

## HEALTH & SAFETY POLICY

### Statement of Intent

The Headteacher and Governing Body recognise and accept that they are responsible for complying with health and safety legislation and for ensuring the health, safety and welfare of their employees and others who may be affected by the school's activities. The Headteacher seeks to provide and maintain so far as is reasonably practicable by the implementation of this School policy its Arrangements and Procedures, Risk Management through Information, Instruction and Training:

1. A positive culture and management system to ensure health and safety at work.
2. Plant and systems of work that are made safe and without risks to health, through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
3. Arrangements for the safe use, handling, storage and transport of substances and articles.
4. Information, instruction, training and supervision that is necessary to ensure adequate health and safety at work.
5. A place of work that is safe and without risk to health, where everyone is aware of their accountabilities and responsibilities.
6. Adequate resources for carrying out this policy.
7. Systems for identifying and assessing all hazards and risks associated with the school's activities including putting in place adequate control measures.

The provision for a written Health and Safety Policy and Guidelines is mandatory under the Health and Safety at Work etc Act 1974. The purpose is twofold:

1. To ensure that employers plan for Health and Safety, assess hazards, which may be present and make the necessary arrangements to avoid risks.
2. To ensure that employees exercise personal responsibility and take care to prevent injury to themselves and others.

### At St George Catholic VA College we aim to:

- Establish a safe environment throughout the College
- Establish and maintain safe working procedures amongst all staff and students
- Establish accident and emergency procedures
- Develop safety consciousness as a general objective
- Establish clear and regular monitoring procedures

This policy and guidelines should be read in conjunction with the following documents:

- Southampton City Council: Generic Health and Safety Policy for Schools
- Directorate of Education Services: Safety Policy
- Southampton City Council: Safe Working Procedures Guidelines for Health and Safety

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## 1. ALLOCATION OF RESPONSIBILITIES

### **Headteacher:**

The Headteacher has day-to-day managerial responsibility for all aspects of health and safety. The Headteacher is therefore responsible for establishing and maintaining a safe working environment for staff and students.

The Headteacher must ensure that effective arrangements are in force to facilitate early evacuation of the buildings in case of fire or other emergency.

A system must be established for reporting, recording and investigating accidents and that all reasonable steps are taken to prevent recurrences.

The Headteacher must ensure that there is a termly health and safety inspection and that all relevant risk assessments are carried out.

**The Head teacher is responsible for ensuring staff follow procedures, accessing competent health and safety advice and accessing occupational health provision**

**Liaising with appropriate service providers and building occupiers to ensure roles and responsibilities are known**

### **Governors:**

The Governors recognise their responsibility to provide a safe and healthy working environment for the teaching and support staff, students and all other people who enter the college site. They will take all reasonable practical steps within their power to fulfil this responsibility.

**Governors must ensure there are resources made available for carrying out this health and safety policy.**

**Governors must ensure that the Headteacher and leadership team follow their responsibilities regarding this policy.**

**That decisions made take into account all health and safety and other statutory provisions.**

### **Deputy Headteacher:**

The Deputy Headteacher assumes the role of the Headteacher in his absence. If both the Headteacher and the Deputy Headteacher are absent the Assistant Headteachers then assume the role of Headteacher.

### **Health and Safety Representative:**

The Health and Safety Representative is an elected member of the College staff. This person is **Mr James Habberley Deputy Headteacher**. A function of the health and safety representative is to keep all staff up to date concerning health and safety matters. He should collate all documents and publications relating to health and safety and make them available to all members of staff. He should also inspect all areas of the College regularly, including the grounds, and advise the Headteacher of any action that should be taken. He should investigate accidents, hazards or dangerous occurrences in the workplace and make representations to the Headteacher. He may

accompany the Headteacher on formal inspections of the premises. In conjunction with Mr J Habberley, site manager Mr K O'Rourke also inspects the site regularly and advises Mr J Habberley of any health & safety concerns.

The election of the Health and Safety representative does not absolve any individual from their personal responsibility towards Health and Safety.

**Subject Leaders:**

It is the responsibility of each subject leader to inform the staff and the Headteacher of any health and safety issues in their subject area, and to provide written directions in their subject policy and guidelines.

**Staff:**

All staff will be aware of the contents of these documents and assume responsibility for carrying out its recommendations. This will be included in the induction process for new members of staff and be raised as an agenda item at one staff meeting per year.

It must be stressed that a major responsibility is the safety and wellbeing of the students. The discharge of that responsibility may result in students being withdrawn wholly or partly from activities that may be dangerous to themselves or others.

The common law on negligence requires teachers, particularly the Headteacher, to use the same standard of care for students as would have been exercised by a reasonably prudent parent.

