



Policy Title	Emergency Procedures Action Plan
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Approved By Finance and Resources Committee	Spring 2018
Date of Approval by Governing Body	Summer 2018
Version Approved	Summer 2018
Date of Next Review	Summer 2019

Revisions Table

Version	Date	Edited by	Description of Change
Summer 2018	Summer 2018	Jane Proudfoot	Following items were amended: 3.12.6 4.6.2, 4.6.4, 4.15.3 6.3

The master copy of this document can be found on the FBS Google Drive, under the “Policies” folder. This is one of a number of policies that are reviewed by the Governing Body, the full list can be found on the FBS Google Drive in the Policies Folder. Minor revisions that just adjust factual items (eg contact details / names) can be made by the author without formal review, and must be recorded in the Revisions table above. Revisions table front sheet was added to all policies during policy review of Summer 2018.



EMERGENCY PROCEDURES ACTION PLAN

Date of Next Review: SUMMER 2019

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1. INTRODUCTION

1.1 This Action Plan provides guidance for teachers and other staff who may be involved in a serious or major incident affecting FBS, including out of school activities.

1.2 Major incidents include:

- 1.2.1 death of a boy or member of staff
- 1.2.2 death/serious injury on a school trip
- 1.2.3 incident attracting major media attention
- 1.2.4 violent incident in school, including those involving intruder(s)
- 1.2.5 destruction or major vandalism in school
- 1.2.6 a hostage situation
- 1.2.7 a transport accident involving the school
- 1.2.8 an incident in the community witnessed or experienced by pupils or staff or one that necessitates the use of school premises/grounds for emergency purposes
- 1.2.9 civil disturbance or terrorism

1.3 This Action Plan is intended to be used as an emergency tool which, if followed, should eliminate the possibility of overlooking essential actions.

1.4 This Action Plan together with associated documentation will be kept in the main school office and is also accessible through the school's website under the policies section (INSERT LINK TO SCHOOL WEBSITE) and through google drive (INSERT LINK TO GOOGLE DRIVE), so that in the event of an incident, all relevant literature is readily accessible. The associated documentation includes:

- 1.4.1 Off Site and Residential policy
- 1.4.2 Health and Safety policy

1.5 Staff organising trips need to be aware of the FBS Emergency Procedures Action plan, including a completed contact list, accessible by the leader on a school visit through the school's website under the policies section (INSERT LINK TO SCHOOL WEBSITE) and through google drive (INSERT LINK TO GOOGLE DRIVE), since the guidance is intended to alert responsible persons to the actions they should take when an emergency arises. However, the document does not provide guidance on the preventative measures which should have been taken as a matter of course, or in advance of a particular event. For such guidance, please refer to the Offsite and Residential policy.

1.6 Attached to this plan are contact details for out of hours emergencies, including information on contacting staff and parents and those on school trips (Appendix 1).

1.7 The School's Evacuation Procedures are also attached (Appendix 2).

2. GUIDANCE FOR GROUP LEADERS FOLLOWING MAJOR INCIDENT DURING OUT OF SCHOOL ACTIVITY

- 2.1 Establish who is in charge.
- 2.2 The person to delegate, if possible, the following tasks:
 - 2.2.1 Call emergency services as necessary using 999 system – Police/Ambulance/Fire/Coastguard
 - 2.2.2 Administer first aid where possible - be aware of blood contact. Where an incident/injury has occurred e.g. involving electricity or chemicals, be aware of residual hazards before providing first aid. For electricity, switch off supply first; for chemical, seek professional advice.
 - 2.2.3 Account for all members of party
 - 2.2.4 Call other assistance as necessary - Staff, Passers-by, First Aid, Doctor
 - 2.2.5 Keep incident log/record witnesses; Obtain facts and information - keep an ongoing written record of events/actions – what/who/where/when? It is vitally important to write everything down as this information may be required at a later date as evidence at a public enquiry, in court etc.
- 2.3 If party is all together arrange for non-casualties to return to base.
- 2.4 If party is in separate groups advise other groups where possible to base and await further instructions.
- 2.5 Ensure non-casualties stay together.
- 2.6 Establish contact point. If possible, one member of staff to remain at incident site to liaise with the emergency services.
- 2.7 A member of staff to travel with casualties to hospital.
- 2.8 Inform Headmaster/senior staff member (refer to Telephone Contact List below if out of school hours). Provide following information and liaise regularly:
 - 2.8.1 Nature/date/time/location of incident
 - 2.8.2 Names of those involved – injured/non-injured
 - 2.8.3 Details of known injuries and location of injured/non-injured
 - 2.8.4 Details of any supervising adults
 - 2.8.5 Action taken/on-going
 - 2.8.6 Contact point
- 2.9 Request assistance on site as necessary. Back up staff for pupil support, if leaders involved in incident, particularly if overseas. Other support may be required e.g. interpreters.
- 2.10 Consider abandonment of activity.
- 2.11 Prepare for reception/accommodation of relatives.

