



HEALTH AND SAFETY POLICY

December 2018

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HEALTH AND SAFETY POLICY STATEMENT OF INTENT

The Head Teacher and Directors of The Academy of Woodlands are committed to their responsibilities under the 'Health and Safety at Work Act 1974' to provide the promotion of a safe and healthy environment for staff and pupils and for all other users of the Academy site.

The Head Teacher along with the Directors and Site Manager will monitor this Health and Safety Policy and revise as necessary.

The Head Teacher and Directors are committed to the provision of adequate and appropriate safety training for staff.

The Head Teacher with support from the Directors and the Site Manager will ensure so far as reasonably practicable, that:

- plant, equipment and systems of work are safe and without risks to health;
- the handling, storage or transport of articles and substances will be safe and without risks to health;
- the site is maintained in a safe condition and without risks to health;
- access to and egress from the site is maintained in a condition that is safe and without risks to health;
- a working environment is provided that is safe and without risks to health;
- and there are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

This policy is issued with the authority of the Head Teacher and its requirements are binding upon all employees.

Policy: December 2018

Head Teacher: _____

The Academy of Woodlands Director: _____

Responsibilities

- The overall responsibility rests the Head teacher.
 - Appointing senior members of staff within each part of The Academy, to co-ordinate health and safety matters affecting their departments.
 - Chairing The Academy Health and Safety Committees and ensuring policy is implemented.
 - Liaising with Academy Directors/Governing body/Site Manager and Medway Council on policy issues.
- The operational responsibility rests with the Site Manager.
- However, all staff and visitors also have responsibility for their own health and safety and the health and safety of others who may be affected by their actions.

Governing Bodies Roles and Responsibilities

The Academy Directors/Governing Body is accountable and responsible for ensuring:

- That arrangement exists for The Academy to comply with its Health and Safety responsibilities.
- That the Academy Management Team adopts reviews periodically and amends, as appropriate, the Academy Health and Safety Policy in line with the Children's Services and Corporate Health and Safety Policy.
- That adequate funds and materials required to meet all statutory and Council's Health and Safety requirements are budgeted for.
- That periodic monitoring inspection is carried out to maintain and enhance the Academy safety performance.
- The effectiveness of the policy is periodically appraised and any necessary changes made.
- They take a direct interest in the policy and publicly support all those carrying it out.

Site Manager's Roles and Responsibilities

- The Site Manager is accountable to the Directors/Governing Body for implementing and monitoring the Academy's Health and Safety Policy by:
- Ensuring that responsibility is assigned and accepted at all subordinate levels.

- Taking day-to-day responsibility for all health and safety matters in the Academy.
- Ensuring that staff has sufficient information, instruction, training and supervision to enable them to comply with departmental safe systems of work, established rules and working practices.

Senior Staff Responsibilities

Senior Staff are accountable to their Head Teacher for implementing The Academy's health and safety policy, rules, procedures and working practices by:

- Ensuring that where unsafe working practices or unsafe conditions are identified then remedial measures to eliminate or reduce the hazards are introduced.
- Ensuring that safe systems of work are being adhered to within their operational area.
- Ensuring that temporary or new staff are fully instructed on all aspects of safe working within their area of control.
- Ensuring that all accidents, incidents and near misses are fully investigated, recorded, reported under the Reporting of Injuries and Dangerous Occurrences Regulations 1995 where appropriate and remedial action implemented.

Staff Responsibilities

All members of staff are responsible and accountable to maintain a safe area of work by:

- Ensuring that classrooms / work areas are safe.
- Ensuring that all equipment and materials are safe before use.
- Ensuring safe procedures are followed.
- Ensuring that Personal Protective Equipment is used when required.
- Complying with the Academy's safety policy at all times
- Reporting all health and safety hazards to their Senior Leader or the Site Manager. Any emergency concerns must be reported immediately to the Site Manager.

