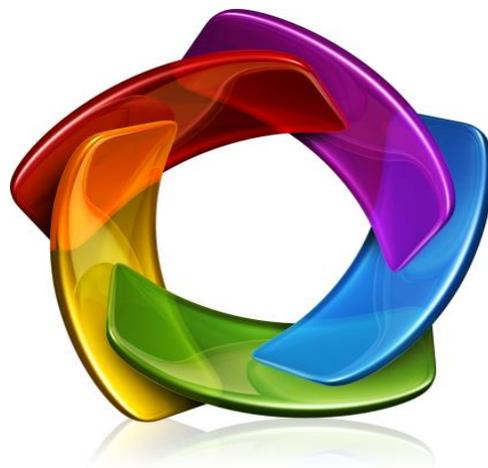


**SAFFRON VALLEY COLLEGIATE**

# **Health and Safety Policy**



**Formally adopted by Management Committee:  
November 2014**

**Reviewed: Autumn 2018**

**Review Date: Autumn 2019**

## The Saffron Valley Collegiate

### **Mission Statement**

The Saffron Valley Collegiate seek to provide a personalised educational experience that identifies and responds to the circumstances and needs of each individual young person and in doing so will enable them to fulfil their potential and become successful young people.

### **EQUALITIES STATEMENT:**

All who work at the PRU are committed to the celebration of diversity, and the challenging of disadvantage and discrimination, in all its forms.

These values are explicit to the ethos of Saffron Valley Collegiate and implicit in all policies and practices.

**This policy will be publicised on-line to staff, students and parents/carers each academic year.**

## Statement of Intent

The Saffron Valley Collegiate Management Committee and Head Teacher recognise and accept their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons who may be affected by any of the school's activities.

The Saffron Valley Collegiate Management Committee and Head Teacher's prime objective is to achieve and maintain a high standard of health, safety and welfare throughout the school and its activities. They will ensure that the school complies with the requirements of the Health and Safety at Work etc Act 1974 and associated legislation.

In particular, the Saffron Valley Collegiate Management Committee and Head Teacher aim:

- To operate within the structure & framework laid down by the Croydon Council.
- To ensure senior staff develop & maintain a culture within the school supportive of health, safety & welfare
- To establish an effective safety management structure & arrangements to implement requirements
- To ensure a systematic approach to the assessment & control of risks
- To ensure that employees are competent in the work that they are doing
- To ensure that employees actively participate in identifying hazards
- To minimise hazards entering the school
- To ensure the competence & management of contractors on school premises
- To monitor work practices & regularly review safety management systems

The Saffron Valley Collegiate Management Committee and Head Teacher will commit suitable resources (human, time and financial) to the achievement of these aims. They will seek competent advice from the Education Department's Safety Adviser or the Council's Safety Advisers as required.

Every employee is responsible for his/her own health and safety, as well as that of colleagues, pupils and others. Employees should co-operate with the school's management to achieve these aims.

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. The Saffron Valley Collegiate Management Committee and Head Teacher will establish and maintain a school safety committee for this purpose.

This statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements:

- Croydon Council's general policy statement of intent;
- The People Department Health & Safety Policy.

The above, and other health and safety policies and guidance, may be downloaded by staff from Fronter.

Signed.....Dated .....(On behalf of Management Committee)

Signed.....Dated... .... Head Teacher

### **General Statement:**

The designated Health and Safety Officer recognises the responsibilities under the Health and Safety at Work Act 1974 and related legislation. The Health and Safety Officer will safeguard as far as is reasonably practical, the Health and Safety and welfare of all staff who work at the PRU and the safety of the persons who may be affected by their work activities.

The Health and Safety Officer will take all reasonable practicable measures to ensure that the premises and any plant and substances provided for work use are safe and without risk to health.

The Health and Safety Officer reminds everyone working at the PRU that they have a duty under the Health and Safety at Work Act 1974 to ensure they work in ways which are safe and without risk to health both to themselves and others.

### **Organisational Arrangements:**

The organisational arrangements are set out in **Appendix 1**. All persons employed within the PRU are made aware of the Health & Safety Policy.

### **Management Arrangements:**

The Headteacher has overall responsibility for Health and Safety which has been delegated by the London Borough of Croydon. These responsibilities are delegated to various persons as written below.

Each Head of Provision is the Health & Safety Officer for their site.

The Health & Safety Officer is responsible for overseeing routine daily matters of Health & Safety. If an immediately dangerous situation is identified by the Health & Safety Officer that person has the authority to insist on appropriate action and then notify the Headteacher.

The Health & Safety Officer is responsible for Health and Safety matters in respect of the maintenance of the sites and buildings including the management of contractors. It is the responsibility of the Headteacher to inform the Health & Safety Officer of any works.

### **Staff**

Staff are responsible for Health & Safety in their areas. They are responsible for carrying out good practice including risk assessments for their area especially when practical work is taking place. If any safety hazard is observed on a site a safety hazard form should be completed (see **Appendix 2**) and handed to the Health & Safety Officer immediately.

