



# HEALTH AND SAFETY POLICY

# ALFRETON GRANGE ARTS COLLEGE

## HEALTH & SAFETY POLICY

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# **HEALTH AND SAFETY POLICY**

## **PART ONE**

### **STATEMENT OF INTENT**

#### **ALFRETON GRANGE ARTS COLLEGE**

The Governing Body believes that ensuring the health and safety of staff, students and visitors is essential to the success of the college.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

# HEALTH AND SAFETY POLICY

## PART TWO

### ORGANISATION

#### INTRODUCTION

To comply with the Governing Body's Statement of Intent the college's normal management structure have had additional responsibilities assigned, as detailed below.

An organisational chart showing the college's health and safety management structure is attached at Appendix 1.

#### THE GOVERNING BODY

The Governing Body has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The college's health and safety policy and performance is reviewed annually.

#### THE HEADTEACHER

The Headteacher has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Policy for Health and Safety is created.
- c) Ensure that the Policy is communicated adequately to all relevant persons.

- d) Ensure appropriate information on significant risk activities is given to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) Ensure arrangements are in place to monitor premises and performance.
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- n) Report to the Governing Body annually on the health and safety performance of the school.

### **SCHOOL HEALTH AND SAFETY CO-ORDINATOR**

The School Health and Safety Co-ordinator is the Deputy Headteacher, Mrs Caley. She has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the school.
- d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with NPS and other contractors.
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

- g) Carrying out any other functions devolved to her by the Headteacher or Governing Body.

### **TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY**

This includes Deputy Headteachers, Curriculum Co-ordinators, Heads of Faculty, Heads of Departments, Clerical Managers/Supervisors, Technicians and Caretakers. They have the following responsibilities:

- a) Apply the college's Health and Safety Policy or relevant County Council Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Investigate any accidents that occur within their area of responsibility.
- h) Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

### **CLASS TEACHERS**

Class teachers are expected to:

- a) Exercise effective supervision of their students, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils when necessary.

- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to their Headteacher or Head of Faculty on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the college without prior authorisation.
- i) Report all accidents, defects and dangerous occurrences to their Head of Faculty.

### **SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

### **ALL EMPLOYEES**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the college's Health and Safety Policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- b) Co-operate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with current incident reporting procedure.

- f) Act in accordance with any specific health and safety training received.
- g) Inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Trade Union Health and Safety Representative(s).

## **PUPILS**

Pupils, allowing for their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the college and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.



# HEALTH AND SAFETY POLICY

## PART THREE

### PROCEDURES AND ARRANGEMENTS

#### INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

#### RISK ASSESSMENT

##### General Risk Assessment

General Risk Assessment will be co-ordinated by Assistant Headteacher, Richard Williams following guidance contained in Section 3 of the Children's Services Health and Safety Manual.

##### Maternity Risk Assessment

Maternity Risk Assessments will be carried out by Deputy Headteacher, Nicola Caley following guidance contained in Section 3 of the Children's Services Health and Safety Manual.

##### Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department/Heads of Faculty and subject teachers using Health and Safety Codes of Practice for Design & Technology, Science, PE, Art, Swimming and Drama issued by the County Council.

##### Fire

A fire risk assessment will be carried out by Nicola Caley following guidance contained in Section 4 of the Children's Services Health and Safety Manual .

##### Manual Handling

Manual handling risk assessments will be carried out by Nicola Caley following guidance contained in Sections 3 and 5 of the Health and Safety Manual.

##### Computers and Workstations

VDU risk assessments will be carried out by Nicola Caley following guidance contained in Section 6 of the Health and Safety Manual.

## **Hazardous Substances**

Nicola Caley will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned above, or in the Caretaking Code of Practice, following guidance contained in Section 7 of the Health and Safety Manual.

## **Violence**

Assessment of the risks of violence to staff will be carried out by Nicola Caley following guidance contained in Section 8 of the Health and Safety Manual.

## **EMERGENCY PROCEDURES**

### **Fire and Evacuation**

Fire and evacuation procedures are detailed in Appendix 2.

### **First Aid**

First aid boxes are provided at the following locations: D&T, Home Economics, Medical Room, PE block, English Block, on each floor of the Science Block, Sixth Form Block, Music Block, Maths Office, RE Office, Main College Office, Site Office.