Trade Union Representative Responsibilities

Trade Union Representatives are appointed by their Trade Unions or elected by their colleagues to develop (together with The Academy Management Team) safe working practices and to promote and monitor these measures to ensure their effectiveness. Their role encompasses the investigation of health and safety-related complaints and identification and reporting on all matters relating to health and safety in The Academy.

Pupils Responsibilities

- Pupils have a duty to take reasonable care of themselves and others and to co-operate in the implementation of The Academy's Health and Safety Policy by:
- Complying with the schools safety rules and requirements at all times.
- Complying with safety instructions given by members of staff.
- Wearing the protective equipment provided and making proper use of safety devices at all times.
- Reporting all safety hazards to members of staff.
- Reporting all accidents, incidents and near misses to members of staff.

General Practices Applying to all Staff, Pupils and Visitors

The Academy of Woodlands is committed to the implementation of policies, procedures and arrangements for safety as detailed in Part C of Medway council's Health and Safety Policy, Safety Arrangement, which is not exhaustive but includes the following:

- C1.1 Fire Evacuation Procedures
- C1.2 Bomb Alert Procedures
- C1.3 First Aid Arrangements
- C1.4 Accident Reporting and Recording Procedures
- C1.5 Risk Management Procedures
- C1.6 Manual Handling Arrangements
- C1.7 Administration of Medicines/Medical Treatment to Pupils
- C1.8 Blood Spillage Procedure
- C1.9 Playground Safety
- C1.10 The Working Environment
- C1.11 Control and Monitoring of Contractors
- C1.12 New and Expectant Mothers
- C1.13 Display Screen Equipment
- C1.14 Plant and Equipment Safety

- C1.15 Control of Substances Hazardous to Health 2002
- C1.16 No Smoking Policy
- C1.17 Lone Working Procedures

The Academy of Woodlands Specific Arrangements

- C2.1 School Transport – Mini Buses
- C2.4 Transport of Cash
- C2.5 Physical Education and Games
- C2.6 Alcohol, Drug and Solvent Abuse
- C2.7 Academy Trips/Educational/Offsite Activities
- C2.8 Academy Security
- C2.9 Violence & Aggressive Behaviour Towards Staff
- C2.10 Letting of The Academy Property to Outside Bodies
- C2.12 Work Experience Arrangements
- C2.13 Jewellery in The Academy
- C2.14 Sun Safety
- C2.15 Temperatures in Classrooms
- C2.16 Safety Policy Review Procedure

Medicine in School

Parents will be informed that they are responsible for administering medicines to their children in the first instance. Medicine to be administered 3 times a day does not need to be brought to school.

We are happy for parents to come into school to administer medicine which has to be taken 4 times a day. If this is impossible, then this responsibility may only be delegated to office staff if a dated, written request is received stating clearly the dosage and the time. We do expect the child to remember to ask for his/her medicine and can take no responsibility if a dose is missed.

Treatment for eyes and ears must be administered by the parents.

All medicines will be kept in the school office, the wall cupboard in the First Aid Room, or if necessary in the fridge.

Hazardous Waste

Incontinence bags must always be kept separate.

Blood spillage – Aids, Hepatitis B and Gastro enteric Diseases (see memorandum 8 of Medway Council's Health and Safety Policy).

Welfare

Stress procedure (see Area Office document kept in Head Teacher's office).

Violence

Staff must avoid (walk away from) confrontational situations where they

might be susceptible to violent attack either from children or adults (verbal or physical). If such a situation is threatened, then the assistance of Head Teacher or Deputy should be sought immediately. The police will be contacted if any threats of physical violence are made to the staff.

Staff alone on Site

Staff working alone on the school site should take necessary precautions to ensure their own safety. All outside doors should be locked as soon as possible after the end of the school day. Staff alone in the building should always lock themselves in, or ask the site manager to do so, and should ideally ensure that they have access to a telephone. No one should carry out potentially dangerous activities (climbing stepladders) when they are alone in the building – or indeed at any other time.

