HEALTH AND SAFETY POLICY

PRESTON MANOR SCHOOL

An All-Through School

Governors' Committee Responsible: Resources, Audit and Risk	
Statutory Provision: Statutory	
Policy Author: Natalie Kampta	**Review Period:** Annual
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1. Health & Safety Policy (General)

1.1 This is a Health and Safety Policy for Preston Manor School. It is the responsibility of the Governing Body to prepare a written Health and Safety policy for the school. The Governing Body aims to promote the development and maintenance of sound, safety, health and welfare practices; assess and take preventive measures; consult all employees, students and visitors on all Health and Safety matters; provide job specific Health and Safety Training; provide and maintain, healthy and legal working arrangements for staff, students and visitors make available information, facilities for training, instruction and supervision, to enable all employees to perform their work safely and efficiently; make available and use all the necessary safety devices and suitable protective equipment and clothing; maintain a constant and continuing interest in Health and Safety and Welfare matters appropriate to the school's activities.

1.2 This statement deals with those aspects over which the Executive Head has control and covers safety associated with the building structure, plant, fixed equipment and services over which Governors also have responsibility. It describes how the Executive Head is discharging their responsibility, in respect of students, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school, in accordance with the Articles of Government.

1.3 The aim of the statement is to ensure that all reasonably practical steps are taken to secure the healthy, safety and welfare of all persons using the premises;

a) to establish and maintain a safe and healthy environment throughout the school;

b) to establish and maintain safe and healthy work procedures amongst staff and students;

c) meet our legal responsibilities under health and safety legislation as a minimum;

d) to make arrangements for ensuring safety and minimise risks to health in connection with the use, handling, storage and transport of articles and substances so far as reasonably practicable;

d) to ensure the provision of sufficient information, instruction and supervision to enable all people and students working on site, to avoid hazards and contribute positively to their own safety training as and when provided;

e) to maintain a safe and healthy place of work and safe access and egress from it;

f) to formulate effective procedures for use in the case of fire and other reasons for evacuating the school premises;

g) to lay down procedures to be followed in the case of an incident, accident or dangerous occurrence;

h) to provide and maintain adequate welfare facilities;

i) Setting targets and objectives to develop a culture of continuous improvement;

2. Responsibilities and Duties in matters concerning Safety:

2.1 The Governing Body

The Governing Body is responsible for ensuring that:

a) The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and pupils.

b) The Executive Head is aware of his/her health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.

c) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.

d) Sufficient funds are set aside with which to operate safe working practices.

e) Health and safety performance is monitored, failures in health & safety policy or implementation recognized, and policy and procedure revised as necessary.

2.2 The Executive Head

The Executive Head is the Health & Safety manager. The ultimate responsibility for all school safety organisation and activity rests with the Executive Head.

Name:	**Mr Russell Denial**
Title:	**Executive Head**
Official Address:	Preston Manor School Carlton Avenue East Wembley HA9 8NA
Telephone No:	0208 385 4040

Executive Head's Responsibilities

1. The main functions of the Head as Health & Safety Manager are:

a) Day-to-day management of all Health and Safety matters in the school accordance with the Health and Safety policy;
b) Ensuring regular inspections are carried out;
e) Submitting inspection reports to governors and/or the education authority (EA);
d) Ensuring action is taken
e) Passing on information received on Health and Safety matters to appropriate people;
f) Carrying out investigations;
g) Chairing the school Health and Safety committee;
h) Identifying staff training needs;
i) Liaising with governors and/or the EA on policy issues and any problems in implementing the Health and Safety policy;
j) Co-operating with and providing necessary facilities for trades union safety representatives.

The Executive Head is also expected to monitor purchasing and contracting Procedures, to ensure that their employer's Health and Safety policy is complied with. Functions may be delegated but the legal responsibility rests with the Governors.

The person designated to act in the Key Manager's absence is:

Name:	**Mr Tom Phillips / Mr Kevin Atkinson**
Title:	**Head of Upper School / Head of Lower School**
Official Address:	As above

a) to be the focal point for all day to day references on safety organisation and to give advice.
b) to co-ordinate the implementation of the approved safety procedures in the school.
c) to maintain contact with outside agencies able to offer expert advice
d) report all known hazards immediately to the Executive Head and stop any practices or the use of any plant, tools, equipment, machinery etc. she considers to be unsafe, until satisfied as to their safety;

e) make recommendations to the Governors, for additions or improvement to plant, tools, equipment, machinery, etc. which are dangerous or potentially so;
f) make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that she is kept informed of incidents, accidents and hazardous situations;
g) review from time to time;
(i) the provision of first aid in school;
(ii) the emergency procedures;
(iii) risk assessments for existing and new activities.
and make recommendations for improving the procedures laid down;
h) review regularly the dissemination of Health and Safety information concerning the school;
i) recommend necessary changes and improvements in welfare facilities;
j) inform the Governors of the school from time to time of the safety procedures at the school.

