



## CLAREMONT HIGH SCHOOL ACADEMY

# **Health and Safety Policy**

(Incorporating the Premises Management Policy)

<b>Policy: H and S</b>
<b>Legal Status:</b> <b>Statutory</b>
<b>Updated:</b> <b>March 2018</b>
<b>Adopted:</b> <b>May 2018</b>
<b>Next Review:</b> <b>June 2019</b>
<b>Responsible SLT:</b> <b>YZS and GDP</b>

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## **1. Health & Safety Policy (General)**

- 1.1** This is a Health and Safety Policy for Claremont High School Academy Trust. It is the responsibility of the Governing Body to prepare a written Health and Safety policy for the school. The Governing Body aims to promote the development and maintenance of sound, safety, health and welfare practices; assess and take preventive measures; consult all employees, students and visitors on all Health and Safety matters; provide job specific Health and Safety Training; provide and maintain, healthy and legal working arrangements for staff, students and visitors make available information, facilities for training, instruction and supervision, to enable all employees to perform their work safely and efficiently; make available and use all the necessary safety devices and suitable protective equipment and clothing; maintain a constant and continuing interest in Health and Safety and Welfare matters appropriate to the school's activities.
- 1.2** This statement deals with those aspects over which the Head Teacher has control and covers safety associated with the building structure, plant, fixed equipment and services over which Governors also have responsibility. It describes how the Head is discharging their responsibility, in respect of students, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school, in accordance with the Articles of Government.
- 1.3** The aim of the statement is to ensure that all reasonably practical steps are taken to secure the healthy, safety and welfare of all persons using the premises;
- a) to establish and maintain a safe and healthy environment throughout the school;
  - b) to establish and maintain safe and healthy work procedures amongst staff and students;
  - c) meet our legal responsibilities under health and safety legislation as a minimum;
  - d) to make arrangements for ensuring safety and minimise risks to health in connection with the use, handling, storage and transport of articles and substances so far as reasonably practicable;
  - e) to ensure the provision of sufficient information, instruction and supervision to enable all people and students working on site, to avoid hazards and contribute positively to their own safety training as and when provided;
  - f) to maintain a safe and healthy place of work and safe access and egress from it;
  - g) to formulate effective procedures for use in the case of fire and other reasons for evacuating the school premises;
  - h) to lay down procedures to be followed in the case of an incident, accident or dangerous occurrence;
  - i) to provide and maintain adequate welfare facilities;
  - j) Setting targets and objectives to develop a culture of continuous improvement;

## **2. Responsibilities and Duties in matters concerning Safety:**

### **2.1 The Governing Body**

#### **The Governing Body is responsible for ensuring that:**

- a) The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and pupils.
- b) The Headteacher is aware of their health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- c) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- d) Sufficient funds are set aside with which to operate safe working practices.
- e) Health and safety performance is monitored, failures in health & safety policy or implementation recognized, and policy and procedure revised as necessary.

### **2.2 The Headteacher**

The Headteacher is the Health & Safety manager. The ultimate responsibility for all school safety organisation and activity rests with the Headteacher.

Name: Mr Molloy / Ms Hyde-Boughey  
Title: **Executive Headteacher / Head of School**  
Official Address: Claremont High School Academy  
Claremont Avenue  
Harrow HA3 0UH  
Telephone No: 0208 2044442

## **Head's Responsibilities**

### **1. The main functions of the Head as Health & Safety Manager are:**

- a) Day-to-day management of all Health and Safety matters in the school accordance with the Health and Safety policy;
- b) Ensuring regular inspections are carried out;
- k) Submitting inspection reports to governors and/or the education authority (EA);
- d) Ensuring action is taken
- e) Passing on information received on Health and Safety matters to appropriate people;
- f) Carrying out investigations;
- h) Identifying staff training needs;
- i) Liaising with governors and/or the EA on policy issues and any problems in implementing the Health and Safety policy;
- j) Co-operating with and providing necessary facilities for trades union safety representatives.

The Headteacher is also expected to monitor purchasing and contracting Procedures, to ensure that their employer's Health and Safety policy is complied with. Functions may be delegated but the legal responsibility rests with the Governors.

The person designated to act in the Key Manager's absence is:

Name: **Mr Peter Georghiades / S Yanmaz**  
Title: **Assistant Headteacher / H&S Officer**  
Official Address: As above

- a) to be the focal point for all day to day references on safety organisation and to give advice.
- b) to co-ordinate the implementation of the approved safety procedures in the school.
- c) to maintain contact with outside agencies able to offer expert advice
- d) report all known hazards immediately to the Head and stop any practices or the use of any plant, tools, equipment, machinery etc. he considers to be unsafe, until satisfied as to their safety;
- e) make recommendations to the Governors, for additions or improvement to plant, tools, equipment, machinery, etc. which are dangerous or potentially so;
- f) make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that he is kept informed of incidents, accidents and hazardous situations;
- g) review from time to time;
  - (i) the provision of first aid in school;
  - (ii) the emergency procedures;
  - (iii) risk assessments for existing and new activities.and make recommendations for improving the procedures laid down;
- h) review regularly the dissemination of Health and Safety information concerning the school;
- i) recommend necessary changes and improvements in welfare facilities;
- j) inform the Governors of the school from time to time of the safety procedures at the school.

**2.3** The Premises Manager/ Business Manager/Head of staffing, working in conjunction with The Academy's Health & Safety Officer and the Health & Safety Committee, will advise the Headteacher on the Health and Safety Policy. Acting for and on behalf of the Headteacher, they have the responsibility for implementing and monitoring the policy, principally through the Heads of Department.

The Premises Manager/Business Manager/HR Manager achieve this by ensuring that:

- a) This Policy is clearly communicated to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their safety representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them.
- f) Risk assessments of the premises and working practices are undertaken.
- g) Safe systems of work are in place as identified from risk assessments.
- h) Emergency procedures are in place.
- i) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to inspect the premises and monitor performance.
- l) Accidents are investigated and any remedial actions required are taken or requested.
- m) The activities of contractors are adequately monitored and controlled.
- n) A report to the Governing Body on the health and safety performance of the school is completed termly

#### **2.4 Obligation of all employees**

- a) Day-to-day management of Health and Safety in accordance with the Health and Safety policy
- b) Checking classrooms/work areas are safe.
- c) Checking equipment is safe before use.
- d) Ensuring safe procedures are followed.
- e) Ensuring protective equipment is used, when needed.
- f) Participating in inspections and the Health and Safety committee, if appropriate.
- g) Bringing problems to the relevant Line manager's attention.
- h) Report all accidents and near misses in accordance with current procedure
- i) Know and apply emergency procedures in respect of fire, first aid and other emergencies
- j) Ensuring risk assessments are conducted according to department policy
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered

#### **2.5 Health and Safety representatives**

George Burns	N.U.T/Teaching JCC Representatives
Nicki Boughey	Head of School – Claremont High School
Serdal Yanmaz	Governor's Representative
Serdal Yanmaz/ Peter Georghiades/ Reece Clark	H&S Officer/Assistant Head/ Assistant Premises manager

#### **2.6 Health and Safety advisors**

Claremont High School utilises Browne Jacobson and CEFM services for advice and support to ensure compliance with Health & Safety legislation.

