



THE FULHAM BOYS SCHOOL

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Revisions Table

<i>Version</i>	<i>Date</i>	<i>Description of Change</i>
Summer 2020	Summer 2020	Appendix 1 amended

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.



HEALTH AND SAFETY POLICY

CONTENTS:

1. INTRODUCTION	p3
2. RESPONSIBILITIES	p4
3. HEALTH AND SAFETY ARRANGEMENTS	p6
4. HEALTH AND WELLBEING OF STAFF	p12
5. HEALTH AND WELLBEING OF BOYS	p13
APPENDIX 1	p15

1. INTRODUCTION

This Policy will be interpreted in line with the Christian values and ethos of the school and must be read consistently with all other material policies of the School. For the purposes of all School policies please refer to the definitions guide (not all defined terms will be material to all policies or the procedures authorised by the governing body under it).

- 1.1 The Fulham Boys School recognises that every one of its staff, students and visitors to the School are entitled to a safe and healthy environment.
- 1.2 We understand the importance of having a robust Health and Safety policy and the need to carry out assessments of risks and introduce measures to manage those risks
- 1.3 The Governing Body of the School expects that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment (see 1.6)
- 1.4 The aim of this policy therefore, is to set out our commitment to ensure , so far as is reasonably practicable, that
 - 1.4.1 Plant, equipment and systems of work are safe and without risks to health
 - 1.4.2 The handling, storage or transport of articles and substances will be safe and without risk to health.
 - 1.4.3 Information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school
 - 1.4.4 The site is maintained in a safe condition and without risks to health.
 - 1.4.5 Access to and exit from the site and to all places of work on site are maintained in a condition that is safe and without risks to health.
 - 1.4.6 There are adequate arrangements for staff welfare at work and the welfare of our boys and other visitors.
- 1.5 All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The School's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.
- 1.6 This policy is formed around the following statutory guidelines and legislation:
 - 1.6.1 The Health and Safety at Work etc. Act 1974.
 - 1.6.2 The Management of Health and Safety at Work Regulations 1999
 - 1.6.3 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

(RIDDOR)

- 1.6.4 Fire Precautions (Workplace) regulations 1997
- 1.6.5 First Aid Regulations 1981
- 1.6.6 Electricity at Work Regulations 1989
- 1.6.7 School Premises (England) Regulations 2012
- 1.6.8 School Standards and Framework Act 1998
- 1.6.9 School Inspections Act 1996.
- 1.6.10 Education Act 2011

2. RESPONSIBILITIES

2.1 The Governing Body will ensure that:

- 2.1.1 it is familiar with the requirements of the appropriate legislation and codes of practice
- 2.1.2 the Senior Leadership Team produces a school Health and Safety policy for approval by the Finance and Resources Committee of the Governing Body and that this policy is regularly reviewed
- 2.1.3 risk assessments of activities are undertaken and a written record of the assessments kept
- 2.1.4 sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc
- 2.1.5 regular safety inspections are undertaken
- 2.1.6 a positive Health and Safety culture is established and maintained

2.2 The Headmaster will ensure that:

- 2.2.1 a school Health and Safety policy is produced for approval by the Finance and Resources Committee of the Governing Body and that the policy is regularly reviewed and revised as necessary
- 2.2.2 risk assessments of activities outside of those covered by the normal school day are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly
- 2.2.3 policies, information and advice on Health and Safety is acted upon/circulated to staff and governors
- 2.2.4 a regular safety inspection is undertaken
- 2.2.5 an annual report is provided to the school governors on health and safety?
- 2.2.6 staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely
- 2.2.7 that the duties of the Health and Safety manager has been delegated with specific responsibilities by the Headmaster in respect of the management of Health and Safety) are clearly defined, the person is competent to carry them out

and that sufficient resources are allocated to enable them to deliver Health and Safety requirements

2.3 The Health and Safety Manager will:

- 2.3.1 receive all Health and Safety information sent to the school and disseminate the information to staff/governors as necessary
- 2.3.2 advise the Headmaster and Governors on action required to comply with relevant Health and Safety Legislation
- 2.3.3 in consultation with Headmaster, Senior Leadership Team and Governors, set timescales/ensure work is carried out to meet the requirements of Health and Safety Legislation
- 2.3.4 carry out the regular safety inspection