2.3 The Premises Manager/ Director of Finance & Operations/HR Manager, working in conjunction with The Academy's Health & Safety Consultants, Judicium and the Resources & Premises Committee, will advise the Executive Head on the Health and Safety Policy. Acting for and on behalf of the Executive Head, they have the responsibility for implementing and monitoring the policy, principally through the Heads of Department.

The Premises Manager/ Director of Finance & Operations /HR Manager achieve this by ensuring that:

a) This Policy is clearly communicated to all relevant persons.

b) Appropriate information on significant risks is given to visitors and contractors

c) Appropriate consultation arrangements are in place for staff and their safety representatives.

d) All staff are provided with adequate information, instruction and training on health and safety issues.

e) Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them.

f) Risk assessments of the premises and working practices are undertaken.

g) Safe systems of work are in place as identified from risk assessments.

h) Emergency procedures are in place.

i) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.

j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.

k) Arrangements are in place to inspect the premises and monitor performance.

l) Accidents are investigated and any remedial actions required are taken or requested.

m) The activities of contractors are adequately monitored and controlled.

n) A report to the Governing Body sub-committee (Resources) on the health and safety performance of the school is completed termly within the 'Joint Report of the Premises Manager and Director of Finance & Operations'.

2.4 Obligation of all employees

a) Day-to-day management of Health and Safety in accordance with the Health and Safety policy
b) Checking classrooms/work areas are safe.
c) Checking equipment is safe before use.
d) Ensuring safe procedures are followed.
e) Ensuring protective equipment is used, when needed.
f) Participating in inspections and the Health and Safety committee, if appropriate.
g) Bringing problems to the relevant Line manager's attention.
h) Report all accidents and near misses in accordance with current procedure
i) Know and apply emergency procedures in respect of fire, first aid and other emergencies

j) Ensuring risk assessments are conducted according to department policy
k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered

2.5 Health and Safety representatives

Satwinder Kaur-Hender	NEU
Saliha Saleem	NEU
David Tully	Deputy Head
Sarah Venables	Governor's Representative
Jason Bishop	Premises Manager

2.6 Health and Safety advisors

Preston Manor utilises the services of WorkNest to ensure compliance with Health & Safety legislation.

3. Those who have special duties in regard of Health and Safety

3.1 General

Name	Title	Responsibilities
Joanne Jacobs	Catering Manager	School Kitchens
Sara Dareve/Sara Lannaman-Williams	Assistant Head/LRC Manager	Learning Resource Centre
Keir Crawley	Associate Assistant Headteacher	Hall & Stage
David Tully	Deputy Head	Boys Toilets
Loreen Williams	Administrative Strategic Lead	General Office
Chandni Surti	Head of Science	Science Labs, Prep Rooms
Kashif Ali	Head of Maths	Maths Teaching Rooms and Corridor
Thomas Gamble	Head of English	English Teaching Rooms and Corridor
Ahmed Said/Namgyal Gawa	Head of ICT	ICT rooms
Taryn Neale	SENCO	Special Needs and Tower
Jayna Patel/Jessica Kempner	Head of History / Associate Assistant Headteacher	History Rooms and Corridor
Aphrodite Evora Miranda	Head of Geography	Geography Rooms and Corridor
Harry Pratchett	Acting Assistant Headteacher	RE Rooms
David Finberg	Head of Art & Design	Art and Technology rooms
David Finberg	Head of Food Technology	Food Room and corridor
Sadia Conteh-Mosere	Head of Drama	Drama Rooms and Corridor
Kevin Mc Crann/ Warren Bayliss	Head of PE / Deputy Head of PE	Gyms, Changing Areas and Playing Fields
Catherine Snoad	DSD of 6th Form	Sixth Form Block
Satwinder Kaur Hender	Head of Economics and Business Studies	Business rooms
Philippe Stoll	Head of Modern Languages	Languages Rooms and Corridor
Celine Donne	Deputy Head	Conference Rooms and Girls Toilets
Tom Phillips	DSD	C Block
Loreen Williams	Administrative Strategic Lead	Medical Room, Admin Female Toilet and Reception
Kevin Atkinson	Head of Lower School	Lower School site
Jason Bishop	Premises Manager	Whole Site and Premises out of school hours

It is expected that all staff will take responsibility for their own offices and teaching rooms.