The Health and Safety Officer is responsible for Health & Safety in respect of the building. The Health and Safety Officer, in the first instance, is responsible for the

safe working of contractors on site, any problems being immediately reported to the Headteacher.

### **Senior Management Team**

The Senior Management Team are responsible for nominating safety representatives and carrying out:

- Review of policy document
- Risk Assessment
- Reports relating to Health and Safety

Any member of staff may request a joint inspection of their teaching area.

### **Training**

Identified training requirements should be brought to the attention of the Senior Management Team who will prioritise.

### **Fire Precautions**

All staff and pupils are made aware of the procedure to follow in the event of fire. **(Appendix 4)** Fire notices are displayed through the school providing basic instructions. Fire practices will take place termly as a minimum requirement and will be logged in the Fire Safety Log Book.

London Borough of Croydon Facilities Management Team are responsible for ensuring the testing of the fire alarm weekly from different points recording each test in the record book.

London Borough of Croydon Facilities Management Team are responsible for checking fire extinguishers and equipment on an annual basis and recording details of these checks in the record book.

### **First Aid**

A designated First Aider is a trained person holding a current First Aid at Work Certificate. These persons have the responsibility for first aid on site. In the event of a serious injury or major illness the local Authority forms must be completed and appropriate action taken e.g. call an ambulance. Forms are available in the main office.

### **Incidents**

If a bomb alert or intruder on site report is received there is a set procedure to follow. **(Appendix 3)**

### **Vandalism and Damage**

All reports should be recorded and passed to the Senior Leadership Team.

## **Risk Assessment**

The Health & Safety at work regulations 1992 require that hazards are identified, risk assessed and appropriate control mechanisms put in place.

The Health & Safety Officer in conjunction with the Senior Management Team will carry out annual reviews through inspection and take appropriate actions. (**Appendix 5**).

## **Accident Reporting**

All accidents must be recorded & reported—Report forms available from Main Office

## **Visitors**

All visitors must report and sign appropriate forms.

## **Lone working**

All staff should be aware of the dangers of working alone on site. (See Guidance for staff working in isolation)

## **Centre journeys and offsite activities:**

Reference should be made to Educational Visits policy.

## **Monitoring Effectiveness of Health & Safety Policy:**

1. Annual Health & Safety check Senior Leadership Team
2. Monthly walks around PRU
3. Fire checks weekly—responsibility of London Borough of Croydon Facilities Management Team
4. Termly inspections with Headteacher

**Further information:** London Borough of Croydon, Health & Safety Officer, Bernard Wetherill House 8 Mint Walk, Croydon, CR0 1EA. Telephone: 020-8686-4433

## **Visitors and Contractors**

The name and company of the person will be logged in the visitors' book. They will also be required to visit Reception to sign out. The contractor will be referred to the Health and Safety Officer before any work is undertaken.

The Health and Safety Officer will give the contractor a booklet. The Health and Safety Officer and Contractor will then visit the site of the work to discuss the nature of the work so that both parties may be satisfied that the job may proceed safely.

## **Positive Handling:**

The PRU's behaviour policy requires all staff members to work with young people in such a way that positive handling is used as a last resort, and in emergency situations to control or restrain pupils and children, where the usual methods of discussion, guidance and negotiation are not appropriate.

Procedures are in harmony with 'Use of Reasonable Force' (DfE, last reviewed autumn 2013). Incidents of positive handling recorded using the forms recommended by the local authority's health and safety advisory team, and will be reported on a termly basis to the School Organisation Sub-Committee of the Management Committee.

Any injuries relating to incidents of positive handling will be recorded in the accident file using the usual LA forms.

## **HEALTH & SAFETY OFFICER RESPONSIBILITIES**

- To update the Health & Safety Policy annually.
- To cascade information to staff meetings.
- To ensure that appropriate reports of accidents are completed, filed and investigated where necessary.
- To ensure that Health & Safety developments are incorporated in the Health & Safety Plan.
- To have general oversight of Health & Safety in respect of PRU.
- To make arrangements and supervise fire drills.
- Health & Safety Officer will ensure premises meet the requirements of Health & Safety at Work Act.
- To ensure that fire regulations are met in relation to premises.
- To ensure security of school premises.
- On site management of works by contractors and their employers.
- To liaise with Management Team.
- To promote equality regardless of race, gender and disability throughout all H & S issues.

### **PRU Staff:**

- To take day to day responsibility for matters relating to Health & Safety within their classrooms.

- To inform Health & Safety Officer of new electrical appliances for testing.
- To ensure they use appropriate safety hazard report forms for any matter's that need attention.
- To advise the Health & Safety Officer of any training requirements.