All staff must ensure that they are aware of the procedures to be followed in the event of emergency, accident or illness.

All staff must ensure, as far as is reasonably practicable, the safety of the students in their care. Staff should therefore establish safe procedures within their working areas to minimise risks to themselves and to students.

Although the overall responsibility is the Headteacher's, the teacher in charge of students has the responsibility for the safety of those students. **Students must therefore be adequately supervised at all times.**

**Site Management Team:**

The site managers are responsible for the security, ventilation, heating and cleanliness of the premises, and for the safe storage of cleaning materials and tools. It is also the responsibility of the site manager to ensure that fire-fighting appliances and fire bells are checked regularly.

All hazards in the buildings and the playground must be reported to the Headteacher immediately.

In addition, the site managers will inspect the buildings and site on a fortnightly basis and report to the Headteacher. The site manager will take part in the termly formal health and safety inspection and risk assessment schedule.

**Administrative Staff:**

The Admin Assistant (reprographics) is responsible for the storage and replenishment of the First Aid boxes for indoor use and for outdoor pursuits using the First Aid box contents list in Safe Working Procedure First Aid, paragraph 5 First Aid Materials, Equipment and Facilities as a guide. The Patrol Officer oversees the welfare of sick students who, through sudden illness, cannot be catered for in the classroom.

**Head of Kitchen:**

The head of kitchen is responsible for maintaining safe working conditions and procedures in the College kitchen and for the safe storage of all kitchen machinery and utensils. Additional responsibilities include:

- Ensuring kitchen staff training records are kept up to date and any training requirements are fulfilled at the earliest opportunity.
- Ensuring kitchen staff are aware of all COSHH assessments for all cleaning products.
- Ensuring that any smell of gas must be reported to the head teacher immediately.

**Cleaning Staff:**

Cleaning staff are responsible for ensuring that all cleaning substances are returned to their proper storage place following use. The cleaners must follow safe cleaning practices as instructed by SCC in accordance with the guidelines laid down in the SYPOL COSHH assessments.

**Students:**

Students are expected to take reasonable care of themselves and to conform to health and safety procedures which have been established to maintain a safe working environment.

All adults and students in the College are asked to be constantly aware of hazards. They are encouraged to report any risk to their health and safety representative, a teacher, or the Headteacher.

**First Aiders:**

Details of the responsibilities of the first aiders are given in the relevant job description.

**2. RISK ASSESSMENT**

Risk Assessments in schools are completed using the guidance provided in Southampton City Councils Safe Working Procedure: Risk Assessment.

All members of staff need to be made aware of the risk assessments; they are subject to regular review in line with the College's safety policy.

The School Manager holds templates for the completion of risk assessments. All risk assessments must be authorised by the Headteacher.

**3. GENERAL SAFETY & SUPERVISION OF STUDENTS**

Students should be encouraged at all times to behave in a responsible manner in order to prevent accidents in College. It is the responsibility of every teacher to ensure that the College in his/her

care know the hazards present in the College situation and know what is expected of them. Clear, unambiguous instructions need to be given.

The working environment of each classroom is to be planned with safety in mind. Unused chairs should be kept under tables and students must be taught to pick up any items that they have dropped on the floor. Trailing electrical leads must be avoided.

- Glass should never be used where plastic would suffice. Glass bottles and thermos flasks must not be brought to College.
- Spillages are to be cleared up immediately and the floors kept dry.
- Safety cones and/or signs should be placed on any slippery floors or other temporarily hazardous areas.
- No student is to be allowed to wear socks without shoes, unless supervised by a member of staff.
- Running in corridors is forbidden.
- Students must not leave the College site without parental permission and the correct signing out procedure must be followed. Teachers taking students offsite must do so in accordance with agreed college procedure, and with the prior permission of the activities manager.
- The correct use of equipment must be taught as appropriate in each subject area. Particular care and supervision needs to be exercised when students are using potentially dangerous equipment, e.g. glue gun, oven etc.
- Certain subjects within the curriculum carry their own particular hazards. These are detailed in the College's written curriculum guidelines; students are briefed in detail on these matters when the need arises.
- No student is to stand on furniture.
- No student is to use a staple gun.
- No student should be asked to carry heavy or potentially dangerous materials.
- Students should be encouraged to replace all equipment and materials to their proper places.
- Care must be exercised when lifting equipment. No one should attempt to lift anything which is beyond their individual capability. Members of staff who carry out regular lifting and carrying of loads should receive Manual Handling Training and Manual Handling Assessments should be carried out for all lifting tasks e.g. moving boxes of photocopying paper.
- Students must not be asked to carry heavy or awkward items that prevent them from holding a handrail while walking up or down stairs.
- Fire doors should never be wedged open.
- No item relating to Health and Safety should be tampered with unnecessarily or maintained by an unauthorised person.
- Names, addresses and contact numbers of all students and staff are available in the College office, both in SIMS database.
- The College operates a **No Smoking Policy** in all parts of the site and buildings.

