



ASPIRATIONS

Health and Safety Policy



**LIVINGSTONE
ACADEMY
BOURNEMOUTH**
an Aspirations Academy

Version control	
Health and Safety Policy 2023-01-01	Amendments to the template are most significantly to section 2 (in relation to governance responsibilities) and the incorporation of a protocol for dealing with serious incidents (3.6.4) that was originally circulated as a separate document in June 2022. Section 3 content, while mainly unchanged, has been re-ordered.
Health and Safety Policy 2021-05-28	Completely revised template policy

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1. **Statement of Policy**

1.1 Scope

This policy is specific to Livingstone Academy and is supported by policies of other relevant organisations such as approved contractors working on site. The Health & Safety system is integrated with the daily management of the Academy and will be continuously developed, maintained and implemented by means of a comprehensive series of documents, which will include:

- I. The Statement of Policy
- II. Organisation
- III. Arrangements for Implementation
- IV. Working Policy Documents
- V. Subject-specific guidance periodically issued by the Department for Education (DfE) and the Health & Safety Executive (HSE).

The policy recognises the legal duties and responsibilities owed to all users of the site and seeks to develop standards, which are required by law, as a means of contributing to the overall performance of the Academy by minimising accidents, injuries and ill health.

1.2 Aim

To provide the highest possible standard of Health & Safety, commensurate with the operation of an educational establishment

1.3 Objectives

It is the responsibility of the Trust Board, as the employer, through delegation to the Regional Board, Principal and Management staff, to ensure that systems are in place, which will deliver a safe place of work for employees, students and visitors. Equally, it is the duty of all employees to co-operate with the employer on Health & Safety matters. The employer expects each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions. The main objectives of this policy will apply as far as reasonably practicable and are to:

- I. establish and maintain a safe and healthy environment throughout the Academy;
- II. establish and maintain safe working procedures among staff and students;
- III. make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances;
- IV. ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own Health & Safety at work;
- V. maintain safe access, egress and separate movement of vehicles and people on site as far as is practicable;
- VI. ensure, as far as reasonably practicable, that educational visits are undertaken as safely as possible;
- VII. formulate procedures for application in case of fire and other emergencies including plans for the safe and effective evacuation of the Academy premises;
- VIII. lay down procedures to be followed in case of accident;
- XI. provide and maintain suitable and sufficient welfare facilities;
- X. develop a training plan to ensure that employees are trained to the appropriate level to fulfil their Health & Safety responsibilities;
- XI. monitor and review the effectiveness of Health & Safety systems with a view to continuous improvement; and
- XII. ensure that staff are aware of the importance attached to Health & Safety and that Management may invoke the Academy Disciplinary Policy in the event of non-compliance with the requirements of this Policy.

2. Organisation

The management of Health & Safety in the Academy requires the Trust Board, Regional Board, Executive Operational Board, Academy Principal and SLT, all staff of the Academy and approved contractors to work together to achieve the required objectives.

2.1 Governance

The Trust Board has a responsibility to determine general policy in relation to Health & Safety and to be satisfied that the Trust's executive team develop and exercise that policy effectively. As a key measure in undertaking this responsibility the Trust Board approves a template Health & Safety Policy recommended to it by the Executive Operational Board that is to be the basis of policy in academies. The template policy will be subject to periodic review, no less than on a two-year basis.

The Trust Board delegates to its Regional Boards the responsibility of monitoring the appropriate adaptation of the template policy and practical application of the policy. Monitoring duties may be delegated by the Regional Board to key professionals of the Trust, subject to periodic reports back to the full Regional Board.

The Trust Board will take measures as it considers appropriate to ensure that responsibilities for the health, safety and welfare of its pupils, staff and visitors are upheld at all its sites, this may include audit checks undertaken by key professionals of the Trust or consultants chosen following consultation with the Executive Operational Board.

2.1.1 Within the context as set out in 2.1, the Regional Board is responsible for ensuring that:

- I. the Health & Safety Policy is implemented and monitored within the Academy
- II. the Academy has considered its Health & Safety obligations and has made provision for meeting these obligations;
- III. the Academy's staffing structure appropriately reflects the responsibilities for carrying out the arrangements of Health & Safety. On a termly basis, the Regional Board will satisfy itself that the policy is being implemented appropriately and it will report to the Trust Board if it considers any change to the template policy should be made;

- IV. it receives reports from or on behalf of the Trust's Director of Estates concerning Health & Safety information distributed by the DfE and HSE and is satisfied that arrangements under the direction of the Director of Estates are being undertaken to ensure that the Academy is complying with any requirements;
- V. necessary reporting to HSE takes place and that any resulting alterations to working practices and procedures are implemented;
- VI. appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties;
- VII. Health & Safety issues concerning the Academy are identified, decisions are taken and that effective action is carried through;
- VIII. all reasonable inspection facilities and information are provided on request to officers of Ofsted, Inspectors of the Health & Safety Executive (HSE);
- IX. conformity to safety standards for goods purchased and equipment installed form part of the Academy's purchasing arrangements;
- X. procedures exist for checking that any items offered and parts of premises for use are safe;
- XI. school journeys are arranged and properly supervised; and
- XII. suitable Health & Safety provision is made for students with special needs, in discussion with the staff involved;

2.1.2 The Regional Board also has responsibility in relation to ensuring that the Academy has plans and sets standards which relate to:

- I. ensuring hazards are identified, risk assessments are undertaken and standards are set to achieve Health & Safety objectives;
- II. ensuring that clear plans for coping with sudden emergencies are developed and maintained;
- III. developing a positive Health & Safety culture;
- IV. ensuring that a training plan is developed which: -

- a. enables appropriate training to be provided to employees so that they can fulfil their Health & Safety responsibilities; and
 - b. provides induction training for new employees including temporary, part time and supply staff
- V. ensuring staff are consulted by the management on Health & Safety (specifically to include in-school trade union representatives).

2.2 Responsibilities of the Principal

The overall, day-to-day responsibility for all the Academy's Health, Safety and Welfare organisation and activity rests with the Principal, who, with assistance from the Office Manager and support from the Trust's H&S Officer and Regional Facilities Manager will:

- I. work in conjunction with the Regional Board to appropriately adapt the template policy for application in the Academy and support the Regional Board in bringing to the Trust Board's attention any aspect of the template policy where updating might be appropriate
- II. co-ordinate the implementation of the Health & Safety and Welfare procedures in the Academy;
- III. make clear any duties in respect of Health & Safety, which are delegated, to members of staff;
- IV. ensure that problems in implementing Health & Safety Policy are reported to the Trust's H&S Officer and, as appropriate, to the Regional Board via the Regional CEO;
- V. ensure arrangements are in place for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and that reporting arrangements are robust with a view to ensuring that she/he is kept informed of accidents and hazardous situations;
- VI. arrange annual review of the working documents and systems, which support the policy, such as: -
 - a. Emergency procedures;
 - b. Provision of first-aid in the Academy;

c. The risk assessments, Health & Safety Monitoring;

d. Educational visits;

and make appropriate recommendations to the Regional Board via the Regional CEO;

- VII. put in place procedures to monitor the Health & Safety performance of the Academy;
- VIII. stop any practices or the use of any plant, tools, equipment etc. considered to be unsafe, until satisfied as to their safety;
- IX. seek advice from Trust H&S Officer (or other agencies) on additions or improvements to plant, tools, equipment, machinery, etc. which present hazards;
- X. review regularly the dissemination of Health & Safety information to the Academy staff, paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises;
- XI. develop a Health & Safety training plan or matrix for all employees;
- XII. maintain and keep up to date the master copy of the Academy's local adaptation of the Trust's template Health & Safety Policy together with all accompanying documentation;
- XIII. report to the Regional Board:
 - 1. annually on the Health & Safety performance of the Academy;
 - 2. on any Health & Safety issues of concern
- XIV. co-operate with the Health & Safety Executive with regard to carrying out audits to check compliance.

2.3 Responsibilities of the Office Manager

As set out in 2.2, the Office Manager plays a key role in supporting the Principal to fulfil their overall responsibility for Health & Safety in the Academy. In undertaking this key support role, the Office Manager will:

- I. be the focal point for reference on health, safety and welfare matters at the Academy and to give advice or indicate source of advice;
- II. liaise with and report directly to the Principal on all matters relating to Health & Safety at the Academy;
- III. ensure the day-to-day implementation of this Policy including the maintenance of appropriate Risk Assessments for Academy and off-site activities and seeking the approval via the Principal for meeting the financial implications of identified control measures;
- V. investigate accidents, dangerous occurrences and near misses. Where applicable, notify incidents to the HSE under RIDDOR;
- VI. issue updates as required to all holders of Health & Safety policy documents;
- VII. ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable him/her and any other employees and students to avoid hazards and contribute positively to their own Health & Safety, as part of the Academy's Health & Safety training requirements; and
- VIII. where appropriate, ensure relevant advice and guidance on Health & Safety matters is sought. Usually this would be from the Trust's Health & Safety Officer or the Regional Facilities Manager, depending on the nature of the issue.

