

Upper Shirley High School

Health and Safety Guidance September 2018

(School Specific)



EMERGENCY EVACUATION PROCEDURES FOR STAFF



FIRE SAFETY AND EMERGENCY EVACUATION OF BUILDINGS

Procedure to follow if you discover a fire or detect any emergency necessitating the evacuation of the buildings:

- Immediately operate the nearest fire alarm call-point.
- Move persons in your charge from the immediate area of danger.
- Do not attempt a partial evacuation in the vicinity of the problem.
- Ensure that all the students in your care remain safe, are calmly instructed to leave the buildings and are escorted to a point of safety where they can proceed without risk to the assembly area.
- Where possible, inform Reception of the location and nature of the emergency.
- In the case of fire: If you are trained to use a Fire Extinguisher, use your discretion over fighting a fire. **Your first duty is to ensure that the area is evacuated and that your action will not endanger the safety of students, colleagues and yourself.**
- In the case of fire, close doors to enclose the area of the fire.
- Inform a member of the Senior Leadership Team (SLT) of the facts at the assembly area.

When the Emergency Evacuation Alarm Sounds:

- Emergency evacuation is signalled by a continuous ringing of the school bell.
- The whole school must be evacuated on this signal; **there are no false alarms.**
- Instruct class to:
 1. Exit the room, leaving personal possessions behind, i.e. coats, bags etc;
 2. Exit the building by the nearest staircase and/or door in **silence**;
 3. Once outside, they are not to re-enter the buildings;
 4. Go directly to their tutor group fire line.
- In the event of the nearest staircase and/or door being blocked by debris, smoke or fumes:
 1. On the ground floor – instruct class to leave by way of the windows;
 2. On the first and second floors – redirect the class to the nearest unblocked escape route using the connecting doors between classrooms. These doors must be kept clear of obstructions at all times. **Do not use lifts.**
- In the event of a less-abled student being part of the group, the Teacher/Teaching Assistant must take personal charge of this individual. The teacher should be aware of their PEEP (Personal Emergency Evacuation Plan).

At the Emergency Assembly Area:

- **The assembly area for ALL students, staff and visitors is on the Tennis Courts.**
- Tutors to collect their tutor group register from their Head of Year, check for absentees and report any absent students to the Attendance Officer (Alison Small) as quickly as possible.
- Tutors to remain with their tutor group, monitoring conduct and behaviour throughout the emergency.



Preparing Students for Emergency Evacuation:

- Tutors must take students through Emergency Evacuation Procedures at the beginning of each term.
- Students must be told to line up in register order at the assembly area in silence.
- An emergency evacuation drill will be held at least once each term.

EMERGENCY EVACUATION OF BUILDINGS: SPECIFIC DUTIES AND RESPONSIBILITIES

For full details of individual staff responsibilities in the event of an evacuation, please refer to the School Fire Plan (this is updated and circulated to staff across the year).



refer

Class Teachers (in lessons):

- Ensure students leave the classroom in an orderly fashion, **in silence**, and take the nearest safe exit from the buildings.
- Students should leave all personal possessions behind.
- Close the classroom door as you leave.

- Supervise students from the buildings to the assembly area on the school tennis courts; unacceptable behaviour must be dealt with and reported to a member of SLT (where necessary).
- Do not re-enter the building.
- Staff covering a lesson should perform the duties of the class teacher.
- **Staff who have covered a morning registration must take the role of tutor during an emergency evacuation.**

Tutors (at the assembly area):

- Ensure the students in your tutor group are lined up in register (alphabetical) order and in silence.
- Collect your register from your Head of Year and check students against the register.
- Report absentees, i.e. those who cannot be accounted for, to the Attendance Officer and Head of Year.
- Supervise the tutor group throughout the emergency, ensuring silence.
- Release students from the assembly area when directed by the Fire Lead or a member of SLT.
- **Please note that you are required to take your group through the Emergency Evacuation Procedures at the beginning of each term.**

Heads of Year (at the assembly area):

- Collect registers from Attendance Officer (Alison Small) at assembly area and distribute to their year group tutors.
- Report names of students not accounted for to designated member of SLT and Attendance Officer (Alison Small).
- Give support to tutors in making sure that students remain silent.
- Release students in an orderly fashion, once instructed by the designated member of SLT.
- Ensure dismissed students remain silent.

Teachers without a designated tutor group (at the assembly area):

- Report to the assembly area on the tennis courts and line up in your dedicated staff line (as per our fire plan).