### **3 Those who have special duties in regard of Health and Safety**

### 3.1 General

Name	Title	Responsibilities
Ann Flannery	Catering Manager	School Kitchens
Heather Powell	Learning Resource Manager	Learning Resource Centre/ Library
Alex Lipman	Acting Head of Drama	Tabbard, Halls for drama & Stage area
Josephine Brady/Daxa Panchal	Head's P.A.	General Office
Katherine Tora	Acting Assistant Headteacher	Science Labs, Prep Rooms
Terry McCarthy	Head of Maths	Maths Teaching Rooms and Corridors
Leigh Beauchamp	Head of English	English Teaching Rooms and Corridors
Sekukuni Sisulu	Head of ICT	ICT rooms
Clifford Fernandez	Network Manager	ICT offices and first floor atrium
Andy Page	SENCO	Special Needs rooms and learning zone
Shalina Patel	Head of History	History Rooms and Corridor
Gareth Riggs	Acting Head of Geography	Geography Rooms and Corridor
Hayley Cleary	Head of RE	RE Rooms and corridor
Bianca Davis	Head of Art	Art rooms
Warren Kelly	Acting Head of Design	Design rooms and atrium ground floor
Berenice Godeffroy	i/c Food Technology	Food Room and corridor
Luke Peace	Head of PE	Sports hall, Gyms, Halls, Changing Areas and Playing Fields
Emma Dixon /Amie Newton	Sixth form	Sixth Form areas
Tony Michaelides	Head of Business	Business rooms
Marie-Christine Heather	DTL Modern Languages	Languages Rooms and Corridors
Henry Aston	Music	Music Block
Margaret Constant	Welfare Officer	Medical Room
Nick De Sausmarez	Greenway projects	Greenway areas
Paul Fensome	Brent Music Director	Brent Music area
Claire Thompson	Business Manager	Finance office
Gill Aspinall & Beth Thomas	Deputy Heads	Hubs
James Hill	Sociology	Sociology and Psychology rooms and corridor
Peter Georghiades	Assistant Head	Overall responsibility for site
Serdal Yanmaz	H&S / Safeguarding Officer	

It is expected that all staff will take responsibility for their own offices and teaching rooms.

### 3.2 HODS and DTLS

Their main functions are:

- a) Day-to-day management of Health and Safety in accordance with Health and Safety policy.
- b) Drawing up and reviewing risk assessments and department procedures regularly.
- c) Carrying out regular inspections and making reports to the Premises Manager;
- d) Ensuring action is taken.
- e) Arranging for staff instruction, training and information
- f) Passing on Health and Safety information received to appropriate people;
- g) Acting on reports from above or below the hierarchy.

### 3.3 Students

The students are expected:

- a) to exercise personal responsibility for the safety of themselves and classmates;
- b) to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives, weapons and other items considered dangerous);
- c) to observe all the safety rules of the school and in particular the instructions of teaching staff in an emergency;
- d) to use and not wilfully misuse, neglect or interfere with things provided for his/her safety; such as fire extinguishers and alarm systems
- e) to observe the school code of conduct.

Students must not be left unsupervised in laboratories, workshops, gymnasiums or studios, except under exceptional circumstances such as severe emergency and even then as far as is reasonably practical, all potentially dangerous activities must cease.

### **3.4 Visitors**

Regular visitors and other users of the premises, (e.g. delivery operatives from specific companies), should be required to observe the safety rules of the school. In particular parents helping out at school should be made aware of the Health and Safety arrangements applicable to them through the teacher to whom they are assigned.

All visitors must report to the holding Reception area and the Security Guard will call the staff member they are visiting to be collected. Visitors must sign in and out. All visitors should be supervised unless they have provided their Disclosure documents, which have been verified by an appropriate senior member of staff. Visitors will be provided with an identification label and made aware of the emergency evacuation procedures. The identification label should be returned to Reception when the visitor is escorted to the holding reception and leaves the school. Visitors not wearing an identification label should be escorted to Reception.

Visitors will also be issued with a general safety and Safeguarding awareness leaflet called Guidance notes for Visitors.

### **3.5 Supervision of students**

- a) Teachers are expected to accept responsibility for students on the premises for ten minutes either side of the commencement and end of the school day
- b) During morning break, which is for students, all staff are legally on duty.
- c) During the lunch break SLT and other designated staff have the responsibility of being on duty. Staff are asked to report any health & safety hazards they notice while on duty using the ticket system and directly to the site team if the issue poses an immediate danger.

### **3.6 Transport on site**

All users should take great care when driving on site, as children do not always react in the same way as adults to vehicles.

The school speed limit is 5MPH, which should be observed at all times. Any breaking of the speed limit should be reported to the Premises Manager. Vehicles should only be parked in those areas that are designated Car Parks and in the marked bays. Cars should be parked with exhausts away from windows.

Cars should not be parked on approaches to the car park as this often causes problems for delivery lorries. The bays next to the main entrances should only be used by visitors and the Head.

## **PROCEDURES AND ARRANGEMENTS**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Staff policy Drive within the Health and Safety folder.

### **4 Accidents, Incidents including near misses reporting**

All staff are required to ensure that all accidents are reported to the Welfare Officer/ Health and safety Officer/Headteacher, who will ensure that the accident is recorded in the accident book, investigated and reported to the Governing Body.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence (form at end of policy)

### **4.1 First Aid**

If anyone should become ill or suffer as a result of an accident the procedures below should be followed:

- a) First aid should be rendered, but as far as knowledge and skills admit.
- b) Get help immediately by informing the Welfare Officer
- c) A trained first aider should be contacted.
- d) The patient should be given all possible reassurances.

#### **4.2 Designated first aiders**

A list of designated first aiders is sent electronically every term and a list is available on the noticeboard

#### **4.3 Reporting of accidents and illness**

All accidents and illnesses, including those, which happen on the way to and from school must, if the information is reliable be reported to the Welfare Officer and noted in the accident book.

#### **4.4 Accident forms**

All accidents must be reported to the Welfare Officer and written up in the accident book which is located in the Medical room. All accidents must be reported to the Welfare Officer and written up in the accident book which is Serious Accidents should be reported on RIDDOR forms if warranted by the H&S Officer.

As of 1 October 2013, RIDDOR 2013 came into force, which introduces significant changes to the existing reporting requirements. A HSE document which provides further guidance is available in the Staff policies and procedures folder under Health and Safety. Any accident to an employee resulting in a fatal or major injury must be reported to HSE **IMMEDIATELY** by telephone on 0345 300 9923 or online to HSE.GOV.UK.

#### **Accidents and injuries that result in staff being away from work or incapacitated for over three consecutive days must be reported.**

The statutory requirement is to record accidents resulting in the incapacitation of a worker for more than three days.

Incapacitation means that the worker is absent from work or are at work but are unable to do work that they would reasonably be expected to do as part of their normal work activities. When counting the days to decide whether an accident is reportable, include any days they wouldn't normally be expected to work such as weekends, rest days or holidays in the total but not the day on which the accident happened.

Records also need to be kept on the system of all occupational accidents and injuries that result in staff being away from work or incapacitated for more than three consecutive days but do not result in the staff member being away from work or incapacitated for more than seven consecutive days.