- 2.12 Arrange for non-casualties to return to school. Consider transport arrangements/need to hire additional vehicles/drivers.
- 2.13 Complete accident forms.
- 2.14 Consider obtaining immediate legal advice - Do not discuss legal liability.
- 2.15 Only Headmaster to speak to the media. Boys and staff should not talk to the media unless arranged by Headmaster/parents and written permission given by parents/carers.

3. GUIDANCE FOR SENIOR STAFF AT THE SCHOOL ADVISED OF MAJOR INCIDENT AFFECTING AN OUT OF SCHOOL ACTIVITY

- 3.1 Initial school contact to inform headmaster
- 3.2 The Headmaster will confirm who is in charge at the scene and establish:
 - 3.2.1 Nature/date/time/location of incident
 - 3.2.2 Names of those involved – injured/non-injured
 - 3.2.3 Details of known injuries and location of injured/non-injured and details of any supervising adults
 - 3.2.4 Action taken/on-going
 - 3.2.5 Contact point
 - 3.2.6 If back-up staff required; Review staff levels regularly
- 3.3 Headmaster will inform:
 - 3.3.1 Local Authority's emergency team as appropriate
 - 3.3.2 Chair of Governors
 - 3.3.3 Other members of the Senior Leadership Team
- 3.4 Record all Team's decisions. Obtain facts and information - keep an ongoing written record of events/actions, what/who/where/when? It is vitally important to write everything down as this information may be required at a later date as evidence at a public enquiry, in court etc.
- 3.5 Consider whether school needs to send a representative to the incident site, particularly if Group leaders involved.
- 3.6 Ensure that all necessary data is accessed (this will be delegated to the Office Manager to organise):
 - 3.6.1 parents/carers home addresses and telephone numbers
 - 3.6.2 group leaders home addresses and telephone numbers
 - 3.6.3 Any known medical conditions of those involved
- 3.7 The Headmaster will advise parents/carers of boys on trip - casualties and non-casualties.

- 3.8 Arrange visits to parents/carers of casualties.
- 3.9 Arrange transport facilities for parents/carers to visit casualties.
- 3.10 Arrange for parents/carers of non-casualties to meet returning party.
- 3.11 Arrange briefing meetings - Staff, boys, parents. Inform boys in a sensitive way (small groups if appropriate).
- 3.12 Establish procedure for dealing with enquiries/issuing information:
 - 3.12.1 Only Headmaster to speak to media
 - 3.12.2 Decide what information can/should be released e.g. issue agreed statement
 - 3.12.3 Ensure reception and support staff are fully briefed
 - 3.12.4 Consider issue of information e.g. info telephone line (recorded message)
 - 3.12.5 TV/Radio
 - 3.12.6 Identify someone responsible for updating the school website and keeping it updated during the crisis (Assistant Headteacher)
 - 3.12.7 Establish reception facilities for concerned relatives coming to the school
- 3.13 Obtain legal advice
- 3.14 Appeal funds - Consider what to do with any donations received.

