

# Sheringham Woodfields School



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Registered Charity: Friends of Sheringham Woodfields School - 1127142

## HEALTH AND SAFETY POLICY

Approved by SMT: 6 <sup>th</sup> May 2021	Approved by Staff: 10 <sup>th</sup> May 2021	Approved by Governors: 19 <sup>th</sup> May 2021
Next Review date: Spring 2023	Person(s) responsible for review: SBM/Site Manager	

### PART ONE

#### STATEMENT OF INTENT

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

**Signed: SIGNED AT FULL GOVS MEETING**

**Mr Steve Thurlow, Chair of Governors**

**Signed copy held with Business Manager (within H&S File)**

## PART TWO ORGANISATION

### INTRODUCTION

In order to achieve compliance with the Governing Body's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.

### THE GOVERNING BODY

The Governing Body has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) *Sufficient funds are set aside with which to operate safe systems of work.***
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

### THE HEADTEACHER

The Headteacher has the following responsibilities:

- a) Be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Create a clear written local Policy for Health and Safety.
- c) Ensure that the Policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) Ensure arrangements are in place to monitor premises and performance and produce and follow a site improvement plan.
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- n) Report to the Governing Body annually on the health and safety performance of the school.

### SCHOOL HEALTH AND SAFETY CO-ORDINATORS (Matthew Smith and Simon Turnbull)

The School Health and Safety Co-ordinators have the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the school.
- d) To manage the keeping of records of all health and safety activities.
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- g) Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.

#### TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

This includes Deputy Head, Assistant Head, Business Manager, Site Manager, House Keeper and Grounds man. They will have the following responsibilities:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to their line manager for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the School Health and Safety Co-ordinators.
- c) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher or Manager any problems to which they cannot achieve a satisfactory solution in conjunction with resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Investigate any accidents which occur within their sphere of responsibility in conjunction with the above.

#### SPECIAL OBLIGATIONS OF CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils as often as necessary.
- d) Follow safe working procedures personally.
- e) Use protective clothing and guards where necessary.
- f) Make recommendations to their Headteacher or School Health and Safety Co-ordinators on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation from the Site Manager.

- i) Report all accidents, defects and dangerous occurrences to the Business Manager or Site Manager via the Pro Forms site issue form (or verbally if more urgent/serious). The form can be accessed here:  
<http://w.pfrms.co/2rzrp>

## SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body and Headteacher should recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

## OBLIGATIONS OF ALL EMPLOYEES

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their Line Manager (s) of any shortcomings they consider being in the School's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

## PUPILS

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## CONTRACTORS

Contractors are expected to:

- a) Read and comply with the schools Health and Safety Policy by means of verbal briefing provided by Site Manager and/or Business Manager. A copy of this policy is to be made available to any contractor upon request.
- b) Sign in and out of the visitor sign in book.
- c) Visibly wear a visitors pass throughout the duration of the visit.
- d) Not to turn up at site without having made prior arrangements with the Site Manager.
- e) Follow all instructions given.
- f) Public liability insurance to at least equate to £5million - this will be periodically checked by the school.

## **PART THREE**

### **PROCEDURES AND ARRANGEMENTS**

#### **INTRODUCTION**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent. Unless specifically stated, this policy refers to Sheringham Woodfields School, The Annexe, Woodfields Den and The Hub.

#### **Emergency Procedures:**

##### **Fire**

On hearing the alarms please leave by the nearest external exit in a calm manner (not into the central courtyard).

Primary muster/assembly points are:

- Front of school (on the island, where a member of the office team will support)
- Primary playground (as far away from the building as possible)
- Secondary playground (as far away from the building as possible)
- Dolphins playground (as far away from the building as possible)

Class leads will ensure all are present and assembled in an orderly manner until the all clear is given.

Sweepers (see Appendix 3) will call emergency services if necessary. Receptionist to take registers for roll call. Two members of staff (Site Manager and Business Manager if available, if not, Head Teacher, Deputy Head, Assistant Head, Office staff or House Keeper) will sweep the school in opposite directions to ensure all are clear of the building. The first room checked for one of the sweepers will be the Hydro-therapy room.

If there is a genuine fire within the school, pupils and staff will be asked to move to their designated secondary muster/assembly points as detailed in fire safety briefings and on the maps located within the walkie talkie cabinets. See Appendix 4 for secondary muster point locations.

After a roll call and the building being declared safe by the two 'sweepers', assembled groups will be informed via walkie talkies.

No one should re-enter the building until such time that:

- a) The alarm has been silenced

#### **AND**

- b) The all clear has been given by a member of staff who has swept the building (via Walkie Talkie)

Online Fire training can be completed via the schools online training Suite -

<http://www.ihasco.co.uk/training/MjYzMTM5fHNoZXJpbmdoYW13b29kZmllbGRz>

See appendix 3 for procedures in connection with how the main building is to be checked.

##### **The Annexe**

Please follow the evacuation procedures for Sheringham High School - as displayed in the annexe. If you have any concerns please raise these with the Business Manager and/or Site Manager.

##### **Woodfields Den and the Hub**

Please follow the evacuation procedures as displayed in both the shop and the hub. If you have any concerns please raise these with the Business Manager and/or Site Manager. The shop 'key holder'/manager on duty takes full responsibility for themselves and all staff/volunteers/customers.

