

ST. IGNATIUS COLLEGE

'Men and women for others'



Health and Safety at Work Policy

Statutory

March 2020

Next Review Spring 2021

The Governing Body of St Ignatius College recognises and accepts its responsibilities as an employer for providing a safe and healthy place of work and learning. It will continue to be the policy of the Governing Body to promote the highest standards of health and safety for all employees. We also accept responsibility for the health and safety of students and other people who may be affected by our activities.

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Introduction

Statement of Intent

The Governing Body will do all that is reasonably practicable to ensure the health, safety and wellbeing of staff, pupils and visitors, including contractors, and others who may be affected by the school's activities. To this end, we believe in achieving our aims in partnership with all interested parties. We are committed to complying as a minimum with our legal responsibilities, but we are seeking to continually improve our health and safety performance in line with best practice. We will maintain and continually review an effective health and safety management system, which we consider to be an essential part of a high performing school.

It is the intention of the Governors and Headteacher that the established health and safety policies, guidance and procedures issued by London Borough of Enfield shall be followed and developed locally to meet the specific needs of St Ignatius College. The aim is to ensure that health and safety becomes an integral part of managing school activity. This policy will be reviewed annually by the Governing Body, and employees will be consulted prior to any amendments being made.

- a safe and healthy working environment with adequate control of health and safety risks arising out of our activities
- an effective organization to implement the policy
- full consultation with our staff on matters affecting their health and safety
- effective communication throughout the school on health and safety matters
- information, instruction and supervision is provided
- all staff are competent to carry out their work and meet their health and safety responsibilities; and the provision of adequate training and development
- risk assessments are undertaken and the necessary controls implemented
- the effective management of contractors
- competent advice will be obtained when that is not available within the school
- effective monitoring and review of the implementation of the policy and health and safety performance
- periodic independent auditing is undertaken
- adequate resources are provided to implement this policy

The governing body as employer recognises its overall responsibility for health and safety. However, high standards can only be achieved with the full involvement of the school community. Staff must meet their responsibilities as laid down in the policy and work in accordance with the safe working procedures. The governing body will review this policy annually.

Signed _____ Chair of Governors, John Donnelly Date _____

ORGANISATION FOR IMPLEMENTING THE POLICY

Responsibilities

Head

The Head is responsible for the overall implementation of this policy throughout the school. This includes day-to-day responsibility for maintenance and development of safe working practices and conditions for all staff, pupils, visitors and any other person using the premises or undertaking activities under the school's control. In particular, the Head will:

- (a) nominate a senior manager as health and safety coordinator
- (b) ensure subordinate managers meet their health and safety responsibilities
- (c) ensure the arrangements for consultation with staff are implemented and chair the safety committee
- (d) ensure effective communication of health and safety matters
- (e) ensure requirements with regard to staff competence are met
- (f) ensure health and safety standards, school health and safety procedures/codes of practice are implemented
- (g) ensure risk assessments are carried out
- (h) undertake risk assessments in relation to directly managed staff (eg stress risk assessments)
- (i) ensure health and safety monitoring is undertaken, including:
 - (i) incident reporting and investigation
 - (ii) specific equipment and premises inspections
 - (iii) termly inspections
 - (iv) implementing the schools annual monitoring checklist
 - (v) health and safety in staff appraisals
 - (vi) ensuring an annual report is provided to the governing body
- (j) make recommendations to the governing body in relation to external independent audits
- (k) report to the governing body any health and safety issues that cannot be resolved.

Senior management team

The senior management team will support the Head with regard to the overall management of health and safety in the school. This includes:

- (a) providing leadership by ensuring health and safety is considered as part of every decision
- (b) considering the health and safety impact of new initiatives

- (c) informing the Head about any health and safety issues that affect the school
- (d) agreeing strategic health and safety initiatives
- (e) monitoring the overall implementation of the schools health and safety policy in their areas of control and agreeing the annual health and safety report

Personnel

Safety Liaison Officer (SLO): Mr S. Stanev (Premises Manager)/ Mrs J.O'Brien (School Business Manager) Mrs T Neary (Welfare Officer)

Responsibilities

The SLO will make arrangements for:

- (a) Emergency procedures in the event of accidents, fires, explosions or escapes of dangerous substances (see separate details below);
- (b) dealing with the use of the premises outside normal working hours;
- (c) security to prevent unauthorised access;
- (d) adequate first-aid cover at all times;
- (e) specific equipment and premises inspections
- (f) accident reporting and investigation procedures including arrangements for looking at and analysing accident statistics and 'near misses';
- (g) obtaining and communicating to employees information about health and safety matters including information about articles and substances for use at work;
- (h) dealing with the visits and recommendations of enforcing authorities;
- (i) submitting a written termly report to the Governing Body's Premises Committee - this will include an analysis of accidents and 'near misses' which may have occurred in the preceding term;

(j) risk assessments to be carried out under the Management of Health and Safety at Work Regulations (1999);

(k) appropriate training to be given to all employees and for suitable records to be maintained; at induction and periodically

(l) personal protective equipment to be provided to all employees under the Personal Protective Equipment (PPE) at Work Regulations (1992) as appropriate and

(m) at least termly safety inspections to take place.

Delegation of responsibilities for safe working conditions and for reviewing training needs is as follows:

SCIENCE DEPARTMENT	Mr B Cassidy
DESIGN & TECHNOLOGY	Mr J Carrigy
ART	Mrs V Douglas
ICT	Mr Carrigy
PE/DANCE AREAS	Mr C Roche
MUSIC ROOMS	Mr A Duguid
LIBRARY	Mrs G Pastore
FORM CLASSROOMS	Form Tutor
MAIN HALL/STAGE	Mr S Stanev
ADMIN. OFFICES	Mrs J O'Brien
BOILER ROOM AND OTHER CARETAKING AREAS	Mr S Stanev
CANTEEN	Mr S Stanev
KITCHEN	Edwards and Blake
COLLEGE OUTSIDE AREAS	Mr S Stanev

The people listed above should, in liaison with the SLO where appropriate and put in place procedures for:

(a) dealing with problem areas e.g. guarding of machinery, means of access, fire prevention, good housekeeping and the effective inspection and maintenance of plant and equipment such as fume cupboards and electrical equipment;

(b) introducing new machinery, plant and equipment, substances or processes,

for examining health and safety aspects before a new project is commenced and for planning expeditions and field trips;

(c) dealing with risks such as ionising radiations, noise, biological hazards, selection, storage and transport of gases and toxic chemicals and disposal of toxic waste, which may require a central rather than a departmental approach;

(d) ensuring safe systems and methods of work for curricular or extra-curricular activities;

(e) ensuring safe systems and methods of work for maintaining the fabric and services of building;

(f) ensuring safe systems and methods of work for cleaning and maintaining machinery and plant and

(g) the selection, provision and use of suitable protective clothing and equipment.

All members of staff

All members of staff are responsible for:

- a) taking care of their own health and safety and the health and safety of others affected by their actions
- (b) co-operating with the governing body by following the schools safe working procedures and meeting responsibilities laid down in this policy
- (c) reporting health and safety hazards and any inadequacies they identify in health and safety procedures to their line manager or the school health and safety coordinator
- (d) undertaking any health and safety training/development identified as necessary
- (e) using work equipment in accordance with safe working procedures, instructions and training (f) not making unauthorised or improper use of equipment
- (g) ensuring a risk assessment is undertaken when carrying out projects or new activities
- (h) reporting health and safety accidents, and near misses, in accordance with the schools reporting procedures.

3. RISK ASSESSMENTS

It is accepted that some of our activities may, unless properly controlled, create risks to members of staff, students or visitors. We will take all reasonably practicable measures to reduce such risks to an acceptable level.

3.1 Electricity

Visual inspections of electrical equipment are to take place before the start of each term and tests using a portable appliance tester are to be carried out annually by a technically competent person. Results of these tests are to be recorded. The use of multi-adaptors is to be avoided, as is the use of extension leads, unless they are fully unwound and protected. Trailing leads should be avoided unless they are correctly protected to prevent trips.

3.2 Fire

Fire drills are to be carried out termly and results recorded at the College. The PM is responsible for carrying out fire alarm point tests on a weekly basis using a rota system. Records must be kept of these tests. All staff must be familiar with emergency drills, escape routes, muster points and emergency evacuation procedures.

