



The John Fisher School Health & Safety Policy (including First Aid)

Responsible: Full Governing Board

Review Period: Annually

Next Review Date: September 2023

Nurturing young Catholic gentlemen
Aspiring for Academic, Cultural & Sporting Excellence

Introduction

The John Fisher School (consisting of the school, its' playing fields and after school clubs) is committed to ensuring a safe and healthy learning environment for students, employees and others affected by the school's undertaking.

We identify complying with the legislation as the minimum level of achievement, but will strive for better than minimum where reasonably practicable. We are committed, so far as reasonably practicable, to ensure the health, safety and welfare of staff, students and others. We are committed, so far as reasonably practicable, to ensure the safety and health of our contractors and any visitor whether at our premises or affected by our work activities.

We believe that it is an important part of everyone's job to try to prevent injury or ill-health to employees, students, Governors and visitors and that managers have a key role in the prevention of accidents and ill-health occurring.

Statement of Policy

In accepting this responsibility, The John Fisher School will, so far as reasonably practicable:

- 1. provide and keep plant and equipment and systems of work that are safe and suitable
- 2. provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees, students and visitors
- 3. provide and keep our workplace in a condition that is safe and with minimal risks to health, including means of safe access and exit from the workplace, as well as adequate facilities and arrangements for employees' and students' welfare at work
- 4. ensure that significant workplace hazards have been assessed for risk and suitable controls and safe systems of work have been put in place
- 5. provide forums for active employee involvement in the continuous improvement of health and safety throughout the school's activities, as staff make an invaluable contribution to reducing risks

The school can only achieve the above with the co-operation and involvement of all employees, students, Governors, parents/carers and visitors in fulfilling these policies.

This policy statement and the accompanying procedures will be reviewed regularly and updated as necessary and presented to the school's Governing Board for adoption every year.

Signed:
Chair of Governors

Dated

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Headteacher

Dated

Next Review Date: September 2023

Health and Safety Organisational Arrangements

Headteacher and Governing Board

The health and safety culture of the organisation is determined by the Headteacher and Governing Board. They will help ensure the school remains a safe and healthy environment by carrying out the following:

1. agree the strategy to ensure health and safety remains a priority across the school that allows all to take part and all to take pride
2. ensure Senior Managers have systems in place to minimise the risk to themselves, staff, students, parents/carers, contractors, members of the public and anyone else affected by the activities of the school
3. receive and act upon information from managers, Sutton LA Health and Safety Unit (who act as the school's competent health and safety advisor, as noted in the requirement of regulation 7 of the Management of Health and Safety at Work regulations 1999), Professional Associations and the Health & Safety Committee who represent the staff about the continuous progress being made in creating a safer and healthier school
4. ensure suitable child safeguarding procedures and controls are in place
5. ensure adequate resources are made available for new and emerging risks
6. integrate health and safety into the communications strategy so that staff can see the school takes its' health and safety responsibilities seriously
7. include health and safety performance in the Headteacher's annual report
8. set a personal example

Health and Safety Governor

The elected Health and Safety Governor, has the responsibility to liaise with the Headteacher and others on monitoring health and safety issues. Their duties are to:

1. monitor the action plans developed from Sutton LA Health and Safety audits/inspections and ensure adequate resources are identified by the Governing Board to make improvements
2. take an active part in school inspections and monitor the follow up actions and ensure the annual Health & Safety report from Sutton LA is submitted to the Resources Committee
3. review health and safety data including accidents and report to the Governing Board on the continuous progress being made in creating a safer and healthier school
4. commend staff and students where health and safety improvements have been made.

