requiring resuscitation or admittance to hospital for more than 24 hours.

Dangerous Occurrences There are 87 types of Dangerous Occurrences specified in the amended regulations of which the following are the most likely to affect the School.

- The collapse or failure of a load bearing part of a lift or lifting equipment.
- The explosion, collapse or bursting of any closed vessel.
- Electrical short circuit or overload causing fire or explosion.
- Any explosion or fire resulting in the suspension of normal work for more than 24 hours.
- Any unintended collapse of any building or structure under construction, alteration or demolition involving a fall of more than 5 tonnes of material or the fall of a wall or floor in a place of work.
- The accidental release or escape of anything that may cause serious injury or damage health.

Reportable Occupational Diseases The following are reportable following receipt of a written diagnosis:

- Carpal Tunnel syndrome
- Severe cramp of hand or forearm

- Occupational Dermatitis
- Hand-Arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributable to an occupational exposure of a biological agent

Pupils The RIDDOR regulations are designed to protect employees and others affected by the activity of the School. A reportable incident for a pupil or other non-employee would be one which had involved an injury arising from a work activity that required transfer to hospital from site. To be reportable there must be a causal link from the work activity, site conditions, organisation or supervision of the pupil or non-employee to the resulting accident. Accidents leading to precautionary transfer to hospital with no injury treatment required would not be reportable. A pupil breaking an arm tripping on an undone shoe lace would not be reportable but the same pupil breaking an arm falling over a trailing extension cable would be reportable.