### **First Aid**

Many staff hold a first aid qualification, Sue Barrell, Tracey Davies, Rebecca Gabriel, Jane Hiscocks, Lucy Harding and Jason Tooke have an advanced qualification. In addition, many staff have been trained in the use of Buccal Midazolam, this is an annual training requirement, so new staff can access when the next round of training is offered.

For any personal care needs which involve medical procedures staff will be trained at school. Intimate Care Plans are in operation.

It is important to remember to take appropriately qualified staff when leaving the building with a group of pupils. Only those staff who have received training directly can carry out any procedures.

First aid boxes are supplied in classrooms and in the office. These resources are the only ones we can use with pupils. Boxes are checked at least annually. If you use a lot of supplies please inform the Business Manager so that boxes can be restocked more frequently.

Emergency bags for individual pupils are kept in lockers in their classroom base. Spares are available via the school office.

For Head Injuries, the school will send home additional information/advice. The school policy is that the person reporting a head injury also needs to make arrangements for the family to be informed.

### **Accident reporting**

All accidents involving staff must be reported via the Norfolk Working Safely Online reporting form found at: <https://norfolkworkingsafely.com/login/default.aspx?ClassicSession=clear>

All accidents involving pupils must be reported via the schools Pro form found at: <http://w.pfrms.co/ha3q8>

If any accident relates to a pupil's behaviour this also needs to be recorded on a behaviour form found at: <http://w.pfrms.co/p1nuibi41ngnd3d>

Near misses should also be recorded using the following forms:

<http://w.pfrms.co/z6jzzag138c5nb> (Main Building)

<http://w.pfrms.co/zu8qdb1poi hfd> (The Annexe)

Staff can be equipped with an emergency alarm chain to summon help if required. These are based in the office and staff will be shown how to use them. Staff must ensure that they are familiar with care plans. Panic buttons are installed in all the hygiene rooms.

### **Bomb hoaxes**

The County guidance on bomb alerts and hoaxes will be followed. The school has its own policy on bomb alerts and lock downs (both partial and full).

### **Gas leaks**

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building (by raising the fire alarm) and telephone the National Gas Emergency Service (National Grid) on 0800 111 999 (number checked on 27<sup>th</sup> April 2021, still correct).

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened. Do not turn on any electrical equipment (inc lights). Report to office immediately.

### **Administration of medication**

Please refer to the policy relating to the administration of medicines and medical conditions.

### **Risk Assessments**

Risk assessments will be undertaken by the Leadership Team, Moving and Handling Team, and Norfolk Steps Instructors. Those responsible for action points will be clearly detailed on the risk assessment form. Class leads are to carry out risk assessments linked to a visit they are organising. These must be attached to the school visits form when planning a visit.

### **Rebound Therapy**

Only trained staff will carry out rebound therapy within School. Consent forms and individual risk assessments must be completed by the rebound therapy team before any child can receive rebound therapy. Rebound equipment will only be used by persons trained to do so. Said equipment is serviced on an annual basis.

### **COSHH**

The Site Manager and House Keeper will maintain an up to date COSHH register. All new products must be authorised by the Site Manager who will ensure COSHH information has been obtained. Quick reference COSHH boards are displayed in appropriate areas throughout the school.

A copy of all COSHH datasheets can be located in the main school office, cleaner's cupboards, pool boiler house and within both Woodfields Den and The Hub. If you suspect a pupil or member of staff has come into contact with a COSHH substance, report this to a 3-day first aider immediately.

Online COSHH training can be completed via the schools online training Suite -

<http://www.ihasco.co.uk/training/MjYzMTM5fHN0ZXJpbmdoYW13b29kZmllbGRz>

A COSHH question has been added to the schools official order form to help the school locate information in connection with COSHH substances before they are ordered/arrive into school.

### **Inspection and testing of equipment**

Portable electrical appliances will be inspected annually by fully qualified and authorised personnel.

Hoists are checked on a three monthly basis by a combination of hoist engineers and insurance assessors. Slings are also checked as per industry requirements.

Outdoor and indoor play equipment will be inspected annually.

Ladders and access equipment will be inspected annually.

Mini buses and school pool car are serviced/inspected in accordance with NCC guidelines and MOT annually. Site Manager carries out weekly checks and these are recorded. All school owned vehicles are exclusively used by staff and children only during term times and to support the running of the school during the holidays. We do not hire out vehicles. 13 weekly vehicle safety checks are also carried out.

### **Inspection of premises.**



Members of the Governing Body will inspect the premises annually (or sooner if required). It is the responsibility of all members of staff to inspect and risk assess as part of their daily routine.

### **Performance monitoring**

Performance monitoring is part of the annual performance management review. If any concerns are raised a regular monitoring programme, with targets, is arranged with the staff member concerned.

### **Control of contractors**

Contractors are asked to book prior to a visit. Where possible, they are asked to arrange their visit either prior to, or after, the school day. Identification is required. Contractors are required to sign in the Contractors Signing in Book on arrival. Contractors working within the school are required to comply with the working rules as issued by the school.

### **Safety representatives**

The Health and Safety Committee consists of one governor and two members of staff (Matthew Smith, Business Manager, and Simon Turnbull, Site Manager).

The Moving and Handling Team consists of Nic Stewart and Iwona Litwiniec.

