



# **HARMONIZE ACADEMY**

## **HEALTH AND SAFETY POLICY**

<b>POLICY WRITTEN BY:</b>	<b>PRINCIPAL</b>
<b>DATE POLICY PREPARED:</b>	<b>MARCH 2013</b>
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**Trust, Respect, Compassion, Forgiveness**

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## First Aid Personnel

### September 2022

First Aid equipment is stored in Room 28. The Medical Room, Ground Floor, Left Corridor.

The de-fibrillator is stored in the school office, Room 32.

Role	Name	Location to cover
<b>Health &amp; Safety Officer</b> First Aid training updated 8/1/2020	Mr Michael Kearns Site Manager & Health & Safety Officer	Whole Building
<b>First Aider including Epipen</b> First Aid training updated 10/01/2023	Mrs Liz Cunningham Assistant Principal	Whole Building Trips & Activities
<b>First Aider</b> First Aid training updated 8/1/2020	Mr Wynn Ridge Assistant Principal	Whole Building Trips & Activities
<b>First Aider</b> First Aid training updated 10/01/2023	Ms Amelia Sherlock Teaching Assistant	Ground Floor
<b>First Aider</b> First Aid training updated 10/01/2023	Mrs Ann Marie Tunstall Teacher	Ground Floor
<b>First Aider</b> First Aid training updated 10/01/2023	Ms Michaela Webb Teacher	Ground Floor
<b>First Aider</b> First Aid training updated 8/1/2020	Mr Sam Elackman Technician	First Floor
<b>First Aider</b> First Aid training updated 10/01/2023	Mr Okaro Onowighose Teacher	First Floor
<b>First Aider</b> First Aid training updated 10/01/2023	Ms Denise Vaughan Teacher	First Floor
<b>First Aider</b> First Aid training updated 10/01/2023	Mr Neal King Teacher	Gym PE Trips & Activities
<b>First Aider</b> First Aid training updated 10/01/2023	Mr Liam McNab Teacher	Gym PE Trips & Activities

## Liverpool Community Health

Harmonize Academy is visited by school nurses from Liverpool Community Health to offer advice and health services including the administration of immunization programmes.

The nurses are available Mon-Fri 9.00am – 5.00pm during term time and school holidays.

**School Nurse:** – School Health Team, North Liverpool T 0151 300 8243 / 0151 295 3833

## Fire Safety Personnel

### September 2022

Role	Name	Location to cover
<b>Fire Safety Manager</b>	Mr Michael Kearns Site Manager & Health & Safety Officer	Whole Building
<b>Deputy Fire Safety Manager</b>	Mr Sam Elackman Technician	First Floor
<ul style="list-style-type: none"> <li>During lessons, Fire Marshals are responsible for ensuring their area is evacuated and for taking a roll call of students.</li> <li>At break, lunch and enrichment, Fire Marshals are responsible for ensuring the communal dining area and student toilets are evacuated and for taking a roll call of students.</li> </ul>		
<b>Fire Marshal</b>	<b>Miss Amelia Sherlock</b>	During lessons: <b>Ground floor, Science Corridor</b> At break, lunch, enrichment: Dining Room & Toilets
<b>Fire Marshal</b>	<b>Miss Michaela Webb</b>	During lessons: <b>Ground floor, Science Corridor</b> At break, lunch, enrichment: Dining Room & Toilets
<b>Fire Marshal</b>	<b>Ms Ann-Marie Tunstall</b>	During lessons: <b>Ground floor, Options Corridor and Music Suite</b> At break, lunch, enrichment: Dining Room & Toilets
<b>Fire Marshal</b>	<b>Mr Okaro Onowighose</b>	During lessons: <b>First Floor, Maths Corridor</b> At break, lunch, enrichment: Dining Room & Toilets
<b>Fire Marshal</b>	<b>Miss Denise Vaughan</b>	During lessons: <b>First floor, English Corridor</b> At break, lunch, enrichment: Dining Room & Toilets

**The ASSEMBLY POINT for this building is the PLAYGROUND**

## HEALTH AND SAFETY POLICY

### Introduction

It is the policy of Harmonize Academy to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation and to provide a healthy and safe working environment. The Academy's health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident free workplace. All employees will be provided with such equipment, information, training and supervision as are necessary to implement the policy and achieve the stated objective. The Academy is committed to ensuring the health, safety and welfare of staff, students and members of the public, Visitors, and the Disabled.

### Key Objectives

In order to achieve the stated aims the Academy has the following key objectives:

- To comply with the requirements of relevant legislation.
- To identify hazards (the potential for harm), assess risks (the likelihood of that harm being realised) and control those risks;
- To ensure that employees, students, volunteers and others are adequately informed of the identified risks and where appropriate receive instruction, training and supervision;
- To consult with staff' representatives on health and safety matters which are agreed at SLT meetings;
- To safeguard the environment from the effect of any of the Academy's activities;
- To monitor and review the effectiveness of arrangements and where appropriate implement improvements;
- To provide health surveillance where appropriate;
- To monitor and risk assess all outdoor activities.
- To ensure that the demands of activities do not exceed the capabilities of the staff or students to carry out the work without risk to themselves or others.
- The health and safety officer will have particular responsibility for reporting hazards and risks to the Governing Body in response to those identified by members of staff. This person will also be authorised to take immediate action where this is deemed necessary for the welfare of employees, students and others.
- The Academy's Health and Safety policy will be continually monitored and updated when changes in the scale and nature of operations occur. The policy will be updated at least every twelve months.
- To ensure that there is an adequate system for communicating health, safety and welfare information throughout the school. In particular that there are arrangements for consulting with staff on health, safety and welfare issues and for promoting collaborative working with staff representatives.
- To ensure that adequate regard is paid to health, safety and welfare considerations in all contracts entered into by the school. In particular co-ordinating any necessary safety arrangements with any contractors working on site, including sharing necessary information in respect of the asbestos management plan.
- To ensure that arrangements are in place to measure, monitor and review health, safety and welfare performance.
- To ensure that legionella risk assessments are undertaken by a competent person and recommendations implemented.

## Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

## **GENERAL GUIDANCE**

This general guide to Health and Safety does not cover every contingency. Further guidance can be obtained from other publications and from the Senior Staff Team. If you need advice on health and safety matters first contact the Harmonize Academy Business Manager, Mrs Catherine Martin.

**The designated Health & Safety Officer is Mr Michael Kearns, Site Manager & Health & Safety Officer who has achieved Level 3 Award in Health & Safety in the Workplace [14/03/2014].**

## **EMERGENCIES**

### **DO:**

- Follow school procedures in order to enable the Academy to carry out legal responsibilities under health and safety legislation.
- Make sure you know the emergency procedures, e.g. fire, accident, etc. and the location of your nearest first-aiders;
- Follow instructions.

### **DO NOT:**

- Interfere with or misuse any items or materials provided for dealing with emergencies;
- Attempt to deal with a fire before sounding the alarm;
- Put yourself at risk.

