



## Health and Safety Procedures

The Management of Health and Safety at Work Regulations 1992 (amended 1999) require that schools have procedures in place to deal with an emergency. In addition, they are required to have procedures that outline how a building operates on a day-to-day basis.

The Management of the above regulations will depend on how you as a school have chosen to operate your community use programme.

However, the programme is delivered on the same policies and procedures that will need to be put in place for any variations of management whether it be an Academy School, a Trust or a local authority school.

To be able to meet the above requirements and as good practice, a Normal Operating Procedure and an Emergency Action Plan has been seen as the practical solution to meeting the statutory obligations under Section 2 of the 1974 Act.

Within a school the above requirement will also be applied for the operation during curriculum time and as a result many of the elements will be of the same and can be transferred.

A Normal Operating Procedures will include:

Description	Comments relating to community use
Staffing structure - telephone contact numbers	This will be a different set of contacts relating to community use and will depend on how it's operated.
Building capacity	This will potentially be different as generally the whole school is not open
Plan of building - lighting	Will only need to relate to the open areas.
Plan of building - evacuation routes	This may change as areas of the school that are not open to alternative routes will need to be identified
Plan of building - fire extinguishers and first aid provision	This will only need to account for the areas that are open
First aid kits – guidance on contents	Will depend on how you choose to operate, (i.e. a club booking may need to provide their own provisions, if first aid trained staff have been identified.)
Fire extinguishers - provision and use	Would change with provision relating to which areas are open
Availability of additional guidance notes	Training for staff
Arrangements for training	This information is to cover inducting new staff, users or user groups
Centre alarm systems	Most buildings have more than one alarm in particular with schools with: incident alarms, fire alarms, security alarms and personal alarms.

Emergency Action Plan will include:

Fire procedures	The individual sections will need to be adapted where necessary to meet variations. For example, due to the areas of the school open during community use, and the personnel present during community hours.
Bomb procedures	
Emission of toxic gases/substances	
Structural failure - lighting failure	
Managing a physical or sexual assault	
Managing disorderly behaviour - managing a raid, robbery or attempted robbery	
Managing accident or illness	
Managing overcrowding	
Emergency accident/incident reporting procedures	
Safeguarding policy & procedures	