The following staff are available to provide first aid:

***Certificated (Please see attached Qualified First Aid list of Staff On-site.)***

### ***Appointed Persons:***

In event of needing first aid assistance, firstly contact Doris Wragg or, in her absence, locate the nearest first aider or phone either office for on call person who will locate the nearest first aider and cover their class if required.

### ***Transport to hospital:***

If an ambulance is required, call "999". It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company. The college will reimburse additional insurance premiums where necessary.

No casualty should be allowed to travel to hospital unaccompanied. Doris Wragg will be the designated accompanying adult in emergencies where parents cannot be contacted. In her absence, a Student Support Manager should take this role.

## **Incident Reporting**

See Appendix 3.

## **Bomb Hoaxes and Bomb Alerts**

Responses to bomb threats will follow guidance contained in Management Information sheet 241/01.

The Headteacher, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident.

The control point from where such an incident will be handled is the Main Office.

The signal for evacuation of the building, should this be necessary, will be: 3 short, 3 long and 3 short bursts on the college bell.

The normal evacuation procedure should be followed.

## **Gas Leaks**

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone National Grid on 0800 111 999.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

## **Chemical Spills**

All Science teachers and technicians should follow guidance contained in the Health and Safety Code of Practice for Science.

## **HEALTH AND SAFETY TRAINING**

Health and safety induction training will be provided for all new employees by Nicola Caley following the Induction Checklist and guidance contained in Section 9 of the Health and Safety Manual.

The following staff have received or will receive health and safety training in the following areas:

### **Strategic Health and Safety Management and Premises Management Training**

- Health and Safety Awareness (Headteacher or Managers)  
Nicola Caley
- Premises Management, Health, Safety and Risk Management - Part 1  
Site Supervisor
- Premises Management, Health, Safety and Risk Management – Part 2 - Asbestos

Site Supervisor, Nicola Caley, Gail Giles

- Premises Management, Health, Safety and Risk Management – Part 3 – Fire Risk Assessment

Nicola Caley

### **Curriculum/Subject Specific Health and Safety Training**

#### **Science:**

- CLEAPSS Health and Safety Management for Heads of Science

Julie Shiels,

- CLEAPSS Health and Safety for Laboratory Technicians

Emma Bannaster

- Portable Appliance Testing

Christopher Biggs

#### **Design & Technology:**

- CLEAPSS Health and Safety Management for Heads of Design and Technology Departments

Julie Shiels

- CLEAPSS The D&T Technician: operating in the prep room and workshops safely and effectively

Christopher Biggs

- DATA accreditation standards for Design & Technology

Christopher Biggs

- CIEH Level 2 Award in Food Safety (formerly Foundation Certificate in Food Hygiene)

Stella Adani

#### **PE:**

- Risk Management in PE and School Sport

Bernie Brankin

- Safe Supervision of Swimming for Teaching Assistants

N/A

### ***Outdoor Education:***

- Educational Visits Co-ordinator

Richard Williams

### **Occupational Risks**

- General Risk Assessment

Nicola Caley

- How to Physically Assist and Support Pupils with Physical Disabilities

Anna West

- Kinetic Handling (Manual Handling) and Manual Handling Risk Assessment

Site Supervisor, Wayne Price, Terry Ridgway

- County Council Musculoskeletal Rehabilitation Service Referral Training

N/A

- Team - Teach Training (Foundation and Basic courses)

N/A

- First Aid at Work and Appointed Persons

Anna West, Heidi Sheridan, Bernie Brankin

- Paediatric First Aid (for schools with children up to age 5)

N/A

- Handling Difficult Situations Assertively

Andy Woodcock, Ashley Ellerby

### **Caretaking**

- School Caretaker - Health and Safety Awareness  
Site Supervisor
- Safe Use and Inspection of Ladders and Stepladders  
  
Site Supervisor, Wayne Price, Terry Ridgway
- Safe Use and Inspection of Portable Tower Scaffolding  
Site Supervisor, Wayne Price
- Monthly water temperature checks (legionella)  
  
Site Supervisor
- Swimming Pool Plant Operation (schools with pools only)  
  
N/A

### **Health and Well-Being**

- Well-Being Facilitator(s)  
  
Anna West
- Raising Awareness of Chronic Medical Conditions: Asthma, Diabetes, Epilepsy  
  
Anna West

### **Minibuses**

- Minibus driver training and D1 (post 1997 qualified drivers) – contact Senior Road Safety Officer (Driver Development) in Planning & Transportation on 01603 638121 for details

Training records are held by Chris Hill.

