

Health and Safety Policy



ST CLARE

Catholic Multi Academy Trust

All Saints
Catholic High School



Mission Statement

We are a Catholic community whose mission is to fully prepare our students for the wider world and to send them into it equipped for life and for the service of others. We come together from diverse backgrounds, united by Christ, by the highest aspirations and by a thirst for excellence to instil in our students a respect for themselves, for others and for their environment. We take our inspiration from Jesus' commandment to "love one another".

Adopted by St Clare Trust Board; Jan 2022

Next review by St Clare Trust Board; Jul 2023

Reviewed by Local Academy Committee link governor: Nov 2022

ST CLARE CATHOLIC MULTI-ACADEMY TRUST

HEALTH & SAFETY POLICY

This Health & Safety Policy has been approved and adopted by St Clare Catholic Multi-Academy Trust for use in all its academies.

DEFINITIONS

In this Health & Safety Policy, unless the context otherwise requires, the following expressions shall have the following meanings:

- i. 'Academy' means any academy operated by St Clare Catholic Multi-Academy Trust and includes all sites upon which the Academy undertaking is, from time to time, being carried out.
- ii. 'Board' means the board of Directors of the Trust.
- iii. 'Diocesan Schools Commission' means the education service provided by the Diocese of Hallam, which may also be known, or referred to, as the Diocesan Education Service.
- iv. 'Headteacher' means the most senior teacher in the Academy who is responsible for its management and administration. Such teacher may also be referred to as the Head of School or Principal.
- v. 'Local Academy Committee' means the body carrying out the employment functions of the Trust in relation to the Academy.
- vi. 'Trust' means St Clare Catholic Multi-Academy Trust, which is the company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Academy.

1. About this policy

1.1 We are committed to ensuring the health and safety of staff and anyone affected by our activities, and to providing a safe and suitable environment for all those attending our premises.

1.2 This policy sets out our arrangements in relation to:

- (a) assessment and control of health and safety risks arising from work activities;
- (b) preventing accidents and work-related ill health;
- (c) consultation with employees on matters affecting their health and safety;
- (d) provision and maintenance of a safe workplace and equipment;
- (e) information, instruction, training and supervision in safe working methods and procedures;

(f) emergency procedures in cases of fire or other major incident.

1.3 This policy covers all employees, officers, consultants, contractors, volunteers, casual workers and agency workers.

1.4 This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

2. Responsibility for health and safety matters

2.1 The Board has overall responsibility for health and safety and the operation of this policy. The Head Teacher is the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.

2.2 Head Teacher will ensure that this policy is reviewed annually. Recommendations for any amendments are reported to the Board.

3. Specific Responsibilities by category of personnel

3.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

3.2 You should report any health and safety concerns immediately to your line manager or the Principal Health and Safety Officer.

3.3 You must co-operate with managers on health and safety matters, including the investigation of any incident.

3.4 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Policy and Procedure.

Headteachers

3.5 Headteachers are responsible to the Trust for all aspects of health and safety in each academy and will delegate to particular individuals specific functions for which they will be responsible to the Headteacher.

In particular he/she will ensure the following in each academy:

3.6 There are arrangements for playground supervision; at the start and end of school days, break times and lunchtimes.

3.7 There are arrangements for adequate supervision during changeover of lessons.

- 3.8 There are procedures for educational visits and learning outside the classroom including the appointment of an Educational Visits Co-ordinator.
- 3.9 There are arrangements for personal safety and security.
- 3.10 That regular evacuation and fire drills are arranged.
- 3.11 That all incidents, accidents and assaults involving students, staff and any other individuals are reported as per the Academy's procedure.
- 3.12 That dangerous incidents are reported to the Trust.
- 3.13 That, in the event of a bomb warning the building is evacuated and the emergency services are called, that the police are met and informed of the situation and that the Trust is informed of the incident.
- 3.14 That repairs needed to the building and equipment are reported and acted upon.
- 3.15 An internal safety audit will be conducted once a term and ensure that new members of staff including students on teaching practice and work experience students are inducted into the Health and Safety Policy of the Academy and that volunteers who frequently visit the Academy are appraised of the relevant parts of the Academy's Health and Safety Policy. They will keep a record of all such training.
- 3.16 That when the Academy's Health & Safety Policy is reviewed, that members of staff are notified of any changes to it.
- 3.17 To ensure that staff are given appropriate training and guidance.
- 3.18 In general, headteachers will be finally responsible for the maintenance of a safe working environment and safe practice within the Academy in accordance with guidance received from the Health and Safety Executive, Department for Education, Diocesan Schools Commission or any guidance received from the Risk Protection Arrangement or other appropriate insurer and/or any health and safety consultants engaged by the Trust and/or the Academy.

Teachers

Every Teacher will be responsible for:

- 3.19 The general safety of furniture and equipment in use in their own classroom;
- 3.20 Deficiencies must be reported to the member of staff with responsibility for the defective item.
- 3.21 The safe storage of equipment in their room when not in use; deficiencies should be reported to the [Site Supervisor] or other appropriate member of staff.

- 3.22 The safe use of equipment and furniture in whichever area they may be working;
- 3.23 Ensuring equipment is stored away safely as appropriate in whichever area they may be working.
- 3.24 Ensuring that any materials that have been used during a lesson are cleared away.
- 3.25 Training pupils in the safe use, movement and storage of equipment where appropriate.
- 3.26 Ensuring that work is displayed safely.
- 3.27 Ensuring that pupils in their class know and understand the health and safety risks and requirements and any other instructions that are relevant to them.
- 3.28 Know the procedures in an emergency, evacuation or accident.
- 3.29 Completing appropriate risk assessments for activities where there are significant hazards present.

Other Designated Staff

- 3.30 Designated Staff will have responsibility as follows:

Specialist Curriculum equipment eg Science, DT, Art, PE

All relevant teachers using the equipment and the Curriculum Leader.

AV & IT equipment

All relevant teachers using the equipment, the Curriculum Leader and ICT support/Network Technicians.

Furniture

All relevant teachers using the furniture, the Curriculum Leader, cleaning staff and Site Supervisor.

Kitchens

Kitchen staff, contractors or other staff using cooking appliances.

It will be the responsibility of the designated staff to ensure that:

- 3.31 By regular inspection, equipment has no obvious faults.
- 3.32 If faults are found, equipment is withdrawn and repaired in accordance with the appropriate procedures.

- 3.33 New equipment is inspected on receipt to confirm that it is in working order.
- 3.34 All staff are aware of safe practices concerned with such equipment and follow manufacturer's instructions where appropriate.
- 3.35 Where equipment is checked regularly by a contractor (as distinct from a day to day usage basis), this is done and a record kept of such checks - this record will involve noting the date of the inspection in the Health and Safety file and keeping details of the inspection.

First Aiders

- 3.36 Current First Aid qualifications are held by members of staff. Details of first aid facilities and the names of trained first aiders are displayed on the notice boards. All accidents to, or serious illnesses of staff or pupils must be reported to them, and it will be their responsibility:
- 3.37 To inform the Headteacher or other senior member of staff at once, if necessary.
- 3.38 To deal with the accident or illness in accordance with any appropriate guidance.
- 3.39 To log all incidents, accidents or assaults to, or serious illnesses of pupils and staff in the accordance with the Academy's procedures for recording incidents and accidents.
- 3.40 To report incidents and accidents in accordance with the Academy's procedures for incidents and accidents.

The Principal Health and Safety Officer

- 3.41 The Principal Health and Safety Officer will be responsible for the following:
- 3.42 • Giving advice on the safe use and storage of equipment in the Academy.
- 3.43 • The Health and Safety files.
- 3.44 • Providing advice on risk assessment.
- 3.45 • Advising on appropriate health and safety training.