Policy Approved on ..... Date

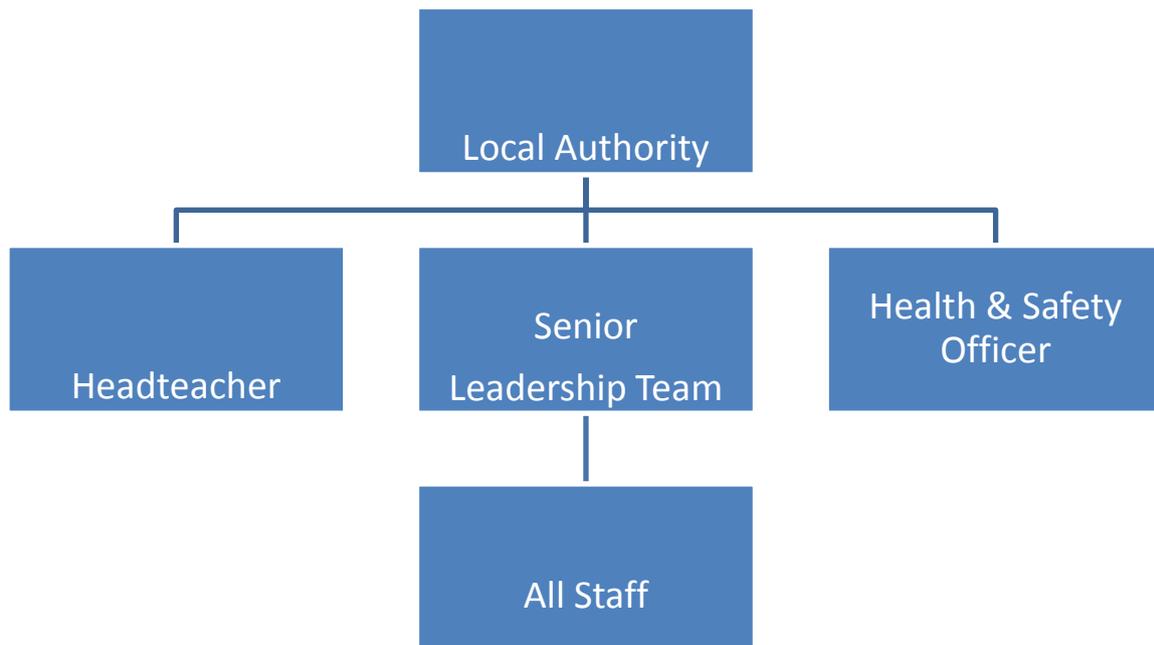
Signed on behalf of the Saffron Valley Collegiate Management Committee:

..... David Johnston (Chair)

Review Date: .....

Appendix 1

Management Chain for Health & Safety



## Appendix 2

### Safety Hazard Reporting Form:

#### Section 1: - Details of Safety Hazard

Exact Location of Safety Hazard:

Details of Safety Hazard identified:

Interim action needed:

Full name:

Hand this form completed to Health & Safety Officer.

#### Section 2—Follow up by Health & Safety Officer.

Safety hazard will be dealt with by:

Safety hazard has been reported to appropriate Department for investigation:

Date:

Signed:

## **Appendix 3**

### **Health & Safety–Bomb Alerts and Incidents:**

Bomb alerts will be immediately reported to Headteacher or Member of Senior Management Team if the Headteacher is not available.

An assessment of the information recorded will be made and a judgement as to the appropriate action to be taken on the following criteria:

#### **In the case of a telephone call:**

1. The time the call was received.
2. The sex and age of the caller.
3. Particular peculiarities of speech.
4. Audible background noise during the call.
5. Recent incidents at the Centre which may have caused a grievance.
6. If a code-word has been used during the call.

#### **In the case of written communication:**

1. The time the note was received.
2. The time indicated for the activation of the device.
3. The style of the writing.
4. The maturity of the script.
5. The quality of the spelling.
6. The type of paper, including envelope.
7. Recent incidents at the Centre which may have caused a grievance.
8. If a code word has been used.

#### **A decision will be taken to either:**

1. Take no action.
3. Inform Police.
4. Evacuate Centre.
5. Other appropriate action.

#### **Facing a threat or intruder:**

The following measures will be adopted to deal with any kind of threat gaining access to the Centre.

1. A predetermined coded announcement to alert staff to close their doors and retain their class.
2. Get outside help immediately.
3. If necessary set off internal panic alarm system.
4. Arrange for debriefing and counselling for students and staff directly affected by the situation.

## **Appendix 4 (to be individualised for each PRU)**

### **Cotelands Fire Evacuation Procedure**

#### **Introduction**

Cotelands is a pupil referral unit accommodating 13 staff and up to 40 pupils aged between 14 and 16.

The premises have a fire alarm system consisting of automatic fire detection as well as break glass actuation points. Some specific doors are fitted with magnetic locks linked to the fire alarm system.

#### **Procedure**

This fire evacuation procedure is for during school hours and all staff will comply with this instruction.

#### **Fire Alarm Actuation**

On hearing the fire alarm (constant bell ringing), stop what you are doing and leave the building immediately by the nearest fire exit.

If you are located on the upper floors, exit via the nearest fire escape staircase.