Supervision of Pupils

Parents are reminded periodically in newsletters about the times of The Academy day and the supervision outside session times.

Smoking

The school has a no smoking policy and all members of staff and visitors are expected to abide by it. The policy is in accordance with Medway guidelines.

School Office Equipment

Always make sure that there is sufficient airflow when using photocopiers and copying machines. Always ensure that power plugs are not overloaded.

DSE (VDU) Assessment

The user must make sure that they are in a comfortable position for working and that their chair is adjustable and gives support.

Secretaries who use VDU screens on a regular basis are entitled to have an eye test every 6 months.

Guidelines for Safe Use of Audio Visual Equipment

Equipment should be moved on trolleys where possible. A power breaker should be fitted to each piece of equipment.

Cleaning Materials

See the leaflet in every cleaning cupboard on The Academy site of the COSHH regulations and memorandum 8 of the Medway Council's Health and Safety Policy.

Electrical Testing of Portable Equipment

This is contracted out on an annual basis.

Computer

All computers should be fitted with circuit breakers to prevent the risk of electrocution. Members of Staff to be alert to the risk of an accident from the trailing lead – television etc – avoid extension leads whenever possible. If an extension lead is used, it should be fully unwound to prevent risk of overheating and fire.

Manual Handling

Objects must be moved in the correct way – always see if there is a better way of handling heavy objects; if a sack barrow is available, use it (please ask a member of the site team). Never stand on chairs to lift objects from cupboards. Ensure safety of children moving PE apparatus and sports equipment. There must be 100% supervision.

Working at Height Regulations 2005

There is no law laid down for this, by always use common sense and steps for anything over 4 feet, another person must be present.

Cloakrooms

Coats should not clutter the floor.

Classrooms

Bags, etc should not clutter the classrooms.

Store in General.

Common sense should prevail here i.e. only ever store narrow objects on narrow shelves.

Playground Safety Rules

Staff on duty should ensure they are on time.

At 8.30 am a member of staff will be on the playground supervising, and will be joined by a second member of staff at 8.40 am. A whistle will be blown at 8.50 am, at which point the children will walk immediately in to the classrooms. All teachers will have classroom doors open ready to accept children at 8.50 am and all LSA's will be in corridors supervising children while coats and bags are being put on pegs.

A morning break which is at 10.45 a.m. for Foundation Stage and Key Stage 1 children and 11 a.m. for Key Stage 2 children will be supervised by staff. Children will be allowed free movement to play on the variety of activities provided.

Key points are:

1. Children must not climb anywhere other than on the designated pathway in the climbing frame area.
2. Football can only be played on the top playground.

3. At 10.57 a.m. a whistle will be blown and the Foundation Stage and Key Stage 1 children have 3 minutes to walk quietly into their classroom, allowing them time to finish their games in a civilised manner. At 11.12 a.m. a whistle will be blown and the Key Stage 2 children have 3 minutes to walk quietly into their classroom, allowing them time to finish their games in a civilised manner.

Lunch time will be from 11.30 a.m. – 12.30 p.m. for the Foundation Stage and Key Stage 1 and 12.30 p.m. – 1.30 p.m. for Key Stage 2. A whistle will be blown to indicate to children that the lunchtime is coming to a close so the children know they have approximately 3 minutes to walk into class quietly.

If children do not manage to get into class in the allotted time, they will be kept in for the amount of time of the next practical period.

Note: Children who misbehave will be dealt with under the Behaviour Policy Guidelines.

At 3.20 pm a bell will be rung for the end of the day when all staff will ensure their children are safely off the premises. It is the staff responsibility to ensure that any children who are not collected will be sent to the secretary's office. However, it is the responsibility of the class teacher to telephone parents to find out why the child has not been collected. If the class teacher gets no response, the child must be handed over to a senior member of staff so that suitable action can be taken.

School Crossing Patrols

The Academy of Woodlands does not have a Road Crossing Patrol person.