3.2 Heads of Department

Their main functions are:

a) Day-to-day management of Health and Safety in accordance with Health and Safety policy.
b) Drawing up and reviewing risk assessments and department procedures regularly.
c) Carrying out regular inspections and making reports to the Premises Manager;
d) Ensuring action is taken.
e) Arranging for staff instruction, training and information
f) Passing on Health and Safety information received to appropriate people;
g) Acting on reports from above or below the hierarchy.

3.3 Students

The students are expected:

a) to exercise personal responsibility for the safety of themselves and classmates;
b) to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives, weapons and other items considered dangerous);
c) to observe all the safety rules of the school and in particular the instructions of teaching staff in an emergency;
d) to use and not wilfully misuse, neglect or interfere with things provided for his/her safety; such as fire extinguishers and alarm systems
e) to observe the school code of conduct. (See attached copy).
f) In the event of Students taking medicine as part of a course of treatment please see the First Aid/Medicine policy (double check this)

Students must not be left unsupervised in laboratories, workshops, gymnasiums or studios, except under exceptional circumstances such as severe emergency and even then as far as is reasonably practical, all potentially dangerous activities must cease.

3.4 Visitors

Regular visitors and other users of the premises, (e.g. delivery operatives from specific companies), should be required to observe the safety rules of the school. In particular parents helping out at school should be made aware of the Health and Safety arrangements applicable to them through the teacher to whom they are assigned.

All visitors must report to Reception and must sign in and out. Visitors will be provided with an identification label and made aware of the emergency evacuation procedures. The identification label should be returned to Reception when the visitor leaves the school. Visitors not wearing an identification label should be asked to report to Reception. Staff are asked to report the presence of any intruders to reception immediately.

Visitors will also be issued with a general safety and Safeguarding awareness leaflet called Guidance notes for Visitors

3.5 Supervision of students

a) Teachers are expected to accept responsibility for students on the premises for ten minutes either side of the commencement and end of the school day
b) During morning break, which is for students, all staff are legally on duty.
c) During the lunch break SLT and other designated staff have the responsibility of being on duty. Staff are asked to report any health & safety hazards they notice while on duty on the appropriate health & safety report forms included at the end of this policy and return them to their duty team leaders.

3.6 Transport on site

All users should take great care when driving on site, as children do not always react in the same way as adults to vehicles.

The school speed limit is 5MPH, which should be observed at all times. Any breaking of the speed limit should be reported to the Premises Manager. Vehicles should only be parked in those areas that are designated Car Parks and in the marked bays. Cars should be parked with exhausts away from windows.

Cars should not be parked on approaches to the car park as this often causes problems for delivery lorries. The bays next to the main entrances should only be used by visitors and the Executive Head.

PROCEDURES AND ARRANGEMENTS

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Staff policy Drive within the Health and Safety folder.

4. Accidents, Incidents including near misses reporting

All staff are required to ensure that all accidents are reported to the Head who will ensure that the accident is investigated and reported to the Governing Body and the Health and Safety Executive as appropriate.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

4.1 First Aid (refer to School's First Aid Policy for more information)

If anyone should become ill or suffer as a result of an accident the procedures below should be followed:

a) First aid should be rendered, but as far as knowledge and skills admit.
b) Get help immediately by informing the School Office and the senior member of staff on call out
c) A trained first aider should be contacted.
d) The patient should be given all possible reassurances.

4.2 Designated first aiders

Upper School

1	David Tully	PE
2	Mohasena Hansraj	VI Form
3	Jasera Jaganesan	Reception
4	Kareen Duffus	SEN
5	Miguel Martinez	Art, Design & Technology
6	Nurhan Yilmaz	EAL
7	Paulette Bailey	General Office
8	Sophie Troth	PE

9	Sammia Worrell	Welfare
10	Christelle Nyakeru	Careers
12	Kwame Gyamfi-Kumaning	6th form/Business
13	Lee Yawson	ISR
14	Rich Manchanayake	Sen
15	Kamilla Pedersen	English/DSD
16	Kevin McCrann	PE
17	Chané Ajewole	PE
18	Khurshid Rasul	SEN
19	Shah Bakth	Pastoral

Lower School

1	Vanessa James	Classroom
2	Claire Francis	Classroom
3	Sunita Bharj	Welfare
4	Dhiba Malik	Classroom
5	Chandni Bakhai	Classroom
6	Charulata Parmar	Classroom
7	Jekaterina Summer	Classroom
8	Elaine Patton	Classroom
9	Kinga Rogozinska-wojcik	Classroom
10	Hameeda Shams-Ul-Islam	Classroom
11	Lucy Waring	Classroom

4.3 Reporting of accidents and illness

All accidents and illnesses, including those, which happen on the way to and from school must, if the information is reliable be reported to Reception and noted in the accident book.

