

Health and Safety Policy



Hollygirt

SCHOOL

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To be read in conjunction with the following policies:

- Educational Visits Policy
- Head Injury and Concussion Policy
- Safeguarding and Child Protection Policy

This policy will be reviewed annually.

1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment;
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site;
- Have robust procedures in place in case of emergencies;
- Ensure that the premises and equipment are maintained safely, and are regularly inspected.

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by the UK Health Security Agency](#) when responding to infection control issues. Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

3. Roles and Responsibilities

The Trustees recognise that the way forward in achieving effective management of the school's Health and Safety Policy and the arrangements necessary to fulfil the obligation is through the school's Health and Safety Committee. A health and safety advisor is accessible to the school via the School's insurance broker, Hettle Andrews, for consultative purposes.

3.1 Membership of Health and Safety Committee

- A nominated Trustee
- Headteacher
- Deputy Head
- Head of Prep
- Bursar
- Site and Facilities Manager

3.2 Meetings and Responsibilities

The committee meets termly and undertakes the following responsibilities:

- Promotes Health and Safety culture throughout the school;
- Reviews accident books;
- Reviews logs;
- Audits site for risk;
- Discusses and reviews procedures and policies;
- Initiates action for training and risk management, in line with school aims/good practice/legislation;
- Works with external consultants and follows guidance from such reports on all aspects of Health and Safety policy and practice;
- Ensures all points of compliance are covered in policy and practice.

3.3 Employees' Responsibility

The employees have a legal responsibility to co-operate with the Health and Safety Committee to achieve a healthy and safe school and to take care of themselves and others.

Whenever an employee notices a Health and Safety problem which they are not able to put right, they must tell either the Headteacher, Bursar, or Site and Facilities Manager.

The Trustees recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling health and safety matters.

The Headteacher is responsible and accountable to the Trustees for implementing the school's Health and Safety Policy and for all matters relating to health, safety and welfare within the school.

The day-to-day duties will be delegated to the members of the team as itemised below.

3.3.1 Trustee

- Oversees policy and practice and reports back to Finance and Operations Committee;
- Attends termly Health and Safety Meeting

3.3.2 Headteacher

- Liaises with Trustees on policy issues;
- Reviews and updates policy in line with legislation/good practice (in conjunction with Trustees and all staff with specific delegated responsibilities);
- Ensures any issues with implementation of policies are reported to Trustees;

- Takes day-to-day responsibility for Health and Safety matters in the school;
- Co-ordinates the termly Health and Safety meetings including writing agenda and minutes for circulation;
- Is responsible for staff training in crisis management.
- Scrutinises and approves risk assessments through Evolve (as Headteacher) following EVC approval

3.3.3 Bursar

- Liaises with nominated Trustee and Finance and Operations Committee on meeting/agenda items for Health and Safety;
- Line manages Site and Facilities Manager;
- Negotiates budgets relating to Health and Safety
- Oversees risk assessments for all trips and visits via Evolve
- Scrutinises and approves risk assessments through Evolve (as EVC)

3.3.4 Site and Facilities Manager

- Co-ordinates day-to-day Health and Safety duties in the school (site and maintenance);
- Is responsible for caretakers, cleaners and caterers action on Health and Safety items;
- Checks all public areas for hazards and assess risks, at times stipulated by policy and audits before each Health and Safety meeting;
- Undertakes scheduled fire risk assessment and electrical inspections with external contractors;
- Is responsible for any externally appointed Health and Safety specialists/advisors;
- Is responsible for liaison with Environmental Health and other regulatory bodies;
- Management of the asbestos survey;
- Ensures teaching and support staff are trained in manual handling and working at heights (in conjunction with site team).

3.3.5 Deputy Head

- Assists with required day-to-day actions on Health and Safety affecting pupils and staff;
- Actions termly fire practice and training for staff;
- Is responsible for staff fire training and evacuation procedures including ladder training (evacuation ladders: School Hall) for new pupils and staff;
- Oversees subject area and specific activity risk assessments (Senior School);
- Is responsible for staff training on Health and Safety issues via the briefing system and through Educare.

3.3.6 Head of Prep

- Assists with required day to day actions on Health and Safety affecting pupils and staff;
- Oversees Prep School accident books;
- Oversees subject area and specific activity risk assessment (Prep School).

3.3.7 Assistant Head (Pastoral) (First Aid Coordinator)

- Takes responsibility for monitoring First Aid including medication, and staff training.