The Norfolk Steps Team consists of Michael Smith, Grace Burton, Vicky Horne and Cate Sadler-Barker.

### **Lone Working**

The school recognises the need for lone working at certain points of the day (i.e. unlocking and locking, out of hours call outs) and during holidays. A simple procedure is in place to ensure an individual's safety. Contact numbers are shared, members of staff are aware when someone is lone working and risk assessments are in place.

In connection with Woodfields Den, the shop manager must call up to the main school before leaving each and every day. Business Manager oversees at the weekend. If the shop team are using the school pool car, by returning the pool car to its designated space within the car park will signal to the Site Manager / Business Manager that the shop is empty.

### **Education Visits**

Educational visits, including residential visits and any school-led adventure activities, will be organised following guidance produced by the Outdoor Education Advisers Panel and adopted by Norfolk County Council. James Stanbrook and Janine Roos are responsible for authorising all visits. EVOLVE is used as and when required.

### **Smoking**

Smoking is not permitted within the school or within school vehicles. Smoking must be restricted to either a private vehicle or off the school premises.

### **Hydro-therapy pool**

The Site Manager and Groundsman are the only two members of staff authorised to use the pool room boilers/dosing systems. Both staff hold relevant training and knowledge. Their decision is final with regards to using the pool.

Chemicals are stored away from the main pool.

All visitors using the pool are given an induction by either the Site Manager or School Business Manager.

When using the pool, if contaminated, users are asked to leave the pool promptly and let the office know. **Do not replace the cover.**

In the event of a fire, pool users should make reasonable attempts to evacuate the pool. However, for the team sweeping the building, the Hydro-pool is the first room that is checked to ascertain what level of additional assistance is needed.

### **Consumption of food**

Food is only to be consumed in recognised rooms and dining rooms throughout the school as directed. Staff must not eat food at the servery. Staff are entitled to purchase a school dinner. To do so, please see the school office before 9:15am to ensure your order is received on time.

The school follows the new 'School Food in England Standards'.

### **Use of Vehicles**

Only those persons authorised and in possession of the appropriate license are to drive vehicles on school business. To drive a mini-bus or other school owned vehicle, the necessary qualification must first be obtained from Norfolk County Council (See Business Manager). On top of this, to be able to drive a school vehicle (or use your own vehicle for business use) you will need to sign up to the Driver Check service which periodically checks your driving license. Clamp training to secure wheelchairs into buses will also be provided for those that require it.

The school also recognises that on occasions staff may be required to use their own vehicle in connection with school business. This is only allowed if:

- a) A valid license is present
- b) The employee has ensured business insurance is part of their personal insurance cover
- c) The necessary driver assessment has been undertaken if the member of staff is driving more than (on average) once a month

### **On-Site Vehicle Movements**

The risks of persons and vehicles coming into contact will be controlled by the following measures:

- Speed limit across the campus
- Clearly marked paths for persons to use
- Sleeping policeman installed at the entrance/exit of the campus
- Please read in conjunction with the driving for school's policy and the school travel management document

### **Manual handling of loads**

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out. It is the responsibility of the individual to assess whether they are able to lift said load. Training and advice is provided by the Moving and Handling Team and all staff are expected to seek advice as and when they need.

Online Moving and Handling training can be completed via the schools online training Suite -

<http://www.ihasco.co.uk/training/MjYzMTM5fHNoZXJpbmdoYW13b29kZmllbGRz>

### **Legionellosis**

The primary aim is to prevent the build-up of the Legionella pneumophilla organisms in water systems and to prevent inhalation of infected water droplets. Control measures are as follows.

- All low use showers and outlet (sinks) are to be turned on and left running for five minutes weekly.

- All showers are to be cleaned 6-monthly, or after more than 13 week's non-use, to prevent slime, corrosion and scale build-up. This will involve dismantling the showerheads to clean and disinfect inside the spray nozzle.
- The water temperature is to be below 20 degrees C or above 55 degrees C and this is to be checked monthly.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Water storage tanks are to be covered.
- Records are to be maintained of any maintenance, water treatments or disinfection.

### **Lettings**

Lettings are managed by the Business Manager in accordance to NCC Guidance. See the schools Lettings policy for more details. All lettings fill out the required booking form/paperwork which is updated periodically to ensure we have the correct information for all customers. This information is kept within the main school office. Anyone who starts a Hydro pool letting will receive a safety briefing and sign to confirm they have understood all key safety points.

### **Information and Advice**

The Health and Safety Law Poster is displayed at the front of the school as you come in the main double electric doors. Posters are also displayed in the Annexe Foyer and within Woodfields Den and The Hub.

Health and safety advice is available from the School Business Manager and/or Site Manager; and from HR Direct on 01603 223989 or email [healthandsafety@norfolk.gov.uk](mailto:healthandsafety@norfolk.gov.uk)

### **Management of Asbestos**

There is no asbestos within the building as it was built less than 15 years ago.

Following a review of the Hub (57 Station Road, Sheringham) there is the possibility that asbestos is present within the building materials. The necessary risk assessment is in place which is shared with any contractors before work commences. Staff working in the Hub know not to do any form of DIY and how to report any concerns.