The Business Manager

- 3.46 The Business Manager will be responsible to the Headteacher for the following:
- 3.47 Ordering replacement items for first aid boxes as requested by the persons with current first aid qualifications.

- 3.48 The maintenance of an up to date inventory of clinical equipment. This must be available when required for inspection.
- 3.49 Knowing the location of first aid equipment in the Academy or Trust site and ensuring that staff and contractors are aware of its availability and who the first aiders are.
- 3.50 Preparing and making available plans showing the location of all fire appliances in the Academy or Trust site.
- 3.51 Reporting any Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) applicable incidents, to RIDDOR, the Headteacher, the Local Academy Committee and the Board.

The Site Supervisor

The Site Supervisor at each academy will be responsible to the Headteacher for the following:

- 3.52 The cleanliness of the site. In the event of a breakage, the Site Supervisor will come and remove it as soon as possible. It will be cleared, wrapped up and disposed of. This also applies to the spillage of liquids or contamination by body fluids.
- 3.53 Any maintenance needs must be reported to the Site Supervisor immediately and then dealt with, in a timely manner. Any broken furniture must be dismantled and taken away. The Site Supervisor should conduct a regular check of the Trust and/or Academy's facilities and maintain a record of maintenance services.
- 3.54 Check and maintenance of fire safety equipment.
- 3.55 Check and mitigate for frost danger.
- 3.56 Clearing snow from paths.
- 3.57 Ensuring that all points of access and egress are clear at all times throughout the site.
- 3.58 Maintaining an up to date inventory of plant, including all forms of heating and ventilation and of electrical and caretaking equipment - this to be available when required for inspection.
- 3.59 Training staff in relevant safety precautions i.e. handling materials, equipment etc.

Midday Assistants

All staff involved with supervision during lunchtime will be responsible for the general safety of students in:

- 3.60 The dining areas throughout lunchtime.

3.61 The playground during lunchtime, or classroom in the event of wet dinner times.

All Staff

All staff are responsible for the following:

- 3.62 Completing the appropriate incident/accident/assault form if they sustain an accident / assault in the course of their employment with their Line Manager and handing it to the Headteacher who will sign it and arrange for it to be processed by the Business Manager
- 3.63 Entering into the Trust and/or Academy's inventory details of any dangerous substance they may order.
- 3.64 Exercising their own judgement in determining what is safe whenever there are no relevant regulations or advice.
- 3.65 Making themselves aware of Health and Safety at Work Act and other legislation, regulations, advice and safety principles relevant to their work and the education sector generally and observing relevant recognised codes or practice.
- 3.66 Making themselves familiar with the relevant safety policies of the Trust and/or Academy.
- 3.67 Ensuring a safe working environment is maintained in the classroom.

4. Information and consultation

- 4.1 We will inform and consult Trade union **OR** your elected workplace safety representatives regarding health and safety matters.
- 4.2 We will ensure any health and safety representatives receive the appropriate training to carry out their functions effectively.
- 4.3 The Principal Health and Safety Officer is responsible for informing and consulting employees about health and safety matters.

5. Training

- 5.1 We will ensure that you are given adequate training and supervision to perform your work competently and safely.
- 5.2 Staff will be given a health and safety induction and provided with appropriate safety training, which may include manual handling, control of substances hazardous to health (COSHH), working at height, asbestos awareness, gas safety, electrical safety and the use of personal protective equipment (PPE).

6. National health alerts

- 6.1 In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to HR.
- 6.2 It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances.