2.4 Regional Facilities Manager's Responsibilities

With line management responsibility to the Director of Estates and service responsibility to the Academy Principal the RFM will:

- I. have general responsibility for the application of the Academy's Health & Safety Policy to his/her own area of work in relation to the Academy (e.g. fire, water, asbestos, work equipment, risk assessments etc.).
- II. manage contractors and understand the basics of Construction and Design and Management (CDM) regulations.
- III. check and validate Statutory inspection records.

2.5 Site Manager's Responsibilities

With line management responsibility to the Regional Facilities Manager and service responsibility to the Academy Principal (via the Office Manager) the Site Manager will:

- I. have general responsibility for the application of the Academy's Health & Safety Policy to his/her own area of work (e.g. fire, water, asbestos, work equipment, risk assessments etc.)
- II. forward plan relevant actions from inspections, audits etc. tabulating and addressing these. Also call in contractors and engineers to attend to maintenance and statutory inspections.
- III. obtain and maintain statutory inspection records.
- IV. carry out daily (recorded weekly) and monthly inspections. Complete the annual documentation check and termly inspections
- V. manage contractors and understand the basics of Construction and Design and Management (CDM) regulations.

2.6 Teachers' responsibilities

Teachers, including apprentice teachers, have a key responsibility for the Health & Safety of students they are teaching and are expected to:

- I. check classroom area is safe;
- II. check equipment used is safe before use;
- III. carry out relevant risk assessments;
- IV. ensure safe procedures are followed and necessary control measures are applied;
- V. give clear instructions and warnings to pupils, based on a risk assessment(s) for the activities;
- VI. report defects, in accordance with Academy protocol for action by the site team;

- VII. avoid introducing personal items of equipment (electrical or mechanical) into school;
- VIII. carry out any special tasks as assigned in the Summary of Arrangements (Part 4);
- IX. ensure the room is left in a safe state at the end of lesson

2.7 Obligations of all Employees under the Health & Safety at Work Act 1974

All employees, including apprentices, are expected to:

- I. know the Health & Safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied (e.g. Co-operate with employer, carry out/assist with risk assessments for activities and implement findings);
- II. observe standards of dress consistent and appropriate with safety and/or hygiene;
- III. exercise good standards of housekeeping and cleanliness;
- IV. know and to apply procedures in respect of fire, first aid and other emergencies;
- V. use and not wilfully misuse, neglect or interfere with things provided for his/her own Health & Safety and/or the Health & Safety of others;
- VI. co-operate with other employees in promoting improved Health & Safety arrangements in the Academy;
- VII. co-operate with any Trades Union Health & Safety Representatives and the officers of the Health & Safety Executive; and
- VIII. report all serious accidents, dangerous occurrences and near misses and safety concerns to the Office Manager.

2.8 Major Risk Areas

2.8.1 Catering Operations

- I. The Catering Contractor is responsible for ensuring that the Health & Safety requirements are implemented on a daily basis and will ensure that all catering staff follow the relevant parts of the Policy, especially those relating to emergency procedures.
- II. The Catering Contractor will advise the Office Manager of any Health & Safety concerns.

2.8.2 Maintenance

- I. All maintenance work will be subject to their own particular Health & Safety rules/conditions taking account of the particular activities being undertaken. These specific rules/conditions must be considered by those undertaking the work on site and in addition those workers must familiarise themselves with the relevant policies of the Academy.
- II. The persons carrying out grounds maintenance will be the responsibility of the Regional Facilities Manager.

2.8.3 Contractors

- I. Contractors will have their own Health & Safety procedures, and risk assessments relating to their activities, which must be followed on site, and in addition they must make themselves (and their employees) aware of relevant school rules, site hazards, emergency procedures and welfare facilities. They must let the Academy have their competence details; risk assessments and agree with Academy management, the supervision arrangements.

2.8.4 Sports Activities

- I. The sporting activities are carried out only after completing risk assessments. The teacher in conjunction with the Head of PE will be involved in the preparation and review of such documentation and any important matters should be communicated to the students.

3. Arrangements for Implementation

3.1 Management of Health & Safety

- I. The Management of Health & Safety at Work Regulations 1999 and the Approved Code of Practice will form the basis of the Academy's Health & Safety system.
- II. Risk assessments and safe systems of work will be developed and implemented in each department by the departmental head with the assistance of the Office Manager. These will be available to all employees. Training will be given where necessary.
- III. The Principal ensures that Health & Safety becomes an integral part of the daily operation of the Academy and to that end it is essential that all employees comply with Section 7 and 8 of the Health & Safety at Work Act 1974. These sections of the Act impose duties on employees to take care of their own health, safety and welfare and that of others who may be affected by their actions or omissions. Accordingly, staff will be expected to undertake training that is provided and follow advice and to report to their immediate line manager any hazards, incidents or near misses.

3.2 Distribution of Health and Safety Information

- I. Risks are managed through preparing/developing risk assessments and then ensuring that those involved in work to which a risk assessment applies are familiar with it and understand the measures set out in it. Programmes of communication and training will be progressed as necessary to ensure appropriate awareness and understanding of risk assessments across the workforce.
- II. The Master copy of the Health & Safety Policy, Risk Assessments, COSHH Assessments, Working Documents, Codes of Practice and guidance will be kept in the office and on the Academy's IT network. Staff are encouraged to refer to these documents and seek advice whenever they are considering Health & Safety issues.
- III. The Principal and the Office Manager will issue updates, new guidance and approved revisions as soon as they become available.

- IV. All new staff including part time, temporary and supply staff will be given access to a copy of the Health & Safety Policy and will receive induction training, which will include relevant Health & Safety issues.
- V. Copies of the Health & Safety Law poster are displayed in key locations throughout the Academy.

3.3 Training

- I. All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner. Safety training will be incorporated into an annual plan and logged via Smart Log (Trust Health & Safety Training Portal).
- II. The Training Plan will cover:-
 - A. Induction Training: Every effort must be made to ensure that all new staff receive appropriate induction training which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments and an explanation of this policy.
 - B. Management Training: The Academy's Leadership Group recognises that all levels of management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they are responsible.
 - C. Specialist Training: The Office Manager will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties. The need for such courses will have been identified in the Training Plan.
 - D. Fire Training: All members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and where necessary, practical training on the use of firefighting equipment and alarms.

3.4 Safety Representatives/Safety Committee/Consultation

- I. Under the Safety Representatives and Safety Committees Regulations 1977, recognised trade unions may appoint safety representatives from amongst

the employees of the employer. The representatives have functions as set out in the Regulations including the right to make representations on Health and Safety matters to the employer.

- II. Where there are employees who are not represented by safety representatives (see 3.4(I)), the Health & Safety (Consultation with Employees) Regulations 1996 require employers to consult with employees directly or, in respect of any group of employees, with a representative of that group who has been elected by the members of that group to represent them in such consultation.
- III. Employers also have obligations under the Health & Safety (Information for Employees) Regulations 1989.
- IV. The employer will fulfil obligations in relation to receiving representations and consulting on Health and Safety matters through the Principal. With reference to provisions set out in this Policy, the Principal will establish consultative arrangements with staff as appropriate, taking advice from the Trust's Health and Safety Officer. Such arrangements may include the establishment of a Safety Committee and will do so if one is requested by two Health and Safety Representatives in accordance with provisions of the the Safety Representatives and Safety Committees Regulations 1977.

3.5 Monitoring, Audit and Review of Performance

3.5.1 Monitoring

- I. Daily – Such inspections are carried out by the Premises Team, as part of their normal duties around the Academy.
- II. Termly – These are carried out by the Site Manager in conjunction with the Regional Facilities Manager
- III. Records Schedule (Documentation Check) – Carried out annually by the Regional Facilities Manager and Site Manager.

3.5.2 Audit and Review of Performance

- I. The Principal, Office Manager will meet with the Regional Facilities Manager and Trust H&S Officer once per term so that any major issues and action taken may be reported upon.

- II. The Principal and Regional Board will monitor the Academy's performance on Health & Safety issues.