3.3.8 Receptionists

- In conjunction with the Headteacher - agrees administration of medicines in the Senior School;
- Checks First Aid kits and replenishing of stocks including emergency supply of epi-pens and inhalers.

3.3.9 IT Technician

- Produces annual and updated pupil medical information for staff and iSAMS based on parental forms and emails relevant staff on a half termly basis.

3.3.10 SENCO

- Organises Senior School vaccination programme in conjunction with NHS nurses;
- Liaises with the Headteacher and medical professionals where a pupil needs an Individual Health Care Plan. Headteacher then liaises with the Bursar to register the plan with our insurers.

3.3.11 Science Technician

- Oversees science specific risk assessments and experiments.

3.3.12 All Staff

School staff have a duty to take care of pupils in the same way that a prudent parent/carer would do so.

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- Audit classroom and work areas and provide risk assessments for key risk areas;
- Check all equipment is safe before use;
- Ensure safe procedures are followed in line with policy / common sense;
- Ensure protective clothing and equipment is used as appropriate;
- Report defects/urgent requirements to Bursar/site team
- Set a good example to pupils
- Responsible for reporting accidents

3.4 Health and Safety Lead

The nominated Health and Safety leads are the Headteacher, Bursar and Site and Facilities Manager.

3.5 Pupils and Parents/Carers

Pupils and parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.6 Contractors

Contractors will agree Health and Safety practices with the Site and Facilities Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Site Security

The Site and Facilities Manager is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Headteacher, Bursar and Site and Facilities Manager are key holders and will respond to an emergency.

5. Fire

5.1 Emergency Exits and Assembly Points

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practiced at least once a term and recorded on the relevant paperwork.

The fire alarm is a loud long siren. Fire alarm testing will take place once a week. New staff will be trained in fire safety as part of induction process and all staff and pupils will be made aware of any new fire risks.

In an emergency, the staff to assume responsibility as listed in the Fire Safety Information (Appendix A):

It is the responsibility of these named in the Fire Safety Information to:

- Ensure the building is evacuated;
- Ensure that all procedures relating to what to do in the event of a fire are followed.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately;
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk. Do not tackle the fire.

- Staff and pupils will congregate at the assembly points, as outlined in Appendix A.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day – these will be provided at the assembly points by the Receptionist.
- The Receptionist will take a register of all staff and visitors on site;
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter / Headteacher or Bursar deems it is safe to return;
- Site staff to turn off alarm after instruction from Headteacher or Bursar.

The school will have special arrangements in place for the evacuation of people with mobility needs (PEEPS) and fire risk assessments will also pay particular attention to those with disabilities.

Fire escapes are checked and logged daily by caretaking staff.

5.2 Lightning Conductors

Lightning conductors (Elm Avenue) are inspected every six months.

5.3 Lockdown Procedure

Lockdown is necessary when children and staff need to be locked within buildings for their own safety i.e., in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

In the event of a lockdown situation:

- Dial 999 and inform the emergency services;
- Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is);
- Secure rooms and take action to increase protection from the attack – lock and barricade doors and windows;
- Close windows and blinds;
- Turn off the lights, fans and air conditioning (this will reduce the noise and risk of exposure to any chemical/biological attack);
- Hide, sit on the floor under desks and away from windows;
- Stay as silent as possible – Receptionist to maintain custody of all mobile phones. Instructions to be displayed on whiteboards where it cannot be seen by intruder;
- Ensure that pupils, staff and visitors are aware of an exit point in case an intruder does manage to gain access to the building;
- If possible, check for missing / injured pupils, staff or visitors;
- Keep doors and windows locked shut and remain inside until an all clear has been given by the Headteacher, unless told to evacuate by the emergency services.

6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals

- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of Substances Hazardous to Health (COSHH) sheets are completed by the relevant manager and circulated to all employees who work with hazardous substances. Staff will also be provided with personal protective equipment (PPE), where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Children only ever have supervised access to items falling under COSHH and use of these is kept to a minimum where possible.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

The Site and Facilities Manager is responsible for the maintenance and provision of PPE.

6.1 Gas Safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer;
- Gas pipework, boilers, appliances and flues are regularly maintained;
- All rooms with gas appliances are checked to ensure that they have adequate ventilation;
- Carbon monoxide detectors outside boiler rooms checked regularly.
- Records of all checks are maintained by the Site and Facilities Manager.