7. Fire safety

The fire procedure for All Saints Catholic High School is set out in appendix 2

- 7.1 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.
- 7.2 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices. Do not stop to collect belongings and do not use the lifts. Fire wardens will assist in the evacuation of the building and you must follow their instructions. Do not re-enter the building until told to do so.
- 7.3 If you discover a fire do not attempt to tackle it unless it is safe and you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire.
- 7.4 Nominated individuals will be trained in the correct use of fire extinguishers.
- 7.5 You should notify your Line Manager or HR if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire. A personal evacuation plan will be drawn up and brought to the attention of the relevant fire wardens and colleagues working in your vicinity.
- 7.6 Fire drills will be held at least every 12 months and must be taken seriously.
- 7.7 The Principal Health and Safety Officer is responsible for ensuring fire risk assessments are undertaken and implemented, and for ensuring regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

8. Risk assessments and measures to control risk

- 8.1 We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, pupils, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

- 8.2 Measures will be taken to avoid or reduce the need to lift or carry items which could cause injury (manual handling) and to provide training on manual handling as necessary.
- 8.3 The use of hazardous substances at work will be avoided wherever possible and less hazardous alternatives will be used where available and/or appropriate. Training on the control of substances hazardous to health (COSHH) will be provided as necessary.
- 8.4 Personal protective equipment (PPE) is provided for certain roles, such as those working in the Science Department, Food Technology, CDT, Art, Premises team and Catering Staff but will also be provided to other staff or visitors where there are risks that cannot be adequately controlled by other means.
- 8.5 The Principal Health and Safety Officer is responsible for workplace risk assessments, including general and/or periodical risk assessments, as well as any specific requirement or recommendation to undertake a risk assessment for a particular staff member or other visitor, and to take any other appropriate measures to control risks.

9. Computers and display screen equipment

- 9.1 If you use a computer screen or other display screen equipment (DSE) habitually as a significant part of your work:
- (a) You should try to organise your activity so that you take frequent short breaks from looking at the screen.
 - (b) You are entitled to a workstation assessment.
 - (c) You are entitled to an eyesight test by an optician at our expense.
- 9.2 You should contact your line manager or HR to request a workstation assessment or an eye test. Eye tests should be repeated at regular intervals as advised by the optician, usually every two years. However, if you develop eye problems which may be caused by DSE work (such as headaches, eyestrain, or difficulty focusing) you can request a further eye test at any time.
- 9.3 We will not normally pay for glasses or contact lenses, unless your vision cannot be corrected by normal glasses or contact lenses and you need special glasses designed for the display screen distance. In such cases we will pay the cost of basic corrective appliances only.

10. Stress at Work

The Trust has adopted a Stress and Mental Wellbeing at Work Policy which covers all aspects of staff mental health.

Appendix 1

People with particular roles within this policy at All Saints Catholic High School

Role	Name
Health and Safety Officer	Operations Manager – Kim Stonebridge
Principal Health and Safety Officer	Head Teacher – Sean Pender
First Aider	Assistant Caretakers: - Natalie Jenkins - Lee Wood - Karen Duce Student Welfare Assistant – Tracey Ashmore
Any other named members of staff with particular roles connected to this policy	None

All Saints Catholic High School

Fire Evacuation Strategy

Reviewed and Agreed: August 2022

Copies of this policy are also available in other languages on request

All Saints (& Seven Hills) - Fire & Emergency Evacuation Plan

As fire officers, it is the responsibility of the All Saints Operations Manager, Olivia Byrne and Sharon Santhouse respectively for co-ordinating fire practice and emergency evacuation arrangements at All Saints and Seven Hills Schools. Fire drills are held at least once per term. The fire officers will make plans and information about escape routes, refuge points and fire compartments available to all staff via the Staff-SharePoint network. It is the responsibility of all staff to make themselves familiar with this information. Emergency escape routes and procedures are displayed in all classrooms. Class teachers should ensure that their students and any visitors fully understand what the procedures are in the event of a fire.