Leadership Team (at the assembly area):

- The Headteacher to take overall charge at the assembly point.
- Designated Site Team member in charge of evacuation to liaise with emergency services at first point.
- Designated SLT member and SLT to supervise assembly and ensure silence.

Site Manager:

- Ascertain cause of the evacuation alarm, and call for emergency services (if necessary).
- In the case of accidental, or malicious triggering of the alarm, supervise repairs to and re-setting of the alarm.
- Report cause and status to the Headteacher/SLT at the assembly point.
- Ascertain whereabouts of students with access needs.

Support Staff:

- Person on duty at the Reception Office to call the relevant emergency service (if required).
- Reception to print the Emergency evacuation list from Entry Sign system (Alison Small/IT/SLT also have access to this report)
- Attendance Officer (Alison Small) to take to the assembly area the following:
 - a) The Emergency evacuation list from Entry Sign system (this shows staff and visitors on site, plus students who have left site and those who have arrived late).
 - b) A list of students on trips

PROCEDURE AT OUR ASSEMBLY POINT

- Students to line up on the tennis courts away from the school buildings, in tutor groups, as per our fire evacuation plan.



- Heads of Year to collect hard copy of tutor registers from Attendance Officer (Alison Small), distribute to tutors and assist as required.
- Any unexplained absences to be reported to and investigated by the Attendance Officer (Alison Small).
- All visitors are to report to Karen Hartley at the 'Visitors' meeting point' identified by the placard.
- Non-teaching staff and those without a tutor group to report to the tennis courts and line up as per our fire plan.
- Everyone will remain as instructed until dismissed by the designated Fire Drill Lead (David Wilding) in charge of the evacuation (or member of the SLT in his absence).

EMERGENCY EVACUATION OF BUILDINGS - OUTSIDE OF THE MAIN SCHOOL DAY



Procedure to follow if you discover a fire or detect any emergency necessitating the evacuation of the building outside of the core school day (i.e. before 8.30am and after 2.40pm):

- Assembly point – Tennis Courts (same as school day procedure).
- Activate the nearest fire alarm point, if necessary call fire brigade (999)
- Move persons in your charge from the immediate area of danger.
- Ensure all students in your care have been instructed/or where possible escorted to leave the buildings to a point of safety where they can proceed without risk to the assembly area.
- Where possible, inform the Site Manager of the location and nature of the emergency.
- In the case of fire, if you are trained for use with the Fire Extinguisher, use your discretion over fighting a fire. **Your first duty is to ensure that the area is evacuated and that your action will not endanger the safety of students, colleagues and yourself.**
- In the case of fire, close doors to enclose the area of the fire.
- Inform the most senior member of staff available of the facts at the assembly area, subject to their availability.

When the Emergency Evacuation Alarm Sounds:

- Emergency evacuation is signalled by a continuous ringing of the school bell (i.e. the same as school day alarm).
- All buildings to be evacuated on this signal.
- Instruct your group to:
 1. exit the room, leaving personal possessions behind;
 2. exit the building by nearest staircase and/or door;
 3. once outside, do not re-enter the building;
 4. go directly to the assembly area.
- In the event of a student with access needs being part of the group, the adult in charge must take personal charge and responsibility for the safe evacuation of this individual.

Important Information for teachers/staff taking P6 lessons/After School Clubs:



- Ensure an accurate fire register is available.
- Staff must take a paper register of all students attending a P6 or After School Club and have this available for inspection throughout the session.
- The register must be taken at every session to ensure we have an accurate record of students on site at all times.

The Assembly Point (NB procedure differs to school day protocol):

- When the fire alarms sound, all staff, students and visitors on site to make their way to the tennis courts.
- Students to remain with the teacher taking their P6/After School Club (students not to be in their tutor line).
- Student registers to be taken by teacher leading the P6/After School Club (they should have created a register at the start of their after school session).
- Teacher in charge of the P6/After School Club to remain with their group throughout the emergency.
- Staff on site, without the responsibility of a student group (i.e. P6 or After School Club) to congregate together in one line.
- Visitors on site to congregate together in one line.

- Reception/SLT will be able to generate a report from the signing in/out system to ascertain staff remaining on site.
- Wait to be dismissed by SLT on site, or in their absence, a member of the Site Team.