6.2 Legionella

Specialist risk assessments are carried out by a qualified company and the Site and Facilities Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log books

The risks from legionella are mitigated by the following:

- Weekly – flushings
- Periodic - water temperature checks
- Annually – shower head/spray tap inspections
- Annually – closed system checks (boiler room pipes and TMVs)

6.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it;

- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work;
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe;
- A record is kept of the location of asbestos that has been found on the school site and is maintained by the Site and Facilities Manager.
- All areas that contain asbestos are checked quarterly by the Site and Facilities Manager.

7. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place;
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

7.1 Electrical Equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely;
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them;
- Any potential hazards will be reported to the Site and Facilities Manager immediately;
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed;
- Only trained staff members can check plugs;
- Where necessary a Portable Appliance Test (PAT) will be carried out by a competent person and full PAT testing is completed every two years;
- All isolator switches are clearly marked to identify their machine;
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions;
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

7.2 PE Equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely;
- PE equipment is stored safely in a locked store room.

7.3 Display Screen Equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time;
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).
- Records of assessments are maintained by the Bursar.

8. Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site Manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure that they are medically fit to work alone.

9. Working at Height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site and Facilities Manager retains ladders for working at height;
- Pupils are prohibited from using ladders;
- Staff will wear appropriate footwear and clothing when using ladders;
- Contractors are expected to provide their own appropriate and safe ladders for working at height and subject to a visual check by the Site and Facilities Manager;
- Before using a ladder, staff must conduct a visual inspection to ensure its safety;
- Access to high levels, such as roofs, is only permitted by trained persons;
- Site and Facilities Manager inspects and signs scaffolding tag attached to each ladder every 6 months.

10. Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, should there be a need, and that staff are trained in how to use them safely. Staff are expected to complete manual handling training through Educare before undertaking heavy lifting.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help;
- Take the more direct route that is clear from obstruction and is as flat as possible;
- Ensure the area where you plan to offload the load is clear;
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

11. Off-Site Visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them – following the Educational Visits Policy;
- All off-site visits are appropriately staffed;
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils;
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate;
- For other trips, there will always be at least one qualified first aider on school trips and visits.

12. Lettings

This policy applies to lettings. The Bursar will ensure those who hire any aspect of the school site or any facilities will be made aware of the content of the school's Health and Safety Policy and will have responsibility for complying with it.

13. Violence at Work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their Line Manager / Headteacher immediately. This applies to violence from pupils, visitors or other staff.

14. Smoking

Smoking is not permitted anywhere on the school premises.

15. Infection Prevention and Control

National guidance published by Public Health England should be followed when responding to infection control issues. Staff and pupils are encouraged to follow this good hygiene practice, outlined below, where applicable.

15.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels;
- Always wash hands after using the toilet, before eating or handling food, and after handling animals;
- Cover all cuts and abrasions with waterproof dressings.

15.2 Coughing and Sneezing

- Cover mouth and nose with a tissue;
- Wash hands after using or disposing of tissues;
- Spitting is discouraged.

15.3 Personal Protective Equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing);
- Wear goggles if there is a risk of splashing to the face;
- Use the correct personal protective equipment when handling cleaning chemicals.

15.4 Cleaning of Blood and Body Fluid Spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment;
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface;
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below;
- Make spillage kits available for blood spills.

15.5 Laundry

- Wash laundry in a separate dedicated facility;
- Wash soiled linen separately and at the hottest wash the fabric will tolerate;
- Wear personal protective clothing when handling soiled linen;
- Bag children's soiled clothing to be sent home, never rinse by hand.

15.6 Clinical Waste

- Always segregate domestic and clinical waste, in accordance with local policy;
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins;
- Remove clinical waste with a registered waste contractor;
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

15.7 Animals

- Wash hands before and after handling any animals;
- Keep animals' living quarters clean and away from food areas;
- Dispose of animal waste regularly, and keep litter boxes away from pupils;

- Supervise pupils when playing with animals;
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

15.8 Pupils Vulnerable to Infection

Some medical conditions make pupils and staff vulnerable to infections that would rarely be serious in most people. The school will normally have been made aware of such vulnerable pupils/staff. These pupils/staff are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.9 Exclusion Periods for Infectious Diseases

The school will follow recommended exclusion periods outlined by Public Health England which can be found at [here](#).

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

16. New and Expectant Mothers

Risk assessments will be carried out by Bursar whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

17. Occupational Stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

The Bursar will arrange occupational health / stress referrals where necessary.

18. Accident Reporting

18.1 Accident Record Book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it;
- As much detail as possible will be supplied when reporting an accident;
- Records held in the first aid and accident book will be retained by the school for a minimum of child's date of birth +25 years.