## **SUPERVISION OF STUDENTS**

All employees of St George Catholic VA College have responsibility to supervise students at all times. However, it is recognised that voluntary helpers, students, parents or Governors in College sometimes supervise students. In these cases, the class teacher still carries overall responsibility. She / he must therefore exercise careful judgement about the kinds of situations and activities

that are entrusted to individuals. The class teacher in such situations must always give clear instructions.

#### **Before College:**

- Students are able to attend the Breakfast Club sessions in the dining room and Trinity where supervision is provided.

#### **After College:**

- Students must not leave the college building early under any circumstances, unless with parental permission.

#### **Extra-Curricular Clubs:**

- The activity manager must be properly consulted before any such activity takes place. Parents must be informed in writing about finishing times, and also if an activity is cancelled for any reason. Staff should adhere to the College's policy on clubs and activities.
- Teachers taking clubs must ensure that a register is taken and that students do not leave the premises until the supervised activity **officially** ends.

#### **Duties:**

- A duty rota is drawn up every year by a senior member of staff. She / he will ensure that absences are always covered.

#### **Breaks: Outdoor Play**

- Staff on playground duty must ensure that they arrive promptly. During breaks all students are expected to behave in a considerate manner. Particularly aggressive student behaviour is to be dealt with in accordance with the College Behaviour Policy. Minor incidents can be dealt with by the teacher on duty.
- Students must be kept away from potentially dangerous areas or activities, e.g. building or grounds maintenance, stock deliveries.

#### **Indoor Breaks**

- During wet breaks the hall will be opened and the member of staff on duty will supervise students. Students may also remain in rooms which are supervised by a member of staff.

#### **Corridors**

- Class teachers are responsible for the supervision of their students in the corridors before and after each session.
- All staff are responsible for ensuring that their own class vacates the classroom and leaves the building in an orderly manner at break times and home times.

#### **Off-Site Activities**

- The Headteacher must be informed before any class or group of students goes off site. All educational visits, however must be planned with the activities manager well in advance, in accordance with College Offsite Activities & Educational Visits policy, the Hampshire Guidelines on 'Off-Site Activities and Hazardous Pursuits' which have been adopted by

Southampton City Council. This folder is available in the College office and must be read by every teacher taking students off site.

- Students must not be transported in private vehicles without adequate insurance cover. Parents must be asked to **fill** in an insurance cover form, available from the office, before they help transport teams and groups.
- Students travelling in the minibus or coaches should sit at all times and wear the seat belts provided. If possible, the front seats in coaches should not be used for students and an adult should sit next to the emergency exit. The teacher in charge must always count on and off the minibus or coach students. List of all students who travel on the mini bus must be left with the activities manager. Drivers of the college minibus must be Midas trained and have category D on their driving licence. A copy of the insurance certificate is kept in the minibus.
- The teacher in charge of any offsite activity must comply with current College policy and guidelines regarding student/teacher ratio, line of communication (e.g. mobile phone) and leave full details with the College office, including a register.

#### **4. MEDICINES IN COLLEGE**

**In addition to the guidance shown below which is still in use within the school, there is a more thorough guide to medicines within school in a separate policy. This policy in addition helps deal with students with complex medical conditions as well as administration and storage.**

Guidance for this section has been taken from Southampton City Council's Safe Working Procedure **Medical Support to Pupils** and from the DFE guidance issued December 2015. It is the college's policy to support students who have medical needs or require medication in College.

Employees have a clear personal responsibility to ensure that their own medicines are not accessible to students.

Plastic gloves must be worn and staff should take appropriate measures to minimise the risk of infection to themselves where contact with blood or body fluids is unavoidable. Spillages of blood, vomit etc. must be covered with an emergency deodorising powder which is stored in the Site Manager's office.

Guidance on these precautions is available in Southampton City Council's Safe Working Procedure Contamination and Needlesticks Incidents.