3.3 Manual Handling

Common sense measures can be taken to reduce the risk of injury through manual handling activities. Senior staff/Heads of Departments must ensure that risk assessments include any high risk manual handling activity. Staff should report any problems with working activity or equipment as soon as they occur.

3.4 Display Screen Equipment (DSE)

Adjust furniture and equipment to suit your needs – do not adjust your posture to the workstation. Avoid a static posture and prolonged DSE work without a change of activity. Always report any problems with your furniture, equipment or eyesight as soon as they arise.

3.5 Sports and Physical Exercise (PE) Activities

All sports and PE activities, both at St Ignatius College and away, should be properly assessed with a separate Risk Assessment undertaken for each activity or location. These should be reviewed annually.

4. REPORTING OF HAZARDOUS SITUATIONS

In the first instance a hazardous situation should be reported to the Head of Department. If the situation has not been remedied within a reasonable time span then the matter should be reported to the SLO. Again if the situation is not remedied within a reasonable time span, the matter should be brought to the attention of the Headteacher. If the hazard is of a nature that it may cause imminent actual harm, then all staff have a further duty to prevent any harm from occurring before reporting the matter. This may involve segregation, isolation, removal or any other means necessary. Once aware, the SLO may seek expert help from the Central Safety Unit or the College surveyor.

The address of the area Health and Safety Executive Area Office is:
2 Southwark Bridge
LONDON
SE1 9HS
Fax: 020 7556 2102

You can also contact the HSE by telephone on 0845 345 0055.

5. CODES OF PRACTICE

Over recent years the Education Department of the London Borough of Enfield has issued various written Codes of Practice. Full details are included with the Local Authority's Health & Safety Manual, a copy of which is maintained by the Safety Officer.

6. ARRANGEMENTS FOR FIRST AID/SICK PUPILS: see Appendix Sheet 1.

7. ACCIDENT REPORTING PROCEDURE: see Appendix Sheet 2.

8. VISITORS: see Appendix Sheet 3.

9. CONTRACTORS ON SITE: see Appendix Sheet 4.

10. TESTING OF PORTABLE ELECTRICAL EQUIPMENT: see Appendix Sheet 5.

11. EMERGENCY EVACUATION PROCEDURE: see Appendix Sheet 6 onwards.

APPENDIX SHEET 1

ARRANGEMENTS FOR FIRST AID/SICK PUPILS

(a) First Aid

If a student is genuinely unwell, or needs medical attention, he should be sent to the First Aid Room (unless he is diabetic and unwell, in which case he should stay where he is and a pupil be sent to bring a First Aider to him.)

The following members of staff are trained First Aiders:

Fully Qualified First Aiders

Ms C Miah	Year 9/10 Office or Student Services
Mrs L Cuffe	Reception
Mr M Vora	DT Office
Mrs S Henderson	Manresa
Mrs T Chapman	Science (204)
Mrs S Sander	Science 204

First Aid Trained Staff

Ms A Knight	Mrs M Kidd	Mr C Poulter
Mr B Galvin	Mrs P Orsini	Mr K Mullen
Mr C Roche	Ms D Bapodra	Mr A Duguid
Mr A Gyamfi	Mrs V Douglas	Mrs C Keene
Mrs T Neary	Mr A Clark	
Mr C Roche	Mrs G Pastore	Mr J Dawson
Mr B Galvin	Mrs J Pomfrett	Mr A Wall
Mrs C Di Pierro	Mr J Done	
Ms A Harper	Mrs A Hosking	
Miss M O'Neill	Ms K Shiells-Edwards	

(b) Ambulances

Where an ambulance is needed this will normally be arranged by a member of the office staff, who will also contact the parents of the student as soon as practicable, calling home and mobile phones. Wherever possible, a responsible adult should accompany the student by ambulance. This person should have details of the accident/illness, together with the pupil's name, address and contact telephone numbers and any medical records/information held by the College. If, for any reason, it is not practicable for an adult to accompany the pupil, these details should be given in writing to the ambulance crew.

(c) Activities/trips off site

It is recommended that at least one member of staff taking a group of students off site for an activity/trip should have at least basic training in First Aid. This is particularly important for trips involving a night away from home.