Fire escape routes are signposted from each floor by directional fire exit signs.

Make your way to the fire assembly point, which is located outside the main gate, opposite Crossways.

Close all doors and windows, if there is time.

Do not return for personal belongings.

Fire alarm action notices are located at each fire alarm break glass point.

#### **Action on finding a Fire**

If you find a fire, warn colleagues in the immediate area by shouting "Fire!"

Raise the alarm by actuating the nearest Fire Alarm break glass call point.

Commence evacuation of the school.

Close doors and windows if there is time, and leave the building by the nearest exit.

Only attempt to fight the fire after the fire alarm has been sounded, and then only if you have been trained and it is safe to do so.

## **Fighting the Fire**

Attack the fire using the appropriate fire extinguishers which are located at fire exits and by specific high risk equipment. Fighting a fire should only be carried out by staff who are trained in the use of extinguishers and then only when safe to do so.

## **Calling the Fire Brigade**

On hearing the fire alarm the office staff will summon the Fire Brigade, dialling **999** ask for the fire brigade and provide the full address to the fire service operator. A notice detailing the action to be taken has been provided at this location.

## **Checking the fire zone**

On hearing the fire alarm, the Head Teacher and/or Site Manager will proceed to the fire alarm panel to identify the zone where the fire alarm has actuated and then to the zonal area to confirm if there is a fire or other reason for the alarm actuation.

If a fire is confirmed the Head Teacher and/or Site Manager will report the findings at the fire assembly point and liaise with the Fire Brigade Officer. No one will be allowed to re-enter the premises, until instructed by the fire brigade or the Head Teacher and/or Site Manager.

If no fire is apparent, the Head Teacher will proceed to the fire assembly point. Once confirming all occupants are accounted for, the Head Teacher and/or Site Manager will return to the fire alarm panel, silence the fire alarm and then reset it. Once the fire alarm has been reset, the Head Teacher will then allow staff and students to re-enter the building.

## **Roll Call at Assembly point**

Class teachers will lead their students to the fire assembly point, conduct a roll call to ensure all students are present and then liaise with the Head Teacher to inform that all students are cleared or account for those persons left in the premises.

Office staff will check that all visitors have been accounted for and liaise with the Head Teacher to inform that all visitors are cleared or account for those persons left in the premises.

The Head Teacher will inform the senior fire brigade officer that either the site is cleared or if persons are unaccounted for, their last known location.

## **Reoccupation of the premises**

Staff and students will only be allowed to return to the premises when the all clear has been provided by either the fire brigade or the Head Teacher. The fire alarm must be reinstated and be fully operational.

## **Responsible Manager**

The 'Responsible Manager' for the site is the Head of Provision, or the Assistant Head of Provision in the Head of Provisions' absence. The Head of Provision will take responsibility for:

- The fire evacuation and safety of the staff and visitors on site.

- Ensuring a roll call is carried out and
- Liaise with the fire wardens and the fire brigade, and
- The re-occupation of the premises in co-operation with the fire brigade, if attending.

### **Fire wardens**

A significant number of existing staff are the nominated fire wardens and it is their responsibility to ensure that all classrooms have been evacuated.

- Head of Provision– is responsible for a ‘sweep’ of the building

### **Office staff**

Are responsible to:

- Call the fire brigade
- Check that all visitors have been accounted for using the visitor’s book.
- Collect the registers and take them to the fire assembly point Report the success of the evacuation to the Head of Provision.
- Carry out a register check to ensure all students have been accounted for.
- Report the success of the evacuation to the Head of Provision.

### **Class teachers**

Are responsible to:

- Lead students to the fire assembly point

### **Identified fire exit routes**

The main Fire Exit route is through reception area and out onto Crossways. Fire exit routes are also located within the Art room and Science room, should the main exit route be impassable.

## **KS4 North**

### **Fire Evacuation Procedure**

#### **Introduction**

KS4 North is part of The Saffron Valley Collegiate which comprises of 4 secondary Pupil Referral Units within the borough of Croydon.

KS4 North is a pupil referral provision accommodating staff and up to **48** pupils aged between 11 and 16. In the main building are pupils aged between 14 and 16. Incorporated on the KS4 North site is a KS3 Support and Assessment Group where individuals (aged between 11 and 13) work under the instruction/guidance of The Support and Assessment Group Manager and teaching staff to undertake work/care/support programmes in an outer demountable building.

The premises have a fire alarm system consisting of automatic fire detection as well as break glass actuation points.

#### **Procedure**

This fire evacuation procedure is for during school hours and all staff will comply with this instruction.

#### **Fire Alarm Actuation**

On hearing the fire alarm (constant bell ringing), stop what you are doing and leave the building immediately by the nearest fire exit.

If you are located on the upper floors, exit via the nearest fire escape staircase.

Fire escape routes are signposted from each floor by use of the 'running man' and directional fire exit signs.

Make your way to the fire assembly point, which is located by the main gate on the right hand entrance to the grounds.