## **ACCIDENTS, INCIDENTS, NEAR MISSES AND HEALTH PROBLEMS**

### **DO:**

- Report all accidents, incidents and near misses to your line manager;
- Contact the nearest first-aider if necessary;
- Make your line manager aware of any medical condition that may put your health and safety at risk or which might necessitate specialised first-aid/medical treatment.

## **GENERAL**

Most accidents and ill health are avoidable! Usually they are caused by a combination of events. Many accidents are caused because a person did the wrong thing or failed to do the right thing. Carelessness could cause serious injury and/or endanger other people and cause damage to equipment or buildings.

### **DO:**

- Make sure you follow instructions;
- Ask if you don't understand;
- Work tidily;
- Ensure cuts and other wounds are adequately covered;
- Turn off gas, water and electricity after use;
- Wear correct personal protective equipment where appropriate.

### **DO NOT:**

- Take short cuts;
- Carry out hazardous work alone;
- Eat, drink, etc. at workstations;
- Interfere with apparatus and equipment that you are not directly concerned with.

## **SIGNING IN AND OUT**

Employees, facilitators, students, volunteers and any other visitor must sign-in when they arrive and sign out when they leave on the appropriate form. It is necessary to know who is in the building so that they can be accounted for in the event of a need to evacuate the building.

## **WORK OUTSIDE NORMAL HOURS**

Additional risks arise when working outside normal hours, e.g. the reduced availability of first-aiders and other assistance.

- Students/volunteers who wish to work outside normal hours must have permission from a member of staff;
- Staff wishing to work outside normal hours must make this intention known to their line manager.

## **FIELD WORK**

### **DO:**

- Follow advice and guidance from tutors;
- Risk assess each outing and check that the ratio between student and teacher is correct;
- Ensure that all health and safety measures are considered;
- Be aware of potential hazards.

### **DO NOT:**

- Put yourself at risk.

## **HAZARDOUS AREAS**

### **DO:**

- Take note of any signs that may indicate a hazard;
- Follow instructions.

### **DO NOT:**

- Enter areas unless you have been authorized / instructed to do so.

## **FIRE**

### **DO:**

- Store flammable materials in the correct manner.

### **DO NOT:**

- Allow rubbish to build up;
- Leave electrical fires on when leaving the room.

## **ELECTRICITY**

Electric shocks can burn and faulty electrical equipment can cause fires. A PAT testing system of all electrical equipment is in place and is carried out by a competent person. These are:

1. Mr Michael Kearns, Site Manager & Health & Safety Officer
2. Mr Samuel Elackman, Technician

Details are available separately.

### **DO:**

- Unplug equipment from the supply socket before altering or modifying connections or apparatus;
- Keep electrical equipment away from water;
- Report damage to wires or equipment immediately;
- Ensure sound connections and leads are of adequate current rating;
- Switch off and unplug all electrical equipment when not in use.

### **DO NOT:**

- Work with wet hands or stand on damp surfaces when using electrical equipment;
- Let flexible leads come in contact with hot surfaces, moving machinery or anything else which may cause damage;
- Remove earth connections, protective screens or covers from apparatus;
- Interfere with electrical services to buildings;
- Overload supply sockets;
- Carry out modifications or alterations other than in accordance with instructions as part of an approved experiment;
- Use equipment that has not got a current inspection/test label.

## **MACHINERY**

### **DO:**

- Observe proper procedures and precautions.

### **DO NOT:**

- Use machinery unless supervised or trained.

## **HAZARDOUS SUBSTANCES**

Many products, e.g. glue, paints, solvents, are labeled with warning signs to indicate that they can be dangerous if mishandled. Danger can also arise from mixing certain substances. Risks to health can arise from skin contact and from breathing air contaminated by these substances.

### **DO:**

- Follow instructions;
- Observe all hazard warnings on containers;
- Avoid contact with substances.

### **DO NOT:**

- Put anything in your mouth;
- Remove substances from the workplace;
- Mix substances unless you are following instructions and are certain that it is safe to do so.

## **INTRUDER POLICY**

*To be read in conjunction with the policies mentioned below.*

The Department for Education (DfE) has published advice regarding trespassers on school premises. It explains that while the public has no automatic right of entry to schools, trespass alone is a civil rather than a criminal offence. However, it says:

Section 547 of the Education Act 1996 makes it a criminal offence for a person who is on school premises without lawful authority to cause or permit a nuisance or disturbance.

In cases of abuse or threats to staff, students or other parents, schools may ban parents from entering the school.

It adds that if a person has committed an offence according to this regulation, he/she can be removed from the school. It goes on to explain who has the authority to carry out any removal.

If members of staff believe an intruder is about to commit a violent act, they should:

- Not challenge the person or try and remove them from the premises by force
- Inform a senior member of staff or reception immediately
- Move to a safe distance and note details of the intruder from a concealed position

## **Parental Access**

School premises are private property and the public has no automatic right of entry. Parents/carers will generally have permission from the school to be on school premises.

The extent of parent/carer access is explained in the Harmonize Academy Visitor Policy.

Parents exceeding this would be trespassing which is a civil offence.

Harmonize Academy may consider that aggressive, abusive or insulting behaviour, or language from a parent presents a risk to staff or students. It is enough for a member of staff or a student to feel threatened. In such a circumstance, schools have a power in common law to bar the parent from the premises.

## **Removing Intruders during the school day**

If there are reasonable grounds for suspecting that someone has committed an offence under section 547 then the offender can be removed from the school. The removal may be carried out by a police officer or a member of the SLT.

- The Crisis and Disaster Management Policy is available separately.
- The Site Security Policy is available separately.

## **RISK ASSESSMENT**

- As an employer, the law requires that we assess and manage the health and safety risks of our business.
- A risk assessment is a careful examination of what, in our work, could cause harm to people and the following shows the frequency, timeline and person responsible for assessing risk within the Academy.
- The Harmonize Academy Risk Management Policy and Procedures are available separately.

## FIRST AID POLICY

*Also available separately*

### Introduction

Harmonize Academy has a duty to provide suitable first aid arrangements for its employees, visitors, students, volunteers and agency staff, if they become ill or are injured at the Academy or under the jurisdiction of the Academy, on or off site.

The arrangements in this Policy Document comply with the Department for Education on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#) and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangement to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

First Aid should be provided where a person will need further medical treatment until such help arrives, and for the treatment of minor injuries. It should be noted that the treatment of minor illnesses, by the administration of tablets or medicines, falls outside the definition of First Aid.

Nominated First Aiders are responsible for administering limited first aid treatment, maintaining first aid kits and facilities, and summoning medical assistance when required. An up to date list of nominated first aid representatives is displayed at Reception and listed on the Academy website.

Harmonize Academy has a dedicated Medical Room located on the ground floor room 28.

## **Definitions**

A First Aider is a person who has attended an appropriate first aid training course, successfully completed and has a valid certificate.

First Aid means the following:

- Cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained; and
- Treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner or nurse.

## **Roles and responsibilities**

### **Responsibilities of the governing board**

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Principal and staff members.