The Health and Safety Co-ordinator, in conjunction with the INSET Co-ordinator, will identify training needs.

## **INSPECTION AND TESTING OF PLANT AND EQUIPMENT**

### **Statutory Inspections**

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All plant and equipment requiring statutory inspection and testing (i.e. steam boilers, compressors, lifting equipment, local exhaust ventilation, pressure cookers etc) will be inspected by appropriate contractors through the Building Maintenance Partnership Pool (schools in scheme) or the Building Maintenance Fund (other Children's Services establishments).

### **Portable Electrical Appliances**

Inspection and testing of portable electrical appliances will be carried out following guidance contained in Section 15 of the Health and Safety Manual.

A qualified electrician, or Christopher Biggs, will carry out annual portable appliance testing.

### **Equipment Maintenance - Curriculum**

Heads of Department will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented following guidance contained in health and safety Codes of Practice for Design & Technology, Science, Art, PE and Drama.

### **Ladders and Access Equipment**

Caretakers will be responsible for inspection and maintenance of ladders and other access equipment following guidance contained in the Caretaking Code of Practice and Section 25 of the Health and Safety Manual.

## **HEALTH AND SAFETY MONITORING**

### **Inspection of Premises**

General Workplace Inspections will be co-ordinated by Mrs A Siddall (Governor for Health and Safety).

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff following guidance contained in Section 16 of the Health and Safety Manual.

### **Performance Monitoring**

Performance monitoring will be co-ordinated by Nicola Caley following guidance contained in Section 16 of the Health and Safety Manual.

## **CONSULTATION AND COMMUNICATION OF INFORMATION**

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## **Consultation**

The premises Health and Safety Committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by college management.

Committee members are: Mrs Siddall, Nicola Caley, Julie Shiels, Bernie Brankin, the Site Supervisor & two Senior Students (one from Sixth Form).

The Trade Unions' appointed Safety Representative on the staff is: Andy Hale.

## **Communication of Information**

The premises manager will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.

The Health and Safety Law poster is displayed at main office, D&T block, Food Technology, Science, Art Block and the health and safety flyer is in all staff handbooks.

Health and safety advice is available from Nicola Caley (School Health and Safety Co-ordinator) or the Children's Services Health and Safety Adviser.

## **PREMISES MANAGEMENT**

### **Supervision of Pupils**

Arrangements for supervision of pupils are: Gail Giles.

### **Security and Visitors**

All visitors must report to main reception where they will be asked to sign the visitors book in reception and wear an identification badge.

### **Vehicles on Site/Parking**

Cars must be parked in designated areas.

The risks of persons and vehicles coming into contact will be controlled by the Site Supervisor.

Delivery/contractor vehicles must park in the main parking area.

### **Arrangements for Disabled Persons**



One parking space and ramp at main reception.

### **Building Maintenance**

General building maintenance is carried out by Derbyshire County Council workers and other building maintenance contractors.

The Site Supervisor will be responsible for ensuring that all identified general building maintenance is carried out by either NPS or other contractors.

### **Asbestos**

The asbestos register is held at main reception is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to NPS Property Consultants Limited.

### **Control of Contractors**

All contractors must report to main reception where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Site Supervisor will be responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

### **Lettings**

Lettings are managed by Mandy Goodall following County Council guidance.

## **OTHER PROCEDURES**

### **Critical Incident Management**

The County Council's Critical Incident Management guidelines are followed and staff are made aware of the advice given.

### **Managing Medicines**

Prescribed medication will be administered to pupils following guidance contained in Section 11 of the Health and Safety Manual.

Anna West has been nominated as responsible persons for control of administration of medicines to pupils.

## **Educational Visits**

Educational visits will be organised following guidance contained in DfES (DCSF) documentation and the Children's Services guidance document. The Educational Visits Co-ordinator is Richard Williams.