Senior Leadership Team

The role of the Senior Leadership Team (SLT) in setting the agenda for improving health and safety performance is key to enable cost savings, through directing and monitoring of employee health and safety performance. The SLT members' duties are to:

1. ensure there are suitable risk assessments and accompanying procedures developed to meet the needs of the school
2. ensure there is a comprehensive training programme for managers and staff to provide them with the competence required to carry out their duties efficiently, minimising the risks to themselves, students and others who may be affected by the work they carry out so all can take part and all can take pride
3. review annual reports from the Health and Safety Lead and the school's Health and Safety Representative (the School Business Manager) to ensure continuous progress is being made to make this a safer and healthier school and provide an annual report to the Governing Board on progress

4. ensure there are comprehensive communications with staff and students about health and safety issues and how they are being addressed (H&S bulletin from Sutton LA, H&S Committee meetings, whole staff bulletins)
5. actively monitor health and safety performance and promote a positive culture by carrying out periodic health and safety tours of the workplace
6. set a personal example

Health and Safety Lead (HSL)

The Headteacher has appointed the Site Supervisor, as the Health and Safety Lead, who is assisted by his Site Assistant. The role of the Health and Safety Lead (HSL) in improving health and safety performance is a pivotal one, through liaising with managers on health and safety performance and informing SLT of the progress being made. The duties of HSL are to:

1. ensure the effective implementation and compliance with school policy and relevant legislation impacting the school
2. create a positive health and safety culture so all can take part and can take pride
3. receive regular reports from line managers on how risks have been assessed, what management action has been taken and any outstanding issues
4. ensure all inspections, maintenance of plant and equipment is carried out in line with guidance and that adequate records are kept
5. work with managers to identify suitable health and safety training is available for all managers, staff and students
6. ensure the use of the Sutton LA Warning System is embedded into all operational and emergency procedures where needed
7. ensure there are adequate arrangements for the selection, supervision and monitoring of contractors for work carried out on the behalf of the school
8. liaise with the Sutton LA Health and Safety Unit on relevant matters and share good practice across the Local Authority schools
9. actively monitor health and safety performance to improve the culture by carrying out periodic health and safety tours of the workplace
10. ensure adequate investigation of accidents and incidents and report to the Sutton LA Health and Safety Unit
11. set a personal example

Site Supervisor

The role of the Site Supervisor and Site Assistant is important for ensuring the building, plant and fabric is in good condition and safe for use. The duties of the Site Supervisor are to:

1. liaise with the School Business Manager to ensure all maintenance and minor work arrangements are suitable and minimise the risk of accidents or ill-health
2. ensure the school is kept clean and tidy to reduce the risk of slip and trip accidents
3. maintain adequate records for works carried out by the Site Supervisor such as the inspection of equipment and weekly fire alarm tests

Health and Safety Representative (the School Business Manager)

The John Fisher School will encourage a positive culture by electing a member of staff to be the Health and Safety Representative. Their duties are to:

1. take concerns raised by staff to the Site Supervisor, HSL, Headteacher or a Governor and report back on action taken
2. make a tour of the school each term with the HSL and report findings to SLT for an action plan to be implemented. The results of the tour will also be reported to the Governors' Resources Sub-Committee and Governing Board.
3. take an active part in accident investigations to help identify root causes of failure

Staff

The staff's actions are the foundation of our health and safety culture. The duties of staff are to:

1. work safely for themselves, students and others, helping to create a positive health and safety culture in their work area/activities
2. follow safe working practices identified from risk assessments and keep their line-manager up to date with any problems arising from the work
3. take an active part in carrying out risk assessments and giving practicable suggestions to improve safety and health. Staff experience is an important resource for developing suitable health and safety controls.
4. attend health and safety training as identified and agreed with their line manager and HSL, including induction training as appropriate to their role. This will include basic Health & Safety training as well as specialist training provided through Sutton LA for specific roles.
5. give all necessary help to students, parents/carers, contractors and visitors/members of the public to ensure their safety
6. make themselves familiar with all emergency procedures and safety equipment on the premises and not intentionally or recklessly interfere with or misuse anything provided for health and safety
7. use equipment and materials in the way they are designed to be used
8. immediately report to a line manager all illnesses, accidents, unsafe conditions, acts of violence, hazards and any situation that may compromise health and safety
9. immediately, if safe to do so and within their level of competence, remove serious hazards where there is imminent danger. Where they are not able to remove serious hazards then they must immediately inform a manager as to the existence of the hazards so that the necessary action can be taken.
10. where required, contact Sutton LA Health and Safety directly if they have serious H&S concerns
11. set a personal example for colleagues and students