3.6 Accidents, Dangerous Occurrences and Near Misses

- 3.6.1 **Immediate First Aid:** Accidents involving injury or ill health effects will be notified immediately to the nominated person or the nearest first aider (see Summary of Arrangements, Part 4) to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment staff may decide to telephone 999 for an ambulance to transport the patient to hospital, inform the next of kin and the Principal.
- 3.6.2 **Completion of Accident Book – Minor Incidents:** Staff should ensure that all accidents involving minor incidents such as cuts and bruises are notified to relevant staff, to enable them to complete an Accident Book form.
- 3.6.3 **Internal Reporting and Investigation – Major incidents:** A member of staff who witnesses or is first on the scene or the first to be informed of any major accident, dangerous occurrence or near miss will notify the Principal and SBM as soon as possible. The protocol for dealing with serious health and safety incidents should be considered and acted upon as appropriate (see 3.6.4). In conjunction with this an Accident Book entry must also be made, as soon as possible after the incident.
- 3.6.4 **Protocol for dealing with serious health and safety incidents**
 - I. Health and safety (H&S) incidents vary significantly in scope.
 - II. This protocol is applicable to highly serious incidents. As such, the protocol is not applicable to H&S incidents of a low scale nature. These can be dealt with directly by appropriate Academy staff acting under the delegated authority of the Principal and with advice/support from the Trust's H&S Officer, Prashant Gosrani (contactable on 07956 340529 or by email to prashantgosrani@aspirationsacademies.org).
 - III. However, from time to time, highly serious H&S incidents can occur where a wider range of professional expertise will be essential. These are likely to involve things such as actual serious harm to an individual (or a 'near miss' of such an outcome) or very costly infrastructure

implications.

- IV. Where such an incident occurs, as soon as possible, the Principal should liaise with their Regional CEO or, if the Regional CEO is not available, the Deputy Managing Director. An initial assessment will be made and it will be determined if the ongoing coordination of response to the incident will be the responsibility of the Principal or the Regional CEO (hereafter referred to as 'the coordinator').
- V. The coordinator will assess which support service directors of the Trust need to be consulted in planning the response to the incident.
 - As the Director with responsibility for the H&S, the Director of Estates should always be consulted
 - If there are potential staff disciplinary issues, the Director of HR & Compliance - If there are potential publicity/media issues, the Media & Press Director
- VI. The coordinator will either directly or through an individual acting under their delegated authority, e.g. School Business Manager, liaise with the relevant directors and, if considered necessary, call an emergency meeting (possibly via Google Meet).
- VII. Very early consideration must be given to:
 - Deciding if a RIDDOR report is required in addition to standard internal incident reporting requirements (including reporting on GRC ONE)
 - Whether the insurers should be notified of the incident
 - What sort of internal investigative process is appropriate
 - Managing communications with relevant parties
- VIII. Where the insurers are involved, the co-ordinator will identify the person to be the lead in communications with them. It is essential to consider if the insurers have a position in relation to what is communicated about the incident to ensure that conditions for receiving insurance cover are not breached.

3.6.5 **Compliance with RIDDOR:** The Principal in consultation with the Trust's H&S Officer will determine which accidents occurrences are required to be

notified to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

3.7 Emergency Procedures

3.7.1 Evacuation

- I. Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety.
- II. The emergency plan will identify major types of incident and state what actions to be taken.
- III. In the event of a suspected fire and other emergencies, the alarms will be operated but in other cases, such as a gas leak, emergency contact procedures will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment.
- IV. In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly points identified in the Academy's Fire Evacuation policy.
- V. The Principal (or deputies acting under the Principal's authority) will determine when it is safe to re-occupy the buildings.

3.7.2 Fire (also refer to section 5, 'Fire Precautions: Code of Practice')

- I. All fire safety appliances (extinguishers, alarms, emergency lighting, call points) will be checked at the prescribed intervals by the Premises staff or specialist maintenance personnel, as appropriate.
- II. All fire stop doors must be free swinging at all times so that they are normally closed, unless they are fitted with automatic closers. Fire exit doors must be unlocked and easily accessible and open-able from within the building.
- III. The fire alarms will be tested on a weekly basis using a different call point each time and the results will be recorded in the log book.

- IV. Fire Drills will be held at least once per term, when the Incident Officer and Site Manager will record the evacuation time and the general performance of the drill.
- V. Appropriate members of staff will be trained how to use relevant fire extinguishers. The Office Manager and Site Manager will identify fire-training needs and will incorporate that information into the Health & Safety Training Plan.
- VI. Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process.
- VII. The Academy will maintain up-to-date fire risk assessment and will manage risks on a daily basis.

3.7.3 Bomb Threat

- I. In the event of a warning the Principal and/or Deputies will institute emergency evacuation procedures. Personal belongings should be taken out at the same time, if that can be achieved, without causing undue delay. This will facilitate the search process.
- II. Any suspicious objects and packages should be reported to line managers or directly to the Site Manager or the Principal. Under **no** circumstances should the object be touched or moved. **Do not** use a mobile phone near the object/package.

3.7.4 Chemical or Biological Incident

- I. In the event of an incident involving chemicals or biological material, which may affect the Academy, procedures will be implemented to close all windows and doors and to keep all personnel within the building until the emergency has passed.
- II. Any chemical or biological incident within the Academy will be dealt with according to the scope and seriousness of the incident.

Appropriate emergency measures will be applied by the Site Manager in consultation with the Principal and Office Manager.

3.7.5 First Aid

- I. First Aid boxes will be maintained at the sites specified in the Summary of Arrangements.
- II. It is the policy of the Academy that there will be sufficient numbers of trained First Aiders on the site at all times. Those with current certificated training are listed in the Summary of Arrangements.
- III. Details of trained First Aiders, for the purposes of the First Aid at Work Regulations 1981, are contained within the Summary of Arrangements and they will ensure that first aid box contents are replenished and are in date.
- IV. A record of treatment given must be maintained by the qualified first aider and shall be used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. In addition, good records of initial treatment may be valuable if further medical attention is required, or if legal action is considered by those involved in an accident.
- V. The contractors are expected to maintain their own first aid boxes and provide their own trained first aiders. They will be allowed to use the Academy first aid boxes either in an emergency or after negotiation with the Principal/Office Manager. If the first aid box is used, the appointed person must be notified, so that replenishment can be organised.

3.8 Site, Building and Staff Security Safety

- I. The Academy will endeavour to securely fence the site. In addition, reasonably practicable, strategically placed CCTV cameras will provide a deterrent to unauthorised access. The Academy has in place an access-control system (manual or electronic), in respect of vehicles and pedestrians, to operate during business hours.
- II. Separation of Vehicular and Pedestrian movement

- A. The Site Manager will ensure that car parking arrangements, including those for disabled persons, do not compromise the safety of pedestrians.
- B. The Site Manager will ensure that when contractors are on site that their activities and vehicular movements do not compromise the safety of pedestrians.
- C. The Site Manager will ensure, as far as practicable, that deliveries are not made during break or lunch times or 15 minutes prior to the opening and after the close of school in order to avoid peak student-movement times.
- D. Separate access will be delineated for pedestrian access, as far as reasonably practicable, to minimise the risk of contact with moving vehicles.

III. Staff

- A. Where reasonably practicable, all staff and governors should wear personal badge identification, which includes a photograph.
- B. Staff working either in isolated parts of the building and/or out of normal hours should follow the Academy's procedures on "Lone Working".
- C. Must sign in at reception and will be issued with a visitor's badge, which must be returned on leaving the site.

3.9 Asbestos

- I. It is the policy of the Trust that any staff employed at the Academy on any material, which contains or may contain asbestos, shall undertake no intrusive work of any kind as the release of fibre into the atmosphere must be avoided.
- II. The Control of Asbestos Regulations 2012 require that all materials containing or having the potential to contain asbestos will be identified and their location marked. A copy of the results of any survey will be kept by the Site Manager. All contractors must check available information and sign the asbestos log to say they are aware of the location of asbestos- containing material before commencing work on site.

3.10 Legionnaires Disease

- I. Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of the disease. It tends to proliferate in water within the temperature range of 20c to 45c.
- II. It is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets, which can be inhaled.
- III. Specific actions will include removal of all shower heads and sterilising them prior to the commencement of each school term. Hot and cold-water systems will be flushed through to remove any stagnant water from the system and storage tanks will be checked for any growth of algae. They will be flushed and chlorinated annually. This will be undertaken by the Site Manager in conjunction with a specialist contractor.
- IV. The Site Manager will organise regular, logged temperature-checking of water in hot and cold systems, to ensure it is within the recommended limits, being:
 - Stored hot water – above 60c
 - Distributed hot water – above 50c
 - Cold water – below 20c

3.11 COSHH - Control of Substances Hazardous to Health Regulations 2002 (as amended)

- I. The Academy will carry out the Risk Assessments required under COSHH on all hazardous substances.
- II. In the vast majority of commercially available chemicals the presence of a warning label will indicate whether COSHH is relevant. Such labelling is required under the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP). These Regulations also require the supplier to provide a safety data sheet so that COSHH assessments may be facilitated.
- III. COSHH also applies to biological agents connected to the workplace e.g. Legionella, dust in harmful concentrations and substances produced in chemical processes.