### **The Principal**

The Principal is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times;
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role;
- Ensuring all staff are aware of first aid procedures;
- Informing all staff and the Site Manager of the location of the First Aid personnel and equipment available to them in their working environment via a notice displayed at Reception and on the Academy web site as minimum;
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place;
- Ensuring that adequate space is available for catering to the medical needs of students and provide adequate First Aid equipment;
- Reporting specified incidents to the HSE when necessary.

### **Appointed person(s) and first aiders**

Harmonize Academy's appointed person is the Health & Safety Officer who is responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

## **Role and Responsibilities of First Aiders**

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment;
- The administration of First Aid, up to but not exceeding the level of their training;
- If appropriate, refer the student to a senior member of staff who can arrange for the student to be collected from school, where necessary;
- Ensuring that any accident needing more than minor attention when on site is immediately referred to the nearest hospital and that Harmonize Academy's Assistant Principal is informed immediately. In the event of the Assistant Principal not being available, the Vice Principal or the Principal should be informed;
- Ensuring that any incident and treatment given is recorded in The Academy Accident Book and that any necessary documentation to comply with RIDDOR legislation (Reporting of Injuries Diseases and Dangerous Occurrences Regulations) is completed;
- Ensuring that all spillages of body fluids are cleared up promptly;
- Maintaining stocks in the First Aid kit/box;
- Ensuring their own recommended immunisations / injections are up to date; and
- Reporting any illness or injuries which would preclude their abilities to administer First Aid, to the Principal to arrange alternative cover;
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident;
- Attending refresher training;
- Keeping their contact details up to date.

Our school's Health & Safety Officer and first aiders are listed on page 1. Their names will also be displayed prominently around the school.

## **Responsibilities of Academy Staff**

All staff are responsible for:

- Ensuring they follow first aid procedures;
- Ensuring they know who the first aiders in school are;
- Completing accident reports for all incidents they attend to where a first aider is not called;
- Informing the Principal or their line manager of any specific health conditions or first aid needs;
- Any injury that occurs whilst at work must be recorded;
- Any member of staff who is injured should therefore follow the steps below:

### **Minor Injuries**

- Seek attention from the First-Aider;
- Record incident in the Accident Book.

If no further medical treatment is required:

- When the injury has been dealt with, the First-Aider should be informed of the circumstances in which the injury occurred;
- These should be recorded in the Accident Book.

If further medical treatment is required:

- This should be sought as soon as possible;
- At the earliest convenience, the first-aider should be informed of the circumstances in which the injury occurred;
- These must be recorded in the Accident Book.
- Other members of staff who witness such an injury should also report their observations to the first-aider;
- Witnesses may be asked to make a statement of their observations.

If, however the injured party is in hospital for more than 24 hours or if the injured party is off work for more than three days the Health and Safety for the Environment need to be notified.

### **COSHH**

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Health & Safety Officer and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

## **First aid procedures**

### **In-school procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment;
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives;
- The first aider will also decide whether the injured person should be moved or placed in a recovery position;
- If the first aider judges that a student is too unwell to remain in school, parents/carers will be contacted by a senior member of staff and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers;
- If emergency services are called, the Vice Principal will contact parents immediately;
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

### **Off-site procedures**

When taking students off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents'/carers' contact details

Risk assessments will be completed by the Assistant Principal prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider on school trips and visits.

## First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Individually wrapped triangular bandages
- Individually wrapped sterile unmedicated wound dressings (assorted sizes)
- Goggles
- Aprons
- Surgical grade gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- All science labs
- All design and technology classrooms
- The school kitchens
- School vehicles

The school purchased an automated external defibrillator in June 2018.

It is stored in the school office, Room 32.

**Trained staff:** Carl Parkinson, Vice Principal; Gerard Tiernan, Assistant Principal/SENCo; Assistant Principal, Liz Cunningham; Mike Kearns, Site Manager/H&S Officer.

**Teaching & Support staff:** Matty Baines; Vicky Baker; Lisa Bektas; Michelle Bentley; Jen Breeze; Emily Charlton; Sarah Corby; Chloe Elackman; Becky Evans; Anthony Gilboy; Sharon Gregson; Beth Hanna; Sean Holt; Loretta Jamieson; Holly Kilvington; Neal King; Tony Lawson; Sam Lester; Emily Maxwell; Jack McCormick; Liam McNab; Terri Meadows; Tom Miello; Vicky Moore; Franny Mulrooney; Ellie Newton; Karo Onowighose; Sam Pearson; Mea Rigby; Millie Sherlock; Oliver Shore; Becky Smith; Sam Sullivan; Ali Thompson; Ann-Marie Tunstall; Denise Vaughan; Michaela Webb; Laura Yankey.

**First Aid, CPR and Defibrillator training delivered by *I Can Save a Life*, 10.01.2023 – validity 2 years**

## **Record-keeping and reporting**

### **First aid and accident record book**

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury;
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form;
- A copy of the accident report form will also be added to the pupil's educational record. Records held in the first aid and accident book will be retained by the school for a minimum of 12 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### **Reporting to the HSE**

The Vice Principal will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Vice Principal will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding) which: cover more than 10% of the body; or cause significant damage to the eyes, respiratory system or other vital organs;
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital

- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

## **Training**

- All school staff are able to undertake first aid training if they would like to.
- All first aiders must have completed an appropriate training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.
- Staff are encouraged to renew their first aid training when it is no longer valid.

## **Monitoring and Review Arrangements**

- This policy will be reviewed by the Vice Principal every year.
- At every review, the policy will be approved by the Senior Leadership Team, the Finance & Resources Committee and the full governing board.
- Accident Book records will be monitored by the First-Aider and any recurrent problem will be brought to the attention of the Harmonize Academy Business Manager.

### School Asthma Management Plan

#### How to Recognise Asthma is getting worse

If he/she has:

- increased cough.
- increased wheeze.
- increased breathlessness.
- or if he/she is needing to use the Reliever (Blue inhaler) more than 4 hourly.

#### What to do

Give 2 puffs of Reliever (Blue Inhaler).

Wait 5 minutes. If no improvement Repeat.

Wait for a further 5 minutes. If no improvement give 1 puff of Reliever (Blue Inhaler) every 30 seconds up to 10 doses.

Call the parents or seek Medical Advice.

#### Medical Alert/Emergency

If he/she is:

- breathing faster than usual;
- using his/her tummy muscles to breathe;
- having difficulty in speaking (due to his/her asthma symptoms);
- having difficulty in walking (due to his/her asthma symptoms);
- pale or blue around the lips.

#### What to do

DIAL 999 - YOU MUST SEEK MEDICAL HELP

Give 1 puff of the RELIEVER (Blue Inhaler) every 30 seconds up to 10 doses using a large volume spacer continue every minute till help arrives.

## **AUTOMATED EXTERNAL DEFIBRILLATOR (AED) DEFIBRILLATOR TRAINING**

The school purchased an automated external defibrillator in June 2018.  
It is stored in the school office, Room 32.