18.2 Reporting to the Health and Safety Executive

The Headteacher / Head of Prep will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). These will be reported to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;
- Where an accident leads to someone being taken to hospital;
- Where something happens that does not result in an injury, but could have done;
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment;
 - The accidental release of a biological agent likely to cause severe human illness;
 - The accidental release or escape of any substance that may cause a serious injury or damage to health;
 - An electrical short circuit or overload causing a fire or explosion.

Information on how to make a RIDDOR report is available on the HSE website [here](#).

18.3 Notifying Parents/Carers

The Receptionists / form teacher in Prep will inform parents/carers of any accident or injury sustained by a pupil that results in a head injury or significant injury and a form is sent home (see Head Injury and Concussion Policy).

Parent/carers are provided with information at the end of the day on the incident and first aid treatment administered.

18.4 Reporting Child Protection Agencies

The DSL will notify CSC of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

19. Training

Our staff are provided with Health and Safety training as part of their induction process.

20. Monitoring

This policy will be reviewed by the Health and Safety Committee annually.

Appendix A – Fire Safety Info

Fire Safety Info 2024-25

In an emergency the following staff assume responsibility:

Senior School

Mr C Bowker (Bursar) or in their absence Mrs L Wilkins (Head's PA)

Prep School

Mrs V Wright (Head of Prep) or in their absence Miss H Nisan (Deputy Head of Prep)

The White House and Music Room

Mr R Arnold (Science Technician) or in their absence the Caretaker on duty

Stevenson House

Mrs E Williams (Head of Sixth Form) or in their absence Mr M Dilger (Head of Computing)

It is the responsibility of these named above to:

- 1) Ensure the building is evacuated.
- 2) Ensure that all procedures relating to what to do in the event of a fire are followed.

All staff must:

- 1) Read and be familiar with the contents of this document.
- 2) Know the locations of fire alarms and extinguishers.
- 3) Know the location of emergency exits from the buildings in which they work.
- 4) Be trained appropriately in Fire Safety (Educare).
- 5) Ensure all visitors are signed in and out. Ensure all part time staff and peripatetic staff sign in and out.

In the Event of a Fire

- 1) If you discover a fire, sound the nearest fire alarm.
- 2) Call the Fire Brigade or ask the Receptionist to do so. Give precise address and telephone number.
- 3) Alert all buildings via Reception so that simultaneous evacuations can be implemented.
- 4) Do not tackle the fire if it will put you at risk.
- 5) If you do use a fire extinguisher, follow the instructions on each individual extinguisher.

DO NOT USE WATER EXTINGUISHER ON ELECTRICAL FIRES, ONLY CO₂ (Carbon Dioxide)

Location of Fire Alarms

Senior School		The White House	
Basement	Next to exit doors to road	Music Room	Foyer
Ground Floor	Outside Headteacher's Office	Ground Floor	Outside Lab 1 and 2
First Floor	Outside Room 4		Foyer
Second Floor	Near Fire Exit	First Floor	Top of Stairs
	Outside Toilets		DT2
			IT1
Prep School		Stevenson House	
Ground Floor	Foyer	Ground Floor	Foyer
	Near Back Door		Common Room
First Floor	Outside Head of Prep's Office	First Floor	Near Fire Exit
	Near 1 st Floor Fire Exit		
Second Floor	Next to stock room		
Kindergarten	On left from main entrance and at back exit door		

Evacuation

On hearing the alarms - a continuous siren or hand bell - do not panic.

- 1) Follow the fire instructions in the room you are in.
- 2) Teachers follow at the rear of the class, closing the door of the classroom and turning off gas in laboratories.
- 3) Do not collect personal belongings.
- 4) In all four buildings on each floor all members of staff are responsible for checking that all pupils are safely off that floor and there is no congestion and that all doors are closed.
- 5) In the White House all members of staff are responsible for checking that the Music Room and ICT Technician's office are evacuated.
- 6) Anyone not in a classroom when the alarm sounds (e.g. offices, staff rooms, corridors, toilets) should go immediately to the assembly point and join the appropriate class.
- 7) Assembly Points:
 - Senior School – Elm Avenue opposite the Senior School**
 - Prep School – Prep School garden**
 - Sixth Form – Stevenson House car park**

All Year 7 to 11 pupils should assemble on Elm Avenue opposite the Senior School if the alarm sounds during form time, breaktime or lunchtime.
- 8) The evacuation process will be practised once a term.

At Assembly Points

Senior School

The office staff evacuate the building with class lists, Pupil Information Forms and the Health and Safety Policy.