- IV. Copies of COSHH risk assessments including actions required will be kept in accordance with Section 1 of this Part detailing the distribution of Health & Safety Information.
- V. As a general principle, wherever possible, safer alternatives are to be considered when purchasing hazardous substances.

3.12 Electricity at Work

The Electricity at Work Regulations 1989 requires that electrical installations be maintained to prevent danger.

- I. Fixed installations will be inspected and tested at 5 yearly intervals and in the event of a fault developing.
- II. Portable equipment shall be checked in accordance with the guidance issued by the HSE and summarised in their leaflet "Maintaining portable equipment in offices and other low risk environments"
- III. In addition to the safety checks detailed above, all staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used and should report any faults identified to the Site Manager.

3.13 Glass and Glazing

- I. Doors, which can be pushed open from either side, should have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed.
- II. Windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage.

3.14 Lifting Operations and Lifting Equipment

- I. Passenger or goods lifts on site together with any lifting equipment is covered by the Lifting Operations and Lifting Equipment Regulations 1995 (LOLER) and the Approved Code of Practice issued by the HSE, which will be complied with.

- II. The Site Manager will ensure that the statutory inspections take place when due (6 monthly).
- III. All staff using the equipment must be familiar with the Health & Safety requirements regarding its use. The activities are backed by risk assessments.

3.15 New Plant, Machinery and Equipment

- I. The relevant requirements are contained in the Provision and Use of Work Equipment Regulations 1998 (PUWER). It is the responsibility of manufacturers and suppliers to ensure that any article is designed and constructed to be safe and without risk to health when properly used. They must give instructions to purchasers as to the way in which the article may be used safely. This information will then be given to employees during instruction on safe use.
- II. Items belonging to staff are not allowed to be used on site.

3.16 Noise at Work

- I. The Noise at Work Regulations 2005 requires employers to assess and minimise the risks associated with exposure to high levels of noise.
- II. In the Academy environment the circumstances where these regulations may apply are very limited. Assessments will be made on the noisiest activities to determine whether it is likely that they will apply e.g. woodworking and metalworking equipment.
- III. As a general rule the regulations will not apply where noise levels are below 80dB. Where trigger levels are exceeded an external competent person will be commissioned to carry out the required measurements and assessment.

3.17 Statutory Inspections and Examinations

- I. Statutory inspections and examinations (e.g. Boilers, Fire Equipment, Lifting Equipment, etc.) will be carried out by competent persons. The register of these will be held by the Site Manager, who is also responsible for arranging the inspections, in accordance with the stipulated time-scales.

3.18 Manual Handling

- I. It is the policy of the Aspirations Academies Trust that management and staff will comply with the requirements of the Manual Handling Operations Regulations 1992 and the guidance issued by the HSE.
- II. The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable.
- III. Training will be a key part of reducing the risks for those staff involved in manual handling.

3.19 Display Screen Equipment

- I. The Health & Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks for staff who habitually use DSE as a significant part of their normal work.
- II. Workstation risk assessments will be carried out by the user and those assessments will be analysed by their line manager in conjunction with the Office Manager who will offer the relevant advice.
- III. Eye tests will be paid for by the Academy for those staff falling within the regulations in accordance with the DSE guidance issued by the HSE and where special spectacles are needed.
- IV. Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort e.g. screen, mouse and keyboard position, height of seat, avoidance of glare and reflections, etc.

3.20 Personal Protective Equipment (PPE)

- I. The requirements of the Personal Protective Equipment at Work Regulations 2002 will be followed.
- II. Other than in extraordinary circumstances (such as the pandemic) for which supplementary guidance/instruction shall be issued, the circumstances where these regulations apply are fairly limited within the Academy premises e.g. Science & Technology, Catering, Premises, Cleaning but where risk

assessment has identified that any personal protective equipment is necessary it will be supplied by the Academy (or, where the services are externally provided, by the relevant contractors). Employees must then ensure that it is worn at appropriate times

- III. Abuse of any PPE supplied is a direct offence under Section 8 of the Health & Safety at Work Act 1974.

3.21 Occupational Health

3.21.1 Access to Occupational Health Services

- I. The Academy has access to an Occupational Health Service, which can provide confidential assistance on a wide range of matters affecting personal health.
- II. Staff wishing to access this service should initially discuss the issues with their line manager or Departmental Head.
- III. Where the health of an individual is causing concerns for the Health & Safety of themselves or others, management reserve the right to refer that person to the Occupational Health Service. The Absence Management (and ill health support) Policy should also be consulted.

3.21.2 Bullying

- I. Bullying of any employee will not be tolerated and will be regarded with reference to the Disciplinary Policy.

3.21.3 Drugs and Alcohol

- I. Where it is apparent that the behaviour and/or performance of an individual is impaired by drugs, substance misuse or alcohol to the extent that there is a potential risk to the Health & Safety of themselves and/or of others the matter will be considered with reference to the Disciplinary Policy.
- II. Managers have the option of involving occupational health services, following discussion with the individual concerned, in an attempt to provide constructive assistance. In serious cases managers may invoke formal disciplinary procedures.

3.21.4 Health and Surveillance

- I. It is not considered that any employees on site are subjected to continued exposure to any substances, which are so hazardous as to require their health to be monitored.

3.21.5 Health Promotion

- I. The Regional Board and Principal recognise that, whilst they will make every effort to provide a healthy workplace, it is the behaviour and personal choices of employees that have the greatest impact on individual health. The 3 most important factors affecting health are smoking, diet and extent of regular exercise.
- II. Assistance will be given wherever practicable in relation to;
 - a. Smoking cessation courses. (In accordance with legislation, smoking is not allowed on the Academy site.)
 - b. Encouraging healthy diet (healthy options available in the Academy's dining facilities).

3.21.7 New and Expectant Mothers

- I. The Principal and Office Manager will be mindful of responsibilities set out in Health & Safety legislation that relate to staff who are new or expectant mothers, and will follow guidance in relation to this issued by the Trust's Director of HR.

3.21.8 Smoking

- I. No smoking is allowed on the Academy site.

3.21.9 Stress at Work

- I. The Principal recognises the possibility of staff being affected by stress related illness and is mindful of relevant reports of DfE sponsored working parties on matters relating to workload. The Principal will consult with staff periodically to consider these matters and, in relation to individual cases, will seek advice from the Trust's Director of HR and, as appropriate and with the employee's agreement, make a referral to occupational health.

3.21.10 Violence at Work

- I. Violence to any employee or individual will be treated extremely seriously. The Academy's procedures detail what to do against violence and security related incidents.

3.22 Supervision of Pupils

- I. The Principal shall take all reasonable steps to ensure that appropriate staff supervision is provided for pupils during lessons and off-site activities.
- II. The Principal shall take all reasonable steps to ensure appropriate supervision by duty staff at break time and lunchtime.
- III. All staff will share the responsibility for ensuring that pupils adhere to the Academy's code of conduct in terms of their behaviour when moving between different parts of the building.
- IV. Staff supervising pupils in and around practical rooms i.e. in science laboratories, gym, technology rooms, etc will be responsible for ensuring that pupils' behaviour is safe and in accordance with the Academy's code of conduct.

3.23 Off-site Educational Visits/Activities

- I. The Academy has a policy to cover such activities, which takes account of relevant legislation and best-practice advice from the DfE and HSE.
- II. Any teacher wishing to participate in an off-site visit must follow the Academy policy and must submit a request for permission together with a risk assessment carried out in conjunction with their line manager.

3.24 Work Experience/Placements

- I. The Principal will ensure that all young persons under the age of 18 who are either employed by the Academy or placed on work experience are not subjected to any risk of injury or harm. Under-18 employees will be covered by this policy, in the same way as all other staff.
- II. All places of employment utilised for placements or experience will be assessed and approved by the Academy, or its appointed agents. Parents will be provided with relevant information including Health & Safety prior to the person commencing work.

- III. Where parents (or students) arrange their own work experience the employer should be reminded of his responsibilities under the Management of Health & Safety at Work Regulations 1999.