Students

The John Fisher School provides an excellent learning environment. To help maintain this, students are actively encouraged to improve their risk awareness and are supported by the school to learn key life skills on managing risks to themselves. The duties of students are to:

1. follow the guidance and procedures, such as fire evacuation procedures, explained to them by staff
2. be encouraged to raise any health and safety concern with staff and to report all accidents

Volunteers (sports, music and other extra-curricular clubs)

Volunteers are a valued and key part of the school. They will be given the same protection as staff identified in the risk assessment and school procedures. Their duties are to:

1. follow the guidance and procedures, such as fire evacuation, lock-down, bomb threat and emergency plan procedures, explained to them by staff
2. be encouraged to raise any health and safety concern with staff and to report all accidents

Visitors

The school welcomes visitors and they are provided with health and safety guidance when signing in at Reception. Visitors will not be left unsupervised, especially when students are on site, without suitable safeguards in place.

Accident, Incident, Violence, Near Miss Reporting

The John Fisher School will investigate and record all accidents, incidents and near misses as appropriate, following Sutton LA Health and Safety guidance. All accidents, incidents and violence events, including near misses, must be reported verbally to the line manager immediately. If a student is affected the report must be done by the teacher responsible for the student at this time or by the First Aider in charge.

The accident/incident forms contain guidance about investigating and reporting of accidents, incidents, violence and near misses.

Where a serious accident or incident happens, the Sutton LA Health and Safety Unit must be informed immediately by telephone on 020 8770 5023/4892/5018 or 5026.

The Headteacher and HSL will ensure the Sutton LA Health and Safety Unit receive a copy of serious accident/incident report forms within seven days of the incident.

The Health & Safety Governor will also be kept informed of such incidents.

The school will keep a record of all incidents. This will be held centrally by Sutton LA Health and Safety and the school will keep hard copies where required.

Accidents/incidents involving students must be kept until the young person reaches the age of 21. Records may be kept for longer in line with other legislation (e.g. child protection and SEND students). Report forms will be destroyed after these time scales.

Asbestos

The Site Supervisor has been trained as the Asbestos Duty Holder and is responsible for ensuring that the school's Asbestos Register is read and signed by all contractors and staff prior to starting any work on the premises that may damage or disturb asbestos and suspected asbestos containing materials.

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

Staff must report any damage to asbestos materials immediately to the Site Supervisor or HSL.

Where damage to asbestos (or suspected asbestos) material has occurred, the area must be evacuated and secured. The Headteacher will immediately notify the Sutton LA Health and Safety Unit telephone (0208 770 5023/5018/4892). The school will carry out annual Asbestos Duty Holder checks of asbestos containing materials that are safely accessible. The Asbestos Register is updated annually. The last update took place in September 2020. Asbestos Surveys take place before any major works are carried out. The documents are kept in the Site Supervisor's office.

Contractors

The school is aware that it can delegate its' responsibilities to contractors but cannot remove their 'accountability' therefore, only competent contractors will be used in line with the school's policy. Guidance on the selection and monitoring of contractors can be obtained through Sutton LA.

Where required the Construction (Design and Management) Regulations 2015 will be followed. Only competent contractors will be used in line with The John Fisher School's policy. Guidance on the selection and monitoring of contractors can be obtained through the London Borough of Sutton.

A pre-task meeting will be held to confirm how contractors will ensure their safety and that of staff, students and others. This may include the need for segregating parts of the school. In the event of this being necessary, the fire procedures will be reviewed.

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the HSL and/or Site Supervisor of any risks that may affect the school staff, students and visitors.

Contractors who are carrying out invasive work will read the Asbestos Register before starting.