4.4 Accident forms

All accidents must be reported on a school accident form and handed to reception. An entry must be made in the accident book kept in Reception. Serious accidents should be reported on RIDDOR forms. Copies of the forms are kept at Reception in the Upper and Lower School sites.

As of 1 October 2013, RIDDOR 2013 came into force, which introduces significant changes to the existing reporting requirements. A HSE document which provides further guidance is available in the Staff policies and procedures folder under Health and Safety. Any accident to an employee resulting in a fatal or major injury must be reported to HSE **IMMEDIATELY** by telephone on 0345 300 9923 or online to HSE.GOV.UK. Please contact Natalie Kampta (Director of Finance and Operations) in the first instance.

Accidents and injuries that result in staff being away from work or incapacitated for over three consecutive days must be reported.

The statutory requirement is to record accidents resulting in the incapacitation of a worker for more than three days.

Incapacitation means that the worker is absent from work or are at work but are unable to do work that they would reasonably be expected to do as part of their normal work activities. When counting the days to decide whether an accident is reportable, include any days they wouldn't normally be expected to work such as weekends, rest days or holidays in the total but not the day on which the accident happened.

Records also need to be kept on the system of all occupational accidents and injuries that result in staff being away from work or incapacitated for more than three consecutive days but do not result in the staff member being away from work or incapacitated for more than seven consecutive days.

Fatal and major injuries to school students occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

4.5 Accidents to students (and other persons on the premises), and outside enquiries

The Executive Head will deal with all such enquiries from the police and those acting on behalf of the solicitors engaged by parents of children or other persons. In the Executive Head's absence the Head of upper school will be the responsible person.

4.6 Minor illness

All children suffering from minor illness should be referred to Reception. The DS D and or a member of senior management is to be consulted and the pupil may go home if a parent can be contacted to give permission. Non accidental injury to children (suspected child abuse) please refer to Safeguarding and Child Protection policy. No pupil should leave school premises during school hours without the permission of a parent or guardian.

5. Health and Safety Policy for Departments

Each department as appropriate should have a written Health and Safety policy, which addresses the special circumstances, found in their area. All activities should undergo a **RISK ASSESSMENT**, which is agreed and written down. Any **Hazard** should be identified (i.e. something with potential to cause harm).

The **RISK** is the likelihood of that potential being realised. This assessment should be carried out by a competent person.

The risk should be identified as **HIGH, MEDIUM** or **LOW** and the risk either eliminated or controlled.

6. Preston Manor Road Safety Code

1. Take care near or while crossing roads
2. Wear a bright light reflector on top of school dress.
3. Always **STOP, LOOK AND LISTEN** before crossing a road.
4. Never walk in the road
5. Use pedestrian exits to school and listen for cars
7. Keep away from car parks and parked cars.
8. Do not cross roads between parked cars or larger vehicles.

The HR Department (Susy Patel, HR Manager) will keep a record of car registration numbers of staff. Staff should notify HR Team of any changes to car registration details.

The Receptionists are responsible for recording the registration numbers of visitors' vehicles. Regular users of the site should be given a copy of this policy and other relevant linked policies.

Arrangements for other Health and Safety Risks

7. Asbestos and Legionellosis

Asbestos

a) The Premises Manager is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Executive Head/Premises Manager.

Staff must report any damage to asbestos materials immediately to the Executive Head. Where damage to asbestos material has occurred the area must be evacuated and secured. The Executive Head will immediately notify the Chair of the Governing Body by telephone.

Legionellosis

b) The Premises Manager is responsible for ensuring that regular Legionellosis Risk Assessments are carried out.

Risk assessments should include all routine operation and use of the system, plus commissioning, maintenance, breakdown, and unusual circumstances.

The Risk Assessment must include;
a) The potential for droplet formation.
b) Water temperatures.
c) The likely risk to those who inhale water droplets.
d) Means of preventing or controlling risk.

Once the risk has been identified and assessed, a scheme should be prepared for preventing or controlling it. The main objectives however, must be to avoid conditions that permit legionella to grow and be transmitted by aerosol.