4. GUIDANCE FOLLOWING MAJOR INCIDENT IN THE SCHOOL ENVIRONS

- 4.1 Headmaster to take charge and ensure the guidance below is followed.
- 4.2 Call emergency services as necessary using 999 system - Police/Ambulance/Fire (Office & Logistics Manager).
- 4.3 Administer first aid where possible - Be aware of blood contact. Where an incident/injury has occurred e.g. involving electricity or chemicals, be aware of residual hazards before providing first aid. For electricity, switch off supply first; for chemical, seek professional advice (Trained First Aiders).
- 4.4 Consider evacuation of school - Fire alarm/word of mouth (follow evacuation procedures in Appendix 2).
- 4.5 Account for all boys, staff and visitors (follow same procedures as in Fire Alarm, see Appendix 2).
- 4.6 Inform:

- 4.6.1 Local Authority's emergency team as appropriate
 - 4.6.2 Parents/Relatives (Office Manager to coordinate; HM to contact parents/relatives closely connected)
 - 4.6.3 Chair of Governors (HM)
 - 4.6.4 Other staff not on site (Office Manager to coordinate)
 - 4.6.5 Inform rest of school of incident, as appropriate and instruct as necessary (HM)
- 4.7 Keep record of witnesses. Obtain facts and information. Keep an ongoing written record of events/actions – what/who/where/when? It is vitally important to write everything down as this information may be required at a later date as evidence at a public enquiry, in court etc (SLT to co-ordinate).
- 4.8 Consider police requests for an incident room.
- 4.9 Advise parents/carers of boys - casualties and non-casualties.
- 4.10 Arrange visits to parents/carers of casualties.
- 4.11 Arrange transport facilities for parents/carers to visit casualties.
- 4.12 Consider relocation to other premises – in conjunction with the LA, identify suitable locations.
- 4.13 Consider closing school - sending boys/staff home; advising parents/carers.
- 4.14 Consider need for briefing meetings - staff, boys, parents.
- 4.15 Establish procedure for dealing with enquiries/issuing information:
- 4.15.1 Only Headmaster to speak to media.
 - 4.15.2 Decide what information can/should be released e.g. issue agreed statement
 - 4.15.3 Ensure reception/support staff are fully briefed
 - 4.15.4 Consider issue of information e.g. info telephone line (recorded message),
 - 4.15.5 TV and radio
 - 4.15.6 Identify someone responsible for updating the school website and keeping it updated during the crisis.
 - 4.15.7 Establish reception facilities for concerned relatives coming to the school
- 4.16 Obtain legal advice.
- 4.17 Appeal funds - Consider what to do with any donations received.

5. GUIDANCE FOR SCHOOL STAFF FOLLOWING MAJOR INCIDENT AFFECTING TRANSPORT LINKS

5.1 Transport links may be disrupted in the event of a major incident affecting parents' or boys' return journey home.

5.2 In such incidents the School will:

5.2.1 Liaise with the LA to the extent of the likely disruption

5.2.2 Identify those boys who may not be able to travel home and/or whose parents/carers are unlikely to travel home.

5.2.3 Make arrangements for such boys to be accommodated overnight with close family members who live locally or with friends, as long as arrangements appear safe and secure. Assess each case individually and keep a record of the arrangements made.

5.2.4 If such arrangements cannot be made for any boys, report to the LA the number of boys who cannot be taken care of and if possible use the school as an overnight Rest Centres (see point 5.4) or if the numbers are small, place boys with foster families.

5.2.5 Identify key staff who will remain at the school with the boys awaiting their collection e.g. catering, caretaking, staff to provide support, entertainment/distraction for the boys.

5.3 Staff may also experience travel problems and need to make alternative arrangements to stay with relatives or friends. In the event of there being significant numbers of staff unable to get home, the school would be used as an overnight Rest Centre (see point 5.4) for them.

5.4 The requirements of rest centre are:

5.4.1 Entry/Exit

5.4.2 Reception

5.4.3 Registration

5.4.4 Information

5.4.5 First Aid

5.4.6 Feeding and eating area

5.4.7 Clothing

5.4.8 Toilet and washing facilities

5.4.9 Care and welfare of persons and property

5.4.10 Waiting and seating areas

6. DEALING WITH THE MEDIA

6.1 Record all actions; obtain facts and information; keep an ongoing written record of events/actions – what/who/where/when? It is vitally important to write everything down as this information may be required at a later date as evidence at a public enquiry, in court etc.

6.2 Only the Headmaster will deal with the media. There will be pressure from the media wishing to talk to those directly involved.