All contractors must be aware of the school's Health and Safety Policy and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher, or their representative, will take such actions as are necessary to protect the safety of school staff, students and visitors.

There will be regular meetings held between contractors and the HSL and/or Site Supervisor to review the standard of health and safety onsite.

Dogs

Dogs, with the exception of guide dogs for the blind, are not allowed on any part of the school site. This is to protect members of the school community who may be scared of dogs, and to guard against the possibility of disease being introduced through their excrement.

Electrical Hazards

The Site Supervisor and Science Technicians, have been suitably trained to carry out Portable Appliance Testing (PAT). Plugs of all appliances, except computers are checked, labelled and signed. If site staff do not carry out PAT, then suitably trained staff or a competent contractor are used.

PAT testing is carried out as appropriate for the equipment and its usage.

Electrical appliances from staff homes should not be used in school unless they have been PAT tested and approved by the Site Supervisor or suitably qualified person.

The school's Electrical Installations are tested every five years or 20% of the schools Electrical Installation is tested every year.

First Aid - General

The school will ensure there is a sufficient level of first aid coverage for the activities being carried out by staff and students. This will include suitably trained First Aiders.

A list of trained First Aiders can be found in Appendix 1 of the policy.

For first aid help, students/staff go to the student office on the administration corridor. Outside normal school hours while after school clubs are running, students/staff should go to the nearest qualified First Aider.

First Aid – Automated External Defibrillators (AED)

Cardiac Arrest is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm. This can be fatal. To help ensure the safety of staff, students and others, the school has AEDs.

These have been placed at the following location(s):

- Main school entrance outside Reception
- Sport Hall
- Pavilion Plough Lane by rear exit.

For every minute that a person in cardiac arrest is not successfully treated, the chance of survival decreases by 7% per minute in the first 3 minutes and decreases by 10% per minute as time advances beyond that time.

Site staff will carry out weekly checks (and after use) to ensure the AEDs are in place and usable.

Although AEDs are designed to be used by someone without any specific training by following audible, step-by-step instructions on the AED, the school regularly trains staff. Their names are noted by the AED and staff are informed.

- British Heart Foundation: <https://www.bhf.org.uk>

The school follows the guidance provided by the Department for Education on “Automated external defibrillators (AED) in schools”. The full guidance can be downloaded from:

[Automated external defibrillators \(AEDs\) in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/614222/AEDs_in_schools.pdf)

Fire Safety & Evacuation of Premises

An up to date fire risk assessment will be kept in the fire safety emergency procedures files/folders in the Site Supervisor's office and fire box in the main foyer. The fire risk assessment will be reviewed annually and action plans for improvement will be completed in a timely fashion. These are kept on the Z drive and shared with the Health & Safety Governor, with copies in the fire files/folder and fire box.

All alarm tests, maintenance and fire drills are carried out and recorded in the fire folder.

The Headteacher is responsible for ensuring as part of staff training that everyone knows what to do if there should be a fire threat or other need to evacuate the premises. Practice for this occurs once a term.

A list of Fire Wardens who are trained to sweep the building when the fire alarm goes off to ensure everyone has left the building, can be found in Appendix 2 of this policy.

A member of the Senior Leadership Team will act as the Fire Marshall to collect information from the Fire Wardens and keep the Fire Brigade up to date with the evacuation of the buildings.

Sutton LA Health and Safety carry out regular inspections of the site.

Competent contractors are used to inspect and maintain fire related equipment and systems.

In light of the Grenfell tower fire in London, all schools were asked to review their fire risk assessments. The John Fisher School had already done this as part of our standard operating procedures and confirm that there is no Aluminium Composite Material or other cladding at the school.

Risk Assessment

Risk Assessments are undertaken for three purposes:

1. To assess the risks to individuals' health, safety and wellbeing.
2. To comply with current legislation.
3. To assess the risks of a particular event or outing e.g. a theatre visit.