Fatal and major injuries to school students occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

#### **4.5 Accidents to students (and other persons on the premises), and outside enquiries**

The Head will deal with all such enquiries from the police and those acting on behalf of the solicitors engaged by parents of children or other persons. In the Head's absence the Deputy Head will be the responsible person.

#### **4.6 Minor illness**

All children suffering from minor illness should be referred to the Medical room. The PPM and or a member of senior management is to be consulted and the pupil may go home if a parent can be contacted to give permission. Non accidental injury to children (suspected child abuse) please refer to Safeguarding and Child Protection policy. No pupil should leave school premises during school hours without the permission of a parent or guardian.

#### **5. Health and Safety Policy for Departments**

Each department as appropriate should have a written Health and Safety policy, which addresses the special circumstances, found in their area. All activities should undergo a **RISK**



**ASSESSMENT**, which is agreed and written down. Any **Hazard** should be identified (i.e. something with potential to cause harm).

The **RISK** is the likelihood of that potential being realised. This assessment should be carried out by a competent person.

The risk should be identified as **HIGH, MEDIUM** or **LOW** and the risk either eliminated or controlled.

**6. Claremont High School Road Safety Code**

1. Take care near or while crossing roads
2. Wear a bright light reflector on top of school dress.
3. Always **STOP, LOOK AND LISTEN** before crossing a road.
4. Never walk in the road
5. Use pedestrian exits to school and listen for cars
7. Keep away from car parks and parked cars.
8. Do not cross roads between parked cars or larger vehicles.

The data manager will keep a record of car registration numbers of staff. Staff should notify of any changes to car registration details.

The Receptionist is responsible for recording the registration numbers of visitors' vehicles. Regular users of the site should be given a copy of this policy and other relevant linked policies.

**Arrangements for other Health and Safety Risks**

**7. Asbestos and Legionellosis**

**Asbestos**

- a) The Premises Manager is responsible for ensuring that the school Asbestos Log is read and signed by all contractors who will work in areas where asbestos has been identified prior to starting any work on the premises.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Premises Manager.

Staff must report any damage to asbestos materials immediately to the Health and Safety Officer. Where damage to asbestos material has occurred the area must be evacuated and secured. The Head will immediately notify the Head of the Governing Body by telephone.

**Legionellosis**

- b) The Premises Manager is responsible for ensuring that regular Legionellosis Risk Assessments are carried out.

Risk assessments should include all routine operation and use of the system, plus commissioning, maintenance, breakdown, and unusual circumstances.

The Risk Assessment must include;

- a) The potential for droplet formation.
- b) Water temperatures.
- c) The likely risk to those who inhale water droplets.
- d) Means of preventing or controlling risk.

Once the risk has been identified and assessed, a scheme should be prepared for preventing or controlling it. The main objectives however, must be to avoid conditions that permit legionella to grow and be transmitted by aerosol.

**8. Contractors on school premises**

The Premises Manager is responsible for the selection and management of contractors in accordance with the school policy.

**9. Display Screen Equipment**

DSE assessments will be completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

**10. Hazardous Substances**

The Premises Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Head. The Premises Manager will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision.

Substances used in D&T and science are assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS.

**11. Data backup**

A hard copy / back up of all computer data to be kept either off school site or in various locations across the School site.

**12. Electrical Safety**

The Premises Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Premises Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to the Premises Manager. Staff are reminded that they must not bring electrical equipment into school without the permission of the Head, and they will be made aware of this.

**13. Lone Working**

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify the Head or Premises Manager of their location and intended time of departure. Lone workers should not undertake any activities which present a significant risk of injury.

**14. Maintenance and Inspection of Equipment**

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Premises Manager.

Where Heads of Department hold budgets for maintenance they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair

All faulty equipment must be taken out of use and reported to the Premises Manager. Staff must not attempt to repair equipment themselves.

**15. Manual Handling**

The Premises Manager will ensure that any significant manual handling tasks are risk assessed and any risks eliminated where possible. No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Premises Manager for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

#### **16. Personal Protective Equipment (PPE)**

Where the need for PPE has been identified in Risk Assessments, it is the Head's responsibility to ensure adequate supplies of suitable PPE. Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action. PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Head.

#### **17. PE Equipment**

The Head of Physical Education is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils. Risk assessments have been completed for all PE activities and all staff must be familiar with these.

Vaulting horses, benches and mats are formally inspected annually by a competent contractor. All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Head of Dept.

#### **18. Security/Violence Management**

The Premises Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting. The Premises Manager is also responsible for the security of the site during after school use and lettings.

The numbers on security pads will be changed at regular intervals and these changes notified to staff that need to be informed. Staff are reminded that these numbers should not be divulged to any pupil or parent.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance by informing Security and calling for a Senior Member of Staff as soon as possible.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in an appropriate location where assistance is available. The Head should be notified in advance of these meetings where possible. Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Head.

#### **19. Site Maintenance**

The Premises Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

Routine inspections of the site will be undertaken and any hazards to be reported to the Head that cannot be dealt with immediately.

All staff are responsible for reporting any damage or unsafe condition to the Premises Manager immediately by phone/walkie talkie (via reception)

# FIRE AND EMERGENCY EVACUATION

20. In the event of a fire or emergency evacuation, an alarm will sound. This bell will be continuous and will ring until the school has been evacuated.

## LESSON TIME

- **When the alarm is sounded during lesson time you should instruct your group to evacuate the building immediately.**

Lesson time evacuations will be phased with only one area of the school being evacuated at a time. If you hear an alarm ringing in another area of the school **do not respond to it.**

If you are required to evacuate your block an emergency alarm will be sounded.

*Areas of phased evacuation*

- A) Business, Science and Technology Block- **zone 1**
- B) Main Building-**zone 2**
- C) Library, English and Music Blocks-**zone 3**

- Pupils should bring their coats and bags with them, provided these can be picked up quickly
- You must inform your pupils of the nearest escape point. Pupils should not run or panic but make their way to the assembly point by the **basketball court** if the fire is deemed in **zones 2 or 3** or by the **Monty's 1** queuing area if the fire is deemed in **zone 1**. **Staff must escort their teaching groups.**
- At the assembly point, pupils must line up in their teaching groups behind a yellow circle with their year group and a register must be taken by the subject teacher (the subject teacher must have a class list of all the pupils present in their lesson). **Pupils must be silent during this period.**
- When asked by the Emergency Officer, inform them if all pupils in your teaching class and staff are present. Give them the names of any missing people and, if possible, explain their whereabouts.
- Staff who are not teaching must assist other staff to supervise pupils.
- Once it is safe to return to the building you will be dismissed by the Emergency Officer, one teaching group at a time. **You must not move until an all-clear has been given.**

## PRE-SCHOOL, BREAKTIMES and LUNCHTIMES and BETWEEN LESSONS

- If the alarm is set off in any area of the school at the above times, a full evacuation of the whole school will have to take place.
- **Pupils must line up in their form groups behind their form group yellow circle on the basketball playground if the fire is deemed in zones 2 or 3 or by Monty's 1 queuing area if the fire is deemed in zone 1.**
- **PPMs must take charge of their year groups and ensure good behaviour.**
- Ms Conroy to supervise KS3  
Ms Toft to supervise KS4  
Ms Singh to supervise Years 12 and 13.
- Temporary registers will be brought out from the office by the receptionist.
- Staff must ensure their form groups are well behaved and quiet.
- Staff who do not have forms must help to supervise and support Form Tutors.
- The person in Emergency Officer will request to know of any pupils or staff that are not present.