2.4 Health and Safety Committee

- 2.4.1 The Governing Body and the Headmaster will establish a Health and Safety Committee.
- 2.4.2 Representatives on this committee will cover all appropriate departments and areas of work within the school.
- 2.4.3 The Health and Safety Committee reports to the Governing Body Resources Committee, Headmaster and Senior Leadership Team.
- 2.4.4 The duties of the Health and Safety Committee are to:
- 2.4.5 Review School policies on health, safety and welfare.
- 2.4.6 Review the annual School health and safety action plan
- 2.4.7 Consider the implications of changes in legislation and suggest appropriate actions to ensure compliance by the School.
- 2.4.8 Review health and safety management audit reports and consider actions arising
- 2.4.9 Review accidents, dangerous occurrences, incidents and near-misses and consider remedial actions and preventative measures
- 2.4.10 Promote the School safety policy and systems.
- 2.4.11 Develop the health and safety policy and make recommendations to the Senior Leadership Team and Governing Body Resources Committee.

2.5 Heads of Departments will:

- 2.5.1 ensure that Health and Safety is a standard item on the agendas of Area/Departmental meetings
- 2.5.2 where specified, produce an Area/Departmental Health and Safety Policy, which follows the conventions of the school safety policy, i.e. will include a statement indicating it supplements the school safety policy, include any specific Health and Safety responsibilities and any specific arrangements or standards followed

- 2.5.3 ensure that Health and Safety requirements, e.g. staff training, provision of Personal Protective Equipment (PPE), are adequately catered for in the Area/Department budget or brought to the attention of the OSLM/Governors as appropriate
- 2.5.4 ensure that staff are made aware of Health and Safety information relevant to them and have access to the Health and Safety publications provided or referred to as standards
- 2.5.5 be supported in this role by the member of the Senior Leadership Team who line manages them

2.6 All staff will:

- 2.6.1 take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work
- 2.6.2 report immediately, or as soon as practicable, any defects noted with plant equipment machinery or the workplace generally to their line manager or other designated person
- 2.6.3 not misuse anything provided for health and safety purposes
- 2.6.4 report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents
- 2.6.5 ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- 2.6.6 cooperate with management in respect of complying with Health and Safety requirements
- 2.6.7 ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes

2.7 Volunteer Helpers will:

- 2.7.1 have the same duties as those indicated for staff

2.8 The Boys are expected to:

- 2.8.1 comply with school rules relating to general behaviour (see Behaviour and Exclusion policy)
- 2.8.2 take note of and comply with information provided for safety with regards activities undertaken
- 2.8.3 in cases of emergency to remain quiet, listen and obey instructions given by staff
- 2.8.4 not to misuse anything provided for Health and Safety reasons

2.9 Catering and Cleaning Staff:

- 2.9.1 have the responsibilities indicated for all employees together with those indicated in supplemental company safety policies

3. HEALTH AND SAFETY ARRANGEMENTS

3.1 Accidents

- 3.1.1 All accidents and injuries to staff, students and visitors (including those requiring only nominal first aid treatment or none at all) must be recorded in the 'Medical Book' which is in the main school office and reported to the HR Advisor.
- 3.1.2 For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property should be recorded in the 'Incident Book' which is in the main school office and reported to the HR Advisor. Serious incidents include:
 - 3.1.2.1 Fatalities
 - 3.1.2.2 Any major injury, which is a break/fracture of any bone
 - 3.1.2.3 Any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative.
 - 3.1.2.4 Diseases
 - 3.1.2.5 Dangerous Occurrences
- 3.1.3 All serious incidents, must be reported via the Health & Safety Executive website <http://www.hse.gov.uk/riddor/report.htm> by the Headmaster. There is a duty to report fatal or major injuries to the Health and Safety Executive immediately by telephone and to confirm details in writing within 10 days.
- 3.1.4 If the accident does not result in a fatal or major injury, the report must be made within 10 days.
- 3.1.5 The Headmaster must report serious accidents and dangerous occurrences to the Chair of Governors on the same day that the incident occurs.
- 3.1.6 The HR Advisor will ensure that the Headmaster is aware of reportable incidents.
- 3.1.7 The responsibility for reporting directly to the HSE rests with the Headmaster.
- 3.1.8 The circumstances of an incident should be investigated at the earliest opportunity. Where remedial or protective action is required, then this should be carried out without delay
- 3.1.9 Where a boy is injured at school, parents/carers will be notified immediately after initial attention has been given (for head injuries and other injuries where school believes parents may need to monitor the injury from home). For minor injuries the school will always keep a record in the accident book as well as issuing students with a written note to take home informing parents that their son received treatment for a minor injury from a trained First Aider in school.