### **Occupational Health**

Access to occupational health services is via consultation with the School Business Manager

Attached:

[Appendix 1 - Organisational chart for H&S Management](#)

[Appendix 2 - NCC Health and Safety - Our Commitments](#)

[Appendix 3 - Who sweeps the building during a fire and what to do in the event of a power cut](#)

[Appendix 4 - Emergency Muster Points](#)

[Appendix 5 - Inspection and Testing frequencies](#)

[Appendix 6 - Contractor Information to support visit/safeguarding](#)

[Appendix 7 - How to deal with the various school based alarm systems](#)

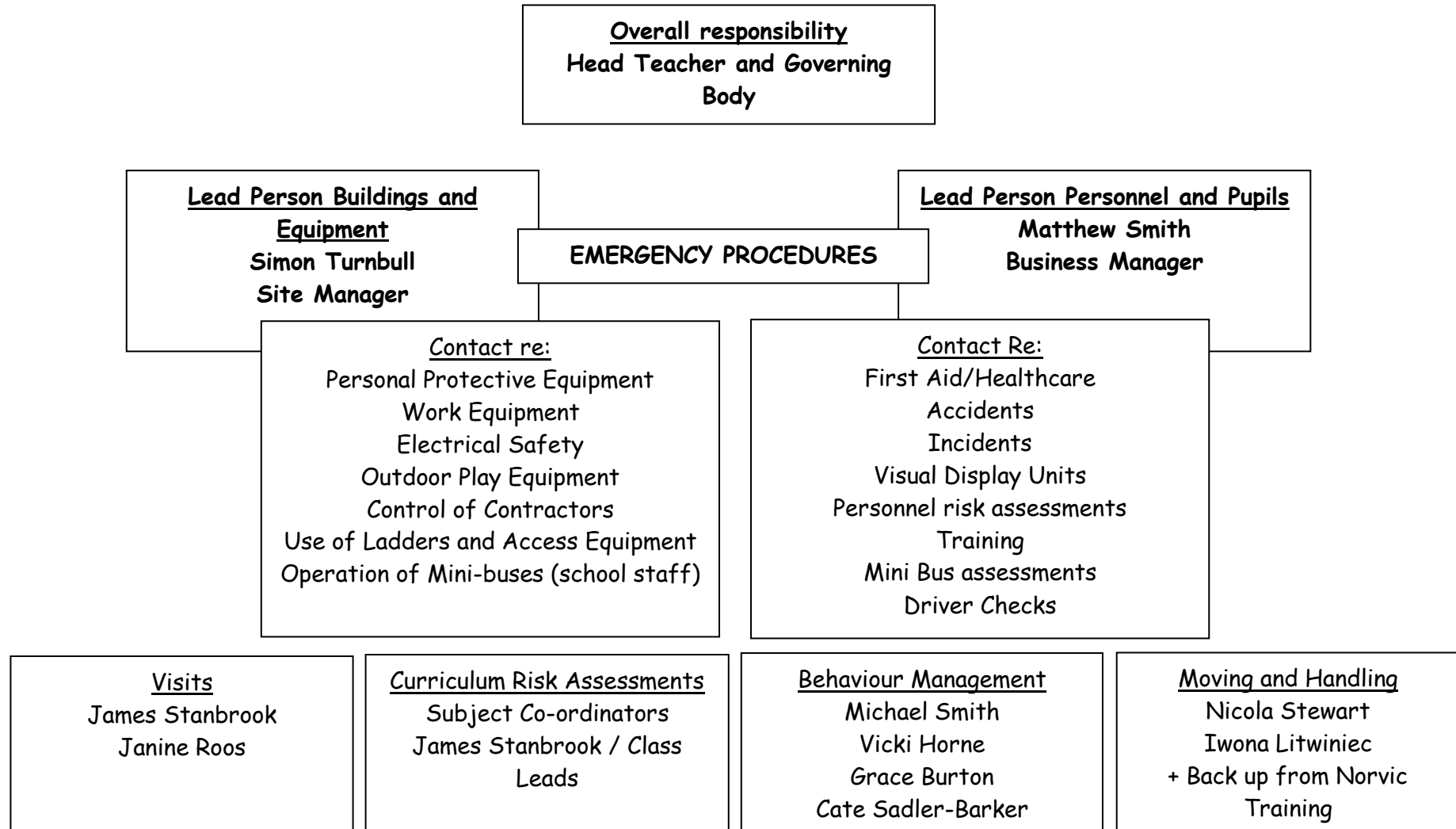
### **Dogs in school**

The school supports dogs in school that are recognised as a PAT Dog, Buddy Dog or Guide Dog. Staff must follow the associated risk assessments which will be conducted by the Business Manager and/or organisation supporting the visit. Dogs must not come onto site without prior permission/consent from the Head Teacher.

# Appendix 1

## SHERINGHAM WOODFIELDS SCHOOL

### HEALTH AND SAFETY RESPONSIBILITIES



## Health and Safety – Our Commitments

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Norfolk County Council's ambition is for everyone in Norfolk to succeed and fulfill their potential. Our priorities therefore are excellence in education, real jobs and a good infrastructure for Norfolk to grow.

Effective health and safety management is integral to delivering our ambition and to our performance. Our overall objective is to provide and maintain a safe and healthy environment for our employees, the people we work with and those that access our services.

