

Trinity Academy Sowerby Bridge



Health & Safety Policy

This policy document describes the arrangements for ensuring health and safety at Trinity Academy Sowerby Bridge. This does not replace the council's safety policy, but is in addition, for the benefit of teaching, non-teaching staff and students. Copies of this along with a full First Aid policy and Fire Plan will be found in Staff Communication//school policy documents in shared documents. A hard copy is obtainable from the admin office or you may print your own.

Copies of 'Bite size' information leaflets can be found in Staff Communication/Health and Safety. This information is produced by the Local Authority and covers a wide variety of health and safety matters.

This statement deals with those aspects over which the Principal has control and covers safety associated with the building structure, plant, fixed equipment and services for which the officers of the authority and I-MS, Finance Managers, also have responsibility.

It describes how the Principal is discharging her responsibilities in respect of students, visitors and employees who are on school premises in the internal organisation, management and discipline of the school, in accordance with the Articles of Government.

The aim of the statement is to ensure that all reasonable practical steps are taken to secure the health and safety and welfare of all persons using the premises. The school recognises a responsibility:

- a. To establish and maintain a safe and healthy environment throughout the school.
- b. To establish and maintain safe working procedures among staff and students.
- c. To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- d. To ensure the provision of sufficient information, instruction and supervision to enable all working on site to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided.
- e. To maintain a safe and healthy place of work and safe accesses from it.
- f. To formulate effective procedures for use in case of fire and other emergencies and for evacuation the school premises.
- g. To lay down procedures to be followed in case of accident.
- h. To provide and maintain adequate welfare facilities for pupils and staff.

To implement the recommendations of the 'Be Healthy' and 'Stay Safe' sections of 'Every Child Matters' ensuring 'good health' permeates the school and informs planning in matters relating to pupils emotional and physical well-being.

RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH SAFETY

The Principal

The ultimate responsibility for all school safety and organisation and activity rests with the **Principal**. Day to day issues will be dealt with by the **Finance Manager**. They will:

- a. Be the focal point for day-to-day references on safety and give advice or indicate sources of advice.
- b. Co-ordinate the implementation of the approved safety procedures in the school.
- c. Maintain contact with outside agencies able to offer expert advice.
- d. Report all known hazards immediately to the Principal and stop practices or the use of plant, tools, equipment, machinery etc. he considers to be unsafe, until satisfied as to their safety.
- e. Make recommendations to the Principal for additions or improvements 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 she is kept informed of accidents and hazardous situations.
- g. Review annually: -
 - i. the provision of first aid in the school
 - ii the emergency proceduresand make recommendations for improving the procedures laid down.
- h. Review the dissemination of safety information concerning the school.
- i. Recommend necessary changes and improvements in welfare facilities.
- j. Carry out an on line health and safety audit (Risk Assessment) each year. *A copy of this information is sent to the LEA.* To also ensure the department health and safety representatives review this each **term** with HOD's, informing the Principal or Finance Manager of any issues that arise following this review.
- k. Inform the Governors from time to time of the safety procedures of the school.
- l. Take on the role of Educational Visits Coordinator and use the Local Authorities on line booking/check list (EVOLVE). This on line form will be completed by the trip organiser with the help and guidance of the EVC before being passed to the Principal for clearance.

OBLIGATION OF ALL EMPLOYEES

The Health and Safety at Work Act 1974 states:

"It shall be the duty of every employee while at work:

- a. To take reasonable care for the health and safety of themselves and of any other who may be affected by his acts or omissions at work, and
- b. As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him in so far as it is necessary to enable that duty or requirement to be performed or complied with".