#### **5. ACCIDENTS AND EMERGENCIES**

##### **Procedure in the Event of Serious Accident, Injury or Illness**

- i) Inform the School Manager immediately and summon the Patrol Officer or a trained first aider.
- ii) Do not move the patient without the advice of the first aider but give constant attention and observation.
- iii) Dial 999 if an ambulance is required, giving the address of the college as:

St George Catholic VA College  
Leaside Way  
Southampton  
SO16 3DQ  
Telephone: 023 80322603

- iv) Make every effort to contact the next of kin as soon as possible, but act in loco parentis if the next of kin cannot be contacted, and accompany the student to hospital if appropriate.
- (v) Report the accident in accordance with Southampton City Council Safe Working Procedure Accident/Incident Reporting and Investigation

**Procedure in the Event of an Accident involving staff and pupils** (excluding very minor accidents, eg small cuts)

- i) Pupils Inform the Patrol Officer or a first aider.
- ii) Administer first aid and if necessary inform the parent/guardian as soon as possible. In all cases parents must be informed about any accident and treatment given by standard letter.
- iii) Complete a report in the School (pupil only) Minor Accident Report in the medical room as required.
- iv) All accidents involving staff/visitors/contractors are recorded on the Southampton City Council Health and Safety Management System along with incidents when pupils are taken to hospital and receive medical treatment and these are sent to the Southampton City Council Corporate Health and Safety Service as soon as possible.

**Emergency Evacuation Procedure for Fire, Explosion, Bomb Scare, Gas Leaks etc.**

The main objective of the evacuation procedure is to get all students and adults out of the building as quickly as possible in an orderly fashion.

The evacuation procedure usually referred to as '**Fire Procedure**' is carried out once a term. The College governors are informed, through the Headteacher's report, of the time taken to clear the building, and of any problems that occurred.

Where problems arise, steps must be taken to prevent a re-occurrence.

**Fire Procedure**

**Fire procedures within the College have now been superseded by the new fire regulation policy at the end of this policy.**

**6. ELECTRICAL SAFETY**

Care with electrical appliances must be exercised at all times. Students must be warned of the dangers and taught about the dangers.

Students must never be left unsupervised when operating potentially dangerous electrical appliances.

Students must only operate mains plugs and switches under very close supervision.

Defective equipment, plugs, sockets, leads and other accessories must be reported to the School Site Manager immediately who will liaise with SCC. The School Site Manager will ensure that an annual check of electrical appliances is made; each electrical item should have a legible valid test label with the date of the test shown.

## **7. SAFE PRACTICE WHEN WORKING LATE AT COLLEGE**

The personal safety of staff working alone is very important, as staff have a right to feel safe within and around the College grounds. This also includes Governors attending meetings.

Governors are continually looking at ways to improve site security.

The risk of assault is considered to be greater than the risk of fire. Therefore staff are advised to ensure that outer doors are locked.

Staff should always inform the member of the site staff on duty that they are working late after 6 pm and if possible give a time when they will be leaving the site. They must inform the school site manager when they are leaving the site.

Terms and conditions for the hire of facilities are issued to hirers at the time of booking. These include health and safety procedures to be followed during the time the group are on the premises.

## **8. SAFE PRACTICE FOR LATE NIGHT CALL OUT**

If a member of staff needs to attend College late at night the most likely cause will be the activation of the alarm system. The following procedure is recommended:

- i) Upon arrival at College wait for the police to attend if they are not already on site. Do not enter the building alone.
- ii) When the police arrive, enter the College with them. The alarm panel will show the zone in which a possible infraction occurred.
- iii) Request that the police stay with you and check the entire building.

## **9. ADDITIONAL INFORMATION**

This policy has been kept as brief as possible. Additional information is to be found in the Curriculum Guidelines, Job Specifications, and other College policies.

In addition, the following publications are available in the school Admin Office and copies are in the staff handbook:

- Health Matters
- Off-Site Activities
- Hazardous Pursuits
- Health and Safety File

The following sources of competent advice are also available:



Please also note that health & safety responsibilities are written into all job specifications and that all new staff complete the induction checklist attached to ensure they understand health & Safety across the College.

**Staff Training:**

Records of staff training for Health & Safety matters are recorded on SIMS under staff's individual training records. This is updated by the College's Business Manager.

**This policy will be reviewed every 2 years.**

**Date of next review: September 2018.**

**The Governing Body agreed this policy on 28 September 2016. This policy has meanwhile been updated on 20 March 2017 and has been approved by the Policy Working Group.**

## APPENDIX 1

### Emergency Evacuation Procedure

#### 1. Introduction

- 1.1 It is the responsibility of all staff, visitors and contractors to familiarise themselves with this emergency evacuation plan, and adhere to it in case of emergency evacuation.
- 1.2 Further clarification or direction on any procedures can be obtained from Mr D Walford or Mr J Habberley.