- Once it is safe to return to the buildings you will be dismissed by the Emergency Officer one teaching group at a time or to form groups if out of lesson time. **You must not move until an all-clear has been given.**

### **ADDITIONAL DUTIES**

- Emergency evacuation boxes to be brought out by Margaret Constant and Daxa Panchal on all occasions when the alarm is sounded. Margaret Constant to check the boxes each month.
- The receptionist or anyone covering to bring out the signing in and out books.

### **THE ASSEMBLY POINT IS ON BASKETBALL COURT**

#### **Emergency Evacuation Routes:**

Unless there is an area, which constitutes a danger, the following routes must be followed:

#### **MAIN BLOCK**

Students should leave by the nearest safe exit and proceed to the Assembly Point, going round the buildings if they exited from the reception/sports hall/SEN/Claremont Avenue exits.

#### **SCIENCE BLOCK/BUSINESS BLOCK**

Students should leave by the nearest exit and proceed directly to the Assembly Point by the basketball court

#### **TECHNOLOGY BLOCK**

Students should leave by the nearest exit and proceed directly to the Assembly Point which is the queuing area for Monty's 1.

#### **MUSIC/LIBRARY/ENGLISH**

Students should leave by the nearest exit and proceed by the sports hall/Astroturf walkway to Assembly Point by the basketball court.

#### **SPECIAL NOTE**

Teachers should use their own initiative if an escape route is blocked, bearing in mind that the safe places to assemble are on the school playground away from any affected building or on the school field. Remember to inform the Emergency Officer if you have to assemble away from the designated Assembly Point.

#### **SPECIAL NOTE**

Do not allow anyone to re-enter the building for any reason  
Do not rush or unduly panic

#### **20a GENERAL INSTRUCTIONS TO THE LIBRARIAN AND TECHNICIANS UPON HEARING THE ALARM**

1. Turnoff any gas or apparatus in use including the emergency shut off.
2. Leave by the nearest exit and proceed to the Assembly Point by the shortest safest route.
3. Close all doors as rooms are cleared.
4. Make a visual check of all rooms as you pass to ensure that the appropriate action is being taken, and that doors to empty rooms are closed.
5. When you arrive at the Assembly Point pass on any relevant information.
6. Remain in your designated areas until further instructions are received.

#### **SPECIAL NOTE**

Do not allow anyone to remain behind or to re-enter the building for any reason.

#### **20b GENERAL INSTRUCTIONS TO SITE TEAM UPON HEARING THE ALARM**

1. The Site team should ensure that all cleaning staff and any contractors on the premises leave the building and proceed to the Assembly Point by the nearest exit and shortest safe route.
2. The Site team should proceed directly to the point of activation and assess the situation. In the absence of the Emergency Officer, the Site team should contact the emergency services if it is necessary to do so.
3. Upon the arrival of the Emergency Services, the Site team will direct the Officer in charge to the school's emergency Officer for a formal situation report.
4. Caretaker/s will proceed to the Claremont Avenue entrance and prevent any persons from entering the site, and/or direct the Emergency Services to the school Emergency Officer for a formal situation report if necessary, and await further instructions.

### **SPECIAL NOTE**

Under no circumstances should anyone be allowed to enter the site or the premises without authority from the Head, the Emergency Officer or the Emergency Services.

### **20c GENERAL INSTRUCTIONS TO SENIOR STAFF UPON HEARING THE ALARM**

1. Proceed as per the general instruction to teaching staff.
2. If not teaching escort any visitors to the Assembly Point.
3. All SLT members should report to the evacuation areas. In the absence of a team member, the SLT person at that evacuation point should assume that role for both year groups and report in accordingly
4. The Emergency Officer will assess the situation by establishing the reason for the alarm being activated. The emergency services will be contacted if necessary. In the absence of the Emergency Officer their line manager will assume this role.
5. The Head will decide on any action to be taken including whether to evacuate further away from the school.

### **20d GENERAL INSTRUCTIONS TO CATERING STAFF UPON HEARING THE ALARM**

1. Cease all work and turn off all appliances, especially mains supply gas including cut-offs.
2. Leave through the nearest exit and proceed by the shortest safe route to the Assembly Point, which is situated, by the basketball court.
3. Report to your supervisor and inform them of any relevant information.
4. The Catering Manager or the Deputy is to report their situation to the Emergency Officer.

### **SPECIAL NOTE**

Under no circumstances should you delay your departure to collect any items. You should not allow any unauthorised person to enter your area, nor allow anyone to attempt to re-enter the building.

### **GENERAL INSTRUCTIONS TO ADMINISTRATION AND FINANCE STAFF UPON HEARING THE ALARM**

1. All Administration staff will collect registers (keeping them in year group piles or teaching groups for that period), the signing in/out book/s, the visitor's log and the first aid box(es). They will then proceed via the nearest exit and the shortest safe route to the Assembly Point.
2. Finance staff will proceed via the nearest exit and the shortest safe route to the Assembly Point.
3. At the Assembly Point Administration will issue the registers to appropriate Head of School/PPM
4. Team Leaders will report to the Support Staff HR on the attendance of their Teams
  - a. Administration
  - b. Finance dept,
  - c. Librarian
  - d. Science Technicians
  - e. Other Technicians.
  - f. ICT

Visitors will report to the receptionist. This will then be reported to Josephine Brady.

### **SPECIAL NOTE**

Do not delay unduly or allow anyone to re-enter the building for any reason

## **GENERAL INSTRUCTIONS TO EMERGENCY OFFICER UPON HEARING THE ALARM**

1. Ascertain Location and cause of activation
2. Upon arrival at the Assembly Point ensure that all procedures for safety are being observed and remain visible. Ensure first aiders are stationed in a clear area in case they are needed.
3. Collect reports from SLT, Reception and Josephine Brady
4. Consult with the Head or their substitute. To decide whether any secondary action for everyone's safety is taken. Inform Head as to the point of dismissal of the assembled school.
5. Prepare verbal report, if necessary for the Emergency Services where necessary and wait at the Claremont Avenue entrance for the Emergency Services if they are not already in attendance.

## **20e GENERAL INSTRUCTIONS TO CLEANERS, CONTRACTORS AND VISITORS UPON HEARING THE ALARM**

1. Upon hearing the alarm leave the building by the nearest exit and proceed directly to the assembly point which is by the basketball court.
2. Line up with the adults and make your presence known, together with any relevant information, to the Senior Manager responsible for non-teaching staff.
3. Under no circumstances must you attempt to collect any belongings or delay your exit from the building, as this may put other persons at risk.
4. Do not under any circumstances try to re-enter the building before permission is given by either the Head or the Emergency Officer.

## **EMERGENCY EVACUATION**

### **20f Student Instructions**

- The warning to evacuate the building will be a continuous alternating siren.
- When a warning is given leave the room when directed by the teacher, and follow any instructions at once.
- The last person to leave the room must close the door behind them.
- Do not attempt to delay leaving the room in order to collect personal items of any description.
- Leave the building by the nearest exit and proceed to the assembly point.
- Walk in single file at all times. **DO NOT RUN.**

### **SILENCE MUST BE MAINTAINED AT ALL TIMES.**

- Line up in single file by a circle which displays your year group, in alphabetical order and with the teacher of your current lesson (if out of lesson time then students should line up in their form groups)
- Listen to the instructions given and obey them at once.
- The person or persons raising the alarm should inform the emergency officer immediately they arrive at the assembly point.