The Act also states:

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions

In order that the law be observed and responsibilities to students and other visitors are carried out ALL employees are expected:

- a. To know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- b. To observe standards of dress consistent with safety and/or hygiene. (Refer to dress code issued to all staff July 2012)
- c. To exercise good standards of housekeeping and cleanliness.
- d. To know and apply emergency procedures in respect of fire and first aid.
- e. To use and not wilfully misuse, neglect or interfere with things provided for your own safety and/or the safety of others.
- f. To co-operate with other employees in promoting improved safety measures in their school.
- g. To co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

Teaching - and Non-Teaching Staff who are Health and Safety Representatives

These staff :

- a. Have a general responsibility for the application of the authority's safety policy to their own department or area of work and are directly responsible to the Finance Manager for the application of existing safety measures and procedures within that department/area of work.
- b. Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonable practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, guillotines etc.) For heavy loads, contact the Finance Manager who will arrange for the caretakers to move to the required location.
- c. Shall resolve any health and safety problem any member of staff may refer to them and refer to the Deputy Principal any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
- d. Shall carry out a yearly health and safety audit and submit an annual report to the Principal and LEA Safety Officer.
- e. Shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work.
- f. Shall where appropriate seek the advice and guidance of the relevant Adviser or Officer of the Authority.
- g. Shall propose to the Deputy Principal requirements for safety equipment and on additions of improvements to plant, tools, equipment or machinery, which are dangerous or potentially so.

Special Obligations of Subject Staff

The safety of students in classrooms, laboratories and workshops is the responsibility of subject staff-; teachers have traditionally carried responsibility for the safety of students when they are in their charge. If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he cannot accept this responsibility; he should discuss the matter with the Finance Manager before allowing practical work to take place. Safety instructions given to students should be **recorded** (lesson plans along with attendance registers can provide evidence of safety instruction – take note of any students that are missing and give safety instruction to them as soon as possible on their return to school).

HEALTH AND SAFETY RESPONSIBILITIES

Overall responsibility	Principal
Delegated responsibility	Finance Manager
Medical first line responsibility	Mrs K Martin or Mrs A Walker (First Aid/Resources)
Named First Aiders	Mrs K Bond (D&T green floor) Mr J Dobson (PE) Mrs N Williams (Geography) Ms A Walker (PA to SLT) Mrs K Watson (PE) Mrs C Neil (House Manager)

Departmental/Area Health and Safety Representatives –

Until further notice Curriculum Leads will act as Health and Safety Representatives. Health and Safety will be a regular agenda item for all department meetings.

Mr J Hunter (Mathematics)
Mrs C Edgell (English)
Mrs C Simpson (Technology)
Mrs D Raikes (Science)
Mrs A Copley (ICT)
Mr P Brook (Social Sciences)
Mr J Lister (Clerical/Admin Staff)

EMERGENCY PROCEDURES

Illness or Accident

School has one defibrillator on site located in the first aid room. The following staff attended a course provided by the equipment supplier.

Ms A Walker
Ms T Tyson
Mrs K Watson
Mrs K Martin
Mr J Dobson
Mrs C Neil

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

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- a. First aid should be given, but only as far as knowledge and skill admits. The patient should be reassured and if absolutely necessary removed from danger.
- a. The first aid room is adjacent to the general office on the canteen corridor in A Block corridor and is managed by Kath Martin (Amanda Walker). If circumstances necessitate, she should be summoned immediately to tend to the patient. In her absence, a first aider from the general office can be summoned for assistance.
- c. Transport to hospital. If an ambulance is required then the "999" service should be used. Kath Martin (Amanda Walker) will be instructed to make the telephone call. In their absence a member of the Admin staff will call. They will have ready for the paramedics written details about the pupil: name, address, DOB, parent contact numbers and any details about known medical issues. It may be appropriate to transport a student to the local casualty department without using the ambulance service. This should be on a voluntary basis and **the person's car must have appropriate insurance**. These will be less severe cases. No pupil should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so. Parents must be notified as soon as possible, and arrangements made for them to meet the student at school or in the hospital. The call to parents will be made by Kath Martin (Amanda Walker) or a member of the Admin staff. If an ambulance is called and the paramedics make the decision that the patient does not need to be taken to hospital, Penny Snowden or the Admin staff involved in the incident must be informed. A call must still be made to the parent of the child, informing them of the incident and this is the responsibility of Kath Martin (Amanda Walker) or the member of the Admin staff who called the ambulance, who has greater first hand details about the incident.
- d. Notification of Accident forms should be filled in as soon after the accident as is possible and details obtained from any witnesses. The forms are available from Kath Martin (Amanda Walker). Completed forms should be passed immediately to the **Principal**. An accident form must be completed for all accidents (to employees, students, members of the public), however minor, and, for employees only, an entry must be made in the Accident Register that is held by Kath Martin (Amanda Walker). The LEA should be informed. The first aider should also notify the Finance Manager who will inform IMS and carry out an investigation.
- e. In the event of serious injury (this includes amputation, serious burns, acute illness, fractures, loss of sight or consciousness or if detained in hospital over 24 hours, or death) then in addition to the LEA, the Health and Safety Executive must be informed. These notifications are a legal requirement.
- f. If you are involved in an accident you will be required to fill in an official form obtained from **Kath Martin (Amanda Walker)**, so it is prudent to make and keep rough notes as to **the sequence of** events, actions taken and responses and the times of these actions. Names of witnesses should be recorded. A copy of these details should be given to the Principal as soon as possible
- g. It is important that the correct procedures are followed and all information recorded - an enquiry may follow a serious accident. The information will be crucial to any action for damages or compensation.