8. Contractors on School Premises

The Premises Manager is responsible for the selection and management of contractors in accordance with the school policy.

9. Display Screen Equipment

DSE assessments will be completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

10. Hazardous Substances

The Premises Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Executive Head. The Premises Manager will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision.

Substances used in D&T and science are assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS.

11. Data Backup

A hard copy / back up of all computer data to be kept either off school site or in various locations across the Lower & Upper School sites.

12. Electrical Safety

The Premises Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Premises Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to the Premises Manager. Staff are reminded that they must not bring electrical equipment into school without the permission of the Premises Manager.

13. Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify their Line Manager or Premises Manager of their location and intended time of departure. Lone workers should not undertake any activities which present a significant risk of injury.

14. Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Premises Manager.

Where Heads of Department hold budgets for maintenance they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair

All faulty equipment must be taken out of used and reported to the Premises Manager. Staff must not attempt to repair equipment themselves.

15. Manual Handling

The Director of Finance & Operations/Premises Manager will ensure that any significant manual handling tasks are risk assessed and any risks eliminated where possible. No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Premises Manager for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

16. Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the Premises Manager and Director of Finance & Operations' responsibility to ensure adequate supplies of suitable PPE. Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Premises Manager.

Separate guidance related to PPE during the Covid-19 pandemic is contained within the school's Risk Assessments.

17. PE Equipment

The Head of Physical Education is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils. Risk assessments have been completed for all PE activities and all staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor. All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Head of Dept.

18. Security/Violence Management

The Premises Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting. The Premises Manager is also responsible for the security of the site during after school use and lettings.

The numbers on security pads will be changed at regular intervals and these changes notified to all staff. Staff are reminded that these numbers should not be divulged to any pupil or parent.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in a communal area of the school where assistance is available. The Executive Head should be notified in advance of these meetings where possible. Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Executive Head.

19. Site Maintenance

The Premises Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

He will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Deputy Head who oversees Health & Safety.

All staff are responsible for reporting any damage or unsafe condition to the Premises Manager immediately. Office staff will contact him by radio if the matter is urgent and day to day jobs are logged and updated by the Zoho logging system.

NB: Please note, alternative emergency evacuation plans can be found from Page 46 which outlines the adapted measures to be followed during periods of social distancing requirements

20. Emergency Evacuation Procedures

- The warning to evacuate the building will be a continuous siren
- When a warning is given leave the room, maintaining social distancing where possible, when directed by a member of staff and follow any instructions at once
- The last person to leave the room removes the door stop and allows the door to close. Do not attempt to delay leaving the room in order to collect personal items of any description
- Leave the building by the nearest exit and proceed to the Assembly Point
- Walk in single file (where possible) at all times
- Do not run
- Silence must be maintained at all times
- Line up in a single file, in alphabetical order, with your form group
- Listen to the instructions given and follow them at once
- The person or persons raising the alarm should inform the Emergency Officer immediately they arrive at the assembly point

20.1 Special Instructions concerning break/lunch period/after school

- Upon hearing the alarm leave the building by the nearest exit and proceed directly to the Assembly Point.
- Close all doors of empty rooms as you pass.
- Follow the normal instructions as near as possible.
- Remain alert and do not panic.
- Be prepared to vary your normal areas of responsibility according to the circumstances.
- Encourage all students to follow the normal system of evacuation

If staff are in specialist areas ensure, as far as is reasonably practicable, doors are closed and emergency cut off systems are activated.

THE ASSEMBLY POINT FOR THE LOWER SCHOOL IS ON THE ON THE SCHOOL FIELD OPPOSITE THE YEAR 1 AND 2 CLASSROOMS

Emergency Evacuation Routes and Assembly Points (Unless there is an area, which constitutes a danger, the following routes must be followed):

UPPER SCHOOL SITE

THE ASSEMBLY POINT IS ON THE MUGA AND TENNIS COURTS ADJACENT TO THE HUTS

Emergency Evacuation Routes:

Unless there is an area, which constitutes a danger, the following routes must be followed:

MAIN BLOCK

Students should leave by the nearest safe exit and proceed to the Assembly Point passing between the Dance Studio and the Jubilee Block.

SIXTH FORM BLOCK

Students should leave by the nearest exit and proceed directly to the Assembly Point.

JUBILEE BLOCK

Students should leave by the nearest exit at the bottom of either stairs and proceed directly to the Assembly Point. DO NOT PASS BETWEEN THE JUBILEE BLOCK AND THE DANCE STUDIO.