### **20g DISABLED PERSONS or PERSONS WITH SPECIAL EDUCATIONAL NEEDS**

- If the situation occurs where a member of staff, pupil or visitor with a special educational need or disability needs help in leaving the premises, the teaching staff will ensure that they are assisted in leaving the premises safely, preferably via the same exit route as the rest of the school. However, if this is not possible, they will be assisted to make their way from the nearest safe exit, from where they can join the rest of the school at the assembly point if safe to do so.

### **20h ACTION ON DISCOVERING A FIRE**

- Raise the nearest alarm without delay
- Report directly to the assembly point, checking any rooms and toilets that you pass and closing any doors of empty rooms behind you

### **20i CONTACTING THE FIRE & RESCUE SERVICES**

- The Fire Service will be alerted through the alarm system, in the event of a genuine alarm.
- If necessary, the Emergency Officer will telephone the emergency services from the assembly point.
- The caretaker will ensure access on to the site is clear and open for the emergency services.

### **20j FIRE DRILLS**

- Fire drills are carried out regularly over the year and logged in the Fire Evacuation Record by the Health & Safety Officer (one per term is recommended)
- Staff are often notified in advance of these drills but often are not to maintain authenticity and reduce complacency.
- The fire alarm system is tested weekly

## 21 FIRE MARSHALS

<b>Library Block</b>	<b>Overall</b>	<b>M-C. Heather</b>
	Top	N. Hall
	Middle	M-C. Heather
	Bottom	H. Powell
<b>English Block</b>	<b>Overall</b>	<b>C. Morris</b>
	Top	R. Perkins
	Middle	C. Morris
	Bottom	N. Savinkina
<b>Technology</b>	<b>Overall</b>	<b>K. Martinez</b>
	Top	S. Sisulu
	Bottom	W Kelly
<b>Science</b>	<b>Overall</b>	<b>S. El-Ali / L. Arbani</b>
	Top	S. El-Ali
	Bottom	R. Wood
	New Bldg	A. Patel
<b>Main Building</b>	<b>Overall</b>	<b>G. Aspinall / A. Skordi / K. Tora</b>
<b>Canteen Block</b>	Overall	G. Riggs
	Kitchen	A. Garner
	1 <sup>st</sup> Floor	G. Riggs
	2 <sup>nd</sup> Floor	H. Cleary
<b>Maths</b>	Top	M. Schmidt (M110 - M112) M. Rai (M117 – M120) P Amirthalingham(M121 – M125) T. McCarty (M008 – M010)
	Bottom	K. Bamanian (M011 – M013)
<b>History</b>	Top	S Patel (M101 – M104)
<b>Sixth form area</b>		M Krnac
<b>New Music Area</b>	Overall	H. Aston
<b>Learning Zone</b>	Overall	A. Page / P. Swain
<b>Sports Hall / Astro Turf</b>		S. Amblin
<b>Admin Block</b>	Upstairs	J. Brady
	Downstairs	S. Francis
<b>Brent Music</b>	Overall	P. Fenson / P. Swain
<b>New Build</b>		T Michaelides
		S. Campbell

### Fire and Emergency Evacuation marshals

A Senior Evacuation Marshal has been made responsible for each of the buildings on the school site. To support that person and assist with an efficient evacuation, marshals have also been allocated for each floor level.

### Roles of the Fire and Emergency Evacuation Marshal

- When the fire bell is sounded you must ensure that ALL people leave the area you are responsible for.
- You should complete a check of all classrooms, offices and any other area within your responsibility.
- This check should be completed by looking through the viewing glass of classrooms and offices.
- If a room does not have a viewing glass you should knock on the door and shout a command.
- To check for a fire in rooms you cannot see into, place the back of your hand on the door to feel for heat. You must not open doors which you cannot see into.



- Please ensure that all people leave the building in an efficient, orderly fashion as laid down by the school policy.
- When your area is cleared you must report this information to the Senior Marshal in charge of your building.
- AT NO TIME must you place yourself or anybody else at risk during an emergency.

### Senior Fire and Emergency Evacuation Marshals

Once your area of the school has been cleared and all people have reported to the emergency assembly point on the basketball court, you must report this information to the Emergency Officer Peter Georghiades. In the absence of Mr. Georghiades, this information should be given to the most senior member of staff present.

#### 21a STAFF ABSENCES

- Permanent members of staff who are absent will be accounted for in the daily Staff Absences email or Staffroom Board.
- Staff who have left the school premises will have signed out at the school office.
- The absences of these staff will be notified to the Emergency Officer
- Should a member of staff who is in charge of a class be absent, the cover teacher/supply Teacher or another member of staff will take the responsibility of safely evacuating and registering the class.

#### 21b ROLES & RESPONSIBILITIES

<p><b>Emergency Officer</b></p> <ul style="list-style-type: none"> <li>*Responsible for ensuring Fire Procedures are effective and meet Health &amp; Safety requirements for school</li> <li>*Monitor Fire Procedures are clearly displayed around the premises.</li> <li>*Report any missing persons to Emergency Services.</li> <li>*Dismiss children and staff from assembly point, once premises has been deemed safe to return.</li> </ul>	<p><b>Health &amp; Safety Officer</b></p> <ul style="list-style-type: none"> <li>*Annually review and update Fire Procedures and Information</li> <li>*Ensure Emergency Wallet is located in a secure, yet accessible location</li> <li>*Termly monitor Emergency Wallet with Office Supervisor</li> <li>*Complete the Fire Evacuation Record following an evacuation</li> <li>*Check attendance of all permanent staff against the Staff List</li> </ul>
<p><b>Office Supervisor</b></p> <ul style="list-style-type: none"> <li>*Termly update of information in Emergency Wallet:</li> <li>-Pupil List</li> <li>-Staff List</li> <li>-Staff Emergency Contact List</li> <li>-Fire Policy Statement Signed by staff, including Cleaning, Kitchen staff &amp; after-school providers.</li> <li>*Take Class Registers, Visitors Book, Staff signing out book, megaphone Radio &amp; Emergency Wallet, to the assembly point</li> <li>*Check attendance of non-teaching staff and visitors</li> </ul>	<p><b>Caretaker</b></p> <ul style="list-style-type: none"> <li>*To check the origin of the alarm</li> <li>*Contact Emergency Services, if appropriate to do so</li> <li>*Ensure clear and open access for emergency services on to site</li> <li>*In the event of a drill/no risk, give clearance to Head of Lower School or person in charge to re-enter premises.</li> </ul>
<p><b>Teachers</b></p> <ul style="list-style-type: none"> <li>*Ensure class is clear of exit route to take to assembly point</li> <li>*Set clear expectations for behaviour and conduct when upon hearing the alarm, exiting the premises, and at the assembly point.</li> </ul>	<p><b>All Staff</b></p> <ul style="list-style-type: none"> <li>*To read and have understood the Fire Evacuation Procedures</li> </ul>

#### 22. Emergency Incident Procedures

These procedures are to be viewed as a separate entity and not as part of the Emergency Evacuation notes – there is a separate *Critical Incident Management Policy* and *Business*

*Continuity Plan*, which provides further guidance on critical incidents. Potentially explosive gas leaks, fire or bomb threats will be treated as an emergency evacuation, where the primary aim is to clear the building and move everyone a safe distance from the potential hazard.