Other Staff Responsibilities:

- Students should not be in school after P5 unless they are involved in a P6 or an After School club where there is an adult in charge of the group and an attendance register has been taken.
- Unauthorised students remaining on site after school should be asked to leave; staff must ensure that they follow this instruction and leave the school buildings.
- If the event of a fire/emergency situation it is essential to be able to accurately establish who is on the site. Students informally remaining in school will not be registered by anyone, making it difficult to account for them in an emergency.

EXTERNAL EXAMS EMERGENCY EVACUATION PROCEDURES



The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert:

- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Follow the local instruction of the Exams Officer and SLT.
- Make sure that all question papers and scripts are left in the examination room.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to ensure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken and issue to the Exams Officer.

INSTRUCTIONS FOR STUDENTS DURING EMERGENCY EVACUATIONS:

During an emergency evacuation, students must not:

- Communicate unless instructed by an adult
- Take bags and coats
- Wait for friends
- Visit toilets
- Push your way past others
- Stand and watch on their way to the assembly point

At the Assembly Point, students must not:

- Leave their tutor group unless told to do so
- Chat with friends
- Make a noise

LOCKDOWN: EMERGENCY PROCEDURES FOR STAFF



For the most part, emergency procedures mean evacuation; however, there are some instances where there will be a need to keep everyone inside the buildings.

- **In the first instance, staff must immediately report a critical incident (i.e. an intruder on site, potentially violent incident, suspected chemical leak) to Reception. SLT will be contacted immediately.**
- Where possible and the situation allows, a decision to activate this emergency procedure will be made by a member of SLT.
- To make staff aware of the need to lockdown the school and shelter in classrooms/offices, a series of intermittent bells (15 rings) will sound (*the bells can only be activated by Reception*).
- Classrooms without access to the main bell system will be alerted through the wall-mounted pagers in their rooms, the panel will display a message **“Critical Incident alert: Follow lockdown procedure and await further instructions”**. SLT and staff with a more mobile role (Site/IT/PE) hold a pager and this will also display the same message.

- Staff must familiarise themselves with our **School Emergency Response Plan** and be able to follow the procedures contained within this document.

When the alarm is raised (15 intermittent rings of the bell):

- All staff to follow the detailed guidance in the **School Emergency Response Plan**
- School Emergency Response Plan protocol to be followed at all times.
- Staff using outside facilities when the alarm is raised, must stop their activity immediately and take shelter in the closest available classroom.
- Staff outside of classrooms and offices should make their way to the closest classroom occupied by another member of staff.
- Where possible, staff should avoid being in an office on their own.
- Staff seeing students or adults outside of a classroom should take them into the safety of their classroom or office.
- A register of students and staff should be taken.
- Where possible SLT will update staff by email or text (this may not be possible)
- In a lockdown situation it is the responsibility of all staff members to make sure that the doors and windows of their classrooms and offices are closed, locked and that no one leaves.

Procedure if the LOCKDOWN alarm is raised over a break period:

- Students are to be brought into the school building as safely and quickly as possible – staff to remain calm and purposeful.
- Students to be directed to go to their next lesson. Where parts of the school are deemed to be unsafe and should be avoided, direction will be given by a senior member of staff.
- Students already in classrooms over a break period i.e. Guidance/Inclusion should remain in the room they are in.
- The supervising adult/teacher in the room must take a register of staff and students

The role of staff who are teaching during a lockdown (extract from the School Emergency Response Plan):

- Remain in the classroom with your class
- Close the doors (lock them where possible)
- Close the windows
- Turn off the lights and other electrical equipment i.e. monitors/computers
- Where possible, close the blinds
- Keep all students away from the windows as far as the room allows
- Ask students to switch off their mobile phones
- Staff to turn their phones to silent
- No student should be allowed to leave the room
- Where safe to do so, any students or staff seen outside the classroom should be brought into your room for their safety
- Teaching staff must remain in control of their class at all times and wait for further information.
- Staff advised not to call reception for information as this can block the switchboard and prevent emergency calls being made.

Ending of Emergency Procedures (i.e. raising the All Clear):

- Once the situation has been assessed, SLT will endeavour to end the ‘Emergency Procedures’ as soon as possible.
- Staff will be alerted that the emergency is over by either:
 1. A series of 5 intermittent bells will sound to indicate the end of the ‘emergency’ and return to normal working.
 2. Staff with a personal pager, or a wall mounted pager will receive the message ‘ALL CLEAR’.
- **If site evacuation is required during a lockdown situation, we will raise the all clear first (a series of 5 intermittent bells) and then follow it with the fire alarm bell.**

GENERAL H&S GUIDANCE



Accident Reporting: All accident reporting should be completed online using the links below.