**Trained staff:** Carl Parkinson, Vice Principal; Gerard Tiernan, Assistant Principal/SENCo; Assistant Principal, Liz Cunningham; Mike Kearns, Site Manager/H&S Officer;

**Teaching & Support staff:** Matty Baines; Vicky Baker; Lisa Bektas; Michelle Bentley; Jen Breeze; Emily Charlton; Sarah Corby; Chloe Elackman; Becky Evans; Anthony Gilboy; Sharon Gregson; Beth Hanna; Sean Holt; Loretta Jamieson; Holly Kilvington; Neal King; Tony Lawson; Sam Lester; Emily Maxwell; Jack McCormick; Liam McNab; Terri Meadows; Tom Miello; Vicky Moore; Franny Mulrooney; Ellie Newton; Karo Onowighose; Sam Pearson; Mea Rigby; Millie Sherlock; Oliver Shore; Becky Smith; Sam Sullivan; Ali Thompson; Ann-Marie Tunstall; Denise Vaughan; Michaela Webb; Laura Yankey.

**First Aid, CPR and Defibrillator training delivered by *I Can Save a Life*, 10.01.2023 – validity 2 years**

See DfE guidance about automated external defibrillators (AEDs) in schools:

<https://www.gov.uk/government/publications/automated-external-defibrillators-AEDS-in-schools>

## **FIRE SAFETY POLICY**

*Also available separately*

It is the Academy's policy to protect the welfare of all students, employees, visitors, volunteers and contractors on its premises from the hazards of fire by ensuring safe premises and systems of work, as far as is reasonably practicable and in compliance with Fire Safety Legislation.

This document provides a framework for the Senior Leadership to plan, organize, control, monitor and review the protective and preventative measures in relation to Fire Safety. The Fire Safety policy will be subject to review on an annual basis.

### **Fire Safety Legislation: The Regulatory Reform (Fire Safety) Order 2005**

The Regulatory Reform (Fire safety) Order 2005 came into effect on 1<sup>st</sup> October 2006.

These Regulations replace all existing Fire Safety Legislation with a risk-based regime.

The Academy will operate in accordance with statutory duties and ensure that there are clearly defined managerial responsibilities for fire safety within the Academy by ensuring:

- There is an adequate fire warning system which is maintained;
- Safe means of escape;
- We maintain fire-fighting equipment on an annual basis;
- We have nominated competent personnel and train them to implement fire-fighting measures;
- Compulsory training for all staff, contract and voluntary workers in fire safety;
- At least one fire drill is carried out every term;
- Good housekeeping practices to minimise the risk of fire;
- Risk assessments are carried out on a regular basis;
- Funds are allocated to enable essential works.

### **Fire Safety and Organisation Responsibilities**

The Board of Trustees carries and accepts ultimate responsibility for the discharge of the Academy's legal duties.

The responsibility for the safety of the occupants and those who might be affected by a fire rests with a defined 'Responsible Person'. Implementation of the Academy's Fire Safety is a line management responsibility and the day to day operational responsibility has been delegated to the Principal who in co-operation with the Site Manager and Fire Officer will ensure successful implementation.

### **Duties of the Responsible Person**

The Responsible Person is to take such general fire precautions that are necessary to ensure the safety of students, staff, visitors, volunteers and contractors within and in close proximity to the Academy premises. The General Fire Precautions are detailed as below:-

- Reduce the risk of and spread of fire;
- Provide a secure and safe means of escape from the building at all times;
- Provide means of fighting fires;
- Provide means for detecting and giving warning of fire;
- Implement measure and actions to be taken in the event of a fire by providing instruction and training of employees and measures to mitigate the effects of fire;
- Provide a suitable system of maintenance of all general fire precautionary arrangements.

### **Management Responsibilities**

The persons having the responsibility for managing Fire Safety are:

1. The Site Manager & Health & Safety Officer
2. The IT Technician

### **Employee's Responsibility**

Article 23 of the Regulatory Reform (Fire Safety) Order 2005 places a responsibility on every employee and volunteer. These responsibilities are:-

- To take reasonable care for the safety of themselves and others who may be affected by their acts or omissions at work;
- To co-operate with their employer in complying with Fire Safety Legislative requirements;
- Inform the employer of any situation that would represent a serious and immediate danger to the safety of persons from fire and any shortcoming in the Academy's protection arrangements for safety.

**Fire Risk Assessment** See Appendix 1 *Available separately*

The **Fire Risk Assessment** was conducted at Harmonize Academy on behalf of the Responsible Person by experienced and qualified Fire Safety Consultants: FireRiskAssessments.com on 12 December 2013 Reviewed by the Responsible Person, Michael Kearns, Site Manager & Health & Safety Officer November 2017.

The Fire Risk Assessment will be reviewed on an annual basis or following significant changes to the size, layout and use of the building.

Any temporary structure erected on site must be subject to a Fire Risk assessment prior to its use. The assessment is to ensure there are no fire hazards and the means of escape are satisfactory for the numbers of persons who are likely to use it.

### **Fire Risk Control Plan**

- **A Fire control plan is in place which covers use and maintenance of all fire exits, panel operation and fire-fighting equipment.**
- **This is controlled in house by the Fire Safety Officer.**
- **All Fire Marshals are trained to use the fire-fighting equipment.**
- **A decision to call the fire brigade would be made by the Fire Safety Officer if a fire is deemed to be out of control.**

## Revision of Risk Assessment

- 1.1 It is a statutory requirement for the Responsible Person to ensure that the risk assessment is reviewed regularly to keep it up to date particularly if:
- a) There is reason to suspect it is no longer valid; or
  - b) There has been a significant change in the matters to which this assessment relates including when the premise, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions or conversions;
  - c) Following a near miss (after a fire or where evidence suggests that a fire could have occurred).
- 1.2 The fire precautionary arrangements will be checked annually and that all fire related equipment and fittings are regularly maintained and serviced in accordance with manufacturers and British Standard recommendations.
- 1.3 **Mike Kearns carried out an internal review in November 2021. The next internal review will be conducted by 1<sup>st</sup> December 2022. In any event, a full review will be carried out by a competent person within 3 years or, if longer, as soon as it is safe for an external competent person to visit to carry this out.**
- 1.4 An external fire risk assessment of the school buildings was carried out by Fire Officers from Kensington Fire Station, Liverpool on 5<sup>th</sup> September 2017. There were no issues of concern. **The next external review will be carried out by a competent person within 3 years or, if longer, as soon as it is safe to do so. As this is due, Mike Kearns contacted the Chief Fire Officer at Kensington Fire Station, Liverpool on 12<sup>th</sup> November 2020. The CFO explained that visits were currently suspended owing to the COVID-19 pandemic and a review would be arranged as soon as it is safe to carry this out. MK confirmed that this situation had not changed (Nov 2021).** MK advised the CFO that the school's current fire risk assessment is available on request. In the meantime, the current fire safety measures at Harmonize Academy should be considered as fit for purpose. A fire officer from Kensington Fire Station (T 0151 296 5415) made a site visit on 29<sup>th</sup> July 2022 to ensure the information and contacts they hold for the school are up to date. They were informed about the site expansion. Next visit July 2024.