If you discover a fire

- Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point, then contact the school reception
- Fire extinguishers and fire blankets are available at designated points within the buildings. If the fire is small and localised staff may, having first instructed students to evacuate the building, attempt to fight the fire with these appliances. However, staff should only do this if they feel it is safe to do so, and their priority should be to evacuate the building safely and to supervise students to do the same (Note – ONLY CO2 extinguishers should be used on electrical fires).
- With the exception of All Saints B-Block and the Portakabin, both schools are equipped with a sprinkler system. In the event of a fire the sprinklers in the immediate location of the fire will activate

If Alarm Sounds (continuous high-pitched siren)

When the fire alarm sounds it is the responsibility of the class teacher to ensure that:

- Students leave all belongings in class, all hazardous equipment is turned off, the room is empty and the classroom door is closed
- Staff escort students out of the building and to the assembly point via the most direct route (this is not necessarily the nearest exit, unless the route indicated on the evacuation plan is blocked by smoke/fire).
- Students with mobility difficulties are to be escorted to the nearest lift and wait for assistance. The lifts are designed to be used for fire evacuation and will descend to the ground floor when the alarm is activated. The lifts can only be operated from the ground floor, and only by designated members of staff
- All students and staff make their way to the designated fire assembly points using the safest route possible. All Saints staff and students will assemble on the school playing fields. Seven Hills Staff and students assemble on the Phase 1 playground.
- Students line up in class groups (for the current lesson at All Saints or in tutor groups if alarm sounds in break time).
- Students remain lined up quietly until dismissed by the Fire Officer

- Any Seven Hills students or staff working on the All Saints site must follow the evacuation procedures for All Saints. All Saints staff and students working in Seven Hills must follow Seven Hills procedures. Once evacuated, staff and students should make their way to their own school assembly point as soon as it is safe to do so

It may not be necessary to evacuate all school buildings if the fire is localised. Three areas of **All Saints** are equipped with independent fire alarms:

- Fire located in A Block, E Block or Hallam Block: evacuate these areas and muster on school field.
- Fire located in Benedict Block: Evacuate Benedict Block only and muster on school field.
- Fire Located in Sports Hall: Evacuate Sports Hall only and muster in car park, supervised by staff

Class staff should supervise students to the assembly points and ensure that all students remain standing quietly.

Where it is not possible for students to leave the buildings, they should be moved to a place of relative safety (refuge area). Staff should familiarise themselves with the location of the refuge areas and fire compartments.

School reception staff (All Saints) should evacuate via the main entrance and should take with them walkie-talkies and the visitor log for that day. Seven Hills admin staff should assemble in the Phase 1 yard. Once at the assembly point, they should inform the fire officers for both schools.

Use of lifts

The lifts are designed as emergency lifts that can be used if there is a fire. If the alarm sounds, the lifts will automatically travel to the ground floor and the doors will open. The lifts are disabled until the fire alarm is reset. In the event of an emergency a key driven override mechanism may be employed to enable the lift to travel to other floors. In addition, there is an intercom system connecting all floors. Only trained personnel are allowed to operate the lift in an emergency.

All Saints – Only the following trained personnel are allowed to operate the lift in an emergency: Operations Manager, Olivia Byrne, Dana Jenkins and Natalie Jenkins. The override key is located on the notice board in the PA's office.

Seven Hills – Specific staff hold responsibility for operating the emergency lifts (M Turner, T Mycroft, J Bradford). The key for operating each lift is kept by the staff concerned. When they have evacuated all staff and students using the lifts they should proceed to the assembly point and report to the Fire Officer either in person or by walkie-talkie.

Students with physical difficulties should be assisted to leave the building by the staff who are working with them. If working above the ground floor, this should be via one of the three emergency lifts. The member of staff in charge of these students should wait with them by the lifts and communicate with the reception/fire officer as necessary.

Should students with physical disabilities be unable to exit the building via the emergency lifts for any reason, they should be evacuated to another part of the building (see Refuge Areas), or evacuated using Evac Chairs located in first floor stair wells of All Saints or Seven Hills as appropriate.