3.25 Apprentices

For the purposes of this policy, apprentices will be considered as employees and the same expectations and protections will be afforded to them as to staff.

3.26 Visitors

- I. Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures. Visitors are normally supervised or escorted whilst on site.
- II. In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point identified in Fire Precautions: Code of Practice.

3.27 Contractors

All Contractors will:

- I. adhere to their own Health & Safety policies, risk assessments and procedures and will make these available to the Academy, as necessary;
- II. present a DBS if required, and/or comply with supervision arrangements considered necessary by the Principal;
- III. report to the Site Manager and sign in at Reception on arrival.
- IV. comply with the general requirements of the Academy's Health & Safety policy particularly in relation to emergency procedures;
- V. examine asbestos information and sign the Asbestos Log prior to commencing any work on site;
- VI. comply with the requirements of the Construction (Design & Management) Regulations 2007 where required;
- VII. report to the Site Manager and sign out at reception when leaving;

- VIII. seek advice and assistance as needed;
- IX. cooperate with the Academy on all Health & Safety matters.

4. Summary of Arrangements – Competent Persons and Relevant Locations

4.1 Health & Safety Responsibilities

Employer	Aspirations Academies Trust (the Board of Trustees delegates certain employer responsibilities in relation to H&S to the Regional Board)
The person(s) responsible for Health & Safety on the Regional Board is	Aspirations Director of Estates
The Responsible Person The person with day to day management responsibility for Health & Safety on site	Principal Office Manager
The Safety Co-ordinator The person with day to day responsibility for ensuring that safety measures are followed	Regional Facilities Manager Site Manager
Health & Safety Representatives	Office Manager Trust H&S Officer
Members of the Academy's Health and Safety Committee	Office Manager
Fire Safety Officer	Site Manager

4.2 Accidents

All employees are responsible for writing accidents in an accident book and ensuring that the completed form is passed to the Office Manager, for central recording on a data-base. Relevant incidents will be reported under RIDDOR, by the Office Manager.

Location of accident books	Office
Person responsible for central recording of accidents and liaison with Incident Officer	Office Manager
Person Responsible for RIDDOR reporting where necessary	Office Manager

4.3 Contractors

Contractors working on site must work to the procedure entitled "Contractor Management."

The person(s) authorised to appoint contractors	Director of Estates or Regional Facilities Manager acting in accordance with the Trust's procedures/scheme of delegation
The person who will ensure that contractors are managed as per the Academy's procedures is	Site Manager, in conjunction with the Office Manager
The person who will ensure that contractors are handed a copy of the site rules and sign in is	Reception

The person who will tell visiting contractors about the location of asbestos is	Site Manager
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4.4 Display Screen Equipment

The person who will ensure that an employee's work station is assessed is	Line Manager
The person responsible for ensuring that the risk assessment is implemented is	Line Manager

4.5 Electricity

The person responsible for arranging the 5-year wiring check is	Site Manager
The person responsible for arranging portable appliance testing is	Site Manager

4.6 Emergencies

Emergency arrangements are described within the Academy's emergency plan

The person responsible for completing the emergency plan is	Office Manager
The person(s) responsible for co-ordination in the event of an emergency is	Principal

4.7 Food

The person responsible for registering the Academy to the local environmental health officer where there is catering on site is	Principal
Where food is prepared on site a training matrix for food hygiene training has been prepared by	Catering Manager

4.8 First Aid

	Names	Location/Extension	Date Certificate Expires
Names of First Aiders that have been trained to First Aid at Work level	List names as appropriate		

Location of first aid boxes around the Academy	List as appropriate
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Details of first aiders and appointed persons are clearly displayed in the following locations	Provide details
The person responsible for checking that first aider qualifications are up to date is	Specify as appropriate

4.9 Gas

The person responsible for maintaining gas appliances regularly is	Premises Manager
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4.10 Hazard Reporting

See Risk Assessment 4.16

4.11 Hazardous Substances

An inventory of hazardous substances will be maintained and where relevant these substances will be risk assessed.

The following employees will be responsible for preparing such an inventory and ensuring that these substances are assessed.

Department	Names
Science	Science Technicians
Design & Technology (Materials)	DT Technician
Design & Technology (Food & Textiles)	Food & Textile Technicians
Art & Design	Art Technician
Caretaking & Cleaning	Premises Manager with Cleaning Supervisor
Catering	Catering Manager [or provide contractor details]
Grounds Maintenance	Premises Manager
Copies of hazardous substances inventories and risk assessments are held in	Respective departments (including and not limited to DT, Science, PE, Food & Textiles)

The person who will ensure that local exhaust ventilation (Fume cupboards, dust extraction on woodworking machines etc) is examined annually is	Premises Manager
The person will ensure that the asbestos register is kept up to date is	Premises Manager
The person who will ensure that the asbestos plan is kept up to date is	Premises Manager
The person responsible for water monitoring as required by the water risk assessment is	Premises Manager

4.12 Insurance

The Trust Board is responsible, through delegation to the Chief Finance and Operations Officer for arranging insurance. This is currently through the RPA.

4.13 Medicines

The person responsible for dealing with the administration of medicines and drugs including keeping records of parental permission, keeping medicines secure, keeping records of administration and safely disposing of medicines no longer required	Specify as appropriate
The person responsible for reviewing the healthcare plans of students with medical needs is:	Specify as appropriate

The person responsible for the supervision and storage of asthma inhalers is	Specify as appropriate
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4.14 Monitoring & Review

Daily Physical Check is completed by	Premises Team on behalf of Premises Manager [amend as appropriate, particularly primary academies]
Monthly Physical Check is completed by	Premises Team on behalf of Premises Manager [amend as appropriate, particularly primary academies]
Termly management check completed by	Premises Manager
Findings from checklists and risk assessments are summarised and reviewed by	Premises Manager in conjunction with Regional Facilities Manager
The person responsible for repairs or damage identified from the checklists or otherwise is	Premises Manager

4.15 Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge where it is identified that it is necessary having undertaken a risk assessment. All employees will ensure that they inform their line manager as soon as they are aware that there is a need to repair or replace PPE.

The names of people with responsibilities for checking PPE and replacing it, as necessary, are as follows:

Dept	Name of Person that will check PPE
Science	Technicians
Design & Technology	Technicians
Art & Design	Technicians
Caretaking	Site Manager
Cleaning	Site Manager
Catering	Catering Manager
Grounds Maintenance	Site Manager
Welfare	Office Manager

4.16 Risk Assessment

All employees, governors and trustees are responsible for reporting hazards that they identify. Risk assessments will be logged using the risk assessment planner.

The person responsible for keeping the risk assessment planner up to date is	Office Manager
The person responsible for checking that risk assessments are undertaken as per the risk assessment planner is	Office Manager
The person responsible for summarising actions from the risk assessment and ensuring that they are followed through is	Office Manager

The person to whom individual hazards should be reported is	Site Manager
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4.17 Security

The person responsible for unlocking and locking the buildings, arming and disarming the alarm is	Site Manager
The person responsible for dealing with burglar alarm call outs is	Site Manager
The person(s) responsible for ensuring that lone working arrangements are in place is	Principal /Leadership Group
The person responsible for overseeing lettings of the building and for locking up after use is	Site Manager
The person(s) responsible for risk assessing security on site is	Principal

4.18 Slips, Trips and Falls

The person responsible for completing the generic risk assessment is	Site Manager
The person responsible for gritting and for clearing snow and ice is	Site Manager

Warning signs for when the floor is wet are located in/deployed by	Individual cleaning storage cupboards/Cleaners
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4.19 Supervision

The person with overall responsibility for decisions relating to supervision is	Principal
Arrangements for playground / school supervision during the school day is	Principal
Arrangements for supervision before school starts is	Principal
Arrangements for supervision at the end of school is	Principal

4.20 Training & Information

Training will be provided to all employees commensurate with their responsibilities within the Academy.