3.2 Behaviour Incidents

- 3.2.1 These include violence, bullying and harassment and are to be dealt with in accordance with the School's Behaviour Policy and reporting procedures (see Behaviour and Exclusion policy).

3.3 Fire Safety

- 3.3.1 Procedures for ensuring that safety precautions are properly managed are set out in Appendix 1.
- 3.3.2 The School's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas.
- 3.3.3 All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat.
- 3.3.4 Evacuation procedures will be tested each term.
- 3.3.5 The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.
- 3.3.6 All firefighting equipment will be checked annually by an approved contractor and records maintained.
- 3.3.7 The fire alarm will be tested weekly from different points when the site is not in use and records maintained.
- 3.3.8 All emergency lighting will be tested six-monthly and records maintained.

3.4 First Aid

- 3.4.1 First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.
- 3.4.2 The H&S Manager will ensure that the number of certified first-aiders will not, at any time, be less than the number required by law.
- 3.4.3 A list of staff who hold a first aid at work certificate are detailed in the main office
- 3.4.4 In addition, supplies of first aid material will be held at various locations throughout the School. These will be checked on a regular basis by a qualified first-aider and will only contain approved materials. The boxes are available for use by all staff and visitors on site.
- 3.4.5 In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider.
- 3.4.6 The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to obtain immediate medical attention by dialling 999 and asking for an ambulance.

- 3.4.7 In cases involving boys, their parent/guardian will be contacted as soon as possible, but this should not result in a delay obtaining medical attention. For cases involving injuries to boys that are less serious but still of concern, e.g. sprains, strains, cuts etc. parents/guardians will also be contacted and action taken according to parents/guardians instructions
- 3.4.8 In the event of a bump/injury to the head it is essential that persons be monitored and not left alone or unsupervised.
- 3.4.9 Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposable aprons are provided for this purpose
- 3.4.10 In the event of an emergency any member of staff would be expected to carry certain remedial action before the arrival of a trained first aider or professional medical treatment. These basic remedial actions are
- 3.4.11 Burns - cool under gently running water until First Aid arrives.
- 3.4.12 Hair on fire - Smother with a Fire Blanket or cloth.
- 3.4.13 Clothing on fire - Smother by pushing the casualty to the ground, flames on top. Spread a thick cloth or garment on top if necessary. A fire blanket is ideal but use only if very close by.
- 3.4.14 Electric shock - Taking care for your own safety, break contact by switching off or pulling out the plug. If it is necessary to move the casualty clear, use a broom handle or wooden window pole or wear rubber gloves. If casualty is unconscious, check that airways are clear and begin artificial ventilation if necessary.
- 3.4.15 Severe cuts - Lower the casualty to the floor and raise the wound as high as possible. Apply pressure on or as close to the cut as possible, using fingers or a pad of cloth. Protect yourself from contamination by blood. Leave any embedded large bodies and press round them

3.5 Infectious Diseases

- 3.5.1 The school follows the national guidance produced by [Public Health for managing and controlling infectious diseases in schools.](#)
- 3.5.2 The Authority coordinates circulation of information in relation to any outbreaks, warnings, advice or general information from the Public Health Department

3.6 Medical Needs

- 3.6.1 The school will try to accommodate pupils with medical needs wherever practicable (see Schools Medical Treatment of Students policy)

3.7 Equipment

- 3.7.1 Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required.