The position of School Crossing Patrol may not officially be undertaken by any member of staff who has not had official training and police clearance for the job.

A member of staff may carry the role as long as they are aware that they are not acting in an official capacity in the event of an accident. They should not carry the 'lollipop' pole.

Road Safety

On occasions when classes are being walked down a road, they should be kept in a close line; two abreast, on the pavement unless the pavement is only wide enough for single file. There must be a minimum of 1 member of staff to every 20 children, plus 1 adult helper to every 10 children. This may vary due to Foundation Stage statutory guidelines.

Strangers and Child Protection

All staff should be alert to the potential danger of unauthorised adults entering The Academy's grounds and attempting to talk to children. Any suspicious behaviour of this nature should immediately be reported to the Head Teacher.

Staff should also be particularly aware of the potential danger of adults attempting to abduct children outside The Academy gates and of unauthorised adults

attempting to leave The Academy with children. Staff should never allow an unauthorised adult to take a child off The Academy premises claiming, for example, that they have a medical appointment or that their parents had sent them. All instances must be reported to the Head Teacher immediately. Parents are regularly reminded that no child will be allowed to leave the premises without prior notice and only then if collected by their parent or authorised adult.

3. Risk Assessment

Health and Safety Audit

Hazard = Something with potential harm

Risk = Likelihood of harm being realised.

Hazard severity likelihood of occurrence = Risk

Simple Risk Estimation.

Hazard Severity:

3. **Major** -e.g. death or major injury
2. **Serious** -e.g. Injuries where people may be off work for more than 3 days.

Likelihood of Occurrence

- 3 **High** -e.g. where it is clear or certain that harm will occur.
2. **Medium** -e.g. where harm will occur frequently
1. **Low** - -e.g. where harm will seldom occur

A risk assessment will be carried out by the Head teacher, the Finance and Building Committee and the Site Manager (The Academy's Health and Safety Officer), and the findings will be recorded. Action will be decided based upon the assessment. The assessment will be discussed by the Health and Safety Committee and will be reviewed annually.

A book will be kept of these site inspections and a report presented to the Directors/Governors.

Visual Inspection of Premises and Equipment

See Medway Health and Safety Policy and refer to the Premises .

4. The Academy Arrangements

Communication of Policy

Every member of staff will have access to a copy. All parents will be informed of the existence of the policy via The Academy of Woodlands website and will be given the opportunity to read one available from The Academy's main office. Medway Council's Health and Safety Policy is kept in the Head Teacher's office.

Whenever an employee notices a health and safety problem which they are not able to put right, they are responsible for informing the Head Teacher, the Deputy Head Teacher or the Site Manager who is the Health and Safety Officer without delay, either verbally or in writing, so that the matter may be dealt with appropriately.

Awareness Training

Training will be available for anyone who wishes to participate in the relevant courses such as first aid, caretaker courses, etc. Induction will be available for anyone new to the school, including midday supervisors, ancillaries, secretarial staff and non-teaching staff.

Policy on Home Visits by Teachers

Home visits are not part of our routine procedure. However, should the need arise, the visit must be logged showing the time of leaving, how long the visits intended to be and the time of reporting back. It is desirable that any such visit should be conducted in pairs and a mobile phone taken so The Academy can be contacted should the necessity arise.

Hazards and Accident Reporting

See Medway Health and Safety Policy.

Procedures in the Event of a Fire/Bomb

- (a) Fire Drill - See Appendix 1.
- (b) Fire Hazards - All emergency exits/doorways must be kept free from obstructions. Also fire doors must be closed, but not locked.
- (c) Bomb Scares - The signal for a bomb scare will be blasts from a whistle. All pupils and adults must get away from the building as quickly as possible (procedure as for fire drill), with the exception that those who would normally congregate in the playground will go out of the school entrance, turn left and assemble on the far side of the Rockery Fields.

First Aid

1. First aid will be administered in accordance with the guidance contained in the Medway Policy. The school has various designated first aid staff, who are all fully trained.