## Reducing the Risk and Spread of Fire

Through the Fire Risk Assessment process, all fire hazards in the workplace will be identified and the risk of fire evaluated. Taking account of the control measures in place, where applicable, the Fire Safety Manager will maintain all reasonable practical measures to eliminate or control those fire hazards. The risk of fire is to be reduced by the staff training, regular visitors and volunteers in Fire Prevention and the Fire Risk Assessment process.

## Providing a Safe Means of Escape

*See Emergency Evacuation Procedure below*

A safe and secure means of escape from all premises will be maintained at all times. During normal working hours the Fire Safety Manager and staff will ensure that Fire Exit doors are unlocked and available for use at all times when the premises are occupied. These doors and the routes to them must be free from obstruction at all times. In addition, the doors must be able to be easily opened

without the use of a key regularly inspected and maintained in a good state of repair. Any defects are to be reported to the Fire Safety Manager for action to be taken.

When the fire alarm has activated, all students, employees, visitors, volunteers and contractors are to be evacuated to the designated Assembly Point, which is the SCHOOL PLAYGROUND.

### **Emergency Lighting**

Emergency Lighting is provided in the premises and tested periodically by competent persons in accordance with BS 5266. The results of the tests must be recorded in the Log Book.

### **Fire Safety Signs**

- Fire safety signs are provided throughout the Academy premises to indicate the Emergency Routes and Exits.
- The signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and BS 5499-4:2000.
- All emergency exit routes are to be identified with appropriate Fire Exit signs.
- All Fire Exit doors display the appropriate Fire Exit sign above them.
- Signs that show indications of wear are to be reported to the Fire Safety Manager.

### **Fire Fighting Equipment**

Portable firefighting equipment is provided and strategically sited throughout the Academy premises. The type, numbers and locations have been selected for the appropriate type of risk. All extinguishers are hung on wall brackets or placed on suitable stands. In addition, all equipment is provided with appropriate signs displaying the type of extinguisher and the category of fire they can be used on. Employees are to make themselves aware of the location of the extinguishers and the information on the signs above them.

Fire extinguishers are subject to a routine Maintenance Contract. The Maintenance Contractor will put a label on each extinguisher indicating their name and telephone number. In addition, all test, defects and replacements are to be recorded in the Fire Safety Log Book.

Fire Extinguishers are only to be used by persons who have specific training in their use. The main purpose of this equipment is to assist in the means of escape of persons from the building. If a fire is discovered the main focus should be on the operation of the Fire Alarm, calling the Emergency Services and initiating the Fire Evacuation Procedure.

### **Fire Detection and Warning System**

This building is provided with an electrically operated fire alarm and detection system. The system is subject to periodic testing and maintenance in accordance with BS 5389. The results of the tests must be recorded in the Log Book.

### **Emergency Plan**

See Appendix 2 *Also available separately*

An Emergency Plan is provided for this building. The purpose of the Emergency Plan is to ensure all members of staff are made aware of what to do in the event of a fire occurring and to ensure the safe evacuation of all persons from the premises. In the event of a fire, the Emergency Plan is to be put into operation. The Emergency Plan will be subject to regular review.

## **Fire Procedures**

The specific actions to be taken in the event of a Fire Incident are detailed in the brief within Fire Action Notices sited adjacent to every manual fire alarm call point and emergency exit. The Notices provide brief information to the occupants of the building on actions to take in the event of a fire and the location of the Assembly Point.

Special provisions are provided on how to evacuate persons who may be disabled from the building in the event of a fire incident.

**No member of staff must put themselves at risk.** If any of the occupants are unwilling to comply with the Fire Procedures, the Fire & Rescue Service should be informed on their arrival of any persons who remain at risk inside the building.

## **Fire Safety Training of Employees**

- Fire Safety Training will be arranged and conducted to comply with the current Fire Regulations.
- All new members of staff will receive training on commencement of employment.
- All members of staff will receive training on an annual basis.

## **EMERGENCY EVACUATION PROCEDURE**

- All employees and students should familiarise themselves with the sound of the fire alarm, location of stairways and emergency exits;
- Do not run or stop to collect belongings;
- It is important that all doors are closed to contain the fire and where possible windows should be closed;
- Evacuation should take place via the nearest available fire exit;
- The assembly point is the school playground.

### **Procedure:**

1. If you discover a fire, activate the nearest fire alarm break glass point.
2. Inform Reception who will call 999.
3. If the fire has not spread from its point of origin, attempt to extinguish the fire by using the correct fire extinguisher – ONLY IF YOU HAVE BEEN TRAINED IN ITS SAFE USE. DO NOT PUT YOURSELF AT RISK.
4. Teachers on hearing the alarm should take the student register and lead the students from the building in an orderly manner, using the nearest fire exit.
5. The Fire Marshals are responsible for ensuring their students are vacated to safety and should leave the building in an orderly manner.
6. The Receptionist on hearing the alarm will take the volunteer and visitors' signing in/out books and leave the building. She/he will take them to the assembly point and conduct roll call.
7. The Harmonize Academy Business Manager will take the staff signing in sheets to the assembly point and conduct a roll call.
8. The Site Manager and Fire Officer will carry out a trawl of the building, checking rooms and toilet areas to ensure all rooms have been evacuated, closing all doors behind them on their way out to safety.
9. Do not re-enter the building for any reason until instructed by the Fire Safety Manager that it is safe to do so.

### **Roll Call**

- The Business Manager is responsible for coordinating the head count and advising the Fire Officer and Fire Services of any unaccounted people
- The Receptionist will account for volunteers and visitors and report any missing persons to the Fire Safety manager.
- The class teachers will account for students in their learning groups and report any missing persons to the Assistant Principal; or if the roll call is taken during breaks, the Assistant Principal will account for all students. The Business Manager will account for all staff.
- To assist in accurate accounting all members of staff **must** sign in and out when leaving the building on business.

### **Re-entering the Building**

Only on the advice of the Fire Safety Manager should people be directed to re-enter the building.

### **Fire Drill**

- The process of Fire Drills and Evacuation should be taken very seriously by all personnel.
- The Fire Safety Manager should ensure that all staff members are made familiar with the Fire Evacuation Procedures.
- In the event of a fire drill, staff will be notified at least one day in advance.
- To ensure that staff members are capable of dealing with a full evacuation of the premises, the Fire Safety Manager will ensure that a Fire Drill is carried out at least once a year.
- The above procedure should be followed.

