



CLAREMONT HIGH SCHOOL ACADEMY

Health and Safety & Fire Safety Policy

Date of Review: May 2016

EQUAL OPPORTUNITIES

Claremont High School is committed to the promotion of Equal Opportunities for all students and will counter educational disadvantages based on race, gender, class, sexual orientation or disability whilst seeking to develop understanding of and respect for individuals and groups regardless of race, gender, class or disability.

The Governors Curriculum sub committee will work with Curriculum Deputy to monitor, evaluate and review educational provision and practice in respect of equal opportunities.

FIRE PRECAUTIONS AND RULES GOVERNING THE EVACUATION OF THE BUILDING

The Fire Alarm System is divided into three separate areas of the school. When the Fire Alarm is sounded during lesson time the school will be evacuated in separate phases.

- **THE MAIN BUILDING**
- **THE TECHNOLOGY CENTRE + THE SCIENCE BLOCK + BUSINESS BLOCK**
- **THE ENGLISH BLOCK + LIBRARY BLOCK AND CAREERS ROOMS**

When the Alarm sounds in **ONE** of the above areas, **ALL** persons (pupils and adults) **MUST** evacuate that area, whether they are teaching or not, or whether they are in lessons or not. Staff must ensure that all persons in the buildings where the alarm has not sounded remain in their rooms until the instruction to move has been given by a Senior Member of staff or the all clear is given. Pupils and staff in all other areas should stay in their lessons.

Make sure you know

- Your means of escape; primary and secondary
- Nearest fire alarm point
- Nearest fire appliance and how it should be used
- The Assembly Point

If you are taking a class in an area where the Alarm goes off, you **MUST** follow the procedure outlined below:

On discovering a fire:

- Operate nearest fire alarm point without delay.
- Call Fire Brigade by dialling 999, give the precise location of the fire. If possible notify switchboard by phone or runner and state if Fire Brigade has been called, otherwise Office to call Fire Brigade on notification.
- Evacuate the occupants to agreed assembly point.
- Staff: Attempt to extinguish fire with nearest suitable fire appliance. Do not attempt if fire has reached such proportions as to endanger life or escape, but proceed to assembly point.

On hearing Fire Alarm in your area

- Close all doors and windows
- Take your Teacher Planner with you, which **MUST** include the register taken at the start of the lesson (or your Tutor Group Register if the Alarm sounds during Registration).
- Staff and Pupils should not stop to collect personal belongings.
- Pupils should not rush or attempt to pass others.

Take your teaching group to the school field next to the Basketball playground (between the music Block and the Modern Languages Block). You will be directed where to stand by a senior member of staff although staff should know this information through previous practise(s), Designated places have been painted on the floor for each age group.

From the time you tell your pupils to leave the teaching room, they must remain **TOTALLY SILENT**.

When your pupils have lined up (in single file) on the field, check them off against your teaching group register, (or tutor group register if the alarm sounds during registration).

In the event of the incident being in the Technology block the assembly point by the main building will be used for marshalling pupils.

When asked by a senior member of staff, inform them if **ALL** pupils are present, or give them the name of any pupil(s) missing. Explain where you think the pupil may have gone. E.g. the toilet, to see a named member of staff, to a careers interview to sports matches etc.

On no account should the teacher return to the building to search for missing pupils. This will be the responsibility of the specialist services when they arrive.

On hearing the Fire Alarm all entrances to the site including the Main Gate must be closed and supervised. Nobody, except the Fire Brigade, Ambulance or Police should be allowed to enter. Security officer or a site supervisor must remain at main gate at all times.

The fire office must be given the pack containing chemical stores, flammable substances, etc., located in both security kiosks.

Fire Evacuation Procedure in Exams

The exams follow the same fire evacuation procedure as the rest of the school except in relation to the following aspects:

Boys Gym & Business block area:

Pupils sitting external examinations/tests will be registered at the assembly point by the examination invigilators. These pupils **MUST** be kept separate and no discussion must take place. Registers from the examination room must be taken out by the principle invigilator and a register of the pupils present must be checked.

Pupils sitting examinations in any other room:

Pupils in other rooms must be taken to the assembly point in silence and a copy of the register must be taken from the room and pupils present checked against this.