The person responsible for completing the training matrix is	Trust H&S Officer
The person responsible for ensuring that new staff are inducted is	Office Manager
The person responsible for reviewing the effectiveness of health & safety training is	Office Manager

The person responsible for keeping records of certification for hazardous machinery e.g. Woodworking Machines is	Site Manager
Where employees feel that they have a health & safety training need they can contact	Line Manager
The person responsible for keeping training records is	Office Manager
Health & Safety notice board is located	Academy office/entrance
The Health & Safety Law Poster is displayed	Academy office/entrance

4.21 Vehicles

The Principal is responsible in conjunction with the driver for ensuring that vehicles kept or hired by the Academy are operated in accordance with the law

The person responsible for ensuring that drivers meet the Academy's requirements is	Office Manager
The person responsible for keeping a list of authorised drivers is	Office Manager
The person responsible for ensuring that any owned or hired vehicles are properly insured, maintained and taxed is	Site Manager

Rules concerning the use of vehicles on the Academy premises are as follows	5 miles per hour speed limit – only staff and visitors/delivery drivers allowed to park and only in designated areas
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4.22 Visits

The person responsible for risk assessing outdoor visits is	Leadership Group
The person responsible for risk assessing visits that include an overnight stay is	Leadership Group
The person responsible for ensuring that risk assessments are undertaken when travelling abroad is	Leadership Group

4.23 Visitors

Visitors should report to	Reception
Visitors must sign in at	Reception
Visitors will be issued with	Visitors' Badge

4.24 Waste

Rubbish will not be left where it obstructs escape routes or could aid the production and spread of fire or smoke. Housekeeping standards will be maintained to the highest standards practicable and employees will remain responsible for their work rooms, offices, laboratories, workshops, art studios and all remaining areas within the Academy.

The person who should be contacted to arrange safe disposal of rubbish is	Site Manager
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The person responsible for dealing with hazardous substances or special waste is	Site Manager
The person responsible for ensuring that waste is appropriately stored within secure containers and in a hygienic condition is	Site Manager
The person responsible for registering the site under the Hazardous Waste Regulations if the amount of hazardous waste becomes more than 200kg is	Site Manager

4.25 Work Equipment

Work Equipment on site includes	<p>Tower Scaffold</p> <p>Ladders</p> <p>Step Ladders</p> <p>Lift</p> <p>Cleaning Equipment</p> <p>Catering Equipment</p> <p>Grounds Maintenance Equipment</p> <p>Laboratory Apparatus and Equipment</p> <p>Design and Technology Equipment</p> <p>Art and Design Equipment</p> <p>PE Equipment</p> <p>Outdoor play equipment</p> <p>Stage lighting equipment</p>
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	Mobile staging and seating Pianos and other musical items Portable Electrical appliances Manual Handling Equipment
The persons responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment of this equipment are	Heads of department, with Technicians/Premises Manager, as appropriate
The person(s) who makes a decision on who is authorised to use this equipment are	Heads of department
Where equipment is used by students the persons responsible for ensuring that they are used safely, that students receive training and are supervised are	Heads of department

5. Fire Precautions: Code of Practice

5.1 Foreword

- 5.1.1 This Code of Practice takes into account the requirements of the Regulatory Reform (Fire Safety) Order 2005.
- 5.1.2 The Code has been amended to take account of management and personnel changes.
- 5.1.3 The Code forms part of the Academy's Health & Safety Policy.

5.2 Fire Drills

- 5.2.1 A fire drill is intended to ensure, by means of training and rehearsal, that in the event of a fire:

- A. the people who may be at risk remove themselves from the danger area in a calm and orderly manner;
- B. staff carry out their allotted duties to ensure the safety of all concerned;
- C. the means of escape are used in accordance with a predetermined and practised plan;
- D. if evacuation of the building is (or becomes) necessary, it is speedy and orderly.

5.3 Staff Training

- 5.3.1 Regular practical training in evacuating the building is essential to prepare staff to act without hesitation and according to the pre-determined plan.
- 5.3.2 All members of staff should be familiar with, and the Site Manager staff and technicians should be trained in, how to operate the firefighting equipment.
- 5.3.3 **“Fire Precautions”** will be part of the induction procedures for newly appointed staff, both teaching and non-teaching.
- 5.3.4 A record of the training provided should be made in the Fire Register, see 5.14.

5.4 Escape Routes

- 5.4.1 **Escape routes** must be as short and direct as possible and must be clearly indicated by means of fire exit signs and the fire notice (see 5.9.3) in each room. Staff must always direct children and others from the building by means of the nearest fire exit.
- 5.4.2 **Disability and Special needs:** It is important that, as far as reasonably practicable, all escape routes are suitable for any children with special needs and for staff with disabilities. Staff with disabilities may need some arrangements in place to make use of evacuation equipment or have assistance to help them in emergencies. These arrangements must be described and communicated to those involved in a **Personal Emergency Evacuation Plan**, also known as a **PEEP**.
- 5.4.3 **Inspection of routes:** All emergency escape routes will be monitored by the Premises Team on a weekly basis, to ensure that they are free from

obstruction and in good condition. This applies particularly to external staircases.

- 5.4.4 **Fire Exit Doors** should be regularly examined to ensure that they close properly and are easily opened in an emergency. Where security is a problem, fire exit doors may be secured but only in such a manner as to be easy to open from the inside when the premises are in use.

5.5 Emergency Plan

- 5.5.1 **Purpose:** the aim of the Emergency Plan is to make sure that in the event of fire all staff are sufficiently familiar with the fire routine and fire safety arrangements to ensure that the necessary action is taken and the premises safely evacuated.
- 5.5.2 **The 'business hours' Emergency Plan** is detailed in **Annex C**. The **'out of hours' Emergency Plan** is set down in **Annex F**. A copy of both Emergency Plans should be provided to all members of staff, both teaching and non-teaching. A copy of each should be displayed in the Staff Room and in the School Office.
- 5.5.3 **Vice Principal -:** this person must act as the person to take overall responsibility for the evacuation. The Principal will deputise for the Incident officer if he/she is absent from the site when the alarm is sounded.
- 5.5.4 **Staff duties:** in addition to knowing the escape routes thoroughly, staff must be instructed in any other duties and responsibilities they may have in case of fire. These duties and responsibilities must be very clearly understood in order to avoid the possibility of any confusion in the event of a real emergency. As referred to earlier, the main purpose of the Emergency Plan is to make sure that everybody knows exactly what they must do.
- 5.5.5 **Review of Plan:** the Emergency Plan must be revised as necessary to take into account any changes in organisational structure, circumstances, work methods, etc.

5.6 Sounding the Alarm

- 5.6.1 The Fire Alarm system should be activated by the first member of staff to detect or to be informed of a fire or suspected fire. The location of the Fire Alarm points is shown on the Site Plan.

5.7 The Fire Service

- 5.7.1 **The Fire Service** must be called immediately the alarm has been raised. The **Site Manager** has the duty of informing the Fire Service unless it is part of a drill.
- 5.7.2 **Liaison:** On the arrival of the Fire Service, the Premises Team, in conjunction with the **Office Manager** have a responsibility to give details of:
- the location and extent of the fire:
 - whether anyone is trapped or missing
 - any known risks such as flammable liquids
 - the location of fire hydrants or other water supplies
- 5.7.3 **Access for Emergency Vehicles:** Emergency Vehicles must be able to gain easy access to the site and buildings at all times and car parking must not be allowed in any area that would obstruct this access. If parking in the road outside the Academy is thought likely to make access to the site by a fire appliance difficult, the local fire station should be informed and asked to investigate. The normal route of entry will be through the Front Gate.

5.8 Evacuating the Building

- 5.8.1 **Fire Alarm:** the Emergency Plan requires that the entire building is evacuated immediately the fire alarm is sounded. Staff should **NOT** wait for confirmation that action is required.
- 5.8.2 **Staff Duties:** careful instructions will be given to all staff who have specified duties so that they will know what action to take as soon as the alarm is given.
- 5.8.3 **Fire Notices** are available from the Premises Team. The two notices should be fitted near the door of any room where people work. The first notice gives simple instructions on what to do in the event of a fire and the

second details of the nearest exit. It is important that the fire notices can be clearly seen and are not obscured by other notices or display work

- 5.8.4 **Re-admission:** staff, students and others who have left the building should not be allowed to re-enter it until the 'all-clear' has been given by the Fire Brigade.
- 5.8.5 **While evacuation** is taking place, staff should close all doors and windows before leaving and switch off machinery, as long as it is safe to do.

5.9 Assembly Point

- 5.9.1 **Location:** The **Assembly Point** for all students, members of staff and visitors to the site, is the area of the main playground.
- 5.9.2 **Roll call:** students should be assembled in class groups and one person assigned the duty of maintaining a roll for each group so that a quick check can be made. Similar arrangements should also exist to check that all members of staff are accounted for. Vice Principal: Must immediately inform the Fire Service of anyone who is missing.

5.10 Members of the Public

- 5.10.1 The training given to staff must include accepting responsibility for the safety of visitors and other members of the public in the event of fire, in particular by directing them to follow the emergency plan in so far as it affects them.
- 5.10.2 The Premises Assistants must inform hirers of the premises of the location of the fire exits, Fire Alarm points and firefighting equipment. The hirer must also be told how to contact the **Site Manager** or her/his staff at any time during the letting. The Conditions of Hire state that hirers must familiarise themselves with the fire precautions in force at the premises and with the means of escape. Hirers are also instructed to keep fire and other exits clear.