At certain times students with physical disabilities or complex needs may be separated from their wheelchairs or mobility aids while taking part in P.E, hydro or therapies, for example. If the fire alarm sounds at these times, supervising staff should contact reception to establish where the fire is located and make a dynamic risk assessment as to whether to use hoists with students or lift them manually. They should aim to evacuate the building as quickly and efficiently as possible while maintaining the health and safety of both staff and students.

All students and staff with physical disabilities should have an individual Personal Emergency Evacuation Plan (PEEP). This should be completed by Learning Support and communicated to other staff as appropriate. Due to the high number of students with physical disabilities in Seven Hills, it has been agreed that a **'class PEEP'** (appendix 2) should be completed rather than separate documents for individual students.

All Saints - The designated muster points for students with physical disabilities depend on the location of the fire and are:

- The car park area outside the Sports Hall entrance
- The canopy opposite Benedict Block

Teachers should position students as far away from buildings as possible. The member of staff in charge of these students should inform the fire officer of the student's situation. Some students should not be moved unless there is extreme danger.

Teachers should access this information at the beginning of the year for any students they teach from the Learning Support department.

Should students and staff from either All Saints or Seven Hills find their chosen escape route to be blocked by a fire, they should exit the building by an alternative escape route. On escaping the building staff supervising these students should inform the fire officer of the student's situation.

Refuge areas

Where it is not possible for students to leave the buildings, they should be moved to a place of relative safety (refuge area). A member of staff should stay with the students. It is the responsibility of all staff to familiarise themselves with the location of these refuge areas (see appendix).

Refuge areas are situated in the following areas:

All Saints 'A' block :

- 1st Floor; Stairs' landing adjacent to the toilets or top of staircase in Music area.
- 2nd Floor; Stairs' landing adjacent to the toilets
- 3rd Floor; corridor area between A 32 and the science office

All Saints Hallam & E Block :

- Top landings in Hallam Block
- Top of staircase in Music area

All Saints Benedict Block :

- Top landings of the fire escape staircases

Seven Hills first floor :

- Corridor adjacent to lifts
- Corridor adjacent to stair wells

Times of low occupancy

At certain times there will not be enough staff in school to operate normal evacuation procedures. At these times staff should make their way directly to the front of the school via the nearest exit and assist any students present in doing the same. The premises team will then sweep the building to ensure it has been cleared.

Times of low occupancy are:

- Before 8.30 a.m. Mon – Fri (All Saints and Seven Hills)
- After 4.00 p.m. Mon – Fri (All Saints and Seven Hills)
- Weekends
- School holidays
- School training days

For All Saints P6 lessons, staff and students should evacuate to the muster point as for other parts of the day

Visitors to School

All visitors to school should be made aware of the school fire evacuation procedures. It is the responsibility of the member of staff who has arranged the visit to ensure the safe evacuation of any visitors. Where visitors have mobility difficulties, staff should make themselves familiar with the available evacuation routes before the visit and inform visitors of evacuation procedures as necessary

Where large numbers of visitors are in school (e.g. parents attending award ceremonies or concerts) they should be made aware of evacuation procedures and any planned alarm testing at the start of each event by a member of the Leadership team.

Portakabin

As the portakabin is a separate building to the main part of the school, there is no requirement to evacuate should the main fire alarm sound. Staff and students can continue with their work.

Should a fire start in the portakabin staff and students should evacuate to the main building and contact the main office. They should NOT use fire alarm call points in the main building as this would initiate a full evacuation of both schools unnecessarily.