(d) St Ignatius First Aid box locations are:

Ground Floor

Reception (wall mounted)

The First Aid Room (wall mounted)

Reprographics Room (wall mounted)

Craft, Design and Technology (CDT) rooms 113, 114 & 115 (wall mounted)

Food Technology Area room 116

First Floor

Room 202 Art Room (wall mounted)

Room 203 Art Room (wall mounted)

Room 206 Art Room (wall mounted)

Physics preparation area opposite room 211 (wall mounted)

Junior Science Preparation Area (opposite room 214, wall mounted)

Second Floor

Room 311 Chemistry Preparation Area (wall mounted)

Biology Prep Area next to room 316 (wall mounted)

Manresa Kitchen area (wall mounted)

Sixth Form Block in Sixth Form Secretary's Office (wall mounted).

Also the First Aid Cupboard in the First Aid Room contains four portable First Aid kits for College trips out and three kits are also provided for use in the mini-buses.

First Aid boxes are checked after every use for completeness and valid expiry dates by the person using the box, (who will inform the Welfare Officer for replenishment) and at least every half-term by the Welfare Officer.

A continual programme of consultation with Heads of Departments exists regarding staff development and training including First Aid training courses. The College currently has over 30 qualified First Aiders on site, who are based within the three floors of the Main College Building and the Sixth Form Block.

First Aid boxes are checked after every use for completeness and valid expiry dates by the person using the box, (who will inform the Student Services for replenishment purposes) and at least every half-term by Student Services.

APPENDIX SHEET 2

ACCIDENT REPORTING PROCEDURE

The following is a summary of the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations (1995):

1. What incidents should be reported?

(A) Major Injuries:

- any fracture, other than to the fingers, thumbs or toes;
- any amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- any injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury;
- leading to hypothermia, heat-induced illness or unconsciousness requiring resuscitation;
- requiring admittance to hospital for more than 24 hours or
- loss of consciousness caused by asphyxia or exposure to a harmful substance or acute illness requiring medical treatment or loss of consciousness due to absorption of any substance by inhalation, ingestion or through the skin.

(B) Minor Accidents

These must be recorded (see 2A).

2. How should incidents be recorded?

(A) Minor accidents as follows:

A book should be kept in all departments/areas where there is a First Aid Kit. These record books will be inspected once a term. In it these details are to be recorded:

- Name of injured person;
- date, time;

- nature of occurrence and injury;
- action taken;
- minor cuts, abrasions, grazes, bruises and burns and
- any injury to the head, eyes or neck or where parent has been called or victim has gone to hospital, should be reported as in (B) below.

(B) All other accidents including major injuries, dangerous occurrences and reportable diseases as follows:

All accidents and incidents which are more serious than those indicated above should be recorded on a copy of the form available from the Student Reception. The same form is used for pupils on site, and on activities/trips off site, St Ignatius College employees and visitors/public. Major injuries and dangerous occurrences should also be reported immediately to the:

- Safety Liaison Officer & Headteacher
- Chair of Governors
- Health and Safety Executive (HSE) tel. 0845 345 0045.

The HSE FORM F2508 to be completed, within 7 days of the accident. Any reportable disease shall be reported on FORM F2508A. Colleagues may complete Department of Health and Social Security (DHSS) Form B195 if they wish to claim that an accident was an industrial accident - forms available Mrs J O'Brien, College Business Manager.

3. What other records need to be made?

In addition to the above procedures, an Accident Book (BI.510) is kept in the school admin office (Staff and Visitors), Mrs Neary (Pupils) and the College Kitchen so that details of injuries to employees can be entered. This will be inspected once a term by the SLO.

APPENDIX SHEET 3

VISITORS

(Please see separate Child Protection and Safeguarding (CPS) Policy, which can be found on the College website or in Staff Handbooks.

All colleagues who invite or receive visitors to the College should ensure that they are aware of these arrangements. Once again, for security reasons, we ask all staff who visits the College during holiday times, to sign in and out. This requirement also applies to students you have asked to attend College for any reason during the holidays. NB: Students attending College during the holidays must be supervised by a member of the teaching staff.