5.11 Fire Drill Practice

- 5.11.1 The Emergency Plan needs practice in the form of fire drills. Drills should be held at least three times a year and are most effective when there is no prior warning except to senior staff.

- 5.11.2 The time taken to evacuate the building is a measure of the efficiency of the drill. It should not normally exceed three minutes.
- 5.11.3 A record of each fire drill will be made in the Fire Register.

5.13 Fire Fighting Equipment

- 5.13.1 **Inspections:** all firefighting equipment will be visually inspected by the Premises Team on a regular basis to make sure that it is available and has no obvious defects. A record of such inspections and of any defects (which are to be addressed without delay) must be entered in the Fire Register.
- 5.13.2 **Training:** in addition to the training referred to in paragraph 5.3, members of staff must be encouraged to read and understand the instructions given on the firefighting equipment provided within the premises. A record of training provided will be entered in the Fire Register.
- 5.13.3 **Inventory:** under the Regulatory Reform (Fire Safety) Order 2005, the Emergency Plan (see 5.5) for the Academy must include details of the means provided for fighting fire, i.e. the number, type and location of extinguishers, fire blankets, etc.

5.14 Fire Register

- 5.14.1 It is a requirement of the Regulatory Reform (Fire Safety) Order 2005 that a Fire Register is maintained.
- 5.14.2 The Fire Register will be kept in the Premises office and will be kept up to date by the Premises Team.
- 5.14.3 The Fire Register will be used to record the following:
 - A. Weekly checks of:
 - Fire Alarms
 - Fire Fighting Equipment
 - Escape Routes and Doors
 - Emergency Lighting.
 - B. Fire Drills:
 - Time – date - result.

C. Staff Training: Fire Drills
Fire Fighting.

ANNEX A

FIRE EXIT DOORS

Fire Exit doors provide the final means of escape for the building in an emergency. The following points should be noted:

- 1 Fire Exit doors will be **unlocked, and easily opened from inside while the building is in use.**
- 2 Fire Exits should open in the direction of escape and should be clearly identified by a sign stating "**FIRE EXIT**" displayed conspicuously above the exit.
- 3 Fire Exit doors are often fitted with panic bolt or panic latch mechanisms, which must be maintained so that they are secure from the outside but can be opened easily from the inside. Fire Exit doors fitted with panic bolts or latches should be marked "**PUSH BAR TO OPEN**" just above the mechanism.
- 4 Fire Exit doors **must not be obstructed**, either from inside or outside.
- 5 Students, staff and visitors in the vicinity of the fire should be told to evacuate the building **immediately**. A responsible person/Form Tutor should quickly search the rooms to ensure that everyone has left. Cloakrooms, toilets and walk-in cupboards should also be searched.
- 6 The Academy's extinguishers and other appliances should be used to fight the fire if possible, **but the safe evacuation of people must take priority.**

ANNEX B

BOMB THREATS

- 1 On receipt of the call, obtain as much information as possible (see below)
Reception has a checklist to complete with all the details of the call.
- 2 Inform the Police.
- 3 Evacuate the building using the normal Fire Drill procedures, ask staff and pupils to take their belongs with them as this will assist in searching for a bomb.
- 4 Arrange for any callers to be warned at the school gates.
- 5 When the Police have attended and been consulted the decision to re-enter the building can be made. If requested, the Police will help with a search of the building but will require the decision to re-enter the building to be made by the Principal.

When the call is received:

- 1 Note the time.
- 2 Record, as best you can, the exact language of the threat.
- 3 If there is an opportunity, ask:-
 - When is it set for?
 - Where is it?
 - What kind of bomb?
 - Why are you doing this?
 - Who are you?
- 4 Note the detail of the caller's voice:
 - Man, woman, child
 - Accent, speech impediment, drunk, rambling, etc.
- 5 Note any other sounds/background noises:

- Operator, call box, pay tone, interruptions.
- Anyone else, traffic, music, machines, aircraft, typing.

ANNEX C

Business Hours Emergency Plan

Arrangements in the event of a fire during normal 'business hours', Monday to Friday, 8.00am to 4.30pm.

(See **Annex F** for the **Out of Hours Emergency Plan**).

1 Discovery of Fire

If a fire is discovered anywhere in the Academy buildings the following procedure should be adopted: -

- Students or visitors discovering a fire **MUST** inform any member of staff immediately.
- A member of staff should investigate the fire and then, if necessary, sound the alarm by breaking the glass switch cover at one of the Fire Alarm points.
- On hearing the alarm, a member of the Premises Team should contact the Fire Service, giving them specific information about the location of the fire.
- Students, staff and visitors in the vicinity of the fire should be told to evacuate the building immediately. A responsible person (or persons) should check the rooms to ensure that everyone has left. Cloakrooms, toilets and walk-in cupboards should also be searched.
- The Academy's extinguishers and other appliances should be used to fight the fire if possible, **but the safe evacuation of people must take priority.**

2 Academy Fire Officer

- 2.1 The Fire Safety Officer is the Vice Principal: In their absence the Principal will deputise.
- 2.2 In the event of a fire the Academy Reception will become the Control Point. In the event of the Academy Reception being out of action the Control Point will be the Cloakroom/snack bar area. The staff at the Control Point will:
 - 2.2.1 Set off the Fire Alarm if this has not already been done.
 - 2.2.2 Inform the Fire Officer.

3 Vacating the Building

- 3.1 If the Fire Alarm sounds **EVERYONE** must treat it as a Fire Drill and **MUST** vacate the building immediately. Throughout the Drill each member of the Academy, whether staff or student, is responsible for promoting the safety and welfare of all others.
- 3.2 Staff should close all accessible windows and doors.
- 3.3 Students, staff and visitors are to leave the rooms in an orderly way and should **not** wait to pick up their possessions.
- 3.4 All persons must **WALK QUIETLY** and **DIRECTLY** to the Assembly Point on the main playground.
- 3.5 If an exit is blocked by fire it is the responsibility of members of staff to re-direct students and visitors to the nearest alternative exit.
- 3.6 Staff should close all doors as they exit the buildings.

4 Supervising the Evacuation of the Public

- 4.1 It is the responsibility of the Site Manager to ensure that contractors on site are informed of fire procedures.
- 4.2 Any visitors on site should be directed to the Assembly Point by the member of staff concerned with their visit.

5 Checking Procedure

- 5.1 At the Assembly Point students should line up in register order opposite the wall in the main playground. Students must maintain silence while checks are made and Form Tutors are responsible for controlling their own Forms.
- 5.2 Form Tutors should check that every student in their Form is accounted for and should then report this fact to Fire Officer as they move down the line. The administrators will bring form registers to the Form Tutors but Form Tutors are advised to begin the checking procedure without waiting for the arrival of the registers.

- 5.3 The Fire Officer should check that all Form Tutors in the year are present, are in control of their Forms, and are carrying on the checking procedure. If a Form Tutor is not present at the Assembly Point, the Fire officer should take on the Form Tutor's responsibilities.
- 5.4 The Vice Principal: will check that Form Tutors are present with their Forms. Premises staff should report to the Site Manager. Catering Staff should report to The Catering Manager. All other non-teaching staff should report to the designated Admin Officer.
- 5.5 Premises staff should report to the Site Manager at the Assembly point.
- 5.6 No one should leave the Assembly Point until instructed to do so by the Principal or Vice Principal:

6 Fighting the Fire

- 6.1 The first person(s) to discover the fire may use the extinguishers and other appliances to fight the fire, if possible, but the safe evacuation of people must take priority. Anyone fighting the fire should not risk injury to do so.
- 6.2 The Site Manager may use only his trained staff to tackle the fire but again, should not risk injury to do so.
- 6.3 The Vice Principal: and/or the Site Manager will liaise with the Fire Service to direct them to the fire outbreak and to report action that has been taken thus far.

7 Practice Fire Drills

- 7.1 The Office Manager and Principal are responsible for seeing that a fire drill is held at least three times a year.
- 7.2 The Vice Principal: will take charge at the Assembly Point.
- 7.3 The Principal or Vice Principal: will be responsible for dismissal once the drill has been completed.
- 7.4 The Fire Service will **not** be called for Fire Drills. The Vice Principal: will therefore liaise with the Principal and Office Manager concerning the planned time for the practice.