Staff must also report a near miss in the same way as you report an actual accident or incident. Please be mindful of this definition: **A near miss is an unplanned event/situation resulting in no injury or damage, but where there was potential for harm, injury or damage to individuals, or the site.** It is important that near miss information is captured as it can be used to manage and reduce risks and the likelihood of future harm. All staff need to be aware of this. If in doubt, please contact Julie Prince (School Business Manager) immediately.

When completing our online forms please be aware of the following expectations:

- Wherever possible, forms must be completed on the day the accident/incident occurs
- Forms must be completed by the person involved in the accident/incident and not delegated to another colleague (this is to avoid details being misunderstood, or misinterpreted by a third party)
- All parts of the forms must be completed and sufficient detail must be given to ensure all facts are clearly and correctly captured (this is to protect the school against any future legal action)
- Staff must report incidents and accidents that take place in school, or while offsite on school business i.e. offsite trips, sporting fixtures and meetings.
- Once the online forms are completed, they are automatically submitted to the Trust; some forms need to be printed and some will provide an email copy to the completer.
- In all instances a paper copy must be given to the member of staff below:
 - Health & Safety forms to Julie Prince (copy also to Emma Wilson for filing)
 - Racial Incident form to Aimee Floyd
 - Violent Incident form to Aimee Floyd
 - Physical Restraint form to Dave Wilding
 - Drug Incident form to Aimee Floyd

Please use the links below:

JHS 1 Non Pupil - Accident/Significant Incident Report Form

<https://docs.google.com/forms/d/e/1FAIpQLScRmOaAT7k3XZt4aMtLbkme-SugSESKMxnRploVftGtmghc9Q/viewform?c=0&w=1>

JHS 2 Pupil Accident/ Incident Report Form

https://docs.google.com/forms/d/e/1FAIpQLSfDwuAxEtqvT8_jqwk100CokyGvW8Scekdji2wzJQJL3JnXoQ/viewform?c=0&w=1

Racial Incident Reporting Form

<https://docs.google.com/forms/d/e/1FAIpQLScj7jk96xm4kPIRn5ES0KJ7rwXKd60GTg552zL0j6R5ZNvKZg/viewform?c=0&w=1>

Violent Incident Report Form (VIR)

<https://docs.google.com/forms/d/e/1FAIpQLSdAKiUYHdXTF8puS532hrfmhXYQHXd-vVbErWwgmEmm0kd6Q/viewform?c=0&w=1>

Physical Restraint Incident Form

<https://docs.google.com/forms/d/e/1FAIpQLSfYPCewg3UadX0PXYgCxywo-jiCXwEmNXNiX2mkSZpSvVFq4A/viewform?c=0&w=1>

Drug Incident Reporting Form

<https://docs.google.com/forms/d/e/1FAIpQLSfNvR8Ze2Dw1yAqJaXB6eE8m40PJSyOdKThO9y3NbqtQW0-A/viewform?c=0&w=1>

If you have a concern for your personal safety whilst at work:

- **During school time:** summon a colleague from an adjoining room and send a student to summon additional support from a colleague and member of SLT.
- **Before or after school hours:** summon the help of a nearby colleague or try to make contact by phone. If no one is available, telephone the police on 999. The Headteacher does not need to be consulted

regarding this last action if you believe yourself, a student, colleague, or school property is at a severe risk of harm.

- Staff are also advised that when they believe an interview with a student or parent might become fractious they should ask a senior colleague to be present at the meeting – (ref: USH Mutual Respect Policy).

Supervision of students:

Conscientious and vigilant supervision of students is a vital ingredient in creating a safe environment. Staff are reminded that they are required to supervise corridors at the change of lessons, and be on time for lessons and duties. Staff are also required to intervene and stop any activity that they judge might result in injury, either physical or emotional, to one or more of the individuals involved.

Security:

- All staff must ensure that they sign in and out of the building; this includes at the start, end and during the day.
- Please safeguard your staff ID badge and school keys. If your badge is mislaid, please report this to IT straight away.
- The side gate leading to the playground must remain locked at all times – please ensure it is closed throughout the school day e.g. after moving the minibus.
- If you plan to leave your car in the school car park outside of school hours, please make the site staff aware.
- All students on the school site after normal school hours must be supervised by a member of staff. Students who are not, must be asked to leave the school site.
- If any member of staff is working with a student on a one to one basis, they should ensure that other staff are aware of these meetings and that doors are kept open. Staff should also speak to their line manager if they have any concerns regarding this arrangement and individual students.
- At the end of the day, please ensure you close the windows in your rooms/offices.