6.3 Brief reception/support staff on known facts and the information which can be released to callers.

6.4 In dealing with the media the Headmaster will:

- 6.4.1 Stick to the facts - will not give any fact unless certain it is correct
- 6.4.2 Be sympathetic
- 6.4.3 Not speculate or apportion blame – as his interpretation or understanding may be exaggerated or quoted as hard fact
- 6.4.4 Not allow himself to be distracted from the main point of any statement
- 6.4.5 Try to avoid “no comment” - unless the question relates to legal/criminal matters. It can be taken as an unhelpful, negative answer as in “refused to comment”
- 6.4.6 Not be afraid to say “I don’t know” and will try to obtain an answer for a later response
- 6.4.7 Tell the truth
- 6.4.8 Have confidence in himself and his command of the situation in order to take a positive attitude towards the media

6.5 The following questions will need answering:

- 6.5.1 What happened, when and where?
- 6.5.2 Are there any injuries or fatalities?
- 6.5.3 How many boys/staff were present when the incident happened?
- 6.5.4 Has everyone been accounted for?
- 6.5.5 What action is being taken?
- 6.5.6 What advice do you have for next of kin/local residents?
- 6.5.7 When will normality be restored?

7. THE AFTERMATH

7.1 The consequences of any major incident upon all those connected with it cannot be precisely defined. The care and support necessary for individuals will be needed as quickly as possible after the event.

7.2 Our school chaplain will play a key role in helping and supporting those following a trauma.

7.3 At this stage we will also seek outside help e.g. The Educational Psychology Service and the Education Welfare Service. This help will include:

- 7.3.1 Debriefing following a trauma and providing advice on the management of strong emotions
- 7.3.2 Supporting traumatized staff and boys to effect ‘normalisation’ as soon as possible
- 7.3.3 Providing links with other agencies who may be able to offer longer-term support

7.4 We will

- 7.4.1 as far as possible keep to the normal routines
- 7.4.2 talk to the boys, today, tomorrow and so on
- 7.4.3 talk to the staff and draw support from each other
- 7.4.4 listen to our boys and each other and expect heightened anxiety or guilt
- 7.4.5 arrange for debriefings – boys/staff involved in or affected by the incident
- 7.4.6 remember the incident - separate facts/ feelings/ thoughts
- 7.4.7 facilitate support for boys/staff involved/affected by the incident and monitor possible effects
- 7.4.8 careful how we answer the telephone - it may be a relative of a casualty or it could be the media
- 7.4.9 Try not to apportion blame
- 7.4.10 Consider how families of the injured and bereaved should be contacted - use the most appropriate people with relevant skills
- 7.4.11 Consider how Governors can help.
- 7.4.12 Consider how hospital visits should be arranged - who should go?
- 7.4.13 Consider protocol for funerals with family - seek advice e.g. ethnic, religious considerations
- 7.4.14 Consider a special assembly
- 7.4.15 Consider how to handle spontaneous memorials e.g. flowers in schools
- 7.4.16 Consider what may have been lost - not only lives but other items e.g. resources, accommodation, work, personal property, continuity
- 7.4.17 Keep an eye on boys/staff involved/affected by the incident – distress can last for some months
- 7.4.18 Consider re-entry to school of injured boys/staff
- 7.4.19 Consider establishing a memorial/holding a service
- 7.4.20 Consider anniversaries/remembrances

APPENDIX 1

CONTACT LIST

Contact	Tel No. during school hours	Tel No. out of school hours
Headmaster Alun Ebenezer	0207 381 7100	07437439439
Deputy Headteachers Simon Kellie Sam Johnson	0207 381 7100 02073817100	Simon Kellie 07908221916 Sam Johnson 07904273104
Office Manager/Headmaster's PA Jane Proudfoot	02073817100	07427121874
Site Manager Ross Dimitrov	0207 381 7100	07572970392
Chair of Governors Alex Wade	02073840303 home	07798622264
Key holder contacts Jane Proudfoot Office Manager/Headmaster's PA Tara Johns - Learning Support Assistant	0207 381 7100 0207 381 7100	07427 121 874 07870 192 515

- SLT are responsible for contacting Departments they line manage if necessary
- Heads of Department responsible for contacting teachers in their department
- OM responsible for contacting lead support staff who will then contact personnel they line manage
- Simon Kellie responsible for contacting parents/boys via School MIS
- Headmaster will speak to all parents/relatives/boys affected directly by incident

APPENDIX 2

FBS SCHOOL EVACUATION PROCEDURES

Fire doors are designed to prevent the spread of fire and poisonous smoke, and to provide people with protected routes to safety in the event of fire. DO NOT WEDGE FIRE DOORS OPEN, or store combustible materials in corridors and stairs. It is also an offence.