Risk assessments are undertaken by the appropriate manager and discussed with relevant staff. These are reviewed annually or when there is a change in activity or a major incident relating to the risk assessment. The Headteacher or Subject Leader is responsible for approving control measures and in ensuring the action required is implemented. Staff who may need to complete a Risk Assessment can discuss it with the HSL or Subject Leader or Headteacher. Where required, staff will receive risk assessment training from Sutton LA Health and Safety.

Chemicals, Radioactive Materials and Harmful Substances

All chemicals and harmful substances will be suitably risk assessed and stored to minimise the risk.

Contractors bringing harmful substances onsite will be reminded of the need for suitable controls.

Where required the school will follow Consortium of Local Education Authorities for the Provision of Social Sciences (CLEAPSS) guidance in relation to the use and storage of chemicals.

As a secondary school the curriculum includes the use of radioactive materials in Science classes. The school has a suitably trained Radiation Protection Supervisor onsite, Mr C. Harwood. Sutton LA Health and Safety, as the school's health and safety advisor, provide a Radiation Protection Officer and CLEAPSS provides additional advice as our Radiation Protection Advisor.

CLEAPSS is an organisation that provides guidance and advice relating to Science, Art and D&T.

Safety Rules

The Headteacher is responsible to ensure that all staff are aware of their responsibilities with regards to the supervision and behaviour of the students.

Staff have a responsibility to ensure that they work in a safe and responsible manner to ensure their own and others safety.

Staff should report all health and safety related concerns they have.

Equipment

All equipment and apparatus will be suitably installed, inspected and maintained by the relevant department. Staff members will check equipment before use, and any faults will be reported to the Headteacher or HSL.

Students will be instructed on the safe use of equipment and suitably supervised dependent on the task and the equipment being used.

Known faulty equipment will **NOT** be used, even for short durations.

Whenever necessary appropriate Personal Protective Equipment is used.

Miscellaneous

Parents/carers will be given a list of suitable clothes for students to wear during Physical Education and provided with the rules regarding jewellery. Staff will also be aware of wearing appropriate clothing with regard to health and safety, e.g. outdoor shoes.

Students will be escorted into and out of school, following a specific procedure for their age group.

The John Fisher School employs a contract cleaning company. The Site Supervisor will ensure that the site is kept clean, reporting any faults to the cleaning supervisor, School Business Manager or Headteacher.

The John Fisher School is aware of the importance of teaching students and staff to work in a clean and tidy manner, personal hygiene, wearing appropriate clothing and washing hands etc.

A Care Plan is completed for students with a health issue, and any medication administered to students is covered in the Medical Needs policy.

School Visits

The John Fisher School has an Educational Visits Coordinator, Mr Iestyn Jones who will provide guidance on school visits and trips. Local Authority guidance can be downloaded from Sutton's Evolve web-based package.

The school has access to a trained, independent Education Visit Officer – Mick Bradshaw.

Critical Incidents

The John Fisher School has a set of procedures for Critical Incidents; a copy is kept in the 'grab bags' and files in Reception and the office of the School Business Manager.

Security Policy

We try to achieve a balance between making our school welcoming and accessible and keeping students and equipment safe. The Site Supervisor is responsible for the opening and closing of the site. Visitors are to sign in electronically, read the Health and Safety notes, and wear a badge with the appropriate coloured lanyard.

Students are made aware of the dangers of talking to strangers and are asked to report any strangers onsite, not suitably 'tagged.'

Violence Against Staff

The school has a legal duty to protect their staff from violence and aggression, as they have the right to have a safe workplace and be free from the aggression of others.

Violence against staff will not be tolerated.

Violence is behaviour which produces damaging or hurtful effects, physically or emotionally, on people. This definition specifically includes:

- Verbal abuse
- Threatening behaviour
- Anti-social behaviour
- Damage to property
- Physical violence
- Online or social media bullying

The above incidents will be reported using the Local Authority's accident/incident forms available from the Z drive in the school Health & Safety folder.

Along with the school's security procedures, there are Home Visits risk assessments that will be followed by staff, to reduce the risk of aggression.