2. Parents will be notified when an accident occurred, either by telephone, or in person. If a parent cannot be contacted, a short note will be sent home with the child. (Accident and bump notes can be obtained from the secretary's office). All bumps to the head, no matter how slight, will be reported and a 'bump' note sent home with the child.

Serious Accidents

In the event of a serious accident which requires hospitalisation, an ambulance should be called rather than any member of staff attempting to transport the injured person to hospital themselves. If there is any doubt about the condition of the child, the parents should be contacted without delay so that they may make any arrangements they feel necessary.

1. In **no** circumstances should children be allowed to administer first aid treatment to another child. They should not have access to First Aid boxes.
2. Accidents requiring first aid treatment are to be recorded by the adult administering them, in the books provided. Staff accidents must also be recorded.

The injuries book is kept on the shelf in the Medical room and should be checked during the Health and Safety Audit. It must be kept for a period of 3 years after the date of the last entry.

3. Accident notification forms and head bump forms to be completed and taken home when any significant first aid has been administered. Forms are kept in the school office.
4. Clean water only to be used for cleaning wounds. Never use cotton wool. Rinse whenever possible.
5. Tweezers must **not** be used for any situation.
6. Children complaining of headaches to be sat in a quiet area and sent home if the condition persists. Pain killers must **not** be administered in any circumstances.
7. Eyes containing foreign objects to be flushed with running water from the tap. Eye baths and 'Optrex' are not to be used.
8. Bumps and swellings to be treated with cold dressings/ice pack to reduce swellings.
9. Suspected fractures to be referred to parents/hospital without delay.
10. Spillages of blood/other body fluids to be cleaned up by staff wearing disposable gloves, and areas to be treated with disinfectant.

Guidelines for Reporting Accidents

All accidents and subsequent first aid to be recorded in the relevant injuries book by the person administering first aid. Significant accidents would include any bumps or injury to the head, nose bleeds, falls that have required dressings and notes will be sent home to parents for this.

Notification of First Aid Treatment.

Date:.....

Dear.....had the following first aid

Treatment at school today.....

.....as a result of.....

You may wish to administer further treatment at home.

Yours sincerely

For and on behalf of The Academy of Woodlands

School Visitors

All visitors **must** report to the secretary's office and sign in the visitor's book. All people on the premises must observe the Safety rules of the school. The Academy's Health and Safety Policy will be provided on request.

Swimming

Whilst qualified life savers are always on duty at the swimming pool, it is the responsibility of all staff accompanying the weekly swimming to ensure that all of the children are supervised at all times.

Safety Points for P.E. Games and Equipment

See Safety Measures in Physical Education Policy

Movement of Vehicles

There is a car park for staff at The Academy.

School Visits

Always check:

Health forms and parent authorisation

Teacher/pupil ratio

Behaviour on bus – never allow food or drink

Appropriate clothing

First aid kit/sick bucket/mobile phone

Injuries (particularly to the head) reported to school (bump note sent)
Check the number of children frequently
Avoid cliff edges and unsupervised walking
NEVER ALLOW CHILDREN TO WANDER OFF ALONE even to the toilet
Follow the country code (rubbish etc)
Ensure helpers are fully informed about the trip in advance
Ensure children are aware of behaviour expectations

Contractors on Site

Contractors, indeed any visitor, must report in and out. A book will be kept in reception for signing. Contractors must comply with the School Safety Policy. Contractors will not be allowed to continue working whilst the children are at play.

Safety Measure in Physical Education Policy

The Department of Education and Science Publication, Safety in Physical Education, should be read in conjunction with the following notes:

GENERAL INFORMATION.

Trail and error are an essential part of the learning process and misadventures can happen whenever effort is made to acquire new skills or improve old ones, no matter what the age or experience of the performers.

Physical Education includes many activities which offer a challenge to the child's initiative, determination and courage. In some there is a risk of accident while others, although safe in themselves, are given a spice of adventure by being carried out under challenging conditions. Safety precautions cannot remove all risks, but should eliminate unnecessary dangers.