#### 2. In event of discovering a fire or suspected fire

- 2.1 If you discover a fire that cannot be extinguished immediately and without risk to your personal safety, you should immediately raise the alarm by activating the nearest available fire alarm call point.
- 2.2 The main priority is to get everyone out of the room or area where the fire is located and proceed to the designated assembly point. For years 7 & 8 this is the bottom playground overseen by Mr D Walford. For years 9, 10 & 11 this is the top playground overseen by Mr Habberley.
- 2.3 If applicable, (and if possible) isolate and shutdown any work equipment, electrical equipment, etc in use as part of the classroom activity or lesson.
- 2.4 Finally, close the door to the room [or area], in order to prevent both fire development and smoke and the other products of combustion from spreading into occupied areas within the school.

#### 3. Action to take upon hearing the alarm

- 3.1 The fire alarm is a constant klaxon.
- 3.2 On hearing the fire alarm the building is to be evacuated calmly and quickly, with all classes accompanied by their class teacher.
- 3.3 Staff and students should leave the building by the nearest route, notified in every room on the poster by the door.
- 3.4 Staff and students should not stop to collect personal belongings, coats etc.
- 3.5 It is important that the evacuation is carried out as quietly as possible, with no unnecessary chat from students or staff at any point.
- 3.6 Fire extinguishers must **not** be used by any member of staff who has not had training.

#### **3.7 SITE STAFF ACTIONS UPON ACTIVATION OF THE CALL POINT**

- 3.7.1 Hear fire Alarm:
- 3.7.2 Check Fire Panel in main reception- identify location and inform Mr J Habberley and the site caretaker. If it's a false alarm or a drill the receptionist will call kestrel guards to let them know it's a false alarm on 02380 865658.
- 3.7.3 In the 2 minutes check to see if it is a real fire.
- 3.7.4 Evacuate to the muster point. Lower playground for years 7 & 8 overseen by Mr D Walford. Top playground for years 9, 10 & 11, Visitors and Staff who are not tutors,

progress leaders or SMT to be overseen by Mr J Habberley. Disabled visitors or staff should evacuate to the large oak tree at the front of the college.

3.7.5 Wait for the all clear and return as directed by Mr D Walford and Mr J Habberley.

3.7.6 The following Fire Marshals will check each building –

3.7.6.1.1 Main Block – Mr Andrew Webb

3.7.6.1.2 Technology/Science – Mr Douglas

3.7.6.1.3 Dwyer – Mr Gulliver Trinity – Mr T Liston

3.7.6.1.4 Sports & Creative Arts Block – Mr Gillard

3.7.6.1.5 Kitchen – Mrs Sue Cotton.

#### **4. Muster arrangements – Pupils and Tutors**

- 4.1 All Tutors will muster with their Tutor Group at the appropriate marker. Lower playground for years 7 & 8 overseen by Mr D Walford. Top playground for years 9,10 & 11 plus visitors and staff who are not tutors, progress leaders or SLT overseen by Mr J Habberley.
- 4.2 Tutors should ensure that their tutees are in a single line, in alphabetical order by surname.
- 4.3 Any staff member on cover for a morning registration must take responsibility for that Tutor Group.
- 4.4 The Tutor Group registers will be given to the Tutor's by Mrs S Odam on the top playground for Years 9, 10 & 11, and Mrs M Aldworth on the bottom Playground for Years 7 & 8.
- 4.5 The Tutor Group is then to be registered as quickly as possible, with a tick against the name of those present, or ABS against those not present
- 4.6 Immediately that the register is completed it should be passed back to the Progress Leader for that year group.
- 4.7 If any student is missing from their Tutor Group, then this must be highlighted to the Progress Leader, and the student's name written on the "Missing Students List held by the Progress Leader". This list should then be given by the progress leader to Mrs S Odam on the top playground for years 9, 10 & 11 who should inform then Mr J Habberley or Mrs M Aldworth on the bottom playground for years 7&8 who should then inform Mr D Walford.
- 4.8 SMT will deal with locating any students listed as missing
- 4.9 If any of the missing students subsequently arrive at their muster point, this information must be immediately relayed to Mr D walford & Mr J Habberley by the Progress Leader.
- 4.10 The Head Teacher , Lead Fire Marshall Mr J Habberley, Mr D Walford Mrs S Odam, Mrs L Basford, Mrs M Aldworth, and the Site Caretaker will then meet once registration has been completed between the two muster points to decide the next course of action should it be dismissal or to maintain the evacuation.

#### **5. Visitors, Reception and Unattached Staff**

- 5.1 All staff who are not Tutors, Progress Leaders, or SMT MUST register with Mrs L Basford at the staff muster area on the top playground before carrying out any other duty. See Section 9 and Appendix A for list of specific roles.
- 5.2 Mrs L Basford to bring staff attendance list and visitor list from reception to muster point on the TOP PLAYGROUND. Mr Bedford to support Mrs L Basford to register all staff and visitors. Mr Bedford will register tutors. Mrs L Basford to inform Mr J Habberley of any missing members of staff or visitors.
- 5.3 Any disabled member of staff on the sound of the claxon must go to the large Oak tree at the front of the college. They will be registered by Mrs L Basford.