Staff making home visits to students' homes will check the Sutton LA Corporate Warning System before going or have it checked on their behalf.

The school will follow the Sutton LA Health and Safety guidance on dealing with aggression including that relating to banning parents/carers from site. Staff affected by violence will be supported by the school Senior Leadership Team.

Smoking & E- Cigarettes

Smoking anywhere on the school premises and grounds is not allowed, this includes school vehicles.

The school's Governing Board has banned the use of E-cigarettes onsite. There is not enough medical evidence that confirms the use of E-cigarettes are safe or not.

Also, as they are designed to look like real smoking, it makes it difficult to enforce a normal smoking ban.

Stress

The school is aware that stress can be an issue in all professions.

Wellbeing is central to the ethos of the school. Wellbeing is embedded in all aspects of school life and is promoted and developed by the Wellbeing Working Party. Wellbeing is included in every training day and activities and support are offered to help to alleviate stress. The activities and progress of the Wellbeing Working Party are reported to the Governors' Resources Committee at every meeting.

Where an individual member of staff has been identified as suffering from stress, an individual stress risk assessment will be carried out with them.

Employee Assistance Programme

Workplace Options: 0800 243 458

Email: assistance@workplaceoptions.com

Working at Height

The Site Supervisor is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN standards as appropriate.

Suitable working at height procedures are in place (see working at height Risk Assessment and the Site team have attended relevant CPD).

Anyone working at height is responsible for completing risk assessments before starting the work.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

If you need to hang decorations or displays, then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Working at height when you are alone is **not** allowed.

Disability Access

The school has an Accessibility Plan; this can be found on the school website.

The school will comply with the Equality Act 2010, so far as reasonably practicable.

Appendix 1

Health and Safety at Work

| | | |
|---|--|---------------------------------|
| Health and Safety Culture | | Headteacher |
| Health and Safety Governor | | Co-Chair of Recourses Committee |
| Health and Safety Representative | | School Business Manager |
| Health and Safety Lead | | Site Supervisor |
| Occupational Health and Safety Manager | | Sutton Local Authority |
| Health and Safety Advisor | | Sutton Local Authority |

| <u>First Aid At Work Certificate Holders</u> | | | |
|---|---|--------------------------|------------------------|
| <u>Designated Area</u> | <u>Staff Member</u> | <u>Valid From</u> | <u>Valid To</u> |
| DT/Art, Founders & Music | Staff Member 1 | 29/03/2019 | 18/03/2025 |
| | Staff Member 2 | 23/03/2021 | 22/03/2024 |
| Food Tech, Main Building & LRC | Staff Member 3 | 26/05/2021 | 25/05/2024 |
| | Staff Member 4 | 23/03/2021 | 22/03/2024 |
| Science & Sir David Lane Building | Staff Member 5 | 17/09/2020 | 16/09/2023 |
| | Staff Member 6 | 29/03/2019 | 18/03/2025 |
| Sixth Form & Sports Hall (Including SF Outside Areas) | Staff Member 7 | 11/05/2021 | 10/05/2024 |
| KS3/4 Morning Breaks (All Playgrounds) | Staff Member 8 | 23/03/2021 | 22/03/2024 |
| KS3/4 Lunch Breaks (All Playgrounds) | All First Aiders To Listen Out For/Respond To Lunch Break Calls | | |
| Reserve | Staff Member 9 | 28/05/2022 | 27/05/2025 |

ALL FIRST AIDERS HAVE RADIOS.

Students should NOT be sent out of their classrooms for First Aid. A radio call should be made for First Aid who will then call for the designated First Aider if necessary. The designated First Aider will come to the student.

There are radios at food serving points for break and lunch times. The staff member on duty, should call on the radio for First Aid if necessary and the designated First Aider will come to the student.

When calling for First Aid, please give details of who and where the student is along with brief details of the injury. This will help the First Aider bring the correct equipment and get to you quicker.

If you have no radio and urgent assistance is required, send a student to Reception for them to raise the alarm.