Close all doors and windows, if there is time.

Do not return for personal belongings.

Fire alarm action notices are located at each fire alarm break glass point.

#### **Action on finding a Fire**

If you find a fire, warn colleagues in the immediate area by shouting "Fire!"

Raise the alarm by actuating the nearest Fire Alarm break glass call point.

Commence evacuation of the school.

Close doors and windows if there is time, and leave the building by the nearest exit.

Only attempt to fight the fire after the fire alarm has been sounded, and then only if you have been trained and it is safe to do so.

#### **Fighting the Fire**

Attack the fire using the appropriate fire extinguishers which are located at fire exits and by specific high risk equipment. Fighting a fire should only be carried out by staff who are trained in the use of extinguishers and then only when safe to do so.

### **Calling the Fire Brigade**

On hearing the fire alarm the office staff will summon the Fire Brigade, dialling **9999** ask for the fire brigade and provide the full address to the fire service operator. A notice detailing the action to be taken has been provided at this location.

### **Checking the fire zone**

On hearing the fire alarm, the Head of Provision will proceed to the fire alarm panel to identify the zone where the fire alarm has actuated and then to the zonal area to confirm if there is a fire or other reason for the alarm actuation.

If a fire is confirmed the Head of Provision will report the findings at the fire assembly point and liaise with the Fire Brigade Officer. No one will be allowed to re-enter the premises, until instructed by the fire brigade or the Head of Provision

If no fire is apparent, the Head of Provision will proceed to the fire assembly point. Once confirming all occupants are accounted for, the Head of Provision will return to the fire alarm panel, silence the fire alarm and then reset it. Once the fire alarm has been reset, the Head of Provision will then allow staff and pupils to re-enter the building.

### **Roll Call at Assembly point**

Class tutors will lead their pupils to the fire assembly point, conduct a roll call to ensure all pupils are present and then liaise with the Head of Provision to inform that all pupils are cleared or account for those persons left in the premises.

Office staff will check that all visitors have been accounted for and liaise with the Head of Provision to inform that all visitors are cleared or account for those persons left in the premises.

The Head of Provision will inform the senior fire brigade officer that either the site is cleared or if persons are unaccounted for, their last known location.

### **Reoccupation of the premises**

Staff and pupils will only be allowed to return to the premises when the all clear has been provided by either the fire brigade or the Head of Provision. The fire alarm must be reinstated and be fully operational.

### **Responsible Manager**

The 'Responsible Manager' for the site is the Head of Provision – Ian Walters, or the Assistant Head of Provision - Gay Broadberry, in the Head of Provision's absence. The Head of Provision will take responsibility for:

- The fire evacuation and safety of the staff and visitors on site.
- Ensuring a roll call is carried out and
- Liaise with the fire wardens and the fire brigade, and
- The re-occupation of the premises in co-operation with the fire brigade, if attending.

### **Fire wardens**

The Head of Provision has nominated fire wardens and it is their responsibility to ensure that all classrooms have been evacuated:

- Assistant Head of Provision – Gay Broadberry is responsible for the offices on the ground floor and supporting the Head of Provision.

- English Teacher – Nigel Phillips is responsible for the second floor of the main building and the main stairwell.
- Interim SAG Manager – Marlene Kerr is responsible for the Art Room, Support & Assessment Room and the school grounds.
- Science Teacher – Raoul D'Monte is responsible for the ground floor of the main building.

### **Office staff**

Are responsible to:

- Call the fire brigade
- Check that all visitors have been accounted for using the visitors book.
- Collect the registers and take them to the fire assembly point
- Report the success of the evacuation to the Head of Provision.

### **Class tutors**

Are responsible to:

- Lead pupils to the fire assembly point
- Carry out a register check to ensure all pupils have been accounted for.
- Report the success of the evacuation to the Head of Provision.

### **Identified fire exit routes**

#### **Ground Floor:**

Head of Provision Office, Staff Room, Front Office, Tuck Room, Induction Coordinator's Office – **exit via main entrance.**

Back Office and Kitchen – **either exit via the fire exit or via the main entrance.**

Day Room – **exit via the fire exit and through the gate located next to the Support & Assessment Room.**

Science Lab and student female toilet – **exit via the fire exit located by the science lab.**

#### **Outdoors**

Classroom (Art) – **exit via the fire exit located at the front of the Classroom and through the gate at the front of the building.**

Grounds in rear of the main building – **exit through the two gates next to the science lab.**

SAG Classroom & Office (Support & Assessment Group) – **exit via the fire exit door in the office of the building.**

#### **First Floor:**

ICT Room – **exit via the main staircase, then the main door.**

Maths Room, Business Studies Room, Assistant Head of Provision Office and English Room – **exit via the main stairs or the fire exit located by the staff toilet.**

Citizenship Room & Humanities Room - **exit via the fire exit located by the staff toilet.**

#### **Basement and Loft**

Only staff are permitted to be in these areas - **exit via the nearest fire exit.**

## **Key Stage 4 South Fire Evacuation Procedure**

### **Introduction**

Key Stage 4 South is a pupil referral unit accommodating staff and up to 48 pupils aged between 15 and 16.