ART & DESIGN BLOCK

Students should leave by the nearest exit and proceed around the canteen area to the Assembly Point. DO NOT PASS BETWEEN THE JUBILEE BLOCK AND THE DANCE STUDIO.

SCIENCE BLOCK

Students should leave by the nearest exit and proceed around the canteen areas to the Assembly Point. DO NOT PASS BETWEEN THE JUBILEE BLOCK AND THE DANCE STUDIO.

PLATINUM BLOCK

Students should leave by the nearest exit and proceed directly to the MUGA or tennis courts

C BLOCK

Students should leave by the nearest exit and proceed directly to the MUGA or tennis courts

HALL

Students should leave by the nearest exit and proceed to the Assembly Point by the shortest safe route.

SPECIAL NOTE

Teachers should use their own initiative if an escape route is blocked, bearing in mind that the only safe place to assemble is on the school field away from the building. Remember to inform the Emergency Officer if you have to assemble away from the designated Assembly Point.

GENERAL INSTRUCTIONS TO TEACHING STAFF UPON HEARING THE ALARM

If not teaching, leave by the nearest exit and proceed to the appropriate Assembly Point

PLEASE REMEMBER TO CLOSE THE DOOR IF YOU ARE THE LAST PERSON TO LEAVE BY THAT EXIT

1. Make a visual check of any rooms that you pass to ensure that the appropriate action is being taken, and that any empty classrooms have their doors closed.
2. If teaching stop work immediately, instruct students to: leave the room in an orderly manner and indicate the route they should take to the Assembly Point
3. Remind them that silence must be maintained at all times until permission has been given for them to talk
4. Close the door upon leaving the room
5. Proceed with the class via the indicated route to the appropriate Assembly Point
6. If you are not a Form Tutor please report to the team to which you are attached and assist in keeping discipline where needed.

SPECIAL NOTE

Do not allow anyone to re-enter the building for any reason
Do not rush or unduly panic
Do not allow students to stop to collect equipment or bags

GENERAL INSTRUCTIONS TO FORM TUTORS OR SUBSTITUTES UPON HEARING THE ALARM

1. Proceed as per the General Instructions for Teaching Staff until reaching the Assembly Point.
2. DSD to collect the Class Register.
3. Check the students against the Register and report the results to the DSD
4. Students should stand in alphabetical order
5. Keep the Form quiet and under control until permission is given for them to talk.

6. Ensure students remain in form groups at all times and remain socially distanced from other year groups at all times

SPECIAL NOTE

Under no circumstances should anyone be allowed to enter the site or the premises without authority from the Head, the Emergency Officer or the Emergency Services.

GENERAL INSTRUCTIONS TO THE LIBRARIAN AND TECHNICIANS UPON HEARING THE ALARM

1. Turnoff any gas or apparatus in use including the emergency shut off.
2. Leave by the nearest exit and proceed to the Assembly Point by the shortest safest route.
3. Close all doors as rooms are cleared.
4. Make a visual check of all rooms as you pass to ensure that the appropriate action is being taken, and that doors to empty rooms are closed.
5. When you arrive at the Assembly Point pass on any relevant information.
6. Remain in your designated areas until further instructions are received.

SPECIAL NOTE

Do not allow anyone to remain behind or to re-enter the building for any reason.

GENERAL INSTRUCTIONS TO CARETAKING STAFF UPON HEARING THE ALARM

1. Caretaking staff should ensure that all cleaning staff and any contractors on the premises leave the building and proceed to the Assembly Point by the nearest exit and shortest safe route, maintaining social distancing where possible
2. The Site team should proceed directly to the point of activation and assess the situation. In the absence of David Tully, the Site team should contact the named emergency officer and/or emergency services if it is necessary to do so.
3. Upon the arrival of the Emergency Services, the Site team will direct the the school's Emergency Officer for a formal situation report.
4. Caretaker/s will proceed to the rear entrance and prevent any persons from entering the site, and/or direct the Emergency Services to the school Emergency Officer for a formal situation report if necessary, and await further instructions.

SPECIAL NOTE

Under no circumstances should anyone be allowed to enter the site or the premises without authority from the Head, the Emergency Officer or the Emergency Services.