The prevention of accidents largely depends on the skill, knowledge and example of the teacher but they will remember always the need to develop a sense of responsibility amongst their pupils and an understanding of the importance of the part that they play in ensuring their own safety and that of their fellows.

Pupils should learn how to move in all sorts of conditions with confidence and self-control, and to take care of themselves both indoors and out-of-doors, in circumstances which vary widely. (DES Safety No.4: Safety in Physical Education).

Teachers concerned with any aspect of Physical Education must at all times act as if they were prudent parents of the children engaged in the work and adopt the same attitude to the safety, well-being and health of the children, as such parents would normally adopt.

A teacher is employed under a contract of service. A contract of service is a contract for the teacher to use his/her skills about his/her employer's business in return for which he/she receives remuneration. The fact that a person is a qualified teacher gives him/her no legal power in itself, but when the teacher is employed to perform a teaching job, the employer is delegating to the teacher some part of the employer's function. Whilst the teacher is performing his/her job with the limits, if

any, laid down or within reasonable limits, he/she is acting within his contract of service.

At all stages and for all activities the teacher must be fully aware of any risk involved and should be familiar with any specific safety regulations laid down by The Academy. He/she must also be aware of any specific training or qualifications required by his/her employers. If in doubt, Head Teachers are advised to consult the inspectors with responsibility for P.E.

Each pursuit or sport must be followed in accordance with the accepted code of practice for safety and health laid down for that particular sport or pursuit by the Medway Council or, where none exists, by the National Sporting Bodies.

Given below are certain codes of practice which must be followed.

1. CLOTHING.

For any reasons of safety and mobility, teachers are recommended to work indoors in plimsolls/trainers or barefoot and outdoors to wear plimsolls or other suitable footwear (e.g., training shoes, football boots, etc)

Teachers must ensure that pupils are suitably dressed for physical activities for reasons of safety, to allow freedom of movement and to maintain appropriate body temperature.

(a) Work Indoors – pupils must not work in stocking feet (except on a trampoline): where the floor surface is sufficiently clean and splinter-free, barefoot work should be encouraged. In other situations appropriate footwear is especially important, e.g. that which will offer mobility, grip, resilience. Pupils must not exchange footwear.

(b) Works outdoors – sweaters, cardigans or additional clothing can safely be worn, but should be buttoned up and not allowed to flap.

(c) Certain activities will require protective clothing, e.g. fencing, archery.

(d) Watches, jewellery or clothing which can be a safety hazard to the wearer or others must be removed: also that which can scratch, fall off or become entangled. Ear rings must **not** be worn.

(e) Where spectacles need to be worn, they should be tied or taped on.

(f) Long hair, unless secured, can be a hazard.

2. PHYSICAL EDUCATION EQUIPMENT, APPARATUS AND PREMISES

(a) Inspection of PE Apparatus/Equipment:

The County Supplies Inspection and Repair Team are programmed to visit schools/Academies with fixed apparatus annually, but will visit any school/Academy on request. Teachers must ensure that any defects in PE apparatus, equipment and premises are reported immediately to their Head Teacher, so that he/she can arrange for repairs to be undertaken.

Defective apparatus and equipment must be withdrawn from use immediately, pending repairs.

The inspectors with responsibility for P.E. should be consulted before the purchase of any equipment or apparatus over the Council's normal provision is made.

(b) Equipment

Portable apparatus should be safely stored when not required for use. Great care is needed in the choice and use of improvised apparatus, and in the use of the more traditional apparatus in unorthodox ways, chairs should not be used as obstacles or supports for jumps or vaults. Pupils must be taught safe and correct methods when carrying equipment as well as use e.g. springboards/trampette/mats/mattresses.

Any unnecessary furniture (e.g. chairs) should be neatly stacked and/or preferably removed and any possible danger points noted.