- 5.4 All visitors must be accompanied to the Top Playground by the member of staff they are visiting. The muster point for support staff, unattached staff and visitors is at the entrance to the hard-court on the nearside of the gateway.
- 5.5 Once they have registered, any staff member may be directed by a SMT member, to assist with registering Tutor groups or other duties to assist the smooth running of the evacuation.
- 5.6 The reception staff will report to the top playground where all staff and visitors are accounted for.
- 5.7 Visitors must not leave the site until directed to do so.

## **6. Medical Room**

- 6.1 Any students who are in the medical room will leave the building in the normal way.
- 6.2 Students should muster with their Tutor Group.
- 6.3 Any students or staff who cannot evacuate the building as normal MUST inform their tutor or progress leader at the start of the first day, in order that a Personal Emergency Evacuation Plan (PEEP) can be drawn up in the front office.
- 6.4 PEEPs will be kept in the emergency evacuation folder kept in the front office, and used to support evacuation from the building.
- 6.5 The lift by science must not be used by anyone in event of an emergency evacuation.

## **7. Community Use**

- 7.1 All community users and staff must evacuate the building or the all-weather pitch upon hearing the alarm.
- 7.2 Leaders of community groups/organizations must have their own register and always register the group at the start of their hire. Any late arrivals must be added to their register.
- 7.3 On hearing the alarm all community users must muster at the front of the top playground.
- 7.4 Tutors/Leaders of community groups/organizations must register their members within their group and report this to the site caretaker.
- 7.5 The names and locations of any missing users/staff will be given along with the registers to the site caretaker.
- 7.6 Community users, tutors and staff must remain at the muster point until dispersal is authorised.
- 7.7 Once the alarm is raised, the fire brigade will attend. The site caretaker must contact Mr J Habberley.

## **8. Kitchen staff**

- 8.1 Employees will shut down the kitchen equipment and assemble at the top playground.
- 8.2 The member of staff in charge of the kitchen Mrs Sue Cotton will inform Mrs L Basford that all staff are present, or the names of anyone who is not present.

## **9. Dismissal from muster points**

- 9.1 No staff member, visitor, community user or student is to leave either muster point until the Mr J Habberley & Mr D Walford has begun the dismissal process.
- 9.2 The dismissal takes place once the emergency services or site caretaker, declare the building safe to re-enter.

- 9.3 The dismissal will be led by Mr J Habberley & Mr D Walford as directed.
- 9.4 Unattached staff will be dismissed first, and should return to the building, to supervise the return of the students. Lower playground for years 7 & 8 will be by Mr D Walford. Top playground for years 9, 10 & 11 will be by Mr J Habberley.
- 9.5 Mr J Habberley will dismiss Tutor Groups one by one from the hard court out of the foot gate.
- 9.6 No other members of staff will dismiss any groups.

## **10. Secondary Evacuation**

- 10.1 In extreme circumstances it may be necessary to relocate the muster points from the lower and upper playground.
- 10.2 This decision will be made by the head teacher, in conjunction with the emergency services
- 10.3 If a secondary evacuation is considered necessary, staff and students will be moved to the sports field.
- 10.4 In the event of a secondary evacuation, all staff members will be allocated to Tutor Groups to ensure a safe and swift transition.

## **11. Specific Evacuation Roles**

- 11.1 A current list of staff with specific evacuation roles is contained in Appendix A to this document
- 11.2 The Head Teacher, Lead Fire Marshall, Mr J Habberley, Mrs S Odam, Mrs L Basford, Mrs M Aldworth, Mr D Walford, and the Site team will meet at the Control Point once registration has been completed between the two muster points after the evacuation bell has sounded.
- 11.3 Mr J Habberley is in overall control of the administration of the evacuation, and will collect all the data required to ensure that all members of the school community are accounted for.
- 11.4 SMT monitor the processes of the evacuation, and make records to be used to evaluate the processes after the evacuation is complete.
- 11.5 The Head teacher, Mr J Habberley and the emergency services authorize the dispersal or further measures on the advice of the emergency services.