Staff and visitors must familiarise themselves with the location of all relevant fire exits, fire alarm call-points, fire extinguishers and the Fire Assembly Point.

This is a non-smoking building – smoking is not permitted anywhere on the premises.

Discovering a fire – what you must do:

- RAISE THE ALARM - Shout FIRE, FIRE, FIRE! and operate the nearest fire alarm call-point to warn everyone in the building that there is a fire.

IF YOU SUSPECT A FIRE, SOUND THE ALARM. DO NOT search for the seat of the fire. Only the Fire Brigade should do that - particularly where this involves opening doors when a fire is suspected to be behind them. If there is smoke in the corridor etc; then you have already found the fire and it is already time to RAISE THE ALARM!

- CALL THE FIRE BRIGADE - 999
- ATTEMPT TO FIGHT THE FIRE – (if safe to do so)

Prompt use of a fire extinguisher can nip a major incident in the bud. If you encounter a fire then only use the extinguisher if it is safe to do so, and you know how to use them. Leave as soon as the extinguisher has emptied or the fire is growing!

REMEMBER:

- SOUND THE ALARM FIRST, THE FIRE BRIGADE ARE AUTOMATICALLY CALLED.
- KEEP YOUR ESCAPE ROUTE CLEAR
- USE THE CORRECT TYPE OF EXTINGUISHER.

Procedures on hearing a drill/alarm

- Leave the building PROMPTLY by the quickest route, DO NOT WAIT TO BE TOLD AND DO NOT attempt to collect personal belongings. The first priority of staff is the safety of the boys, you can guide your class from the front or back, there is no correct way.
- Close doors and windows behind you if time permits and only where you can.
- Observe any specific instructions about isolating equipment or services.
- Use your nearest Fire Exit, (look for the green 'Running-Man' signs).
- If you find smoke blocking your route then go a different way.
- DO NOT block the fire exits.
- Move away from the building and keep the entrances clear for the Fire Brigade.
- For those at the Beaumont Avenue Site - If the fire alarm sounds during a break-time, leave the building and wait near the entrance for staff to escort boys to the Gibbs Green Site.
- Regardless of which site you are on at the time the alarm sounds, once out of the building proceed to the Gibbs Green Site Fire Assembly Point - the front playground - in the first instance and listen to the instructions given by the Health & Safety Manager and Fire Wardens - who are responsible for your safety and liaising with the Fire Brigade.
 - There are two possible evacuation routes from the Beaumont Site to the Gibbs Green Site. There is a map showing both routes attached to this document.
 - Red Route: Leaving the Beaumont Site from the exit by the reception, continue down Beaumont Avenue towards North End Road. Turn left down North End Road then taking the third left onto Mund Street. Continue down Mund Street to the Gibbs Green Site which will be on your left. Assemble in the front playground.
 - Blue Route: Leaving the Beaumont Site by the side gate on the South of the plot into the residential area. Continue on the pathway from the gate straight across the road into Gibbs Green Close. In approximately 40m and on your left-hand side you will find a side gate access into the Gibbs Green Site. Go through this and into the front playground area.
- The Fire Wardens responsible for the two sites are as follows:
- Gibbs Green Site: Mr Alun Ebenezer and Mr Ross Dimitrov +1?
- Beaumont Avenue Site: Mr Simon Kellie and Mr Scott Haley +1?
- DO NOT go back into the buildings until you are specifically told to do so by the Health & Safety Manager, the Headmaster (DAE) or the attending Fire Brigade Officer in-Charge.
- NOTE: silencing the alarms is not a signal to re-enter the buildings.
- The Health & Safety Manager and Fire Wardens are there to help and ensure the buildings are evacuated; you must carry out any directions they give.
- DO escort out your visitors, members of the public etc.
- DO assist anyone with mobility difficulties.
- If there are disabled or injured people or others who cannot leave the buildings then tell the Health & Safety Manager or Fire Warden EXACTLY where they are.