These procedures should be treated as “other emergencies”, which are likely to involve outside assistance.

All emergency procedures imply that something unexpected has happened or is likely to happen and the first priority is to ensure the safety and security of all staff and students as far as is reasonably practicable.

Schools pose a particular problem in these unforeseen circumstances in that it is impossible to predict where key staff will be when an emergency occurs. Moving key staff to designated areas may in itself be hazardous and it is therefore important that the structure offers a degree of flexibility. Communication is also vital, as little, or no, information to staff is likely to create concern and possibly even panic.

Through clear and thoughtful communication calmness is maintained and is therefore less likely to cause injury through panic.

The Head needs to be in a centralised position so that information can be processed quickly. There needs to be an incident co-ordinator through whom all communications are fed. Other members of the Senior Management Team should have specific areas of responsibility.

### **Control Centre**

In the first instance the reception area will be the communications centre. This is the natural place as it has phone lines and would be the point of arrival of any external assistance. The Head would remain in his office, which is above the reception area.

Should it become necessary to evacuate this area, then Beth Thomas office will be the control centre.

All the Senior Team should report here either in person or by phone dependent on the circumstances.

Should the school need to be evacuated and it is not possible to re-enter the building, including following a weekend or holiday, Uxendon Manor would be used as a control centre.

### **Specific Responsibilities**

**These may be delegated as appropriate**

<p><b>Head (Terry Molloy)</b></p>	<ul style="list-style-type: none"> <li>● Contact police/fire/ambulance or any other relevant external agency</li> <li>● contact Brent Chief Executive</li> <li>● contact Chief Education Officer</li> <li>● contact Press office</li> <li>● brief and instruct Senior Team on actions to be taken throughout the incident</li> <li>● decide on communication to staff/students and parents (both short and long term)</li> <li>● arrange press release</li> </ul>
<p><b>Incident co-ordinator (Gill Aspinall)</b></p>	<ul style="list-style-type: none"> <li>● to keep Head informed</li> <li>● to communicate with the rest of the team</li> <li>● to communicate Head's instructions to all staff</li> <li>● ensure all the team understand their role</li> <li>● to liaise with external agencies</li> </ul>
<p><b>Welfare co-ordinator (Margaret Constant)</b></p>	<ul style="list-style-type: none"> <li>● to be responsible for the welfare of injured or distressed students or staff, with the assistance of other staff as decided by her and designated first aiders</li> <li>● to feed and receive information to the Incident Co-ordinator</li> <li>● to liaise with external agencies</li> </ul>

<b>Observer (Peter Georghiades)</b>	<ul style="list-style-type: none"> <li>to assist Head in decision making</li> <li>to observe and record Head's actions.</li> </ul>
<b>The remainder of the Senior Team are allocated to areas of the school as follows:</b>	
Beth Thomas	Main Block ground floor and sports hall
Nicki Boughey	Main Block first
Peter Georghiades	Staff room and SEN
Adam Skordi	Business Block and halls
Maureen Ahimie	Technology Block
Leigh Beauchamp	English/Library and Music Blocks
Mehul Shah	Science Block
Katherine Tora	Monty's 1, Geography and RE
Serdal Yanmaz	To cover for anyone who is absent

Their responsibilities are as follows:

- to communicate up to date information to staff
- to feed back to incident co-ordinator
- to maintain security in those areas
- to distribute information and letters in those areas
- to give instructions to staff in those areas.

These tasks may be delegated to other staff in that area. However monitoring should take place to ensure the task has been fulfilled effectively. Final responsibility for the task lies with the member of the Senior Team.

It may also not be possible for Senior Team members to get to those areas and they may need to delegate to Heads of Department. It may be that communication with these areas is by telephone depending on the nature of the incident.

**Caretaking staff should report immediately to the control centre.**

<b>Reception</b>	<ul style="list-style-type: none"> <li>to maintain communications internally and externally</li> <li>to answer any parental or press enquiries by saying "a statement will be issued when we have more information" and should therefore take name, telephone number and organisation (Or by reading a statement prepared by the Head)</li> <li>to feed information to the incident co-ordinator</li> </ul>
<b>Office Staff</b>	<ul style="list-style-type: none"> <li>to type and distribute letters as appropriate</li> <li>to assist in despatch to Senior Teams respective areas or PPMs as appropriate</li> </ul>
<b>All Staff</b>	<ul style="list-style-type: none"> <li>to ensure the safety of the students not only of those in their class but any who may be at risk</li> <li>when and if appropriate give information to Senior team on missing or additional students in their charge</li> <li>to maintain a sense of calm</li> <li>quizzes and work activities will maintain this better than allowing the students to do nothing</li> <li>to answer questions honestly but with caution and discretion. Answers should not be speculative. The aim should be to give reassurance.</li> <li>Staff who are who are free should remain in the Staffroom or their offices as they may be needed to specific duties</li> <li>To follow all instructions from the Head or her delegated staff.</li> </ul>

## Other considerations

<b>Lunch</b>	<ul style="list-style-type: none"><li>• Inform dining centre of any changes of arrangements</li></ul>
<b>Release of students from rooms</b>	<ul style="list-style-type: none"><li>• This should be done by the Senior Team</li></ul>
<b>Children with medical/dental appointments</b>	<ul style="list-style-type: none"><li>• Where possible messages should be got to the control centre with names and telephone numbers to cancel appointment.</li></ul>
<b>Debriefing</b>	<ul style="list-style-type: none"><li>• This should be held at the end of the school day or as soon as is feasible.</li></ul>
<b>The Press</b>	<ul style="list-style-type: none"><li>• Only the Head should communicate with the press (except where mentioned earlier)</li></ul>
<b>Liaison with the Police and other external Services</b>	<ul style="list-style-type: none"><li>• This should only be by the Head or Peter Georghiades, unless authorised by the Head</li></ul>

## Bomb Threats

Action to be followed

### DO NOT PANIC. DO NOT PUT THE PHONE DOWN OR CUT OFF THE CALLER.

- Switch on voice recording if possible.
- Try to keep the caller talking for as long as possible, by using delaying tactics, e.g the line is bad, can you speak up etc.
- Try and complete the form in as much detail as possible.
- Message (exact words if possible)
- Location of Bomb
- At what time will the Bomb Explode?
- What type of bomb is it and what does it look like?
- What will cause the bomb to explode?
- Did you place the bomb and why?
- What is your name and address?
- What is the telephone number you are calling from?

### RECORD THE TIME OF THE CALL AND THE TIME THE CALL WAS COMPLETED.

### KEEP THE TELEPHONE LINE OPEN EVEN WHEN THE CALLER HAS HUNG UP

### RECORD INCOMING CALL NUMBER, WHERE IT IS REVEALED

- Immediately notify The Head or Deputy Head.
- Inform the Police.
- Record other things you noticed during the call.
- Sex
- Accent
- Age
- Type of speech (intoxicated, laughing etc)
- Was the message Spontaneous/read/recorded
- Any background noises you heard

## 23. Personal Emergency Evacuation Plan [PEEP]

A Personal Emergency Evacuation Plan or PEEP is a person specific plan for evacuating a building in an emergency. It is designed to match the capabilities of individual buildings to the needs of individual disabled persons, thus to do it once for one building may have no value in another building, and must be re-planned for those other buildings that the person will use.