ANNEX D

Basic Fire Precautions

- 1 Look for **Fire Hazards** whilst carrying out your normal activities and pay particular attention to possible hazards as part of any routine Health and Safety Inspection. Report any such hazards to the Site Manager.
- 2 Remember to inform new members of staff (including supply teachers and teaching practice students) and contractors of the basic details of the Emergency Plan. This should include information about special precautions that may be necessary to your department.
- 3 Do not allow refuse, old furniture etc., to be stored near to the building.
- 4 Do not use stairwells to store furniture, paper or other inflammable items.
- 5 Consider the amount of combustible material in use and in storage (and where it is stored). Keep stocks to a minimum.
- 6 Ensure that all inflammable liquids are kept locked in a secure place, away from possible sources of ignition and check if any such liquids can be replaced by safer substitutes.
- 7 Do not use boiler houses or electrical intake/gas meter rooms for storage. They must be kept tidy and inspected regularly. Ensure that plant defects are reported as a matter of urgency.
- 8 Smoking is not allowed anywhere on the Academy site.
- 9 Do not allow Fire Doors or escape routes to be blocked or obstructed. Vehicles should not be parked just outside the exit doors.
- 10 Consider the activities of contractors and insist that particular precautions are taken if there is any risk of a fire being started.
- 11 Assess how the risk of wilful fire-raising can be reduced.
- 12 Review the arrangements for the maintenance of equipment, especially plant that needs to be left running without constant supervision.
- 13 Do not carry out any modifications to the structure of the buildings without first taking expert advice.

- 14 Consider all potential emergencies that might arise in your department and draw up procedures to deal with them.
- 15 Before locking up, check that all electrical equipment not required to be in use is switched off, and that all fire doors are shut.
- 16 Firefighting appliances should be kept in the positions provided as these have been chosen to give maximum cover for the building. Access to firefighting appliances should never be obstructed. The Site Manager is responsible for seeing that all extinguishers are kept in good order.

ANNEX E

Staff Duties at a Fire Evacuation during Business Hours

Staff listed below must be familiar with this code of practice and understand their role.

Principal

Members of the leadership team

Office Manager

Site Manager

Site Assistant

Assistant Principals

Heads of Year

Advisors

Teaching staff

Support Staff

1 Form Tutors (at Assembly Point)

- Go straight to your Forms, control queuing, etc – **DO NOT** wait for the arrival of form lists; they will be brought to you.
- Report your own presence Head of Year as they check down the line.
- Report the result of your form check to the Head of Year as they move down the line.
- Maintain silence in your Form.

2 Head of Years

- Go straight to your year group and assist Form Tutors.
- Check that all your Form Tutors are present and, if necessary, find substitutes.
- Report your own presence to Vice Principal: when they check down the line.

3 All other Teaching Staff

- Report immediately to Vice Principal: at the Assembly Point, then help Form Tutors to supervise students by going to the **BACK** of the lines of the year group for which you are reserve tutor. Teachers without forms should report the admin officer on duty.

4 Support Staff

- Designate one person to operate switchboard and contact Fire Service **AFTER** checking with Site Manager, to ensure it is **NOT** a false alarm or fire drill.
- Designate one person to take staff checklists to:
 - Office Manager (Support staff)

5 Site Manager

- Go immediately to the Fire Alarm Control Panel and ascertain the location of fire.
- Check that Premises Staff are accounted for.
- Liaise with the Vice Principal; and the Fire Service (upon arrival).

6 Catering Manager/Kitchen Staff

- Staff to report to the Catering Manager or deputy at the Assembly Point.
- Carry out any further instructions given by the Principal, Office Manager

7 All Other Non-Teaching Staff – Learning support assistants & Technicians

- Report to Admin Officer on duty:
- Carry out any further instructions given by the Principal or Office Manager

8 Principal

- In the absence of Office Manager, to undertake their tasks.
- To deputise for, or organise deputies for, any other absent staff with specific, key responsibilities at the Assembly Point.

9 Vice Principal:

- Take overall charge of students at the Assembly Point.
- Ensure no students leave the Assembly Point until instructed to do so.
- Report own presence to Head: when they check down the line.

10 Leadership Group linked to year groups

- Check with Head of Years that staff and students are accounted for
- Check with Head of Years that all staff are accounted for by walking down the line
- Report to Vice Principal that all such staff are accounted for
- Report own presence to Vice Principal:
- Organise (in liaison with the Office Manager) a search of premises if anybody is not accounted for.

11 Office Manager

- Check Non-Teaching Staff are accounted for. Admin to take register
- Ensure all trainee teachers are accounted for. Admin to take register
- Check all visitors are accounted for. Reception to take Register
- Report own presence to Principal

ANNEX F

Out of Hours Emergency Plan

Arrangements in the event of a fire outside normal business hours.

During these times there may be on the Academy site:-

- An indefinite number of students – some known to staff in charge of extra-curricular events, some not having left to go home.
- An indefinite number of teaching and non-teaching staff.
- A number of Premises and Cleaning Staff known to the Site Manager.
- A number of visitors known to their staff "hosts".
- A number of contractors' employees known to the Site Manager.
- A number of **"lettings"**, known to the Site Assistants (Community Use).

There can be no certainty that a member of the Senior Management will be on site at the time. In these circumstances the precise verification of the safe evacuation of the building in the same way as for a fire drill during the school day, is not practicable. **This and other aspects of the emergency procedures need to be adapted to meet the prevailing circumstances.**

1 Discovery of a Fire

If a fire is discovered anywhere in the Academy Buildings the following procedure should be adopted:-

- Students discovering a fire must inform any member of the teaching or non-teaching staff immediately.
- Staff should investigate the fire and then, if necessary, sound the alarm by breaking the glass switch cover at one of the fire alarm points.
- On hearing the alarm, a member of the Premises Team will contact the Fire Service, informing them that they will be met at the Front Gate and given further information concerning the location of the fire.
- On hearing the alarm, students, staff and visitors should be told to evacuate the building immediately. A responsible person (or persons) should quickly check the rooms to ensure that everyone has left. Cloakrooms, toilets and walk-in cupboards should also be searched.
- The Academy's extinguishers and other appliances should be used to fight the fire if possible, but the safe evacuation of people must take priority.

2 Evacuation Control

- 2.1 If the location of the fire is not obvious and there is an opportunity before the Fire Service arrives, a member of the Premises Team will go immediately to the Fire Alarm Control Point in the Finance Room, and locate the Alarm Point activated.
- 2.2 If there are two or more members of the Premises Team on duty, one will investigate the scene of the activated alarm and another meet the Fire Service at the South Gate.
 - 2.2.1 If there is no fire (false alarm), a member of the Premises Team will cancel the alarm and reset it. The Premises Team members along with the Fire Service will go to the Assembly Point to inform the senior member of staff in control there that it is safe to re-enter the building. This person will also inform the Principal or Vice Principal of the occurrence as soon as possible.
 - 2.2.2 If there is a fire a member of the Premises Team will liaise with the Fire Service on their arrival at the Front Gate.

3 Vacating the Building

- 3.1 If the Fire Alarm sounds **EVERYONE** must treat it as a Fire Drill and **MUST** vacate the building immediately. Throughout the Drill each member of the Academy, whether staff or pupil, is responsible for promoting the safety and welfare of all others.
- 3.2 Staff should close all accessible windows.
- 3.3 Students, staff and visitors are to leave the rooms in an orderly way and should **not** wait to pick up their possessions.
- 3.4 All persons (apart from those engaged in duties set down in 2. above) must **WALK QUIETLY** and **DIRECTLY** to the Assembly Point on the main playground.
- 3.5 The route from each room to the Assembly Point should be followed so that congestion at exits is minimised. If an exit is blocked by fire it is the responsibility of members of staff to re-direct pupils or visitors to the nearest alternative exit.
- 3.6 Staff should close all doors and windows as they exit the buildings.

- 3.7 Staff supervising students after 14:45 are responsible for accompanying them to the Assembly Point, verifying their safe arrival and controlling them until the emergency is over.
- 3.8 Staff concerned with visitors are responsible for accompanying them to the Assembly Point and verifying their safe arrival.
- 3.9 The Premises Team is responsible for directing any contractors on site to the Assembly Point.
- 3.10 No one is to leave the Assembly Point unless directed to do so by the senior member of staff at the Assembly Point who will only give such an instruction on the advice of the Fire Service.
- 3.11 A nominated cleaner will collect the Cleaners' register from the Site Manager's office and take it to the Assembly Point.

4 Fighting the Fire

- 4.1 The first person(s) to discover the fire may use the extinguishers and other appliances to fight the fire **ONLY** if trained to do so, but the safe evacuation of people must take priority. Anyone fighting the fire should not risk injury to do so.