## Fire Safety Personnel

Role	Name	Location
<b>Fire Safety Manager</b>	Mr Michael Kearns Site Manager & Health & Safety Officer	Whole Building
<b>Deputy Fire Safety Manager</b>	Mr Sam Elackman Technician	First Floor
<ul style="list-style-type: none"> <li>During lessons, Fire Marshals are responsible for ensuring their area is evacuated and for taking a roll call of students.</li> <li>At break, lunch and enrichment, Fire Marshals are responsible for ensuring the communal dining area and student toilets are evacuated and for taking a roll call of students.</li> </ul>		
<b>Fire Marshal</b>	<b>Miss Amelia Sherlock</b>	During lessons: <b>Ground floor, Science Corridor</b> At break, lunch, enrichment: Dining Room & Toilets
<b>Fire Marshal</b>	<b>Miss Michaela Webb</b>	During lessons: <b>Ground floor, Science Corridor</b> At break, lunch, enrichment: Dining Room & Toilets
<b>Fire Marshal</b>	<b>Ms Ann-Marie Tunstall</b>	During lessons: <b>Ground floor, Options Corridor and Music Suite</b> At break, lunch, enrichment: Dining Room & Toilets
<b>Fire Marshal</b>	<b>Mr Okaro Onowighose</b>	During lessons: <b>First Floor, Maths Corridor</b> At break, lunch, enrichment: Dining Room & Toilets
<b>Fire Marshal</b>	<b>Miss Denise Vaughan</b>	During lessons: <b>First floor, English Corridor</b> At break, lunch, enrichment: Dining Room & Toilets

## **APPENDIX 1 see separate document Fire Safety Risk Assessment**

## **Appendix 2 Fire Precautions Log Book**

The Fire Precautions Log Book is kept in the Site Manager's Office, Ground Floor Room 46.

The Site Manager & Health & Safety Officer keeps the log book up to date.

The contents of the log book are:

- Fire Safety Advice
- Record of Visits by Fire Brigade Officer
- Fire Alarm Systems
- Firefighting Equipment
- Emergency Lighting Systems
- Record of Tests
- Fire Instructions
- Fire Drills
- Internal Fire Doors
- Final Exit Doors

## **Appendix 3 Emergency Plan**

### **Contents**

- General Information
- General Fire Procedures
- Fire Fighting
- Fire Marshals and their role
- Fire Marshal Searching Procedures
- The Fire Safety Manager
- False Alarms
- Fire Safety Training
- Contingency Plans
- Transport
- Utility Services
- Unsafe Structures and security
- Welfare of Staff, Visitors and other Relevant Persons

### **General Information**

The purpose of the Emergency Plan is to ensure that the Responsible Person and all relevant persons are clearly aware of their responsibilities in relation to fire. In addition, all personnel who are in the premises need to know what to do in the event of a Fire Incident and, to ensure the premises can be evacuated and all persons accounted for during the operation of the Fire Alarm. In the event of a fire these procedures are to be put into operation.

The fire alarm for this building will activate on the operation of a Break Glass Alarm Call Point. This premise is also protected by an automatic fire detection system.

The alarm is electrical sounder and is tested weekly.

A manual 999 call if required should be made by:

- a) A nominated person.

The Fire and Rescue Service will require certain information, such as:

- a) The name of the person making the call
- b) The premise name and address
- c) The telephone number
- d) Brief details of Fire Incident if possible.

Fire Action signs are strategically sited in all areas of the building. These indicate the action to be taken both on discover of Fire or hearing the Fire Alarm. The location of the Assembly point to be used may also be identified on this sign.

Fire Exits and Extinguishers are clear marked and located at strategic locations around the building. During a Fire incident the occupants of these premises are to evacuate and proceed to the Assembly Point. The main escape routes from the premises are identified by Fire Exit direction signage.

## **The ASSEMBLY POINT for this building is the PLAYGROUND**

The person having the responsibility to maintain this plan up-to-date and ensuring the building maintains compliancy is the Responsible Person for the Premises.

### **General Fire Procedures**

#### **Discovery of a Fire Incident**

- a) Raise the alarm by breaking the glass in one of the fire alarm call points situated at strategic locations around the building.
- b) Evacuate via the nearest available Fire Exit. If possible close the window and doors as you go.
- c) Go to your designated Assembly point and await further instructions.

#### **Action upon hearing the Alarm**

Leave the building by the nearest available Fire Exit. Fire Marshals will take control of the evacuation during the operation of the Fire Alarm.

- Do not stop to collect personal belongings.
- Walk to the nearest Fire Exit and leave the building.
- Proceed to the Assembly Point.
- Where possible, ensure all vehicles which may cause an obstruction to the premises are removed prior to the attendance of the Emergency Services.
- Do not attempt to re-enter the building until you have been authorised to do so by either the Senior Fire & Rescue Service attending or the Fire Safety Manager.
- **Never assume it is a False Alarm or a Fire Drill**

**N.B.** All staff should ensure they are aware of these procedures and the location of the Assembly Point to be used during an emergency situation.

### **Fire Fighting**

Fire extinguishers are provided at strategic locations around the premises. The main purpose of having such equipment is to assist with the means of escape of the occupants for a building where their route may be impeded by a fire.

Although personnel may be trained in the use of Fire fighting equipment, personnel are **NOT** expected to fight fires.

## **IF IN DOUBT – GET OUT**

It is in your own interest:

- a) To study this Notice, to know what to do in the event of a fire.
- b) To make yourself familiar with all means of escape in case of a fire.

## Fire Safety Manager and their role

- The Fire Safety Manager for the building is the Site Manager and Health & Safety Officer
- There is a named Deputy Fire Safety Manager for the building.
- These two persons have a responsibility in two areas, one in a normal/safe condition and the other during the operation of the Fire Alarm.

### Duties of the Fire Safety Manager (Safe Condition)

- Liaise with the Fire Marshals on all fire safety issues.
- Nominate the personnel who are to act as Fire Marshals.
- Ensure the minimum numbers of Fire Marshals are maintained up to date.
- Ensure new Fire Marshals receive training in the practical application and operation of the Fire Procedures.

### Duties of the Fire Safety Manager (Fire Condition)

Upon the discovery of a fire or on hearing the Fire Alarm, the Fire Safety Manager should immediately evacuate from the building and proceed to the **Assembly Point** which is **pre-designated** for the use of the Fire Safety Manager and Fire Marshals.

Coordinate in person with Fire Marshals to ascertain the evacuation status as soon as possible; the main objective is to complete the evacuation process before the arrival of the Fire & Rescue Service.

Once complete evacuation of the building is confirmed, no further action maybe required other than to confirm this to the Fire & Rescue Service when they arrive. Any other actions will be directed by the Senior Fire Officer in attendance.

Where possible, staff who are familiar with the building Utility Services should be made available to give assistance to the Fire & Rescue service should any (Gas/Electricity) require isolation.

If any Fire Marshals do not appear at the pre-designated Assembly Point by the time the Fire Service arrive, then the Senior Leadership Team must convey the information to the Senior Fire Officer upon arrival.

Should any person be suspected as missing or unaccounted for, then as much information as possible should be gained as to their last known location. This information should then be passed on to the Fire service preferably on arrival. The term “**Person’s reported missing and their last known location**” should be provided to the Senior Fire Officer attending. This statement is terminology understood by all Fire & Rescue personnel which clearly indicates life may be at risk.

### Duties of the Fire Safety Manager

The duties of the Fire Safety Manager are divided into two separate parts:

Role of the Fire Marshal during Normal Working Hours

Be vigilant as to the location/condition of the fire-fighting equipment within these premises.

- a) Has the equipment been tampered with?
- b) Is there new equipment in the area?