There is a requirement that all persons regardless of their disability status, must be able to evacuate a location as safely as persons with no disability.

The PEEP should not only be thought to apply to 'permanently' less able persons, but should also be applied to staff or visitors that may have a temporary disability due to e.g. injury [sprained foot] or pregnancy etc.

It is the responsibility of the person having responsibility for the building to provide a fire safety risk assessment that includes an emergency evacuation plan for all people likely to be in the premises, including disabled people, and show how that plan will be implemented.

Where practicable, start by talking with the 'disabled' person about the plans that you have considered to achieve this, and also to find out their needs and if they have any issues that may affect your proposed course of action.

Look at your ideal safe route, decide how the evacuation would work and what persons / equipment would be involved, then assume that this route is blocked. Choose route 2 and go through the variables again; is this route more difficult, longer, narrower, steeper, more slippery, do people park vehicles where you wouldn't be able to pass?

To fulfil the PEEP's requirements, there may be a need for modifications or repairs to the building or it may be necessary to site the person in a different work area.

Solve the problems, write down your plans and have them readily available, ensure that the assisting staff and the disabled person / child know what the plans are, talk to the disabled person / parents etc., practice carefully if required, but avoid involving the disabled person / child in any element if there is a risk which you would only accept during a real emergency,

The plan should be reviewed as necessary should any significant change occur to the use or design of the building, new responsible staff, or different ability equipment, and may ask the disabled user to keep them informed of any changes in their circumstances, which may warrant a review of the PEEP ahead of the pre-planned review date.

**PERSONAL EMERGENCY EVACUATION PLAN**

**Visitor/ Member of staff/ Student**

Full Name	
Status	

**Main Work Location (Address)**

Claremont High School, Claremont Avenue HA3 0UH

Please indicate if there are significant variations to the normal evacuation plan and


**Person responsible for providing assistance (including a reserve)**


**Person completing this form**

Date
Review Date

**Review comments**


**24 FORMS**

**Claremont High School Academy**

**HEALTH & SAFETY**

Report to Margaret Constant (Welfare Officer) if you have witnessed an accident or have been injured and fill in the accident/injuries book. The form should be used to report all "NEAR MISSES" and given to the H&S Officer.

Date of Near-miss Incident \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Name of Student or Member of Staff \_\_\_\_\_ -

Age of Student \_\_\_\_\_

Name of Member of Staff reporting incident \_\_\_\_\_

Description of circumstances (to include names of people who witnessed the incident and exact location)


Details of the incident


Details of action taken, both immediate and long term


### 30. Risk Assessment

#### RISK ASSESSMENT PROCEDURES

- Think of possible hazards. A hazard is anything that has the potential to cause harm
- Decide who might be affected and how.
- Evaluate the level of risk and consider preventive measures. Risk is the likelihood of a hazard causing harm.
- Discuss with school staff/parents/carers/and child as appropriate.
- Formulate into a written plan.
- Put measures into practice.
- Review and revise as necessary.

#### Risk Assessment Procedure

Identify hazards re:

- children
- environment – inside and outside
- security/safety procedures
- off site activities
- equipment

When thinking about a risk assessment, remember

- a **hazard** is anything that may cause harm, e.g. a physical condition which can make the school unsafe, such as a slippery floor; unsafe acts e.g. rushing, horseplay, taking shortcuts. Unsafe omissions such as the failure to follow safe systems or wear protective equipment can also be termed hazards.
- the **risk** is the chance, high/ Medium or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

#### **Hazard Identification:**

Identify all the hazards relevant to the activity.

Specific hazards should be assessed on a separate risk assessment form and cross-referenced with this document. Possible hazards may include:

biological agents, display screen equipment, manual handling operations, lifting and handling of students, hazardous substances and some locations beyond the school.

Other hazards to consider include slipping/tripping hazards, electricity, noise, dust, temperature extremes, fire/explosion, portable tools, machinery, pressure systems, compressed gases, work at height, confined areas, vehicles, work with animals, lone-working, out-of-hours working, irregular or unusual activities such as maintenance or repair work.

#### **Who May Be Affected:**

Consider students, trainees, expectant mothers and also those who may not be directly involved with the activity but who may still be affected by the process. This may include cleaning or office staff, contractors or parents. Out with the school, it may include members of the public. What information should be made available and how will this be communicated to those at risk? What training or supervision will be required?

#### **What are the risks before control measures are implemented and the rating (low/medium/high)**

Evaluate the risks (low / medium / high) to which individuals might be exposed. This will be a subjective evaluation but should be used to give an indication of the priority with which the risks needs to be addressed. Where risks are already controlled, monitor the effectiveness of the control to decide whether they are sufficient. Where the risk to individuals is thought to be medium or high, additional control measures must be considered.

#### **What Risk Control:**

Decide what controls are necessary to reduce the risk to individuals.

The steps to controlling the risks are as follows:-

- **Avoid the hazard** - can the hazard be avoided or altered to reduce the likelihood or risk?
- **Substitute or replace the hazard**



CLAREMONT HIGH SCHOOL  
**RISK ASSESSMENT FORM**  
 Mark risk as **High**, **Medium** or **Low**

Risk Assessment for :

Signed and accepted by :

<b>Potential hazard</b>	<b>Who may be affected and time frame</b>	<b>Risks before control measures implemented and rating</b>	<b>Control measures to be considered</b>	<b>Risk rating if controls implemented</b>	<b>Control measures to be implemented and by whom (Name and date)</b>	<b>Point</b>
						1
						2
						3
						4
						5