The premises have a fire alarm system consisting of automatic fire detection as well as break glass actuation points. Some specific doors are fitted with magnetic locks linked to the fire alarm system. In addition there is an automatically activating isolation shutter for the kitchen which can be manually activated or automatically triggered by an alarm.

### **Procedure**

This fire evacuation procedure is for during school hours and all staff will comply with this instruction.

### **Fire Alarm Actuation**

On hearing the fire alarm (continuous whooping siren), stop what you are doing and leave the building immediately by the nearest fire exit.

If you are located on the second floor, exit via the nearest fire escape staircase.

Fire escape routes are signposted from each floor by directional fire exit signs.

Make your way to the fire assembly point, which is located in front of Atesh Restaurant, Masons Avenue.

Do not return for personal belongings.

Fire alarm action notices are located at each fire alarm break glass point.

### **Action on finding a Fire**

If you find a fire, warn colleagues in the immediate area by shouting "Fire!"

Raise the alarm by actuating the nearest Fire Alarm break glass call point.

Commence evacuation of the school. Inform a Fire Warden (located at muster point) of all actions to date and decisions made. This should not delay your own evacuation.

Close doors and windows if there is time, and leave the building by the nearest exit.

Only attempt to fight the fire after the fire alarm has been sounded, and then only if you have been trained and it is safe to do so.

### **Fighting the Fire**

Attack the fire using the appropriate fire extinguishers which are located at fire exits and by specific high risk equipment. Fighting a fire should only be carried out by staff who are trained in the use of extinguishers and then only when safe to do so.

### **Calling the Fire Brigade**

On hearing the fire alarm the office staff will summon the Fire Brigade, dialling **999** ask for the fire brigade and provide the full address to the fire service operator. A notice detailing the action to be taken has been provided at this location.

### **Checking the fire zone**

On hearing the fire alarm, the Head of Provision, Fire Warden and/or Site Manager will proceed to the fire alarm panel to identify the zone where the fire alarm has actuated and then to the zonal area to confirm if there is a fire or other reason for the alarm actuation.

If a fire is confirmed they will report the findings at the fire assembly point and liaise with the Fire Brigade Officer. No one will be allowed to re-enter the premises, until instructed by the fire brigade or authorised body.

If no fire is apparent, the HOP will return to the fire alarm panel, silence the fire alarm and then reset it. Those evacuated may return to the building only when instructed to do so by suitably authorised personnel.

### **Roll Call at Assembly point**

Fire Wardens and Admin staff will account for of all those present in the building (students, staff and visitors). Any anomalies will be radioed to all Fire Wardens immediately.

The Fire Wardens will inform the senior fire brigade officer that either the site is cleared or if persons are unaccounted for, their last known location.

### **Reoccupation of the premises**

Those evacuated may return to the building only when instructed to do so by suitably authorised personnel.

### **Fire wardens**

Fire Wardens have specific areas of responsibility and a connecting evacuation plan. Their names are displayed throughout the building and they carry out regular briefings to ensure roles and responsibilities are clear.

### **Class teachers**

Are responsible to:

- Lead students to the fire assembly point by the nearest emergency exit.
- Support register checking
- Maintaining order

### **Basement**

Any staff working in either the basement or sub-basement must inform a Fire Warden that they will be working there. In case of an evacuation they should leave by the nearest exit, following the signage.

## **SVC KS3 – Coombe Road Fire Evacuation Procedure**

### **Introduction**

SVC KS3 is part of The Saffron Valley Collegiate which comprises of 4 secondary Pupil Referral Units within the borough of Croydon.

SVC KS3 is a pupil referral provision accommodating staff and up to **48** pupils aged between 11 and 14.

The premises have a fire alarm system consisting of automatic fire detection as well as break glass actuation points.

### **Procedure**

This fire evacuation procedure is for during school hours and all staff will comply with this instruction.

### **Fire Alarm Actuation**

On hearing the fire alarm (constant bell ringing), stop what you are doing and leave the building immediately by the nearest fire exit.

If you are located on the upper floor, exit via the nearest fire escape staircase, which is located in the art room.

Fire escape routes are signposted from each floor by use of the 'running man' and directional fire exit signs.

Make your way to the fire assembly point, which is located on the corner of Chatsworth Rd and Coombe Rd.

Close all doors and windows, if there is time.

Do not return for personal belongings.

Fire alarm action notices are located at each fire alarm break glass point.

### **Action on finding a Fire**

If you find a fire, warn colleagues in the immediate area by shouting "Fire!"

Raise the alarm by actuating the nearest Fire Alarm break glass call point.

Commence evacuation of the school.

Close doors and windows if there is time, and leave the building by the nearest exit.

Only attempt to fight the fire after the fire alarm has been sounded, and then only if you have been trained and it is safe to do so.