All visitors to the College, including former students, must report to the Reception office on arrival and departure and sign in via the Invenry system. A visitor's badge and lanyard will be issued which must be returned to the office on departure (or if closed, to the appropriate member of staff). On arrival they must also read and understand, our **Visiting Staff Child Protection Statement** as outlined below:

VISITING STAFF CHILD PROTECTION STATEMENT

Welcome to St Ignatius College.

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all our students. We endeavour to provide a safe and welcoming environment where all are respected and valued. We are alert to signs of abuse and neglect and follow CPS policy and procedure to ensure that all pupils receive effective support and protection.

While visiting and working in our College we expect you to take care of our students and to follow our procedures:

- *Please ensure that you have signed into the College via the Invenry system on entering our College and that you have been given a visitor's badge which you must wear visibly at all times whilst on our premises.*
- *On leaving our premises please ensure that you sign out via the Invenry system and that you return your visitors badge to our Reception staff.*

If you are concerned about a pupil's health, welfare or safety in any way, you must

inform our reception staff before leaving the building, who will contact an appropriate member of staff. Do not question a student or try to secure evidence as your responsibility is to report your concern, not to investigate. If a pupil tells you something that suggests they are at risk of harm, inform them that you must pass the information on to the appropriate member of College staff. If you become concerned about a pupil's immediate safety, notify the nearest member of staff and tell them why you are concerned. If you have any questions or wish to see our CPS Policy, please inform our reception staff who will be able to advise you.

APPENDIX SHEET 4

The College is responsible for ensuring safe working by contractors on site.

1. All contractors, including Council workers, must report to the College Reception office when the College is open, or to the Caretaker at other times, each time they arrive and leave. A record of their arrival and departure must be via the Inventory system.
2. The College Reception office should notify the Premises Manager immediately so that he can see the contractor who will explain briefly what he is going to do and for how long a period he will be on site. The Premises Manager should ensure that they understand what the contractor is going to do, they are satisfied that it is safe and that they have taken proper precautions particularly to ensure staff, pupils and visitors are not in any danger. This will include warning all concerned and may involve erecting physical barriers and notices.
3. The work area should be isolated from the staff and pupils.
4. The Premises Manager should monitor the position regularly to ensure that work practice remains as described originally. It is extremely important not to allow complacency to develop where contractors are on site for a long period, or where they attend intermittently, perhaps because of adverse weather conditions, as there is a danger that they will change their working methods unannounced or that safety precautions will lapse.

APPENDIX SHEET 5

TESTING OF PORTABLE ELECTRICAL EQUIPMENT ('PAT' Testing)

The following is a summary of Code of Practice (H2):

Listed below are typical routine electrical checks for portable appliances, to be carried out by a suitably competent person at intervals not exceeding one year and more frequently where dictated by the use of the appliance. Each appliance should be identified in a suitable way. A log book must be kept showing date of testing and any faults found/remedial action taken. These books will be inspected once a term.

The following tests are carried out by a qualified PAT trained person with the portable appliance disconnected from the supply:

1. Mains Lead

- Visual inspection;
- mains plug cable, check insulation and sheath undamaged;
- correctly connected;
- cable clamp is gripped to sheath and
- the correct fuse is fitted.

2. Either mains lead appliance is connected (if lead is detachable) or grommet/clamped and check is safe by:

- visual inspection of appliance male connector;
- attempt to open socket without a tool;
- attempt to pull cable from female connector;
- inspection of grommet;
- sharp pull on cable;
- rotation of cable;
- no signs of damage;
- un-openable;
- no movement;
- cable insulation protected;
- no appreciable movement and
- there is no rotation.

3. Mains on/off switch visual inspection: Correct operation and no damage.

4. Insulated appliance case Visual Inspection: makers' double insulation mark is visible and case is undamaged.
5. Accessible fuse holders Visual Inspection: No damage and that removal of fuse carrier does not permit live part to be touched.
6. Exposed output connections Visual Inspection: No voltage greater than 50v.

APPENDIX SHEET 6

On discovering a fire - EVACUATE the area immediately and raise the alarm at the nearest call point.

AT CONTINUOUS RINGING OF ALARM BELL EVERYONE MUST EVACUATE THE BUILDING.