We will achieve this by:

- Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance taking into account human and cultural factors
- Ensuring that health and safety management is an integral part of decision making and organisational processes
- Adopting a sensible and proportionate approach to managing risks, with well informed decision making processes for higher risk activities and ensuring a disproportionate amount of time is not spent on trivial or everyday risks
- Working with our diverse range of partner and commissioned and contracted organisations to ensure consistent and comparable health and safety standards
- Providing a safe and healthy working environment for our employees
- Ensuring safe working methods are in place and providing safe equipment
- Communicating and consulting with employees and their trade union representatives
- Complying with statutory requirements and where possible industry best practice
- Investigating and learning the lessons from accidents and work related ill health incidents
- Providing effective information, instruction and training to enable employees to be competent in their roles
- Monitoring and reviewing systems and preventative measures, including those of our partners and commissioned and contracted organisations, to make sure they are suitable, sufficient and effective
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities and objectives

We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities, employees, commissioned and contracted service under their control. However, for these commitments to be effective, employees throughout the organisation must play their part in creating and sustaining a positive health and safety culture.



**Wendy Thomson**  
Managing Director



**George Nobbs**  
Leader of Norfolk County Council

## APPENDIX 3

### Who does what during a fire alarm?

Scenario 1 (for times when Matthew Smith and Simon Turnbull are both on site)

<b>Sweeper 1 (Staffroom, hall pool etc)</b>	Matthew Smith
<b>Sweeper 2 (Staffroom, Dolphins etc – including Fields Therapy Centre)</b>	Simon Turnbull
<b>Roll Call at front of School</b>	Office Team (to also unlock secondary gates if required)
<b>Going down to the gate to meet the Fire Engine</b>	Another member of the office team

Scenario 2 (for times when Matthew Smith **or** Simon Turnbull are on site)

<b>Sweeper 1 (Staffroom, hall pool etc)</b>	Matthew Smith or Simon Turnbull
<b>Sweeper 2 (Staffroom, Dolphins etc – including Fields Therapy Centre)</b>	Additional member of SLT (as nominated by Matt or Simon on the day before they leave)
<b>Roll Call at front of School</b>	Office Team (to also unlock secondary gates if required)
<b>Going down to the gate to meet the Fire Engine</b>	Another member of the office team

Scenario 3 (for times when Matthew Smith **and** Simon Turnbull are **not** on site) **(AM)**

<b>Sweeper 1 (Staffroom, hall pool etc)</b>	SLT (HT, DHT or AHTs) (as nominated by Matt or Simon prior to both leaving site)
<b>Sweeper 2 (Staffroom, Dolphins etc – including Fields Therapy Centre)</b>	Another member of SLT (nominated by Sweeper 1)
<b>Roll Call at front of School</b>	Office Team (to also unlock secondary gates if required)
<b>Going down to the gate to meet the Fire Engine</b>	Another member of the office team

Scenario 4 (for times when Matthew Smith **and** Simon Turnbull are **not** on site) **(PM)**

<b>Sweeper 1 (Staffroom, hall pool etc)</b>	SLT (HT, DHT or AHTs) (as nominated by Matt or Simon prior to both having left site)
<b>Sweeper 2 (Staffroom, Dolphins etc – including Fields Therapy Centre)</b>	Marie Quantrill or member of SLT (nominated by Sweeper 1)
<b>Roll Call at front of School</b>	Office Team (to also unlock secondary gates if required)
<b>Going down to the gate to meet the Fire Engine</b>	Another member of the office team

**Sweeper 1** starts at the main school office and works way around the school via Hydro Pool and Secondary Department.

**Sweeper 2** starts at main office and work way around the school via Staff Room, Dolphins, Fields Centre and Primary Department.



**It is the responsibility of the sweeper(s) to call the fire brigade if/when a fire is seen within the school.**

If you discover a fire – call the fire brigade from the nearest phone point and assess whether or not you need to move staff and pupils to secondary muster points.

Once the building has been swept and both sweepers are happy that there is no fire, both should proceed back to the fire panel to complete the panel reset process.



The key to the fire panel is located in a black deposit box within the main school office (where additional break glasses can also be located)

Place the key into the fire panel and turn it to the right. In the following order, press each of the buttons once:

1. Silence/Resound
2. Mute Buzzer
3. Reset



If the panel resets (i.e. doesn't go into alarm again) then you are safe to instruct everyone to come back into the building.

If the panel goes straight back into alarm, you need to read what states on the panel and refer to the zone map (left of the panel) to work out what is faulty – it will either be a sensor or red break glass box (called an exit box).

If it's a sensor, you will need to ensure the room has been well ventilated.

If it's a break glass, follow the training on how to change a break glass.

Repeat the 3-button reset process

## If there is a power cut at the school

### Fire Panel:

- The fire panel will go into alarm, however it will still function as a fire panel. You can use the panel key to silence the panel alarm if you wish.
- The school has active fire protection via the battery back up system.

### Front green doors / Dolphins Yellow doors:

- This will automatically open during a power cut as a failsafe measure.
- If needed, these can be closed by SLOWLY pulling back to their closed position. The outer doors can then be locked using a key from the black box based in the main office (the same box that has the fire panel key / break glasses etc). It is only advised that you lock the doors should there be a power cut during normal school hours and when pupils are on site. The person(s) locking the doors need to remain in site of said doors should there be an emergency.