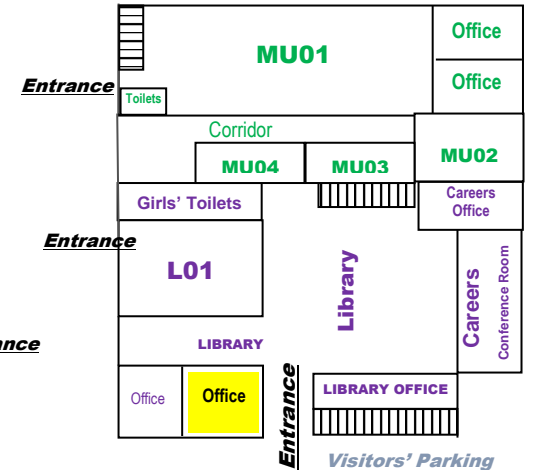
# CLAREMONT HIGH SCHOOL ACADEMY

## Ground Floor Map

Emergency Evacuation  
Assembly Point



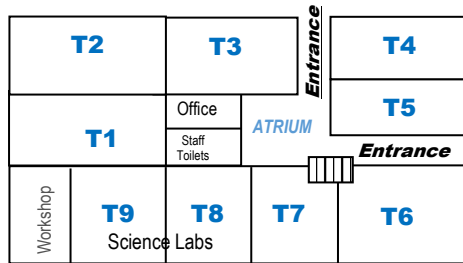
### Music/Library Block



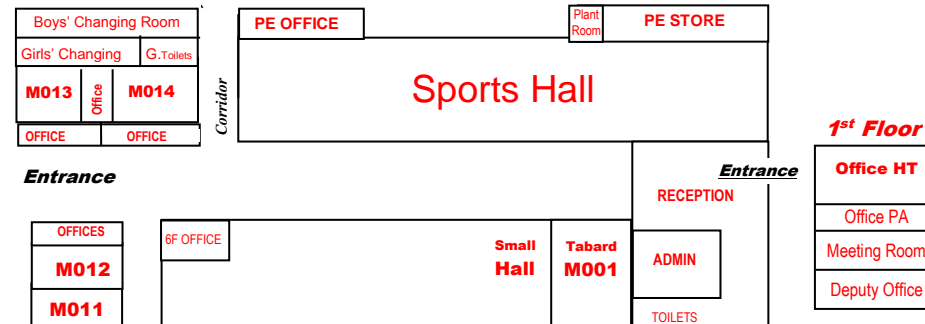
### English Block



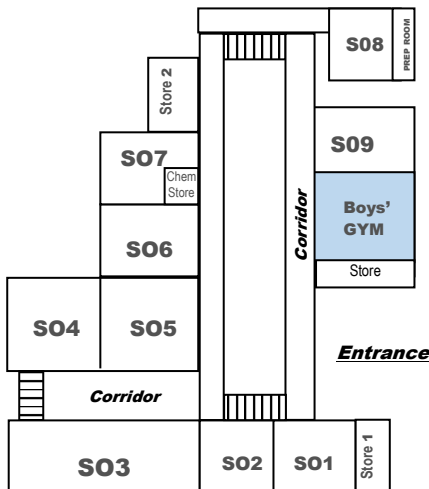
### Technology Block



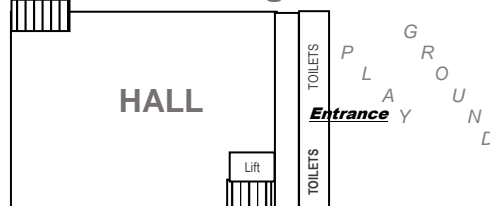
### Main Block



### Science Block

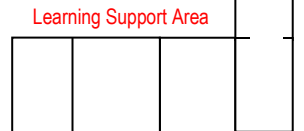
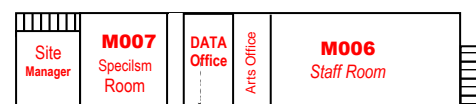
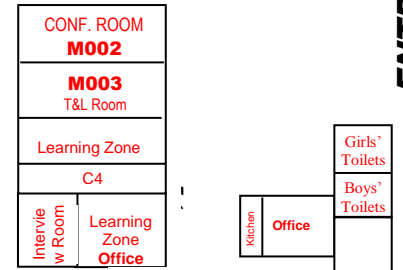
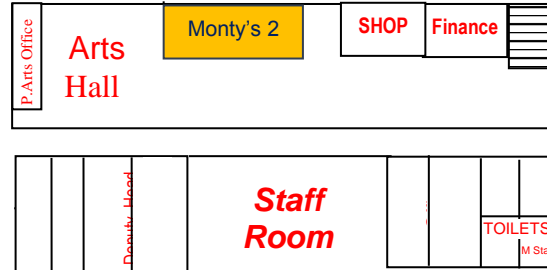
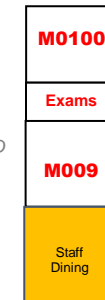


### New Building



PLAYGROUND

Entrance



ENTRANCE - Claremont Avenue

Parking

ENTRANCE - The Greenway

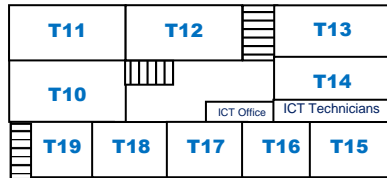


# CLAREMONT HIGH SCHOOL ACADEMY

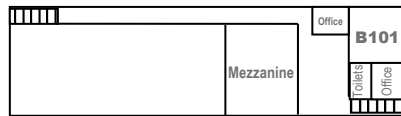
## First Floor and Second Floor Map

**Emergency Evacuation  
Assembly Point** 

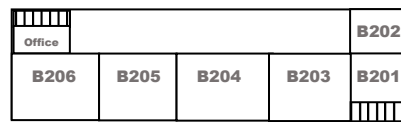
### Technology Block 1<sup>st</sup> Floor



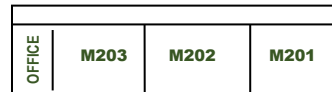
### New Building 1<sup>st</sup> Floor



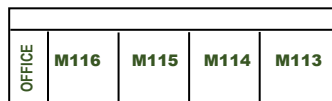
### New Building 2<sup>nd</sup> Floor



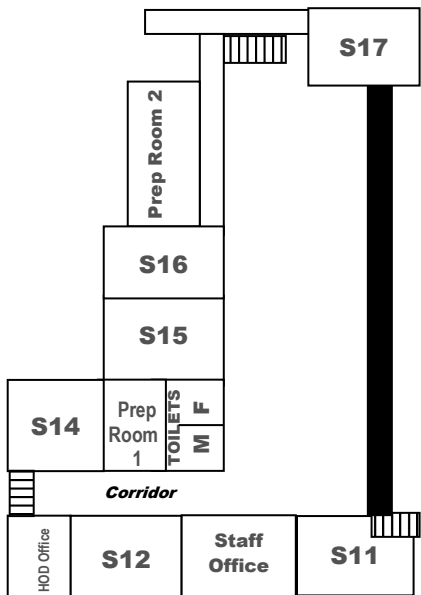
### Humanities Block 2<sup>nd</sup> Floor



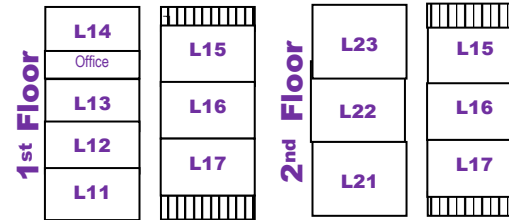
### Humanities Block 1<sup>st</sup> Floor



### Science Block 1<sup>st</sup> Floor



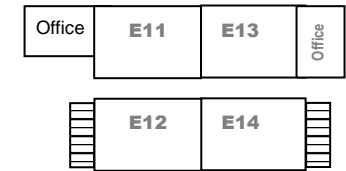
### Library Block



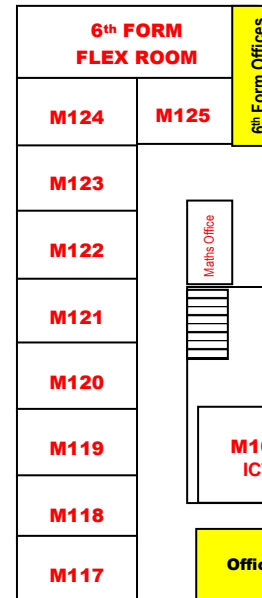
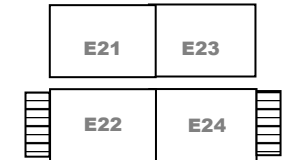
### Music Block



### English Block 1<sup>st</sup> Floor



### English Block 2<sup>nd</sup> Floor



### Main Block 1<sup>st</sup> Floor