3. SUPERVISION OF PUPILS

Head Teachers must ensure that pupils engaged in physical education activities of all kinds, both in school and outside on the playground, tennis courts and playing fields, are adequately supervised and that the necessary safety precautions are taken at all times, particularly when erecting, using and dismantling the apparatus.

4. ACCIDENT PROCEDURE

If an accident occurs and a pupil sustains an injury, prompt action must be taken to give first aid, if necessary. All accidents, unless very minor, must be reported to the Head Teachers.

If the injury appears serious enough to warrant further attention, or there is any degree of doubt, arrangements must be made for the injured pupil to see a doctor, or to be taken to hospital, or for an ambulance to be called. In such cases parents must be informed as soon as possible.

The accident should be reported to an area manager within The Academy, who will record the details on the relevant paperwork.

Schools should ensure that the organisation of and responsibility for first aid are adequately covered and clearly understood by staff and pupils.

5. QUALIFICATION OF TEACHERS.

Details of these are included under individual sections but with few exceptions, e.g. approved visiting coaches or instructors, a qualified teacher should always be in charge of pupils.

6. TEACHING PRACTISE.

The Academy must ensure that students are:

- (a) aware of and meet safety requirement of the County:
- (b) aware of and meet any additional safety requirement of The Academy:
- (c) supervised by a qualified PE specialist in secondary schools and a qualified teacher in other schools/Academies when:
 - (i) using any gymnastic equipment
 - (ii) teaching high risk sports:
 - (iii) teaching swimming: and
 - (iv) involved with pupils' activities off site

7. DISINFECTION

Head teachers are reminded that they have a responsibility to check with the Site Manager, that a suitable programme of disinfection is in operation in changing rooms, showers, halls, gymnasias and swimming pool surrounds, and other places where children may be asked to work in bare feet or lie down.

Additional Documents/Regulations referred to with regard to Health and Safety:

Asbestos Regulations 2012

Fire (RRO 2005)

Provision and Use of Work Equipment Regulations (PUWER) 1998

Appendix 1

A NEW FIRE PLAN

This plan covers all areas within The Academy.

On the fire call within The Academy all areas of the building operate on a one out, all out basis. Please note the assembly point for the whole school is on the football pitch, the padlock keys that have been issued to a number of staff opens every padlock around the parameter of the building.

On the fire call any member of staff passing a locked gate should open it to allow for safe exit and fire brigade entry, however please take the time to lock the padlock onto the gate. Nursery staff have been shown the correct use of the child evacuator trolleys and each member of staff has been assigned a role.

A number of staff have been trained as Fire Marshalls for particular areas of The Academy. The first key holder to arrive at the football pitch is to open all gates not just the single gate normally used.

RADIOS

On fire call all radios are to be switched to channel one, i.e. turned all the way down to number one, but radio silence is to be maintained unless you are directly involved in the current incident. This is so that you can receive instructions where needed.

DO NOT FILL THE AIRWAYS BY ASKING WHERE THE FIRE IS

Teachers' and classroom assistants' first priority must be to their class and Fire Marshalls will check their allocated areas.

School Fire Drill

FIRE DRILL

In the event of a fire, the following procedure must be observed:

Fire Alarm Activators

The site meets The British Standards of L2 for fire detection.

Fire Extinguishers

Fire Extinguishers are located in all areas of the site.

Fire Blanket

Fire blankets are located in all areas requiring fire blanket protection.

Fire Drills

These will be arranged by the Site Manager who is the Health and Safety Officer and will occur at least once a term.

All children and adults will leave the main building through the nearest exit.

Lunchtimes

The same procedures will apply at lunchtimes as at any other time of the day.

The Site Manager will check all toilets in the main school. Fire Marshall will check their allocated areas.

Office staff will dial 9999, collect the registers if they are in the office and distribute them to the teachers on the football pitch. If the registers are still in the classrooms, the teachers will take them with them. Class teachers are responsible for checking their class.

All doors and windows must be closed if possible.