## **Minibuses**

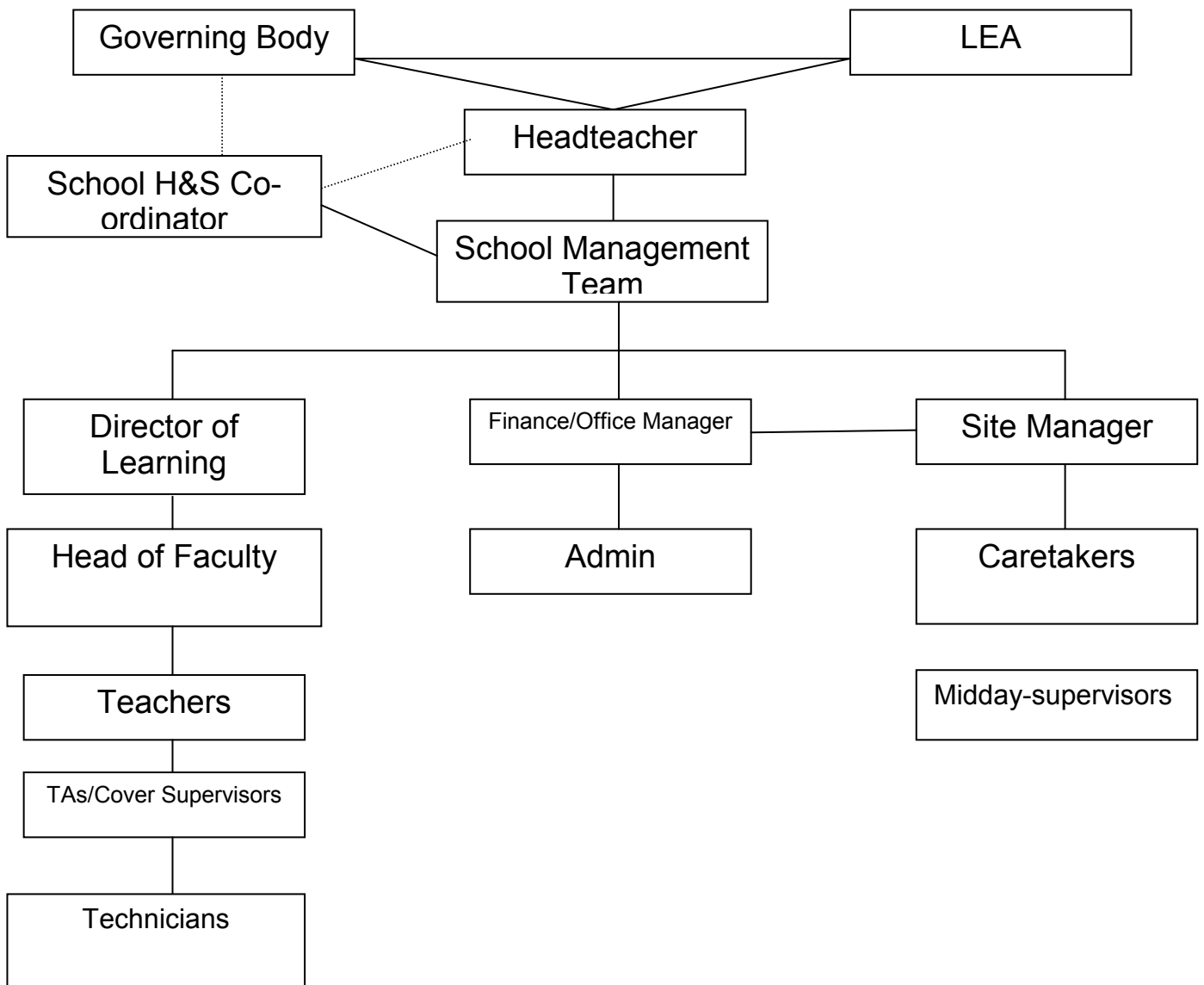
Operation of minibuses will be carried out by the site supervisor following guidance contained in Section 29 of the Health and Safety Manual. All members of staff who drive the college mini-bus or drive any other mini-bus for college purpose, must complete the annual driver license check undertaken by the Headteacher.