INSTRUCTIONS DURING TEACHING TIME

Outside each room there is a green fire notice indicating the fire exit route. Please follow these instructions:-

- The Teacher who has taken a class Register that day is the responsible Teacher for that day and will act as Form Tutor in an emergency
- Teacher tells the class to stand in silence.
- Teacher stands at the door to dismiss pupils in single file.
- Direct pupils out of the room and direct them to follow the nearest indicated fire exit route and out to the assembly point
- NO bags/books to be taken.
- ALL STAIRS ARE “DOWN”
- The teacher is the last to leave the room having checked that no one is left behind.
- The room door is closed and locked (if possible)
- Classes to line up in alphabetical order facing the middle of the playground IN PAIRS – as detailed below. Any pupils in MANRESA must join their Form Group.

ASSEMBLY POINTS

6th Form – Left Side of Far end of JUNIOR playground
Year 11 – Left Side of Middle of JUNIOR playground
Year 10 – Left Side of Building end of the JUNIOR playground
Year 9 – Right Side of Far end of the JUNIOR playground
Year 8 – Right Side of Middle end of the JUNIOR playground
Year 7 – Right Side of Building end of the JUNIOR playground

- Staff to remain with their Form Group at all times
- Registers will be distributed by Learning Co-ordinators who will collect these from Office Staff near the JUNIOR Playground gate
- Form Tutors/assigned staff call the register

- Form Tutors/assigned staff to **HOLD UP THEIR REGISTERS AS SOON AS THEY KNOW ALL THEIR PUPILS ARE PRESENT**
- Learning Co-ordinators to collect the registers from the Form Tutors and Mrs Neary will collect them from the Learning Co-ordinators. Learning Co-ordinators to report any missing pupils to Mrs Neary who will report to Mrs O’Keeffe (Mr Mullen in Mrs O’Keeffe’s absence)
- Mrs O’Keeffe (or Mr Mullen) will give the signal to re-enter the building.

INSTRUCTIONS DURING NON TEACHING TIMES

AT CONTINUOUS RINGING OF ALARM BELL EVERYONE MUST EVACUATE THE BUILDING

All Pupils to be advised to line up as detailed above.

All staff to follow instructions as detailed above.

FIRE INSTRUCTIONS

For SWIMMING

On discovering a fire - EVACUATE the area immediately and raise the alarm at the nearest call point.

AT CONTINUOUS RINGING OF ALARM BELL EVERYONE MUST EVACUATE THE BUILDING.

INSTRUCTIONS FOR SWIMMING

On hearing the fire alarm the teacher must:

- **Immediately stop the lesson**
- **Inform pupils to exit the pool and make their way to the changing rooms**
- **Pupils will be instructed to put their shoes on and collect a blanket before exiting the changing rooms.**
- **Teacher stands at the exit to dismiss pupils in single file.**
- **Direct pupils to follow the fire route to the assembly point in the JUNIOR Playground**
- **Pupils to be instructed to line up in their allocated forms in the JUNIOR playground**
- **The teacher is the last to leave the Changing Rooms having checked that no one is left behind.**
- **Classes to line up in alphabetical order facing the middle of the playground IN PAIRS– as detailed below. Any pupils in MANRESA must join their Form Group.**

ASSEMBLY POINTS

- 6th Form – Left Side of Far end of JUNIOR playground**
- Year 11 – Left Side of Middle of JUNIOR playground**
- Year 10 – Left Side of Building end of the JUNIOR playground**
- Year 9 – Right Side of Far end of the JUNIOR playground**
- Year 8 – Right Side of Middle end of the JUNIOR playground**
- Year 7 – Right Side of Building end of the JUNIOR playground**

- Staff to remain with their Form Group at all times
- Registers will be distributed by Learning Co-ordinators who will collect these from Office Staff near the JUNIOR Playground gate
- Form Tutors/assigned staff call the register
- Form Tutors/assigned staff to **HOLD UP THEIR REGISTERS AS SOON AS THEY KNOW ALL THEIR PUPILS ARE PRESENT**
- Learning Co-ordinators to collect the registers from the Form Tutors and Mrs Neary will collect them from the Learning Co-ordinators. Learning Co-ordinators to report any missing pupils to Mrs Neary who will report to Mrs O’Keeffe (Mr Mullen in Mrs O’Keeffe’s absence)
- Mrs O’Keeffe (or Mr Mullen) will give the signal to re-enter the building.