The Receptionist evacuates with all signing out books, visitors' book, whole school attendance lists and sick bay book. The Deputy Head will record the time taken to evacuate the buildings and will debrief staff and pupils after a practice.

Prep School / Stevenson House

Senior School class lists are distributed by the staff member who has the fire folder. The Head of Prep and Head of Sixth Form have their own fire folders.

Pupils line up in classes/tutor groups and each form tutor checks that all are present. Members of staff and visitors are checked by a member of staff designated by the teacher in charge. If any pupils or staff are missing, the names are given to the teacher in charge, together with the form/location where they should be. When the Fire Officer arrives, this information should be given to him by the teacher in charge who leaves another teacher responsible for the pupils.

After the Event

Do not re-enter the premises until advised to do so by the Senior Fire Services Officer present. If the fire has been extinguished by the school staff, except for ensuring that the fire is out, do not disturb any evidence which could indicate the cause of the fire. Ensure that the premises are in safe working order before re-occupying i.e. fire doors satisfactory and fire alarm operating.

Prevention of Fires

Storage of Flammable Materials

Flammable materials such as paper, floor cleaning materials, substances used in Science, Art and Design Technology are stored in accordance with the requirements of COSHH (*Section 6 of Health and Safety Policy*).

Displays, Display Boarding and Decorations

- 1) Classrooms and all public areas should be kept neat and tidy.
- 2) Great care should be taken that educational and display materials which may be added to a building by the occupants do not unintentionally cause a fire hazard. The same caution is needed in respect of decorations using combustible materials for example, Christmas trimmings and "autumn leaves" displays.
- 3) Flimsy materials, natural and artificial, can be readily combustible and increase the risk of fire occurring and depending on quantity and location will increase the possibility of rapid spread of smoke and fire. Blazing pieces may drop over a wide area before persons have a chance to escape.
- 4) In determining what is reasonable by way of display materials and/or decorations the overriding consideration is whether persons are likely to be trapped as a result of fire involving such materials.
- 5) Displays must be located where they are well clear of any source of ignition, e.g., cookers, Bunsen burners etc.
- 6) Where papers, natural or plastic materials are used for decorations or display they should not be suspended from light fittings or near any heat source. Coloured paper must not be placed inside light diffusers for coloured effects.

- 7) Cellular plastics (polyurethane foam) present particularly severe fire risks and should not be used for display purposes.

Fire Doors

All fire doors should be kept closed at all times.

Rubbish

Any accumulated rubbish or refuse should be cleared away as soon as possible.

Location of Fire Extinguishers

Senior School			The White House			
Basement	Outside Hall	Red (foam) Red (CO2)	Music Room	Entrance Porch	Red (foam) Red (CO2)	
	Outside Room 10	Red (foam)		Ground Floor	Lobby – Entrance Porch	Red (foam)
	Boiler Room	Red (powder)			Lobby	Red (CO2)
	Kitchen	Red (CO2) Red (powder) Fire blanket			Lab 3	Red (CO2) Fire blanket
Reception Waiting Area		Red (water)			IT2	Red (CO2)
Ground Floor	Office Kitchen	Red (CO2)			Prep Room	Red (CO2)
	Outside Bursar's Office	Red (foam) Red (CO2)			Lab Corridor	Red (foam)
	First Floor	Outside Room 4			Red (foam) Red (CO2)	Lab 1
Outside Staff Room		Red (water)			Lab 2	Red (CO2) Fire blanket
Staff Room		Red (CO2)			First Floor	Outside Art Room
Second Floor	Outside Room 6	Red (water) Red (CO2)	IT1			W8 Red (CO2)
	Outside Room 8	Red (water)	DT1	Red (CO2) Fire blanket		
			DT2	Red (foam) Red (CO2)		
			Staff Room	Red (foam)		
			Outside	Stair Lobby	Red (CO2) Red (water)	

Prep School			Stevenson House		
Ground Floor	Corridor by front door	Red (foam) Red (water) Red (CO2)	Ground Floor	Entrance Hall	Red (foam) Red (foam) Red (CO2)
	Cellar	Red (CO2) Red (water) Red (water)		Kitchen	Red (CO2) Fire blanket
First Floor	Outside Year 5	Red (water)		Common Room	Red (foam)
	Outside Year 6	Red (CO2) Red (foam)	First Floor	Corridor	Red (foam) Red (CO2) Red (water)
Second Floor	Outside Staff Rm	Red (foam) Red (foam) Red (CO2)		Cellar	Bottom of stairs
Kinder-garten	Entrance	Red (water) Red (foam)			