## **REVIEW**

These arrangements will be reviewed annually and revised as new topics arise which may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

Appendix 1

**ALFRETON GRANGE ARTS COLLEGE**  
**HEALTH AND SAFETY ORGANISATIONAL CHART**



## Appendix 2

### FIRE AND EVACUATION PROCEDURES

- Fire notices are displayed in every classroom.
- Escape routes are checked by site manager every month.
- Fire Extinguishers are maintained and checked by caretaker every month.
- Alarms are tested by site manager every month.

Emergency evacuation procedure will be tested once every term.

**PREMISES EVACUATION ARRANGEMENTS** in case of an alarm being activated are as follows:

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm by breaking the glass on the fire alarms. They should then notify the main office of the exact location.
- The EMERGENCY WARNING is the ALARM SIGNAL ringing continuously.
- Office staff will radio the on call person, Wayne Price, to go to the zone where the alarm has been set off to investigate if there is a fire or false alarm. Wayne Price will radio the office if there is a genuine fire or false alarm. Mrs Goodall (Mrs Lewis) will dial 999 if it is a fire.

Disabled students' timetables will be held in the main offices for access in an emergency. The Health and Safety Co-ordinator will discuss with any disabled students and their parents the evacuation procedure in case of an emergency and draw up a [Personal Emergency Evacuation Plan \(PEEP\)](#) following guidance in Section 4 of the Health and Safety Manual.

When the fire alarm sounds it is the responsibility of staff to ensure the safety of their students by a rapid and orderly evacuation. Classroom staff should:

- a. announce to the class that the fire alarm has sounded
- b. tell the students to leave their bags and possessions
- c. remind students of the route from the room to the fire assembly area (normally the school bus park)
- d. remind students that orderly behaviour is required and a speedy but safe evacuation of the site is essential
- e. evacuate the room and lock the door
- f. check that the room and any associated areas e.g.: stores/toilets are empty
- g. take their class register with them
- h. let their area leader know that their room has been evacuated on their way to the bus park
- i. lead students to the assembly area, supervising students en route. This is essential if good discipline is to be maintained.

Staff who are not teaching at the time of the fire alarm should make themselves available to the nearest area leader or the Head and help in the controlled manner of the evacuation procedure. Form tutors should go to the Assembly area to take charge of their forms.

Other staff should assemble with Year Groups as indicated in the list on the final page.

- A Senior Member of Staff as designated on the Fire Rota will undertake supervision of the assembly areas. Immediately students arrive at the assembly area, they must stand in their form groups in silence while staff check their registers. Registers, set lists, first aid boxes and contractors' book etc. will be taken out to the assembly point by Admin staff. The result of this check must be reported to the person in charge as soon as it is completed.
- The designated fire duty staff Mrs N Caley will collect a radio from the office and move to the CDT contact point. Ms S Woodland will work with Mrs Caley to check areas not confirmed as clear.
- Office staff will liaise to check that any named disabled students and helper or disabled visitors have been evacuated.
- Routes for building sweep are as on attached maps.
- When the college is clear Mrs Caley and Ms Woodland should report to the nominated senior member of staff at the assembly area.
- Mrs Hill will take charge outside on the bus park.
- Mrs Hill (Bus Park) or Mrs Goodall (Top Gate) and the caretakers, will liaise with the Fire Brigade on their arrival.
- When the senior member of staff is satisfied that it is a false alarm, he/she will direct staff, pupils and visitors to return to the building.

### Assembly Area

The normal assembly area is the college bus park. The layout for assembling of students in groups is this:-

	Y12		Y13	
Y11	Y10	Y9	Y8	Y7

### On arrival at the assembly area

1. When staff arrive with their Year Groups at the bus park students should line up in their Tutor Groups in the relevant area, in alphabetical order
2. Tutors should check that all students marked present at Roll Call (Registration) have arrived at the assembly area
3. Tutors should report to the relevant Pastoral Manager either  
That all students in their group are present on the bus park, or  
The name(s) of any students missing

4. Tutors should wait with their Tutor Group, maintaining good order and await the decision from the Headteacher/Deputy Headteacher that it is safe to re-enter the school
5. Staff should then accompany students to their teaching area/room by the most convenient route

### **Fire Alarm Area Leaders**

For the purpose of the fire drill procedure the school site is divided into ten areas, each with an area leader.