FIRE AND EMERGENCY PROCEDURES **STAFF INSTRUCTIONS**

The fire alarm will be tested every Wednesday at 4.15 pm; it will sound for approximately 30 seconds.

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The following staff members have all attended a course on the use of fire extinguishers on July 17th 2014.

K Martin (Finance Manager)
D Thomas (IT Manager)
B Garside (Science Technician)
J Gill (Food/Textiles Technician)
C Ramsey (Art Technician)

It is the duty of all members of staff to carry out the procedures as follows:-

If you see a fire, raise the alarm by breaking the glass on the fire alarms bells found on all corridors. Use a fire extinguisher if you think the fire is small enough for you to deal with safely and quickly. **Do not put yourself at risk by attempting to put out a large fire.** Fire extinguishers are provided by I-MS and can be found on all corridors and in classrooms where a higher risk of fire exists. All fire extinguishers are marked clearly with the suitability of the contents of the extinguisher and the type of fire to extinguish. They are covered with easy to remove plastic jackets that need to be quickly removed to access the extinguisher pins.

The fire assembly point is the **tennis courts at the rear of B Block.** The fire bell is a continuous ring. When you hear this, evacuate the building by the safest and, if possible, quickest route available. Follow the green man signs. The teacher is responsible for leading the class. **Do not lock the classroom door.**

The external doors in B Block will automatically release when the fire bell rings. If this fails, the doors can be released manually by pressing the green button at the side of every fire door.

To avoid congestion when evacuating from A Block, classrooms A1, A2, A2b, A15, A16 and offices on the same side of the building will leave via the fire door leading to the visitors car park and walk up Albert Rd before turning right into the school grounds. The remaining classrooms in Block A will evacuate via the external staircase between Block A and B.

The tennis courts can be accessed by 2 sets of steps or the ramp. Teachers are to make a judgement as to which of these they will use and are to lead their classes by the least congested route available.

Key Tutors will ensure their tutor groups line up in silence. Link tutors will help with this task and remain with the tutor group, at the rear of the line, until the group is dismissed by Mrs Sanderson, when the all clear has been confirmed by the Fire Officers.

Tutor groups will assemble in order on the tennis courts, starting with Tutor Group 1 nearest to the Sports Hall. The pupils will remain silent throughout the fire registration period.

Specific Responsibilities

All teachers who register a class must register at 9.00 am. If for any reason you are unable to 'log on' use a manual copy of your register and ensure this is sent to the office in the Registration Information Wallet at 9.10 am. Each day a copy of the morning register will be run off, ready to use as the Fire Register. It is essential this is accurate. Pupils signing in and out of school during the day for medical appointments etc. will have this recorded on the Fire Register.

Sharon Reid will carry the Fire Registers for Visitors/Contractors to the assembly point.

Helen Saunderson will carry the Fire Registers for the students.

The Receptionist (RT) will stay in the visitor car park to prevent entry into the building.

The following registers will be printed by the Attendance Officer (Helen Saunderson).

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(HS will take the registers with her during her lunch break and onto the assembly point should the fire alarm sound, and back to her office at the end of her break).

When completed they will be returned to Pastoral staff and any absences will be identified and names given to the Principal.

In The Principals absence, Mr Kay will undertake these duties. In Mr Kay's absence, SLT will undertake his duties.