### **Fighting the Fire**

Attack the fire using the appropriate fire extinguishers which are located at fire exits and by specific high risk equipment. Fighting a fire should only be carried out by staff who are trained in the use of extinguishers and then only when safe to do so.

### **Calling the Fire Brigade**

On hearing the fire alarm the office staff will summon the Fire Brigade, dialling **999** ask for the fire brigade and provide the full address to the fire service operator. A notice detailing the action to be taken has been provided at this location.

### **Checking the fire zone**

On hearing the fire alarm, the Head of Provision will proceed to the fire alarm panel to identify the zone where the fire alarm has actuated and then to the zonal area to confirm if there is a fire or other reason for the alarm actuation.

If a fire is confirmed the Head of Provision will report the findings at the fire assembly point and liaise with the Fire Brigade Officer. No one will be allowed to re-enter the premises, until instructed by the fire brigade or the Head of Provision

If no fire is apparent, the Head of Provision will proceed to the fire assembly point. Once confirming all occupants are accounted for, the Head of Provision will return to the fire alarm panel, silence the fire alarm and then reset it. Once the fire alarm has been reset, the Head of Provision will then allow staff and pupils to re-enter the building.

### **Roll Call at Assembly point**

Class tutors will lead their pupils to the fire assembly point, conduct a roll call to ensure all pupils are present and then liaise with the Head of Provision to inform that all pupils are cleared or account for those persons left in the premises.

Office staff will check that all visitors have been accounted for and liaise with the Head of Provision to inform that all visitors are cleared or account for those persons left in the premises.

The Head of Provision will inform the senior fire brigade officer that either the site is cleared or if persons are unaccounted for, their last known location.

### **Reoccupation of the premises**

Staff and pupils will only be allowed to return to the premises when the all clear has been provided by either the fire brigade or the Head of Provision. The fire alarm must be reinstated and be fully operational.

### **Responsible Manager**

The 'Responsible Manager' for the site is the Head of Provision – Kay Wilson, or the Assistant Head of Provision - Andy Halka, in the Head of Provision's absence. The Head of Provision will take responsibility for:

- The fire evacuation and safety of the staff and visitors on site.
- Ensuring a roll call is carried out and
- Liaise with the fire wardens and the fire brigade, and
- The re-occupation of the premises in co-operation with the fire brigade, if attending.

### **Fire wardens**

The Head of Provision has nominated fire wardens and it is their responsibility to ensure that all classrooms have been evacuated:

- Assistant Head of Provision – Andy Halka is responsible for the offices on the ground floor and supporting the Head of Provision.
- Pixl Teacher – Chris Pecorella is responsible for the second floor of the main building and the main stairwell.

- Behaviour For Learning Key Worker – Alex Powell is responsible for the top floor of the building.
- HE Teacher – Winston Martin is responsible for the ground floor of the main building and the school grounds.

### **Office staff**

Are responsible to:

- Call the fire brigade
- Check that all visitors have been accounted for using the visitors book.
- Collect the registers and take them to the fire assembly point
- Report the success of the evacuation to the Head of Provision.

### **Class tutors**

Are responsible to:

- Lead pupils to the fire assembly point
- Carry out a register check to ensure all pupils have been accounted for.
- Report the success of the evacuation to the Head of Provision.

### **Identified fire exit routes**

#### **Ground Floor:**

Front Door, Staff Room, Day room and side gate.

Back Offices, tuck room and staff room – **either exit via the fire exit or via the main entrance.**

Day Room – **exit via the main entrance or via the back door and through the gate down side alley.**

Kitchen – **exit via the main entrance or through the back door and side gate.**

#### **Outdoors**

Grounds in rear of the main building – **exit through the gate in side alley. .**

Front car park – go straight to assembly point on Chatsworth Rd.

#### **First Floor:**

All rooms –exit via the main entrance unless directed upstairs to the fire escape in art room.

#### **Second Floor**

Exit via fire escape in art room unless directed down to the main entrance.

## **Springboard Tuition Service Fire Evacuation Procedure**

### **Introduction**

Springboard is part of The Saffron Valley Collegiate which comprises of 4 secondary Pupil Referral Units within the borough of Croydon.

Springboard is a pupil referral provision accommodating staff and up to **16** pupils aged between 11 and 16. In the main building are pupils aged between 11 and 16. Incorporated on the Springboard site is a KS2 pupil Referral Unit where individuals (aged between 7 and 11) work under the instruction of Bramley Bank and the Beckmead Family of Schools.

They

The premises have a fire alarm system consisting of automatic fire detection as well as break glass actuation points.

### **Procedure**

This fire evacuation procedure is for during school hours and all staff will comply with this instruction.

### **Fire Alarm Evacuation**

On hearing the fire alarm (constant bell ringing), stop what you are doing and leave the building immediately by the nearest fire exit.

If you are located on the upper floors, exit via the nearest fire escape staircase.

Fire escape routes are signposted from each floor by use of the 'running man' and directional fire exit signs.