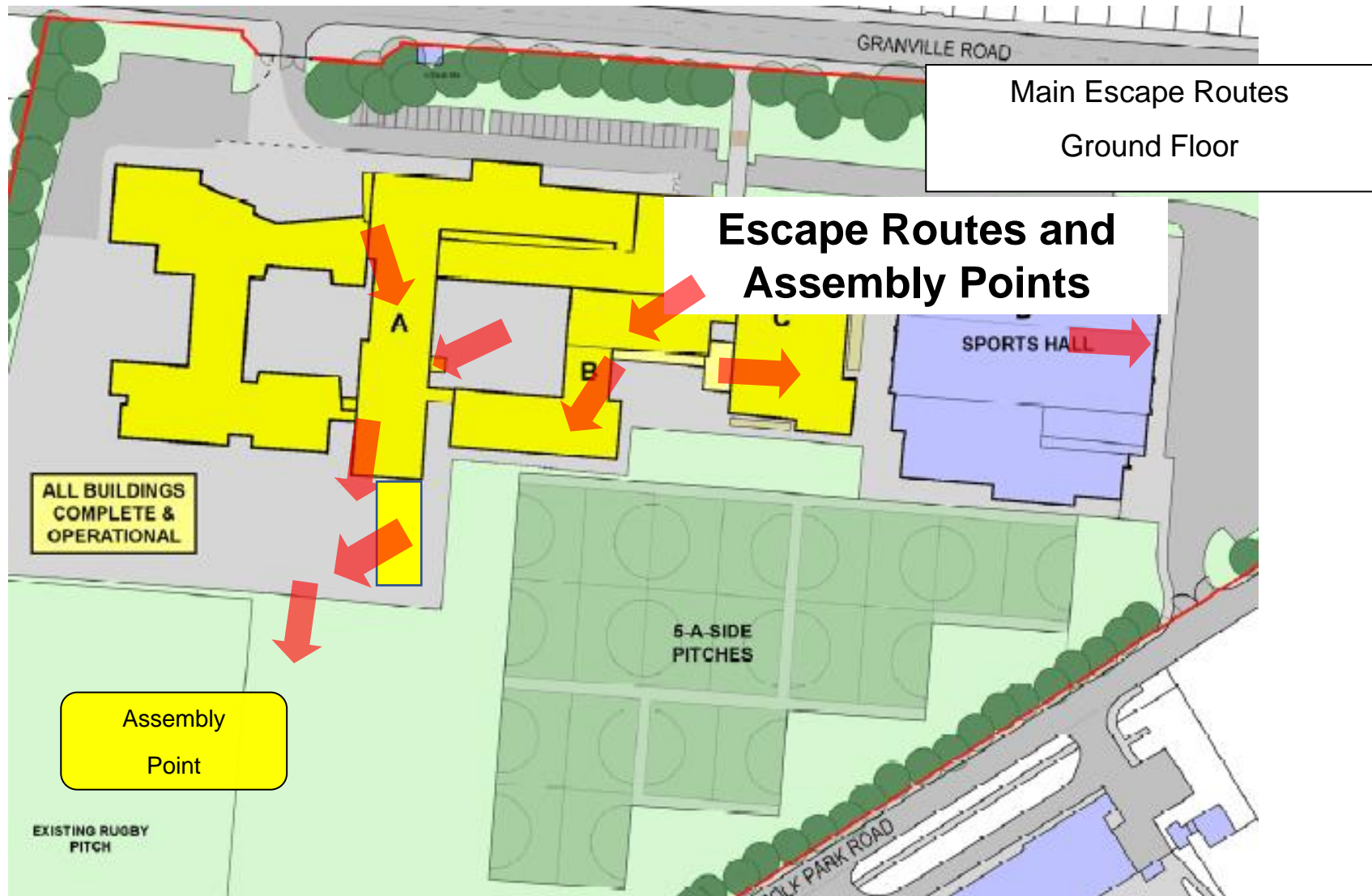
Double Knock

The school has a 'double knock' system in place that provides an initial alarm in strategic rooms allowing key staff two minutes to identify the source of an alarm before the full alarm sounds around school. This is designed to prevent evacuating the buildings for false alarms.