Other registers will be carried to the Assembly Point by Sharon Reid. Key staff identified below will collect these from and return to Sharon Reid), reporting any absences.

Admin Staff and other Education Support Staff and members of the SLT will report to Mrs S Reid. (This includes Examination Officer, Attendance Officer, Repro/Medical, Administrators, LRC Manager, Y9 Learning Mentor).

Technicians (ICT/D&T/Sci) will report to **Dave Thomas**.

SEN/Hi/ASD staff that are not Link Tutors will report to **Andres Sykes**.

Visitors (including all regular visitors to the school) will report to Sharon Reid. **ITT Students** will report to **Caroline Simpson**.

Canteen Staff and Lunchtime Supervisor will report to their line manager, who will confirm everyone present to Sharon Reid.

The Principal will be made aware of any absences noted in the above registers.

SLT will liaise with the fire officers/IMS staff and confirm the all-clear to the Principal once the fire bell has been switched off and re-set.

NB

If the fire bell rings when a public examination is being held the Examinations Officer and invigilators will remain in the examination hall or exam classroom whilst 'false alarm' is confirmed by SLT. A copy of information relating to any other rooms being used for external exams other than the performance hall is always attached to the notice board at the rear of the hall. If the decision is made that this area must also be evacuated they will assemble in a separate area of the tennis courts, away from other pupils.

Every department has an agreed Health and Safety representative. This person has the responsibility to undertake a Fire Risk Assessment as part of the department health and safety audit.

CARETAKER RESPONSIBILITIES

1. When the fire bell sounds, check the control panel in the entrance hall to B Block and identify where the alarm has been set off. If the alarm is false the caretaker will replace the break glass and inform Mr McGinty.
2. The fire service will be called out once the caretaking staff have evidence that the alarm is **not** false. If the fire service is required Mr McGinty will meet them at the entrance to Student Street.
3. The fire brigade will need to be shown where the alarm has been activated and confirm that there is no further risk before the alarm system can be reset.
In the event of a real fire, inform the Principal immediately.
4. The caretaker has the responsibility to check the Fire Extinguishers are in the correct place (according to I-MS specification) and that any bottles that have been emptied are refilled. (The fire extinguishers should be checked each week).
5. The caretaker has the responsibility to complete the Fire Bell Register, recording each term when a fire practice has taken place. Further guidance will be given by I-MS.

Students with a permanent disability

The SEN department will inform the Finance Manager and a member of SLT of any student with a permanent disability which would make evacuation difficult. The SEN department along with the Finance Manager and any relevant outside agencies will work together to produce a Personal Emergency Evacuation Plan.

Students with a temporary disability e.g. on crutches

The House Manager responsible for the student will inform the Finance Manager and **Rob McGinty** of the student and a Temporary Personal Evacuation Plan will be agreed. The Progress Manager will discuss this with the student. The House Manager will give a copy of the students timetable to the Finance Manager.

Staff with a permanent disability

After recruitment the Admin will make the Finance Manager aware of any new member of staff with a disability which would make evacuation difficult. A PEEP will be prepared after discussions between the Finance Manager, Rob McGinty, relevant outside agencies and the staff member.

Staff with a temporary disability

Staff with a temporary disability must inform the Finance Manager and Rob McGinty and an evacuation plan will be discussed and agreed by all parties. The staff member must inform the Finance Manager and Rob McGinty once they have returned to fitness.

Visitors with a disability

The host staff member will be responsible for the visitor and will inform the Finance Manager and Rob McGinty as to when the visitor will be on site in order for an evacuation plan to be drawn up. If the host is not a radio holder they will pick one up from the Finance Manager which will be used for the duration of the visit.

LOCKDOWN AND SHELTER

There may be occasions where students, staff and visitors need to come inside/stay inside. Communication during these situations is important – members of staff carry two way radios. During any emergency incident the Principal or Vice Principal will liaise with the Local Authority and any relevant agencies will monitor the situation and act on advice accordingly.

The Principal or Vice Principal will make the decision as to how and when Parents/carers will be informed.