GENERAL INSTRUCTIONS TO DIRECTORS OF STUDENT DEVELOPMENT /DIRECTOR OF POST-16 STUDIES UPON HEARING THE ALARM

1. Proceed as per the General Instructions for teaching staff.
2. Upon arrival at the Assembly Point collect the appropriate registers from the Office Staff and issue them to Form Tutors, having taken up their allocated position at the Assembly Point.
3. When form tutors have reported back on the status of their forms, report the overall position of the year group to their Line Manager. This should include any missing form tutors or other members of their teams

GENERAL INSTRUCTIONS TO SENIOR STAFF UPON HEARING THE ALARM

1. Proceed as per the general instruction to teaching staff.
2. If not teaching escort any visitors to the Assembly Point.
3. All SLT members should report to the evacuation area for their year groups. In the absence of a team member, the SLT person at that evacuation point should assume that role for both year groups and report in accordingly
4. David Tully or named Emergency Officer will go directly to the activated alarm point and assess the situation. He will then contact the emergency services if necessary. In his absence the Site manager will assume this role.
5. The Head will proceed to the year 9 and 10 Assembly Point ready to confer with the school Emergency Officer (David Tully) on any action to be taken including whether to evacuate further away from the school.
6. Having reached the Assembly Point, David Tully/named Emergency Officer will assume the position of emergency officer

GENERAL INSTRUCTIONS TO CATERING STAFF UPON HEARING THE ALARM

1. Cease all work and turn off all appliances, especially mains supply gas including cut-offs.
2. Leave through the nearest exit and proceed by the shortest safe route to the Assembly Point, which is situated, on the field playground.
3. Report to your supervisor and inform them of any relevant information.
4. The Catering Manager or her deputy is to report their situation directly to the Head's PA

SPECIAL NOTE

Under no circumstances should you delay your departure to collect any items. You should not allow any unauthorised person to enter your area, nor allow anyone to attempt to re-enter the building.

GENERAL INSTRUCTIONS TO ADMINISTRATION AND FINANCE STAFF UPON HEARING THE ALARM

1. All Administration staff will collect registers (keeping them in year group piles), the signing in/out book/s, the visitor's log and the first aid box(es). They will then proceed via the nearest exit and the shortest safe route to the Assembly Point.
2. Finance staff will proceed via the nearest exit and the shortest safe route to the Assembly Point.
3. Team Leaders will report to the named Emergency Officer on the attendance of their teams
    a. Administration
    b. Finance dept,
    c. Librarian
    d. Science
    e. Technicians.
    f. ICT

Visitors will report reception. This will then be reported to the Head's PA

SPECIAL NOTE

Do not delay unduly or allow anyone to re-enter the building for any reason

GENERAL INSTRUCTIONS TO EMERGENCY OFFICER UPON HEARING THE ALARM

1. Ascertain Location and cause of activation
2. Upon arrival at the Assembly Point ensure that all procedures for safety are being observed, including social distancing and remain visible. Ensure first aiders are stationed in a clear area in case they are needed.

3. Collect reports from SLT, Reception and Head's PA
4. Consult with the Head or their substitute. To decide whether any secondary action for everyone's safety is taken. Inform Head as to the point of dismissal of the assembled school.
5. Prepare a verbal report, if necessary for the attending Emergency Services where necessary and report to the front of the premises to await the Emergency Services if they are not already in attendance.

CHECKLIST

Reports from: Reception or receptionist
Year 7 – Chané Ajewole/ Harry Pratchett
Year 8 – Gaynel Barry / Harry Pratchett
Year 9 – Kamilla Pedersen / David Tully
Year 10 – Georgia Richardson / Zalika Dale
Year 11 – Sophie Dixon / David Tully
Year 12/13 – Kwame Kumaning / Catherine Snoad

GENERAL INSTRUCTIONS TO CLEANERS, CONTRACTORS AND VISITORS UPON HEARING THE ALARM

1. Upon hearing the alarm leave the building by the nearest exit and proceed directly to the assembly point which is the Tennis Courts.
2. Line up with the adults and make your presence known, together with any relevant information, to the Senior Manager responsible for non-teaching staff.
3. Under no circumstances must you attempt to collect any belongings or delay your exit from the building, as this may put other persons at risk.
4. Do not under any circumstances try to re-enter the building before permission is given by either the Head or the Emergency Officer.
5. Where possible, socially distance at all times

Student Instructions

- The warning to evacuate the building will be a continuous alternating siren.
- When a warning is given, leave the room when directed by the teacher following social distancing guidelines where possible and any instructions at once.
- The last person to leave the room must remove the door stop close the door behind them.
- Do not attempt to delay leaving the room in order to collect personal items of any description.
- Leave the building by the nearest exit and proceed to the assembly point.
- Walk in single file, socially distancing, where possible, at all times. **DO NOT RUN.**
-

SILENCE MUST BE MAINTAINED AT ALL TIMES.