## **12. Action to be taken in response to the Fire Alarm sounding during public examination periods**

- 12.1 School policy is to avoid running practice fire evacuations during the public examination periods, so Invigilators must assume that any alarm sounding is in response to a live situation.
- 12.2 On hearing the fire alarm, Invigilators should stop candidates from writing, make a note of the time the exam was stopped, and collect the attendance register.
- 12.3 Invigilators must brief students to leave all papers, scripts and belongings in the room, and that they MUST conduct the evacuation in silence. They must brief students that they must not talk to each other, or other students.
- 12.4 Invigilators will escort the exam candidates to the Examination muster point – this is on the astro turf pitch they should ensure that students remain silent, and line up around the edge of the astro turf pitch, keeping at least 1 metre apart.
- 12.5 The Exams assistant should check in at either the normal staff muster point, before going to assist with the exam candidate muster point.
- 12.6 The names of any students who talk must be recorded on the attendance register and reported to the Exams Officer, and included in the written report to the exam board.
- 12.7 Candidates returning to the exam room will be allowed the full allocated exam time.

- 12.8 If it is not possible to recommence an exam, the Exams Officer will make appropriate arrangements to report the incident to the exam board authorities, and inform students of the next steps.

**13. Action to be taken in response to the Fire Alarm sounding between – 3.00pm to 9.30pm**

- 13.1 All staff working after 6pm MUST ensure they are still registered in reception.
- 13.2 On hearing the alarm staff and any pupils attending clubs or in school events should vacate the building, and move to the meeting point on the top playground. As there will be less staff, pupils and visitors on sight the muster point is just the top playground.
- 13.3 Staff should assist in identifying any missing students and personnel.
- 13.4 All other Staff, Students and Visitors on site are to proceed to the hard-court and wait in the central area until given further instructions by the on duty Site Team.
- 13.5 The Site Team is in overall charge of the evacuation during the out of hours periods and is to liaise with the personnel mustered on the hard court and inform them when it is safe to re-enter the building or proceed otherwise.
- 13.6 They will also liaise with the emergency services.

APPENDIX A – List of staff members with specific roles

Staff Name	Key Actions	Deputy
Fire Marshal Mr J Habberley	<ul style="list-style-type: none"> <li>• Mr. J Habberley – co-ordinates the overall fire evacuation plan and liaise with SMT, and the emergency services.</li> <li>• To ensure the fire marshals are trained and understand their roles.</li> <li>• To oversee the evacuation on to the Upper playground by years 9, 10 &amp; 11.</li> </ul>	Mr J Habberley
Fire Marshals	<ul style="list-style-type: none"> <li>• Fire Marshalls – To check rooms, close windows:</li> <li>• Main Block – Mr Andrew Webb</li> <li>• Technology/Science – Mr Douglas</li> <li>• Dwyer – Mr Gulliver</li> <li>• Trinity – Mr Ted Liston</li> <li>• Sports &amp; Creative Arts Block – Mr Gillard</li> <li>• Kitchen – Mrs Sue Cotton.</li> </ul>	
Mr D Walford	<ul style="list-style-type: none"> <li>• To complete the role of deputy to the lead fire Marshall and act as lead Fire Marshall in his absence.</li> <li>• To oversee the evacuation on to the Lower playground by years 7 &amp; 8.</li> <li>• To plan and liaise with all key staff to ensure a safe and rapid evacuation.</li> </ul>	
Ms M Cordeiro	<ul style="list-style-type: none"> <li>• In the event Mr D Walford is absent, Ms M Cordeiro will take on the role as above of the deputy lead fire marshall.</li> </ul>	
Mrs Sally Odam	<ul style="list-style-type: none"> <li>• Attendance Officer – In the event of a fire take tutor registers for years 9, 10 &amp; 11 to the top playground.</li> <li>• Collect and co-ordinate the registers and the missing pupils list.</li> <li>• Provide Mr J Habberley, with attendance figures and a missing pupils list if required.</li> </ul>	Lucy Basford
Mrs M Aldworth	<ul style="list-style-type: none"> <li>• In the event of a fire take tutor registers for years 7 &amp; 8 to the bottom playground.</li> <li>• Collect and co-ordinate the registers and the missing pupils list.</li> <li>• Provide Mr D Walford, with attendance figures and a missing pupils list if required.</li> </ul>	
Mrs L Basford Mr A Bedford	<ul style="list-style-type: none"> <li>• BAS/SMI/YOU to print a teaching staff &amp; support staff attendance list in the event the alarm is sounded. BAS/BED take to the top playground. BAS to register support staff. BED – teaching staff. In the event BED or BAS are absent either remaining staff will register both.</li> <li>• Bring document box (containing, Floor plans, Fire Evacuation plan etc), hi-vis jackets. Distribute to required staff.</li> <li>• Support attendance officer in coordinating the registers and the missing pupils list.</li> <li>• Collect visitor's book, assist with registering staff and visitors.</li> </ul>	Mr A Bedford