Shelter from severe weather or pollution

For snow please see *snow procedure* in school policy documents. For environmental incidents e.g. chemical or smoke plumes the following procedures will be followed. If the incident occurs during a break time the Principal or Vice Principal will make the decision to call students, staff and any visitors in, this will be done over the two way radio system. Registers should be taken and missing people should be found if it is safe to do so. If the incident occurs during lesson times the Principal or Vice Principal will make the decision to keep all occupants in the building, this will be relayed using the two way radios and by email (the PE department must carry a radio when teaching lessons outside). Staff should close windows in their room/areas. If the air is polluted by smoke or chemicals the Caretakers will switch off the air handling units in the following areas before looking for and closing any open windows.

B Block 4th floor

Sports plant room
A Block plant room (2 units)
ICT plant room (3 units)

Teachers will switch off the air conditioning at the wall mounted control panel in the following rooms.

B201
B203
B206
B210
B211
B212
B220
B221
B324
E1
E2
E3

Lockdown

The Principal or Vice Principal will decide on when the lockdown procedure will be initiated. Lockdown may be considered if the school has received information of crimes ongoing in the area, aggressive intruders/would be intruders.

If the threat happens during a break time or just before the start of school, staff on duty will be asked (via two way radios) to get everyone inside. The Principal/**Deputy** Principal may take the decision to assemble certain groups in the hall and the sports hall with the relevant staff this would make any need for a later evacuation more effective). The Principal/**Deputy** Principal may decide that everyone should go to their form rooms. If form rooms are used the teacher should lock the door and close any curtains or blinds and try to keep the students calm and quiet. If the threat happens during a lesson the only option may be to keep everyone where they are until the threat has passed.

As in any emergency the Principal/Vice Principal will try to maintain contact with the Local Authority and any relevant agencies. Some radio holders may be asked to perform a roving role if there is no danger involved. Once lockdown is initiated the Caretakers will be asked to tune into channel 1 on their radios by the Finance Manager. They will be asked to lock all external gates if it is safe to do so and to lock all automatic doors using the computerised door access system.

The Finance Manager will ask the IT team to tune into channel 1.

The Receptionist will lock the front door if it is safe to do so. The office staff may be asked to move to another area, if this happens the Office Manager should lock the door on her way out. The Finance Manager will monitor the site using the CCTV system if the situation allows and will maintain contact with the Principal/Vice Principal by radio.(All SLT members are able to view CCTV from their pc and may be required to do this).

Only the Principal/Deputy Principal will give the 'all clear'

Supervision of Students

- a. **Instructions for supervision of students at the beginning and end of the school day.**
Students are allowed into the appropriate buildings before school but must wait outside their class rooms until allowed in by the appropriate teacher.
There is a duty rota of staff on duty before school.

Pupils will need to be reminded frequently that they must keep to the left at all times on the staircase and walk in a single file. This particularly applies to the corridors in A Block, which are narrow and a potential hazard. Would all staff please allow classes into teaching rooms as quickly as possible and stand at the door when classes are dismissed.

All staff are expected to remain on premises for ten minutes at the end of the school day to generally supervise students.

b. Break times 1 and 2

At breaks 1 and 2 members of staff are on duty supervising the students. In the canteen three members of staff are on duty. Other staff may well be supervising students involved in lunchtime activities.

c. Safe storage of medication. Students taking medication should give these to Kath Martin/Amanda Walker who will look after them during the school day. Appropriate documentation must accompany any medication that is brought into school.

Vehicle Management

a. Contract transport

Seven contract buses in the mornings and seven in the afternoons, transport students to and from school. These buses park inside the main carpark of the school and are supervised by senior staff in the afternoons.

b. Car Parking

Car parking is available in the school's three car parks. The visitors car park is clearly signed and is located outside Block A/main reception entrance (only park in the visitor car park if you have a designated parking space). The 'bottom' car park will remain unlocked throughout the school day so can be used by staff that have to leave and return during school hours.

Park only in designated spaces, do not double park, do not park in disabled parking bays or in turning bays.

5 miles per hour traffic speed signs are displayed and must be adhered to.

Bicycle parking is also available in the car park nearest to the Astro turf.

c. If your job entails transporting students you must seek permission from the Principal to do so. You must hold business class insurance. The Finance Manager must see your driving licence, MOT and insurance documents on an annual basis.

If you use your own vehicle to transport goods or to attend meetings/training courses

School advises that you hold business class insurance.