### Corridor doors:

- These doors will close as they will have lost their magnetic connection.

### Class doors:

- Mag lock doors within classes should remain locked as each door has a backup battery. The batteries will provide at least 2 hours of additional security.

### Boiler house / pool room

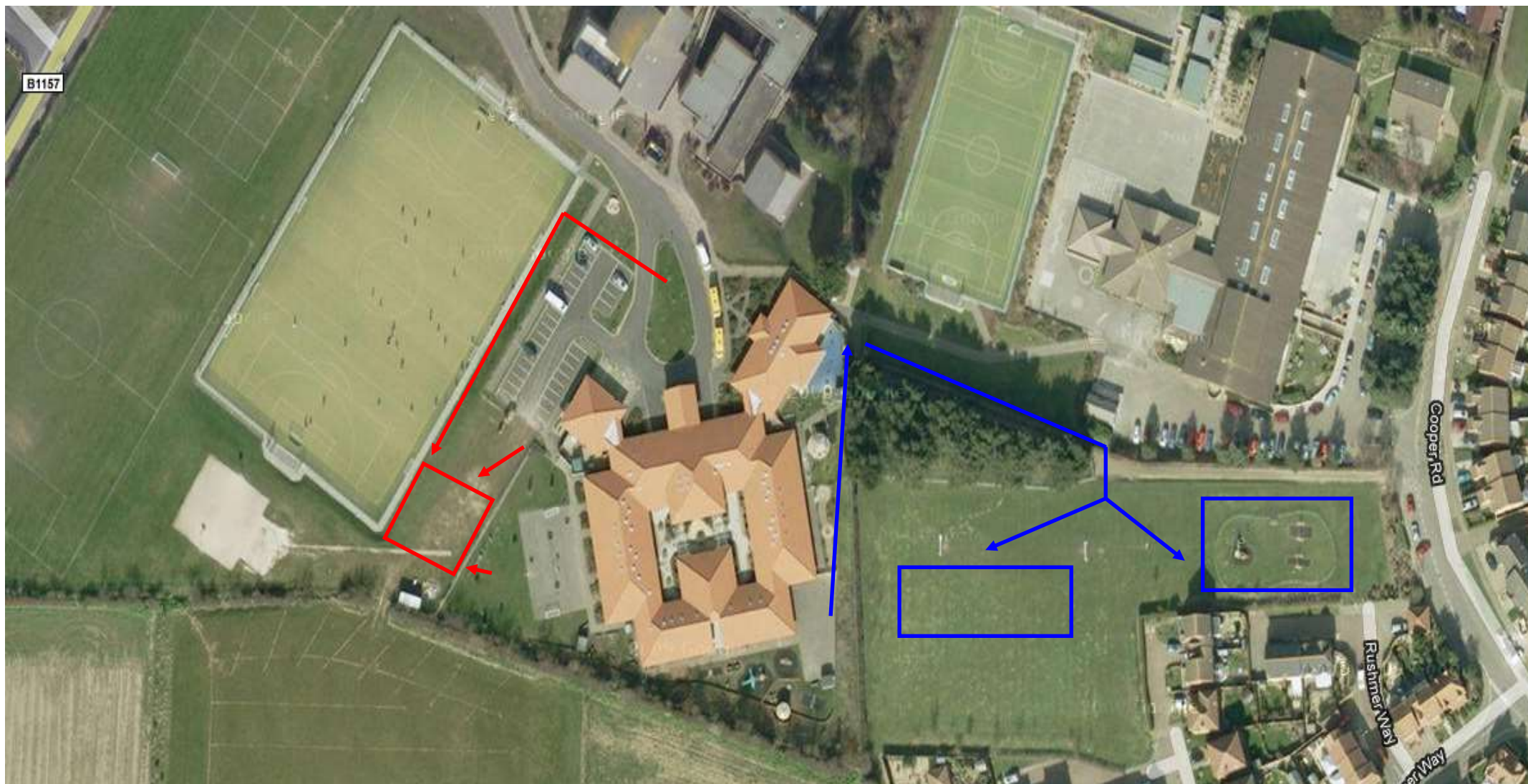
- It is likely that the boilers will go into alarm. Please call Simon to let him know so that he can take the necessary action.
- The boiler panels located in the main office and Michael's office may go into alarm.

### Phone system:

- The phone system requires power to operate. Therefore during a power cut all phones within the school will cease to work. Within the ICT Server Room to the right hand side of the worktop, you will see a separate phone. This is an emergency phone that can be used to dial out/receive calls during an emergency. The number of said phone line is 01263 823386 (you do not need to dial 9 for an outside line)
- The school owned vehicles have mobile phones within them for additional support.
- The fire muster points have access to walkie talkie systems (all set to Channel 5, sub channel 0) if there is an urgent need for several classes to be able to communicate.
- All members of SLT have a company phone – on a Vodafone Network – which should have good signal across the school (see phone list for numbers).
- If Matthew is not on site, call mobile to ask him to look at getting phone lines diverted



## Appendix 4 - Emergency muster points



### Secondary department and visitors muster point

Await for confirmation that you need to proceed to secondary muster point (into the far end of the car park).

Exit the secondary playground via the two gates. Padlock key on walkie talkie however, a member of the **office team** will come and **unlock gates** as they proceed from the island to the second muster point. Await further instructions

### Primary department muster point

Await for confirmation that you need to proceed to primary muster point.