#### **Area Leaders are:**

6 <sup>th</sup> Form Block	ABO	Science	JSH	Music Block	RCR
East Quad	EWO	Art Block	RJA	English Block	RFO
Office/Dinner staff	MGO	Gyms/Fields	BBR	West Quad	GHE
CDT Block	DMC	Arts Centre	AWO	Main Hall & Canteen	CHI

#### **The role of the area leader is:**

1. to check that their area has been safely and completely evacuated and that the fire glass is intact in their areas;
2. to do so either by receiving the information from teachers as they leave the rooms or in the absence of such information checking the room themselves;
3. report to the Headteacher or Deputy Headteacher at the top of the CDT block steps when their area has been evacuated and glass is in place in fire alarms.

### **Role of Form Tutors and Student Support Managers (SSM)**

The Attendance Officer will provide Tutor Group registers to the Head of Year, who then distribute to their Tutors. Tutors, with support from Teaching Assistants and other adults ensure a quiet and orderly line of students is formed in the area indicated and the register is taken. Any concerns about missing students are relayed to SSMs, who informs the Headteacher or Deputy for immediate investigation.

#### **Headteacher/Deputy Head**

1. The Headteacher will proceed to the top of the CDT block steps and wait for confirmation that all areas have been evacuated.
2. The caretaker will check the source of the fire alarm and report to the Headteacher.
3. The Deputy Headteacher will then communicate with the Headteacher at the assembly area that the site has been evacuated.
4. When it is established by checking registers that not only have students evacuated the site, but also that all students have reached the assembly area, the Head will give permission for students to re-enter the school.

**The Deputy Headteacher, Ms C Hill and Assistant Headteachers/Extended SLT** will check with Student Support Managers that all students and staff are accounted for.

Unless the fire alarm has been sounded as part of a fire drill, or it is apparent that the alarm has been set off accidentally or mischievously, it will be assumed that the alarm is genuine and the Fire Brigade will be informed.

### **Fire Alarms after 2.50pm**

If the fire alarm sounds from 2.50pm onwards the assembly area is changed from the school bus park to the Yard/Tennis court area. This change is to avoid the danger which might be posed by the arrival of buses at the same time as students were on the bus park. All staff should engage in checking form bases, toilets etc. to ensure that these areas are clear.

### **Fire bells during break, lunchtime or roll call (registration) period**

1. On hearing the fire bell staff should immediately check their immediate location, clear it and supervise students en route to the assembly area. Tutors should also help clear the areas near to their form base if the alarm sounds during roll call (registration)
2. Students will line up in their Tutor Groups and be checked against their Tutor Group register by their Tutors who will report to the Student Support Manager.
3. TAs to join their year groups. All other Support Staff to convene at the side of the bus park.
4. MGO to stand at the top of the drive to alert visitors.

If the building cannot be reoccupied following an evacuation, pupils will be evacuated to [Alfreton Leisure Centre](#) and arrangements made to contact parents.

**Appendix 3****INCIDENT REPORTING AND INVESTIGATION**

All incidents will be reported in accordance with guidance contained in Section 12 of the departmental health and safety manual.

The Derbyshire County Council Incident Report Form Book is kept in the main office.

To comply with the Data Protection requirements, individual incident reports will be removed from the Incident Book, passed to the Health and Safety Co-ordinator and stored securely to ensure that personal details remain confidential.

Minor accidents to pupils and visitors will be reported on the premises 'Non-Employee Accident Record'. These forms are held in Mrs A West's office.

**Investigation of Incidents and Remedial Action**

Mrs A West will investigate all incidents and make appropriate recommendations to the premises manager to prevent a recurrence.

**Reporting**

The person responsible for recording and reporting of incidents to County Hall and maintaining records is Mrs A West.

	<u>Date</u>	<u>Min No.</u>
Approved by Governors	December 2009	_____
Reviewed by Governors	September 2011	ACP/44/11
To be Reviewed by Governors	September 2012	_____
Name _____ Signature _____ Date _____ (Chair of Governors)		