Make your way to the fire assembly point, which is located by the main gate on the right hand entrance to the grounds.

Close all doors and windows, if there is time.

Do not return for personal belongings.

Fire alarm action notices are located at each fire alarm break glass point.

### **Action on finding a Fire**

If you find a fire, warn colleagues in the immediate area by shouting "Fire!"

Raise the alarm by actuating the nearest Fire Alarm break glass call point.

Commence evacuation of the school.

Close doors and windows if there is time, and leave the building by the nearest exit.

Only attempt to fight the fire after the fire alarm has been sounded, and then only if you have been trained and it is safe to do so.

### **Fighting the Fire**

Attack the fire using the appropriate fire extinguishers which are located at fire exits and by specific high risk equipment. Fighting a fire should only be carried out by staff who are trained in the use of extinguishers and then only when safe to do so.

### **Calling the Fire Brigade**

On hearing the fire alarm the office staff will summon the Fire Brigade, dialling **999** ask for the fire brigade and provide the full address to the fire service operator. A notice detailing the action to be taken has been provided at this location.

### **Checking the fire zone**

On hearing the fire alarm, the Head of Provision will proceed to the fire alarm panel to identify the zone where the fire alarm has actuated and then to the zonal area to confirm if there is a fire or other reason for the alarm actuation.

If a fire is confirmed the Head of Provision will report the findings at the fire assembly point and liaise with the Fire Brigade Officer. No one will be allowed to re-enter the premises, until instructed by the fire brigade or the Head of Provision

If no fire is apparent, the Head of Provision will proceed to the fire assembly point. Once confirming all occupants are accounted for, the Head of Provision will return to the fire alarm panel, silence the fire alarm and then reset it. Once the fire alarm has been reset, the Head of Provision will then allow staff and pupils to re-enter the building.

### **Roll Call at Assembly point**

Class tutors will lead their pupils to the fire assembly point, conduct a roll call to ensure all pupils are present and then liaise with the Head of Provision to inform that all pupils are cleared or account for those persons left in the premises.

Office staff will check that all visitors have been accounted for and liaise with the Head of Provision to inform that all visitors are cleared or account for those persons left in the premises.

The Head of Provision or Assistant Head of Provision will inform the senior fire brigade officer that either the site is cleared or if persons are unaccounted for, their last known location.

### **Reoccupation of the premises**

Staff and pupils will only be allowed to return to the premises when the all clear has been provided by either the fire brigade or the Head of Provision. The fire alarm must be reinstated and be fully operational.

### **Responsible Manager**

The 'Responsible Manager' for the site is the Head of Provision – or the Assistant Head of Provision -Nicky Leptos, in the Head of Provision's absence. The Head of Provision will take responsibility for:

- The fire evacuation and safety of the staff and visitors on site.
- Ensuring a roll call is carried out and
- Liaise with the fire wardens and the fire brigade, and
- The re-occupation of the premises in co-operation with the fire brigade, if attending.

### **Fire wardens**

The Head of Provision has nominated fire wardens and it is their responsibility to ensure that all classrooms have been evacuated:

- BFL Worker– Ursula Jardine is responsible for the first floor of the main building and the main stairwell.

- Administrator –Sharon Nichols responsible for the ground floor of the main building.

### **Office staff**

Are responsible to:

- Call the fire brigade
- Check that all visitors have been accounted for using the visitors book.
- Collect the registers and take them to the fire assembly point
- Report the success of the evacuation to the Head of Provision.

### **Class tutors**

Are responsible to:

- Lead pupils to the fire assembly point
- Carry out a register check to ensure all pupils have been accounted for.
- Report the success of the evacuation to the Head of Provision.

### **Identified fire exit routes**

#### **Ground Floor:**

Office – **exit via side entrance.**

English Classroom – Side door emergency exit.

#### **First Floor:**

Science Room – **exit via the main staircase, then the side door.**

Maths Room, – **exit via the main stairs or the fire exit located by the staff toilet.**

Staff room - **exit via the fire exit located by the staff toilet.**

Art Room – **exit via the main staircase, then the side door.**

DT room – **exit via the main staircase, then the side door.**

HOP's Office- **exit via the main staircase, then the side door.**

AHOP Office – **exit via the main staircase, then the side door**

Toilets – **exit via the main staircase, then the side door.**

BFL Office - **exit via the main staircase, then the side door.**

## Appendix 5

### Risk Assessment

Staff are responsible for carrying out risk assessments and for reporting findings, particularly those requiring action. Generic Risk Assessments can be found in the Health & Safety Room on Fronter and can be adapted accordingly.

Particular attention should be focussed on the safety of electrical equipment, the control of substances hazardous to health, manual handling operations and other specialist activities with the potential to cause harm.

Each member of staff responsible for a specialist area should with the help of a senior member of staff provide a risk assessment report that they have carried out in that area each year, detailing any actions required. This report should be signed and dated and passed to the Health & Safety Officer.