Exit the playground via the nursery gate. Padlock keys on walkie talkies to open all gates connecting primary and nursery play areas

Await further instructions

## Appendix 5 – Inspection and testing frequencies

### Work equipment inspection frequencies Form Number: G653

The table below details the different checks (and the frequencies at which these checks should be carried out) for work equipment that might be found in NCC school premises.

Equipment type	Check type		
	1 <sup>st</sup> level (Site responsibility, usually the operator or site manager/caretaker)	2 <sup>nd</sup> level (usually competent person e.g. trained staff member or engineer)	3 <sup>rd</sup> level (competent person, usually a trained engineer)
*Air conditioning  COOL AS ICE	Weekly check correct operation of equipment as and when required	Six month service to manufacturer's specification	Annual service to manufacturer's specification
*Automatic doors/Up and over doors  IGM	Weekly operation check and visual inspection along with weekly fire check		Annual service to manufacturer's specification
**Boilers/Heating plant and associated equipment  ANGLIA BOILER MAINTENANCE	Daily safety check for leaks, noises and correct operation		Annual service to manufacturer's specification
*Workshop equipment including: circular saw, drilling machine)  IN-HOUSE	Pre-use check on correct operation of equipment including guards are in place, emergency cut off switches are working, no obvious signs of damage	Termly inspection including any lubrication/ adjustments necessary (e.g. specified in manufacturer's instructions).	
**Electrical installation (fixed)  NORWICH ELECTRICAL COMPANY		Periodic visual inspections to check no obvious signs of breakage, over heating, damage and to ensure no build up of combustible materials in vicinity. RCDs tested using test button.	Five yearly inspection (though annually in the case of swimming pools).  Note: For large sites, the five yearly inspection may be carried out on the basis of one fifth of the installation each year

*Electrical equipment (portable appliances) CALBARRIE (under review)	Pre-use checks carried out by Site Manager (In-house)		Portable appliance testing on an annual basis.
Fire safety measures (alarms, emergency lighting, extinguishers, fire doors on closers, call points etc)  ALL SAVED – Fire Alarm and Emergency Lights  T and P Fire – Extinguishers	Weekly fire alarm tests by Site Manager (In-house)	Monthly fire alarm and emergency light checks by T&P Fire  Annual inspection of Fire Extinguishers	
**Gas installation and appliances. LPG and mains gas.  ANGLIA BOILER MAINTENANCE	Daily check on correct operation and for any obvious signs of leakage/damage.		<ul style="list-style-type: none"> <li>• Annual inspection/service of appliances</li> <li>• Testing of gas distribution pipework 5 years (or sooner depending on condition of pipework)</li> </ul>
Hot and cold water services (legionella control)  Nemco utilities  HYDROTEC	Weekly flushing by Site Manager (In-house).  Water samples of hydro pool taken daily.  Monthly inspection by County Pool Inspector	6 monthly inspections by Advanced Water Treatment  Ultra Violet Light (in Plant Room) tested 6 monthly by Hydrotec	
**Lifting equipment (people) including: Passenger lifts, passenger hoists (fixed or portable), stair lifts and associated lifting accessories  HELPING HAND COMPANY  ALLIANZ ENGINEERING	Daily/pre-use visual inspection and check for correct operation	Maintenance/servicing to manufacturer's specifications and recommended frequencies	Statutory inspection every 6 month by Helping Hands and Allianz (spaced 3 monthly apart)  Mini Bus every 6 months

TRUCK EAST FOR BUS TAIL LIFT			
<p>*Outdoor play equipment – Schools including: Carousels, climbing frames (metal or wooden), geo domes, log frames, play area floor surfaces, see-saws, slides, swings, wooden forts etc</p> <p>SPORTS-SAFE</p>	Daily checks of item and surrounding area to ensure not damaged/faulty	Termly thorough visual inspection and any defects reported to supplier (if in warranty) or service company (if out of warranty)	Annual inspection and certification against Bs EN 1176 and BS EN 1177
<p>*Physical education equipment – Schools (balance benches, basketball rebounds, climbing ropes, counterbalance beams, wall bars, fixed tubular equipment, games equipment, hinged frames, multi-gyms, cricket netting, spring boards, trampettes/trampolines, upholstered equipment (stools, benches etc), vaulting equipment</p> <p>SPORTS-SAFE</p>	Before use visual check of item for obvious defects	Termly thorough visual inspection for defects (a record should be kept of this)	Annual inspection
<p>**Pressure systems equipment</p> <p>ANGLIAN BOILER MAINTENANCE</p>	Visual inspection prior to use	Termly thorough visual inspection	Statutory inspection every 12 months
<p>*Swimming pool plant Maintenance requirements for pool dosing equipment are set out on the Schools Peoplenet site in the Curriculum Codes of Practice, Swimming pools use and maintenance section</p>	3 daily checks	6 monthly service	