**Be aware of any breaches in the Fire Precautions within the premises.**

- a) Doors wedged open.
- b) Fire extinguishers missing/not in correct position.
- c) Fire escape routes blocked.
- d) Fire exit doors are obstructed or blocked.

Be aware of any occupants within the premises who may have any form of disability and require assistance to make a speed evacuation. For example, persons who are;

- a) Deaf.
- b) Partially sighted
- c) Have a physical disability
- d) Not English speaking.

In any major difficulties are encountered or queries arise, contact a member of the Senior Leadership Team.

Always ensure the role of the Fire Safety Manager is covered during periods in which the premises are open.

### **Fire Marshals and their role**

The Fire Marshals are members of staff who assist in managing Fire Safety within the building on a day to day basis the Fire Marshals for this premises are:

#### **Role of the Fire Marshal during the actuation of the Fire Alarm (Other than for routine testing)**

When the Fire Alarm is activated, the Fire Marshals' responsibility is to ensure all persons are evacuated safely out of the building in their designated area.

Ensure a '**sweep search**' of their designated area of the building is completed within an acceptable timescale. The main objective being to confirm all of the occupants of the building have safely vacated the building prior to the arrival of the Fire and Rescue Service.

Fire Marshals should consider their own safety at all times and should refrain from taking unnecessary risks.

The Fire Marshals should endeavour to keep calm at all times during an emergency and show authority in dealing with the situation.

### **WHEN THE ALARM SOUNDS YOU ARE IN CHARGE!!!**

**In a loud clear voice, request the occupants of the premises to stop everything they are doing and leave the premises via the nearest available Fire Exit.**

Control unauthorised re-entry of people into the building during the operation of the Fire Alarm.

On completion of this role, the Fire Marshal should report to the Fire Safety Manager who will be found at the:

**Pre-Designated Assembly Point is the Playground**

Information should then be conveyed as soon as possible that the premises have been successfully evacuated.

Fire Marshals may be used to help keep people away from the building in case of danger such as breaking glass. Do not re-enter the building unless authorised to do so by the Fire Safety Manager or the Senior Fire Service Officer Attending.

### **REMEMBER**

**FIRE MARSHALS MUST NOT IN ANY CIRCUMSTANCE PUT THEIR OWN SAFETY AT RISK**

### **Fire Marshal Searching Procedures**

The 'sweep search' procedure should be carried out swiftly yet calmly. The main objective is to complete the evacuation process before the arrival of the Fire and Rescue Service. During the 'sweep search' process it is possible that the Fire Marshal may discover the Fire incident, at this stage the searching procedure for safety reasons must be terminated. If possible and from a safe point, make a brief visual assessment of the incident and report findings to the Fire Safety Manager at the Pre-Designated Assembly Point.

Should your visibility become impaired, difficulties experienced because of smoke and a 'sweep search' cannot be completed, evacuate by the nearest available Fire Exit and report your findings to the Fire Safety Manager.

### **False Alarms**

All alarms are to be treated as full-scale emergency until the hazard status has been confirmed by the person who has operated the alarm or by someone in authority who is aware of the situation.

If 999 has been called the Fire service will still send at least one appliance to the site, so the **Fire Safety Manager** should be at the pre-designated **Assembly Point** to liaise with them.

**The following procedures are to be following in the event of a False Alarm and will be coordinated by the Fire Safety Manager.**

The alarm signals will be left activated until the building(s) have been evacuated.

- The Fire Safety Manager will inform the Fire Service that the Alarm is false.
- Upon arrival of the Fire service, adhere to their instructions.
- The alarm can be silenced when the hazard status is confirmed as false however, the alarm panel should only be reset on authority of the Senior Fire & Rescue Officer attending.

### **Fire Safety Training**

- Fire safety training will be given to all new employees at commencement of employment and will include:
  - Location of all Fire Exit Doors and Emergency routes.
  - Actions to be taken in the event of a Fire Alarm sounding.
  - Actions to be taken on discovering a fire.
  - The importance of keeping fire doors shut.
  - The importance of maintaining clear exit routes.
  - The location of the Assembly point.

**Fire Safety Training will be provided for all employees on an annual basis. The subject matter will include the following:**

- Actions to be taken in the event of a Fire alarm sounding.
- Action to be taken on discovering a fire.
- The importance of keeping fire doors shut.
- The importance of maintaining clear exit routes.
- Location of fire extinguishers and their use.
- General fire awareness on how fires can start and develop.
- The significant findings of the Fire Risk Assessment.
- An understanding of the fire alarm system to avoid false alarms.

Where appropriate, staff having responsibilities for Fire Safety, will receive specific training commensurate to their particular role.

All training activities are recorded in the Fire Safety Log book. Names of all persons receiving training and the name of the person providing the training must be recorded with the date, durations and type of training given.

### **Contingency Plans**

Detailed below are other arrangements which may have to be implemented during a Fire Incident and/or if any Life Safety Systems i.e Fire Alarms be out of order.

Should the fire alarm not operate when required the Senior Leadership Team should ensure that Emergency Services are notified without delay. **The Fire Safety Manager and the Fire Marshals** should immediately implement a Voice Operated Fire Evacuation procedure to ensure the building is cleared of people as soon as possible. Preferably before the arrival of the Fire Service.

### **Before a fire**

The Senior Leadership Team is committed to complying with Fire Safety and Health and Safety Legislation in order to protect the lives of staff and visitors from fire. Every effort is made to prevent a Fire Incident from occurring, it is therefore stressed that all employees have a responsibility to comply with the premise's Fire Safety Policy.

### **During a fire**

Should a fire occur on site, the procedures to be followed by all staff members are detailed within this document. These will form part of every Fire Safety training session and will be tested by conducting a practical evacuation exercise every **six months**. The fire drill needs to ensure that all staff are confident of their individual roles. The results of each exercise will be recorded in the relevant section of the **Fire Safety Log Book**.

## **After a fire**

The consequence of a fire occurring can be devastating. It is hoped that the procedures and general fire precautionary arrangements will have prevented injury to any person that may have been affected by a fire. After a fire the following actions must be considered. It must be remembered that a number of agencies will be interested following a fire. These can be as listed as:

- Press
- Insurers
- Environment Agency
- Gas, Electricity and Water services.

## **Transport**

The Principal will decide if transport is required to transfer staff/students off site.

## **Utility Services**

It is important to ensure that Gas and Electricity supplies are isolated to prevent re-ignition. If any services are affected the Company is to be contacted to ensure continuing supply of unaffected buildings.

## **Unsafe structures and Security**

Contractors are to be engaged to shore up any unsafe structures and secure parts of the building that may allow access to undesirable persons and prevent pilfering.

## **Welfare of staff, students, visitors and other relevant persons**

Additional welfare, medical and catering arrangements may have to be provided where possible to alleviate the distress caused to relevant persons. These facilities can be provided by using other external arrangements if necessary.