Risk Assessments:

- Subject Leads are responsible for ensuring risk assessments are written, reviewed and complied with in their subject areas.
- All staff need to ensure that they adequately risk assess activities and events that they lead, organise and undertake for school.
- All staff must take the time to be familiarise with the risk assessments within their departments.
- Should must let the School Business Manager know if they have any concerns over the risk assessments in place for your subject areas.
- Support is available from the Hamwic Trust and Julie Prince to review H&S documentation for departments.



First Aid:

- Emma Wilson is the Principal First Aider. After school, Stuart Marsh (Caretaker) is the main First Aider.
- Staff qualified in First Aid are located across the school site (information concerning this is regularly cascaded to staff and is displayed in the General Office).
- First aid kits are located across the school site.
- Relevant medical information about students is shared with staff throughout the school year, particularly highlighting those with serious and life-threatening conditions. This information is also displayed in the General office.
- Staff must familiarise themselves with which students need specific first aid treatment in the event of accident/illness.
- Medical information is also collated for staff to ensure we provide staff with the right treatment and care in the event of illness.
- Staff must ensure they make the School Leadership Team aware of any new medical conditions (serious and potentially life-threatening) along with their relevant rescue medication. This is to help us ensure your safety and the safety of others in school.



Driving a school minibus/MIDAS:

- Staff wishing to drive a minibus owned, or hired by the school, **must** be MIDAS trained and registered.
- The school maintains a list of MIDAS trained staff.
- Those staff who have received MIDAS training (not completed through the school) are required to present their certificate to the relevant administrative support (Jenny Murphy) for recording and verification.
- Training can be organised by the School, please refer to your Line Manager in the first instance.

Maintenance of plant and equipment:

- Subject Leaders (including the Site Manager) who have plant and equipment requiring regular maintenance **must** inform the School Business Manager of the dates on which this takes place and provide her with all records relating to this work. Items involved include boilers, heating systems, water heaters, fume cupboards, workshop machines, dust extractors, noise tests, kilns, PE equipment, intruder alarms, steam engines and pressure vessels, pneumatic lines and air brushes, oxy-acetylene equipment etc....
- A register with the details of maintenance and testing carried out, including associated paperwork, must be available for inspection.
- Documentation should be uploaded onto the Trust 'SharePoint' system - please liaise with the Site Manager.

Science Related Guidance:

Because of the special nature of Science Laboratories, there may be some inherent risks when using them as classrooms or when Science lessons are covered by non-specialist staff. The following are guidelines for those people and should be issued for non-science and cover lessons. All staff working in the science department should be aware of the local science H&S Policy and any accompanying H&S documentation including risk assessments.

Gas: This is operated by a key system and should be turned off when not in use. All Science staff, including the technicians, have keys to this system. If in doubt, please request assistance from the Site team.

Electric: The electric system is operated by a key and is turned on at the beginning of the day. There is an emergency stop button at the front of the classroom. In the event of an unexpected power failure, request assistance from any member of the Science staff, including the technicians, who all have keys to the system.

Water: In the event of leaks, or damage to taps, water can be turned off under sinks; contact the Site Team.

Fire: Powder extinguishers, fire blankets and sand buckets are available in every room. Evacuate the room and only attempt to fight fire if there is no possibility of anyone being trapped, or if a person is affected i.e. hair or clothing on fire.

H&S Training

- All new members of staff should receive a Health and Safety induction from the School Business Manager.
- All members of staff should read the H&S section within the Staff Handbook and relevant policies and procedures.
- Annually, all members of staff should undertake online Fire Safety and H&S training as directed by the School Business Manager.
- Staff should be familiar with the H&S noticeboard located behind reception.



Contact Information:

- H&S is everyone's responsibility so please make sure you report any hazards or concerns about the site via the premises support email address: premisesupport@ushschool.org.
- Any non-site related H&S concerns should come direct to Julie Prince.
- Staff can seek H&S advice from Julie Prince, or direct from the Hamwic H&S Manager, Nikki Thorne: Email: Nikki.Thorne@Hamwic.org Tel: 023 8078 6833, Mob: 07889 602896