AQUA SOLAR			
<p>**Tower scaffolds/mobile access towers – Erection and inspection should be by competent person e.g. PASMA trained person</p>	<p>Before using check should be made tower is on level/firm ground, outriggers (when used) are secured and fully extended, brakes are locked and there is no obvious signs of damage to frame/tubes, guard rails in place</p>	<p>Inspection after assembly, after any event likely to have affected stability and if:</p> <ul style="list-style-type: none"> <li>• Under 2m then inspection at suitable intervals depending on frequency and conditions of use</li> <li>• Over 2m then inspection at intervals not exceeding seven days</li> </ul>	
<p>*Ventilation systems including general dilution ventilation and extractors. Note, this does not include local exhaust ventilation</p> <p>IN-HOUSE</p>			<p>Annual inspection, clean and service – In-house</p>

# Sheringham Woodfields School



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STEVE THURLOW  
Chair of Governors

Registered Charity: Friends of Sheringham Woodfields School - 1127142

## Contractor information sheet

When arriving or leaving site report to:	<p>Main reception and sign in.</p> <p>You will be issued with a visitor's badge.</p> <p>A member of the Site or Leadership Team will meet you prior to any work being undertaken.</p> <p>You will receive a Visitor Information sheet - please read as this contains information relating to Safeguarding.</p>
Fire information:	<p>If an alarm sounds:</p> <p>Please immediately stop what you doing and leave the building via the nearest signed fire exit.</p> <p>If the external exit has not released from the magnetic lock, please break the glass within the green box (located either to the left or the right of the door)</p> <p>If you discover a fire/smoke:</p> <p>Raise the alarm via one of the many red call points located across the school.</p> <p>Then follow the above.</p> <p>Please note that the Court Yard is not a safe muster/evacuation point.</p> <p>Do not re-enter the building until you are told it is safe to do so (this may be some time after</p>



	the alarm has gone silent).
First aid contact:	<p>Please go to the main office and someone will be able to assist you.</p> <p>If you need First Aid assistant during the holidays please find Matthew, Simon, Marie or James Duncan (all of whom have first aid training)</p>
Location of asbestos register:	<p>No asbestos in the main school building, the Annexe or Woodfields Den.</p> <p>There is an asbestos register for the Hub (57-63 Station Road, Sheringham). This can be obtained from the Site Manager. No work(s) to be undertaken within the Hub until the register has been read and signed.</p>
Location of toilets/welfare facilities for use:	Front corridor of the school (blue line). Please do not be offended if a member of school staff escorts you to the toilets.
Report incidents and near misses to:	Site Manager or Business Manager
Site specific rules and other relevant information:	<p>No mobile phones on site</p> <p>No photos to be taken of the site without permission</p> <p>No smoking on site - please speak to Site Manager or Business Manager re smoking arrangements</p> <p>Please ensure you have read the visitors information (given with the visitors pass)</p>
Method statements	Method statements need to be provided prior to work commencing on all sites maintained by Sheringham Woodfields School. Method statements can be provided either verbally or in writing. The Site Manager / Business Manager will set out their requirements prior to work commencing.

If at any time during your visit you have any problems, issues or concerns, please speak to the Site Manager or Business Manager.

## Appendix 7 – How to deal with the various school based alarm systems



If the alarm is sounding on this panel this means, there is a fault within the main boiler house (at the front of the school). Simply press the MUTE button to silence the alarm.

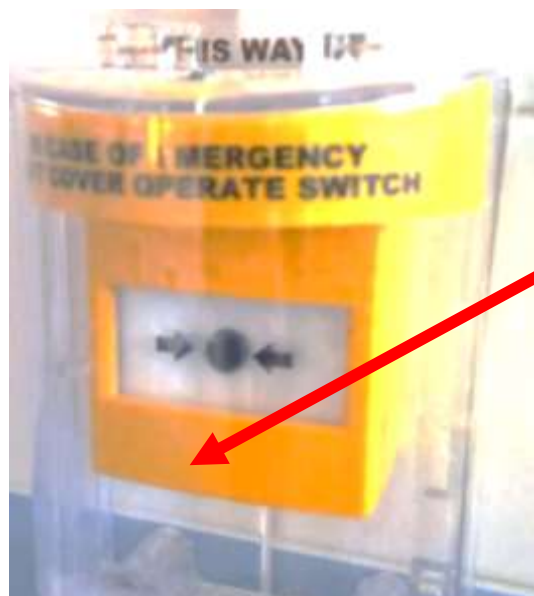
Then call the Site Manager to advise. Once the alarm is muted, a red flashing strobe light will remain active at the front of the school until the fault is sorted.

If the door alarm has been activated, you will need to use the black DOOR 'B' fob from the black tin in the office to silence and reset the alarm. Present the fob to around this area of the panel. This should silence the alarm.

You will then need to present the fob in the same area a further 2 times to reset the door alarm.



When the door alarm is set again, these red lights will appear



If the pool panic alarm has been sounded, take the reset key from the black tin (in the office) and insert into the bottom of the call point which has been pressed. Push up and turn the black key to reset the call point which was pressed.

Then.... PTO





Within the Site Managers office, you will find this Alarm Control panel (it will be bleeping). Simply press and hold the reset button for a few seconds to silence and reset the system. Sometimes you need to press the reset button twice.

## What's in the black tin



Various call point reset keys



DOOR Fob for Pool Door



Green key – for green reception sliding doors

Yellow key – for yellow sliding doors in Dolphins



Fish Tail key to turn on/off emergency lights (usually only need to turn off automatic sensors lights in dining room)



Pool Alarm Reset Key



Various call point replacement glasses