- 3.7.2 Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories.
- 3.7.3 Visitors must be provided with protective clothing as appropriate.
- 3.7.4 The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:
- fume cupboards
 - all electrical appliances
 - workshop equipment
 - fixed gymnasium equipment
- 3.7.5 When new equipment is purchased, it is the responsibility of the Head of Department, with the assistance of the Health and Safety Manager as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements
- 3.7.6 Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to Control and Substances Hazardous to Health (COSHH) and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science Department.
- 3.7.7 If staff have any questions on hazardous substances these should be raised with line managers or the Head of the Area/Department.

3.8 Asbestos

- 3.8.1 Any major work planned and any work involving access to roof voids, demolition or drilling into ceilings/floors/walls must be approved in advance to ensure asbestos is not likely to be disturbed
- 3.8.2 All staff are advised that asbestos containing materials in school are only labelled in places where students do not have access so always check before pinning or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.

3.9 Trips and Visits

- 3.9.1 Educational trips and visits must be organised in accordance with the School's off Site procedures (see Offsite and Residential policy).

3.10 **Minibuses** - Users of minibuses must be aware of and observe the following requirements:

- 3.10.1 the driver must have a current licence
- 3.10.2 drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence
- 3.10.3 internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus (the School will decide upon the repairer to be used)
- 3.10.4 only one person per seat is to be carried
- 3.10.5 seat belts are to be worn by all passengers and the driver at all times
- 3.10.6 the driver at the time when an offence was committed is responsible for the payment of fines incurred
- 3.10.7 the driver must undertake a visual inspection of the minibus prior to use and on return from a trip and advise the Head of Finance of any defects
- 3.10.8 an up to date DBS

3.11 **Visitors to the School**

- 3.11.1 All visitors to the School will sign in at the reception.
- 3.11.2 Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the School.
- 3.11.3 No contractor may undertake work on the School site without permission from the Site Manager other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism.
- 3.11.4 Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the School.
- 3.11.5 Hirers of the School premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking.
- 3.11.6 Whilst on site, all visitors and contractors must wear School visitor's lanyard.
- 3.11.7 Temporary staff will be required to indicate their presence in the School by reporting to reception.
- 3.11.8 If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if

the person needs assistance and direct them either to the School reception or off the site, as appropriate.

- 3.11.9 If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the reception for a '999' call may be quicker than using the internal telephone system.

3.12 *Internet safety*

- 3.12.1 The school has a separate policy for Internet safety (see ICT and Portable Devices policy). The policy indicates there is a whole school approach to Internet safety and details the ways ICT facilities can and cannot be used by the network users

3.13 *Safeguarding*

- 3.13.1 The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed (see Safeguarding and Child Protection policy)
- 3.13.2 All staff and people working with our boys need to be aware of the policy

3.14 *Housekeeping*

- 3.14.1 The Site Manager will monitor the cleaning standards of the cleaners. Special consideration will be given to hygiene areas. The catering company 'Naked Nosh' are solely responsible for hygiene, cleaning and deep cleaning of the kitchen/store rooms.
- 3.14.2 The Health and Safety Manager will monitor the efficiency of the waste collection service.
- 3.14.3 Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.,) clinical waste and normal refuse.

4. HEALTH AND WELLBEING OF STAFF

- 4.1 The wellbeing of staff is seen as an integral part of the school's Health and Safety responsibilities.

- 4.2 The Governing Body and Headmaster have statutory obligations under a duty of care but also wish to promote an ethos of respect and support across the staff team as a whole, in line with our Christian principles and values.
- 4.3 All staff have the right to a reasonable work-life balance and to expect appropriate support or intervention when they experience health or personal difficulties.
- 4.4 Staff are encouraged to raise any concerns with the Headmaster or line manager but also have access to the authorities' confidential counselling service.
- 4.5 Sickness absence or health concerns are dealt with in more detail in the School's Sickness policy.
- 4.6 Staff absence will be monitored, at least termly, and reported to the Headmaster, and other members of the leadership team.
- 4.7 Line managers will be supported by the Senior Leadership Team in addressing higher than normal levels of absence.
- 4.8 Any member of staff can be referred for assessment where the School has reasonable concerns about their capacity to carry out their work in the way that the School and/or they themselves would expect.
- 4.9 We aim to have high levels of staff satisfaction and attendance (See Self Evaluation and School Improvement Policy).