The guiding principle is that registers should be taken with students to the relevant assembly point. **The invigilator should note the time that the evacuation started.** They should **not** attempt to bring any of their work with them. **Students must remain silent and isolated.** Students should be checked against those marked present on the register. When the all clear is given then students return to the exam room in silence. When back in the exam room they should rule a line across the page where they stopped work before the evacuation and should then continue with their work. They should be given the full time for the examination. A request for special consideration will be forwarded to the exam board.

On arrival of the Fire Brigade

A senior member of the staff should meet the Fire Brigade's Officers and give as much information as possible about the fire and the pack containing important information about the site.

Switching off of the alarm

Alarms should be switched off only after evacuation, assembly on field and roll call (where applicable) completed. Permission can only be given by Senior Executive Team (Head, Deputy, School Manager or duty SMT member).

Dismissed from Roll Call

When S.E.T. member is satisfied that the building is safe and the roll call complete. An orderly dismissal of pupils will take place.

Calling the Fire Brigade

The General Office to call Fire Brigade if there is a confirmed fire or if no instruction to the contrary from a member of the SET within two minutes of the alarm sounding. If there is a confirmed fire in one of the Blocks, a member of staff should call the Fire Brigade (and inform others that they have done so).

Procedures at lesson changeover, break time, lunchtime, before and after school.

If the Fire Alarm sounds during a break time, lunchtime or before school pupils will line up in their Form Groups, in Year Groups on the field by the Basketball playground.

- Pupils will be supervised by Form Tutors who will also be supervised by PPM's.
- To ensure that all staff and pupils are present if the Alarm is sounded in one area of the school. The Alarms for all of the other buildings will be activated by the Site Manager and his team.
- Pupils and staff must remain silent until dismissed by the senior member of staff in charge.

Pupils not to be dismissed from school field/basketball field until all clear is given for **ALL** areas by the most senior member of staff present.

Evening events

Immediate evacuation to the far side of the school field (next to the perimeter fence by the brook). Building to be searched by the most senior members of staff available.

Lettings

Immediate evacuation to the far side of the school field (next to the perimeter fence by the brook). Site supervisors to ensure building is empty. Must report to S.E.T. member at earliest opportunity.

ACCIDENTS (Procedure in the event of an accident)

Illness and Accident

In the event of any pupil requiring medical treatment he/she should be taken to the nearest First Aider if this room is closed. A record of this accident is kept for the school by the Welfare Officer and reported to the school governors.

If the treatment is the result of an accident a report form, available from the School Office **must** be completed.

Minor Injury or other Symptom

Member of staff sends pupil to nearest First Aider or the Welfare Assistant.

When the need to contact parents arises, this will be done by Form Tutor, the Welfare Assistant, Pupil Progress Manager or Senior Member of Staff or School Office.

Major Accident Involving Individual

No attempt should be made to move the casualty unless further injury is inevitable.

Leave a responsible person in attendance and contact a First Aider immediately: send a pupil or use the telephone extensions. Parents will be contacted and further action initiated.

The decision to call an ambulance can only be taken by the Welfare Assistant, Deputies, senior member of staff and qualified first aid staff.

A list of designated first-aiders and the location of first aid boxes are listed in Appendix.

Pupils Suffering from General Medical Conditions

A list of pupils suffering from particular complaints (e.g. asthma, epilepsy, diabetes, etc.) is kept by the Welfare Assistant and Pupil Progress Manager and any member of staff may obtain this information from him/her. Information is also available on the school Intranet, on the trips noticeboard in the staff room and on the internal noticeboard next to the medical room.

This information must be treated as confidential.

Pupils Showing Signs of Medical Problems

If a teacher notices a pupil showing signs of medical problems the Welfare Assistant should be notified and the Tutor will notify the Nurse, so that the School Doctor may examine the child during the next visit.

Any signs that a pupil has been abused should be reported to the designated teacher. The designated teacher is responsible for Child Protection in the School.

Procedures

If a teacher or member of non-teaching staff becomes aware of a case of suspected child abuse he/she should report this as soon as possible to the designated teacher. There is no need to establish certainty and you should not question the pupil in detail. If a pupil has disclosed abuse, sexual or physical to you, then you must report it immediately. In the event of these people being not available you should contact a member of the Senior Management Team.

The designated teacher will investigate and if a referral is necessary, will contact the child protection team. If the case is reported, then no member of staff should make any comment to any enquiry from any source, including parents/carers.