Additional procedures for SLT staff on hearing the alarm:

- 1) On hearing the alarm, SLT staff and duty receptionist at whichever site the alarm has sounded MUST contact the SLT staff and duty receptionist at the other site to:
 - a) Alert them to the fact that the alarm is sounding at the site they are at,
 - b) Request that they sound the alarm at the other site (to commence evacuation),
 - i) BEFORE SOUNDING THE ALARM AT THE SECOND SITE, THE KEY SWITCH WHICH ISOLATES THE FIRE SERVICE DIALLER IS TO BE TURNED OFF. THIS WILL ENSURE THAT THE FIRE BRIGADE DO NOT ATTEND THE WRONG SITE.
 - c) Confirm that the fire wardens are informed.
- 2) In the first instance, the walkie talkies provided should be used to make this contact as this will best ensure that all the relevant staff have received the message.

Procedures for Catering Staff at the Beaumont Site (contracted):

- 1) **The catering staff are to ensure that the most senior member on duty keeps a record of which staff are present.**
- 2) **In the event of a fire the catering staff are to follow the standard procedure but to their separate assembly point. The assembly point is immediately outside the main entrance gates.**
- 3) **The senior member of staff is to take the register to ensure all members of staff are present at the assembly point.**
- 4) **They are then to await instruction from the Health & Safety Manager, the Headmaster (DAE) or the attending Fire Brigade Officer in-Charge.**

At Fire Assembly Point:

The Fire Assembly Point for both sites is the main playground at the front of the Gibbs Green Site school.

- The SLT and teachers will be responsible for the safe passage, assembling and recording of all boys in the evacuation area.
- All boys and staff should assemble in silence.
- The Attendance and Exams Officer (NG) will bring the registers of boys and a complete contact list of parents to the Fire Assembly Point.
- The Receptionist will bring registers of visitors and lists of staff and pupils who are off site (especially sixth formers when we are at full capacity)
- If boys are being taught or are in tutor groups when the fire alarm sounds, Form Tutors take registration of their own forms and then pass this info on to the relevant Head of House.

- If boys are being taught in teaching groups/sets when the fire alarm sounds, Classroom Teachers take registration of their own forms and then pass this info on to the relevant Head of House.
- Deputy Head (SJ) will be responsible for registering staff, external agency staff and visitors to the School.
- The Attendance and Exams Officer (NG) will telephone any off-site staff to alert them of the situation (if necessary).
- SJ and the Heads of Houses will notify the Headmaster (DAE) or Health and Safety Manager of any unaccounted boys, staff or visitors.
- Only when the all clear is given by DAE or will the boys and staff be dismissed by SJ and SK and allowed to return to the buildings.
- In the event of an actual fire, that prevents the immediate return to the school, the School's Emergency Procedures will take effect (see Emergency Procedures policy).

Procedures after a drill/or alarm

- The SLT will be responsible for recalling the boys from the Fire Assembly point.
- The SLT will lead an evaluation of the drill/alarm and review the current drill procedures and risk assessment.
- Any issues arising from the drill/alarm will be reported to the next Health and Safety Committee meeting.
- All boys must return to the School quietly and under the supervision of staff.
- In the event of a fire, arrangements will be made to contact parents to let them know where their boys have been evacuated to and that they are safe and arrangements for collection.

FIRE DRILLS

Instruction, training and recording

During the first week of term or as soon as possible thereafter, all new entrants (pupils, staff and support staff) should be shown the primary escape routes of the school. They should also be informed of the school emergency evacuation routine.

All members of staff should receive instruction and training appropriate to their responsibilities in the event of any emergency. INFORMATION AND LINKS ARE PROVIDED IN THE STAFF HANDBOOK. In the case of new staff, instruction should be given as soon as possible after appointment.

A record of the training and instructions given and fire drills held should be entered in the Health and Safety folder and include the following:

- Date of the instruction or fire drill
- Duration
- Name of person giving the instruction
- Names of people receiving instruction
- Nature of instruction or fire drill

Fire drills, which may be combined with the instruction given above, should be carried out at least once per term. The fire drill might simulate that one escape route is not available. Each fire drill should be started by a predetermined signal and the whole premises checked as if any evacuation was in progress.

The Health & Safety Manager is responsible for organising staff training and for co-ordinating the actions of the staff in the event of fire. Effective arrangements should be made for a nominated deputy to be available to carry out the above duties.