5. HEALTH AND WELLBEING OF BOYS

- 5.1 It is the policy of the School to encourage boys to adopt eating habits that are conducive to a healthy lifestyle.
- 5.2 To this end the School will work with Naked Nosh in providing menu options that support these aims.

5.3 Our emphasis on Sport will play an important role in encouraging all our boys to be healthy and active

Appendix 1

FBS SCHOOL EVACUATION PROCEDURES

General Instructions

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.

All visitors should be made aware of the fire procedures on arrival - hosts should check that visitors know where the assembly point is.

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

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.

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.
- The Fire Brigade will be alerted by the alarm company and the Facilities Management Team.
- 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.
- DO attempt to fight the fire with an extinguisher if safe to do so and you are familiar with operating fire extinguishers.
- In case of a Fire or alarm going off first in the 6th form centre, the building must be evacuated and Gibbs Green reception must be alerted immediately. Following this, relevant staff in reception must sound the main Gibbs Green alarm.

REMEMBER:

- SOUND THE ALARM FIRST
- KEEP YOUR ESCAPE ROUTE CLEAR
- USE THE CORRECT TYPE OF EXTINGUISHER AND ONLY IF SAFE TO DO SO.

Procedures on hearing the fire 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
- 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 ensure that you escort site visitors
- DO assist anybody with mobility issues.
- If there are disabled or injured people or others who cannot leave the buildings then tell the Fire Warden EXACTLY where they are.

- Close doors and windows behind you if time permits and only where you can.
- Observe any specific instructions about isolating equipment or services.
- **DO NOT** block the fire exits.
- Proceed directly to the **Fire Assembly Point in the Gibbs Green Playground**
- From **Beaumont Avenue**, there are two routes to Gibbs Green:
 - From BA Hall, Music, Drama, Computer Science and M7 follow signs to the front gate for BA. Proceed up Beaumont Avenue, turn left on North End Road then left into Mund Street.
 - For other BA classrooms, leave by the nearest fire exit and proceed through the side gate into Dieppe Close which is the usual transfer route from BA to GG.

At Fire Assembly Point:

- Listen to the instructions given by the Fire Wardens - who are responsible for your safety and liaising with the Fire Brigade.
- The Fire Wardens responsible for the two sites are as follows:
 - Gibbs Green Site: Mr Ebenezer, Mr Kellie and Mr Dimitrov
 - Beaumont Avenue Site: Ms Johnson, Mr Brown and Mr Haley
- The Fire Wardens are there to help and ensure the buildings are evacuated; you must carry out any directions they give.
- The SLT and teachers will be responsible for the safe passage, assembling and recording of all boys in the evacuation area

Procedure for registering boys, staff and visitors:

- All boys and staff should assemble in silence - instructions to be given by SLT, Heads of House or Form Tutors only.
- All attached staff should line up with their form and support the form tutor with registration.
- The Attendance Officer 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. This list from the Invenry system is also accessed remotely via mobile phone.
- Form Tutors 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 Officer 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.
- NOTE: silencing the alarms is not a signal to re-enter the buildings.

Procedures after an alarm

- The Head (or nominated person in his absence) will be responsible for dismissing staff and students from the Fire Assembly point.
- All boys must return to the School quietly and under the supervision of staff.
- The SLT will lead an evaluation of the drill/alarm and review the current drill procedures and risk assessment.
- 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.
- 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).

Additional procedures for SLT and Facilities Management Staff on hearing the alarm:

- On hearing the alarm, **SLT** staff and duty receptionist at whichever site the alarm has sounded **MUST** contact the Facilities Management Team to:
 - Alert them to the fact that the alarm is sounding at the site they are at,
 - Request that investigate the alarm immediately,
 -
- The **Facilities Management Team** will investigate and take the following action:
 - Receive the call from the alarm company and, if necessary, request the fire brigade.
 - In the event of a fire, they will raise the alarm on the second site.
 - In the event of a false alarm, they will advise the Head and SLT.
- In the event of a false alarm, the Head will inform staff of next steps to return to lessons.
- IN the event of a real fire, a full evacuation procedure will take place.

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

- 1) The catering and church 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 and church 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 instructions from the Headmaster or the attending Fire Brigade Officer in-Charge.

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 coordinating 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.

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