FIRE INSTRUCTIONS

For GYM HALLS

On discovering a fire/being informed of fire/emergency - EVACUATE the area immediately and raise the alarm at the nearest call point.

AT CONTINUOUS RINGING OF ALARM BELL EVERYONE MUST EVACUATE THE BUILDING.

INSTRUCTIONS FOR ACTIVITIES IN THE GYM HALLS

On hearing the fire alarm the teacher must:

- Immediately stop the lesson
- Teacher tells the pupils to stand in silence.
- Teacher stands at the exit to dismiss pupils in single file.
- Direct pupils to follow the fire route to the assembly point in the JUNIOR Playground
- Pupils to be instructed to line up in their allocated forms in the JUNIOR playground
- The teacher is the last to leave the hall having checked that no one is left behind.

- Classes to line up in alphabetical order facing the middle of the playground IN PAIRS – as detailed below. Any pupils in MANRESA must join their Form Group.

Front office will have an emergency pack for pupils who may be in shorts and T-shirts and will hand these out if needed

ASSEMBLY POINTS

- 6th Form – Left Side of Far end of JUNIOR playground
- Year 11 – Left Side of Middle of JUNIOR playground
- Year 10 – Left Side of Building end of the JUNIOR playground
- Year 9 – Right Side of Far end of the JUNIOR playground
- Year 8 – Right Side of Middle end of the JUNIOR playground
- Year 7 – Right Side of Building end of the JUNIOR playground

- Staff to remain with their Form Group at all times
- Registers will be distributed by Learning Co-ordinators who will collect these from Office Staff near the JUNIOR Playground gate
- Form Tutors/assigned staff call the register
- Form Tutors/assigned staff to **HOLD UP THEIR REGISTERS AS SOON AS THEY KNOW ALL THEIR PUPILS ARE PRESENT**
- Learning Co-ordinators to collect the registers from the Form Tutors and Mrs Neary will collect them from the Learning Co-ordinators. Learning Co-ordinators to report any missing pupils to Mrs Neary who will report to Mrs O’Keeffe (Mr Mullen in Mrs O’Keeffe’s absence)
- Mrs O’Keeffe (or Mr Mullen) will give the signal to re-enter the building.

FIRE INSTRUCTIONS **FOR FRONT FIELDS & BULLS CROSS**

On hearing the fire alarm or being informed of fire/emergency - EVACUATE the area immediately.

ALL TEACHERS TAKING PUPILS TO BULLS CROSS MUST ENSURE THEY HAVE A SCHOOL WALKIE TALKIE OR SCHOOL MOBILE PHONE WHICH IS FULLY CHARGED.

TEACHERS TO INFORM RECEPTION EACH TIME THEY TAKE PUPILS TO BULLS CROSS.

INSTRUCTIONS FOR ACTIVITIES ON FRONT FIELD /BULLS CROSS

On hearing the fire alarm the teacher must:

- Immediately stop the lesson
- Teacher blows the whistle for pupils to stop activity and gather round teacher in silence
- Teacher stands at the gate to dismiss pupils in single file.
- Direct pupils to follow the path out to the assembly point in the JUNIOR Playground (**FOR BULLS CROSS FOLLOW ROUTE BACK TO SCHOOL**)
- Pupils to be instructed to line up in their allocated forms in the JUNIOR playground
- The teacher is the last to leave having checked that no one is left behind.
- Classes to line up in alphabetical order facing the middle of the playground **IN PAIRS**– as detailed below. Any pupils in MANRESA must join their Form Group.

Front office will have an emergency pack for pupils who may be in shorts and T-shirts and will hand these out if needed

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- Mrs O’Keeffe (or Mr Mullen) will give the signal to re-enter the building.

REFERENCES

<http://www.legislation.gov.uk/ukpga/1974/37/section/2>

<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

<http://www.hse.gov.uk/toolbox/ppe.htm>

<http://www.enfield.gov.uk/info>

<http://www.hse.gov.uk/riddor>