Appendix 2

September 2022 – August 2023

As a fire warden you should ensure that all classrooms, offices and toilets etc have been evacuated. You are not expected to shut windows or close doors as staff are expected to do this as they leave. On reaching the assembly point, please report that your area has been cleared to the person in charge.

| Area | Warden | Reserve | Exit Route |
|---------------------------------------|----------|----------|-------------------------|
| Admin Corridor | Assigned | Assigned | Fire Exit |
| Art Block | Assigned | Assigned | Fire Exit |
| Aspire Corridor | Assigned | Assigned | Fire Exit |
| Business / Economics Corridor | Assigned | Assigned | Chapel Stairs Fire Exit |
| DT | Assigned | Assigned | Fire Exit |
| Chapel | Assigned | Assigned | Turn Left |
| English Corridor 100 - 103 | Assigned | Assigned | 1st Stairway |
| English Corridor 104 - 107 | Assigned | Assigned | Fire Exit |
| Food Technology | Assigned | Assigned | Front Exit |
| Founders First Floor | Assigned | Assigned | Chapel Exit |
| Founders Ground Floor | Assigned | Assigned | Fire Exit |
| Learning Support (Dymphna, Elizabeth) | Assigned | Assigned | Fire Exit |
| LRC | Assigned | Assigned | Fire Exit |
| Main Building (Angela, Brigid, Clare) | Assigned | Assigned | Fire Exit |
| Music Block | Assigned | Assigned | Fire Exit |
| Pavilion | Assigned | Assigned | Fire Exit |
| Rooms 1 & 2 | Assigned | Assigned | Fire Exit |
| Rooms 32 & 33 | Assigned | Assigned | Fire Exit |
| Science Ground Floor | Assigned | Assigned | Fire Exit |
| Science First Floor | Assigned | Assigned | Fire Exit |
| Science Second Floor | Assigned | Assigned | Fire Exit |
| Sir David Lane Ground Floor | Assigned | Assigned | Fire Exit |
| Sir David Lane First Floor | Assigned | Assigned | Fire Exit |
| Sixth Form Block | Assigned | Assigned | Fire Exit |
| Sports Hall | Assigned | Assigned | Fire Exit |
| Sports Studies Corridor | Assigned | Assigned | Left Towards Playground |

FIRE EVACUATION PROCEDURE AND WARDENS

STAFF

- Please make your way by the nearest fire exit to the assembly point.
- If you are teaching or supervising a class direct them to the nearest exit.
- Students' bags etc should be left in the classroom.
- Students should be accompanied via the nearest fire exit to the Assembly Point and should not enter another building.
- Students need to assemble in Form groups, in alphabetical order and registers taken.
- DoLs collect their Year group's registers from the KS Administrators and distribute to Form tutors.
- Form tutors return registers to DoL who in turn return to KS Administrators who check any absentees.
- All other staff should report to their registration point.

GENERAL

- School Business Manager/Facilities Team silence alarm with the key at the fire alarm panel.
- School Business Manager/Facilities Team report findings to the Fire Brigade at front of the school.
- Fire Brigade check the building report to School Business Manager, who then reports to the person in charge at the Assembly Point to advise whether everyone may return to the building.
- Finance Team take the staff registers to the Assembly Point.
- Staff responsible for taking staff registers collect their register from Finance Team.
- KS Administrators take the student registers to the Assembly Point.
- Receptionist takes students signing out log and prints evacuation report from InVentry and takes to the Assembly Point.
- Receptionist registers visitors on site and then checks and reports any staff/students that have signed out.
- First Aiders take first aid kits to Assembly Point along with any students in their care.
- DoLs should report any missing students to KS Administrators who can then check the signing out log. DoLs should report any student not accounted for to the person in charge.
- Staff responsible for taking staff registers should check any missing staff against the InVentry report that the Receptionist has and any staff not accounted for should be reported to the person in charge.
- Visitors including Peripatetic teachers and Invigilators should also congregate in the main playground.
- Kitchen staff should also report to the person in charge.