Mrs C Smith/Mrs Young	<ul style="list-style-type: none"> <li>In the event Mrs L Basford is absent, Mrs Smith/Young will print off the staff/support staff/visitor attendance list to Mr Bedford.</li> </ul>	
<p>Progress Leaders &amp; Assistant Progress Leaders:</p> <p>Mr D Southwell Mrs A Attwood Mr Tim Liston Mr S Guyer Mrs A Orchard</p>	<ul style="list-style-type: none"> <li>Collect registers from Tutors.</li> <li>Years 9, 10 &amp; 11 Progress Leaders should give Mr J Habberley any missing pupil list.</li> <li>Year 7 &amp; 8 Progress Leaders should give Mr D Walford any missing pupil list.</li> <li>Mark the tutor register if required.</li> <li>Record the names of any missing students to the attendance officer.</li> <li>Return registers to the attendance officer.</li> <li>Assist tutors in keeping Tutor Groups in good order</li> <li>Assist with the dismissal as requested by Mr D Walford &amp; Mr J Habberley.</li> </ul>	<p>Pastoral Team Mr D Walford Mr J Habberley</p>
Site Caretaker	<p>Check Fire Panel in main reception- identify location.</p> <p>In 2 minutes check to see if it is a real fire.</p> <p>Evacuate to the muster point, on the top playground.</p> <p>Ensure all community users and staff must evacuate the building or all weather pitch upon hearing the alarm to the top playground.</p> <p>Ensure tutors/Leaders of community groups/organizations take their own register to be used in case of emergency.</p> <p>Tutors/Leaders of community groups/organizations must register their members within their group and report this to the site caretaker.</p> <p>Ensure any names and locations of any missing users/staff are given along with the registers to the lettings supervisor.</p> <p>Keep community users, tutors and staff at the muster point until dispersal is authorized.</p> <p>Contact Mr D Walford and Mr J Habberley.</p>	
SMT	<ul style="list-style-type: none"> <li>Sign in individually with admin staff, BEFORE coming to Control Point in centre of hard court</li> <li>Additional roles will be allocated according to need during the evacuation.</li> </ul>	None required

## APPENDIX 2

# LOCKDOWN PROCEDURE

School lockdown happens when an incident happens in or around the school in which it is important to restrict pupil and staff movement around the site to secure everyone's safety. If you notice a threat to the pupils and staff of the school that requires a lock down procedure please call reception who will alert a member of SMT to begin the following procedure if required:

- **SMT will ring the bell 4 times at length to notify staff that the school is securing a "Lockdown". The floodlights will also be turned on to signal a lockdown to outside PE lessons.**
- Teachers should:
  - Lock the classroom door, Pull the shutters down (if appropriate). Turn the lights & any powerpoint presentations off. Support Staff lock their offices, turn the lights off.
    - A Maths staff member to lock main doors into Dwyer.
    - A Science staff member to lock the main doors into Science & Technology Block.
    - A Trinity staff member to lock the main door to Trinity.
    - ODA/PRE to pull down (Not lock) shutters outside room 8 & 9.
    - HAB/WAL to lock entry/exit door main building.
    - Outside PE lessons should go directly to the lockdown point on the adjacent rugby field by the exit onto Stoneham Lane.
  - Make sure the pupils are not using mobile phones.
  - Take an attendance register.
  - Monitor student movement in your class. As best you can pupils should be hidden from view from the door window. Good examples have been to hide under desks that are out of sight.
  - Maintain a quiet and calm environment until notified by 4 long bells to confirm the lockdown procedure is over and it is safe to continue your lessons.
  - SHOULD THE LOCKDOWN TAKE PLACE AT BREAK/LUNCH – Teachers should secure/lock their internal areas, i.e. entrances to buildings/classrooms etc
  - Outside Areas – Staff on the lower playground should move their pupils inside to the nearest building. Staff on duty on the all-weather pitch or field should move to a safe area on the far adjacent field or into the woods.
- **SMT will ring the bell 4 times at length to notify staff that the lockdown is over.** The floodlights will also be turned off to inform outside PE lessons. Pupils and Staff can return to normal lessons.
- If you or any pupils are out of the classroom when the bells ring then please go to the nearest classroom/office.

All members of SMT who are not teaching should meet in reception once the alarm has sounded so that a check on the following areas can be made.

1. Main Block -
2. Sports Hall & Creative Arts Block –
3. Science & Technology Block –
4. Dwyer (Maths) Block –
5. Trinity –

If you have any questions please ask myself or any member of SMT. Lockdown procedures are practiced twice a year in conjunction with the fire evacuation plan. SMT will inform staff of when these will occur.