Site Security

The site is secured by an outer perimeter and inner fence with locked gates. All external doors are on a time release system (to allow for student access and lesson changes). **Interserve Facilities Management** is responsible for out of hour's security.

a. Staff access

Staff will be issued with a swipe card to allow movement around site (within set parameters) at times when the doors have not been programmed to release. If you lose your card it is important that you notify the Admin Office/Finance Manager so that the card can be disabled, you will then be issued with a replacement card.

Staff will also be issued with a photo ID card (see Dave Thomas) **this must be worn at all times**. If a card is lost or forgotten it must be reported to the admin office where a temporary pass will be made available. **Swipe cards should not be given to students.**

b. Student access

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Students can enter the school building by using the dining room external door which will release at 7.40am. Access will be restricted to the dining hall until 8.15 am when doors on Student Street and the deck will release.

Sixth form students will also be given photo ID which must be worn at all times.

c. Contractors on site

Contractors sign in at the office, sign a declaration, wear identification badges and are taken to the job by the caretakers. If necessary the Finance Manager will brief contractors. The LEA has published guidelines that contractors should follow when on school premises.

d. Visitors to site

If you arrange for a visitor to come to site you must complete a Visitor/Placement Summary Sheet (available from the admin office). This must be completed in advance of the visit and authorised by the Principal – Kate Sanderson. Exemptions to this rule are; employees of Calderdale Learning Services (if they are frequent visitors to the school) and teachers from other schools. School expects both these groups of visitors to show photo ID.

Lone or small groups of Parents (one-off visits must be supervised).

This process applies before, during and after school hours as there may be children in school at these times.

Please inform the office manager (Di Newson) or receptionist of expected visitors who do not need a Visitor/Placement Summary sheet.

The process does not apply to visiting students from other schools.

It is the responsibility of all staff to challenge anyone on site who is not wearing a visible authorised badge.

CONCLUSION

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is practicable, that working conditions are safe and that the working life of everyone is accident free.

If an enforcement officer serves an improvement or prohibition notice the Principal should immediately advise Gary Laird (Health and Safety – Local Authority). If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued by the authority of Principal in pursuance of the safety policy should immediately report the circumstances to the Principal. The Principal should then initiate appropriate remedial action. If it proves impossible for the Principal to resolve the matter she should then report the matter to the Education Safety Officer. If no action is seen to be taken the Principal should be consulted again and if still no action is taken the member of staff should report the circumstances to the safety representative at the school or one of the authority officers. Hazardous situations should also be reported immediately and the same procedure followed.

Suggestions by any member of staff to improve standards of health and safety are welcomed.

Local Authority Contacts

Gary Laird 01422 392670, Mobile 07734 395176

Janet Whitlow 01422 392670, Mobile 07887 632508

Out of Hours Emergency Telephone no.-01422 288000

Date adopted by Governing Body	May 2017
Date for full implementation	May 2017
Date for review	May 2019

Policy owner	
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A Block Evacuation Instructions

The fire assembly point is the **tennis courts at the rear of B Block**. The fire bell is a continuous ring. When you hear this, evacuate the building by the safest and, if possible, quickest route available. Follow the green man signs. The teacher is responsible for leading the class. **Do not lock the classroom door.**

The external doors in B Block will automatically release when the fire bell rings. If this fails, the doors can be released manually by pressing the green button at the side of every fire door.

To avoid congestion when evacuating from A Block, classrooms and offices on the same side of the building will leave via the fire door leading to the visitors car park and walk up Albert Rd before turning right into the school grounds.

The tennis courts can be accessed by 2 sets of steps or the ramp. Teachers are to make a judgement as to which of these they will use and are to lead their classes by the least congested route available.

Key Tutors will ensure their tutor groups line up in silence. Link tutors will help with this task and remain with the tutor group, at the rear of the line, until the group is dismissed by Mrs Sanderson when the all clear has been confirmed by the Fire Officers.

VT groups will assemble in order on the tennis courts, starting with VT1 nearest to the Sports Hall. The pupils will remain silent throughout the fire registration period.

Date adopted by Governing Body	May 2017
Date for full implementation	May 2017
Date for review	May 2019
Policy owner	Finance Manager