## **Appendix 4 Asbestos Management Plan** (Available separately)

### **Introduction**

The Asbestos Management Plan amplifies requirements that all site works be planned and executed in such a manner so as to avoid the risk of accidental disturbance of Asbestos Containing Materials. The plan is intended to protect site personnel together with Operatives or Contractors who may visit site for remedial works. The requirements of the plan are that operations are performed in accordance with the Regulations in force at this time, and that in the event of a case where site personnel may come across a material or substance that may contain Asbestos tested procedures are in place to provide adequate response.

- The Plan is a live document and will be reviewed and updated at regular intervals to keep it current with the progression of the building and with any remedial works.
- At the time of writing a Survey has been conducted and held on file.  
Survey reference number 10180 carried out by ACM surveys 30/01/2013.

### **Brief Description of the site**

Harmonize Academy is a purpose-built school that has undergone several refurbishments. The building consists of 20 rooms, all identified on survey and included on the plan.

### **Maintenance**

The site is overseen by a full time Site Manager and Health & Safety Officer. He has undertaken Asbestos Awareness Training [Sep 2019 (expires Sep 2021)]. He is the designated person responsible for the Asbestos Management Plan. Refresher training to be undertaken asap.

### **Communication**

All operatives or Contractors to site will be assessed prior to issue of work instruction. Where the Maintenance Manager feels that the work activity involves refurbishment, he will insist that all operative contractors provide proof of Asbestos Awareness training prior to arrival on site.

The contents of this plan will then be shown to operatives/Contractors.

### **Responsibilities**

The Principal will ensure that adequate resources are allowed for the provision of the **Asbestos Management Plan**. The responsible person for overseeing the plan is the Site Manager & Health & Safety Officer.

### **Control Measures**

**In addition to information instruction and training, it has been decided to monitor the work activities at site level over a 12-month period to understand the type of work that may cause accidental disturbance.**

**It is not felt necessary to place signs at relevant points due to the places when ACM's have been identified.**

- **The Refurbishment / Demolition Asbestos Survey** was carried out on 30/01/2013 by ACM Surveys Ltd, 1 the Green, Fairway Industrial Park, Batley WF17 9QA and is a legal requirement prior to any refurbishment or demolition works being carried out. This is available separately.
- The Landlord, Liverpool City Council carried out an asbestos risk management assessment in March 2018. No risks to the students or staff were identified.
- **A Management Asbestos Survey Re-inspection** of the current wing was carried out by Graph Contract Services on 21/07/2022 – no change in condition confirmed. Next re-inspection due 21/07/2023.

- **A Targeted Refurbishment Asbestos Survey** of the new wing was carried out by Graph Contract Services on 21/07/2022 to locate, identify and record asbestos containing materials. One recommended action recorded – to be carried out within 3 months of the survey or included in the asbestos management plan. Next re-inspection due 21/07/2023.

## **Appendix 5 Legionella Management Plan**

Available separately

**A full Legionella Management Control & Water Hygiene Monitoring Regime are in place at Harmonize Academy as per L8 requirements.**

The objectives for the implementation of the water hygiene regime are to ensure that the water systems within the building are monitored and managed in full accordance with the government's /HSE documentation L8 The Control of Legionellosis, 2001, the Health and Safety at Work Act, 1974, Occupiers Liability Act, 1984 and COSHH The Control of Substances Hazardous to Health.

An Asset Management Plan is included in the regime which allows for early indication of potential as well as active faults to be identified.

This allows the water hygiene facilities management system to rectify and control water system performance instantly by putting any contingency plans into immediate action.

### **Responsibilities**

The Principal will ensure that adequate resources are allowed for the provision of the **Legionella Management Plan**.

The responsible person for overseeing the plan is the Site Manager & Health & Safety Officer.

The water systems survey was carried out by Knowsley Building & Environmental Services Ltd [May 2014].

A full review took place in May 2017.

The water systems are tested once a month by Knowsley Building & Environmental Services Ltd .

In July 2016 new valves were fitted in all toilet areas to comply with current legislation.

## **Appendix 6 Site Specific Risk Assessments**

A Site-Specific Risk Assessment is carried out for each separate area of the school premises to assess potential hazards, identify risks and implement necessary controls.

These are reviewed annually and when an area has a change of use.

The Harmonize Academy Risk Management Policy and Procedures are available separately.

### **Responsible Persons**

The Principal will ensure that adequate resources are allowed for the Risk Assessment process.

The Site Manager & Health & Safety Officer is responsible for overseeing risk assessments in liaison with Senior Leaders and appropriate members of staff.

Risk assessments have been carried out for (i) Outside Trips (see *HA Outside Visits and Trips Policy*) and (ii) the following teaching areas and general spaces, by the responsible person and by the Site Manager/Health & Safety Officer: See p38.

### **Staff Duty Cover**

Timetabled staff need to be aware of their duty cover responsibilities which are displayed in reception, dining hall and staff room and be in position for breakfast, break, lunch, lesson changeover and end of school day cover. The duty cover rota is available separately.

Number	Room/Area	Assessed by	Review Date
<b>RISK ASSESSMENTS</b>			<b>T&amp;L RAs Reviewed by Site Manager, Teachers &amp; Facilitators Jul 2022</b>
<b>Teaching &amp; Learning</b>			<b>Next review Date</b>
88	Art	EM	
82	Beauty	SS / SC	14th July 2023
12	Dance	RS	14th July 2023
86	DT Room	JB	14th July 2023
24 / 26	Food Tech / store	AMT	14th July 2023
30	SENCo Office	GT	14th July 2023
54 / 56 / 80 / 84	Sciences Classes and Prep Room	LB / MW / AS	14th July 2023
1 / 3 / 5 / 7 / 9	Music suite	TL / JR / SA	14th July 2023
10 / 22	PSHE Class	ZP / DV / SBE	14th July 2023
13 / 15 / 17	Maths Classes	VB / OK / CE	14th July 2023
23	Performance Hall	MMc/ CP / RS / LC / WR	14th July 2023
25 / 33 / 37	English Classes	SL / HJ / DV / SP	14th July 2023
43	PE Class	LC / WR / NK / LMC	14th July 2023
14	Fitness Suite	LC / WR / NK / LMC	14th July 2023
<b>General Areas</b>			
28	Medical room	MK / MMc / CP / GT	14th July 2023
32 / 34 / 36	Front Entrance / Reception / Interview	MMc / DMC / SC / HM / AG / RK	14th July 2023
44	Dining Hall	MMc / MK / DW / DMC	14th July 2023
45 / 48	Main Kitchen	DW / MK / DMC	14th July 2023
21 / 78	Staff room	MMc / CP / DMC	14th July 2023
18 / 29 / 31 / 42 / 47 / 51 / 52 / 63 / 65 / 66 / 72 / 74	Toilets	MMc / CP / GT / WR / LC / DMC / MK	14th July 2023
	Garden	CP / LC / WR	14th July 2023
	Playground	CP / WR / LC / MK	14th July 2023
	Special Events	MMc / CP / WR / LC / MK	14th July 2023
	Corridors	MMc / CP / CM / MK	14th July 2023
	Minibus	CP / WR / LC / MK / DMC	14th July 2023