Should the alarm sound in reception; J Thorpe office; Finance office; Seven Hills Headteacher office; Seven Hills Deputy office ; SH caretaker office; AS caretaker office, the following actions should be taken:

- All 'double knock' trained staff should switch to channel 1 on walkie-talkies and wait for instructions
- Office staff should immediately go to the foyer and check the fire detection panel to ascertain the location of the call point or sensor that has been activated. The admin team will also man the reception phone and keep other walkie-talkies on Seven Hills/All Saints normal channels.
- Seven Hills and All Saints premises and leadership teams should go to the following areas and wait for a radio call from the admin team about location of the 'fire':
 - First floor Seven Hills – Seven Hills Headteacher
 - Ground floor Seven Hills – SH caretakers
 - First Floor All Saints – Operations Manager (or Olivia Byrne)
 - Ground Floor All Saints – AS caretakers

- Having identified the source of the activation, the member of admin who is at the fire panel will read out the location TWICE and then wait for a call from the first person to arrive there.
- All members of LT/premises staff go to this location immediately.
- Staff should avoid using walkie-talkies unnecessarily (e.g. calls asking where the alarm has come from or whether it is genuine or not) as this only makes communication more difficult for staff at the fire panel).
- The first member of staff arriving at the location must clearly say their name and either 'cancel the alarm' or 'evacuate'. If they are unable to make contact due to poor reception, they should immediately phone reception on 2000 with the same information. There is no need to identify the exact call point or detector in the two minutes; confirmation that there is no sign of fire in that room/area is all that is necessary. If the alarm is cancelled, premises teams should then locate the exact source/reason for the activation.
- Only members of staff who are at the source of the activation (and have verified that it is a false alarm) should request for the alarm to be cancelled.
- If the alarm goes to full evacuation, both schools should revert back to their normal walkie-talkie channels and manage the evacuation.



- Appendix 1

- Appendix 2

PERSONAL EMERGENCY EVACUATION PLAN

This plan will be the intended means of escape in the event of an emergency evacuation (including drills). If the practice drills identify concerns in the implementation of the evacuation, please contact the school Health & Safety officer.

PERSONAL EMERGENCY EVACUATION PLAN FOR:

Class: _____

Names of pupils:

Nature of Pupils Disabilities:

Date shared with relevant persons staff (including supply staff, lunchtime supervisors, volunteers etc): _____

Name of person completing the form on behalf of the pupils _____

I understand my responsibilities in terms of fire evacuation and have been given sufficient guidance and training to perform these duties.

Signed _____ Date _____

EVACUATION PROCEDURE

Location	Evacuation Route	Staff Assisting Evacuation	Specialist Equipment/Procedures

OTHER RELEVANT INFORMATION

For example:

- Offsite educational visits – what are the evacuation procedures when the pupil attends offsite visits?
- Does the pupil attend After School Clubs? – Are the staff aware of the pupils' needs? Is there a named individual responsible for assisting them in a fire evacuation?
- Medication – will medication need to be readily available in an emergency?



Admin Team Fire Procedure

If the fire alarm sounds (continuous tone):

- Michelle/Lizzy Bidwell/Tracey Heald go to fire panel and inform premises team that alarm is sounding and to go to **channel 1** (rest of admin team stay on channel 7)
- Michelle/Lizzy Bidwell/Tracy Heald identify location of fire from fire panel and communicate to premises team and leadership team via walkie-talkie
- If false-alarm Michelle/Lizzy Bidwell /Tracey Heald to reset alarm
- If fire is present, or premises team unable to locate source full alarm will sound and both schools will evacuate

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- When full alarm sounds all admin and premises staff (SH) switch to **channel 7**
- **On the two minute sounder – Jane to go to phase 1 gates and lock at the following times AM 8:55am – 10:30am PM 2:30pm – 3pm**
- Tracy to go down the dinner hall stairs and meet Jane to operate the lift by reception
- Melanie go to the library and to operate the lift
- Kerry and Sharon meet in the phase 1 yard to coordinate evacuation and communicate with emergency services
- Seven Hills admin team to take inventory evacuation reports, keys, walkie talkies and other documents to assembly point.