- Line up in single file facing your form number displayed in the Muster area where you assemble.
- Listen to the instructions given and obey them at once.
- The person or persons raising the alarm should inform the emergency officer immediately they arrive at the assembly point.

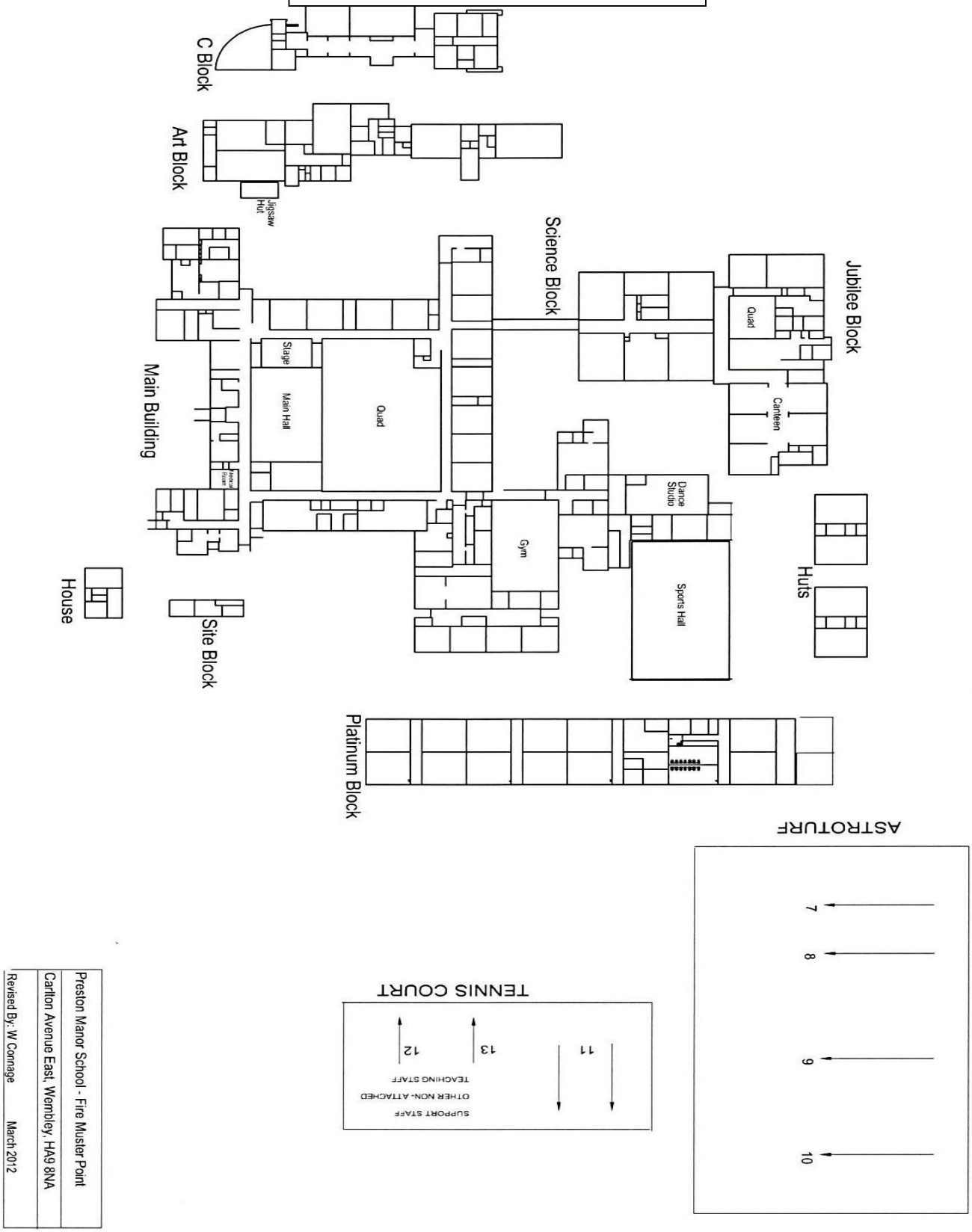
SILENCE MUST BE MAINTAINED AT ALL TIMES.

- Line up in single file facing your form number displayed in the Muster area where you assemble.
- Listen to the instructions given and obey them at once.
- The person or persons raising the alarm should inform the emergency officer immediately they arrive at the assembly point.

Timetable for year teams to practice fire drill and evacuation procedure: Friday 12 September to Monday 6th October 2025 in readiness for first practice fire drill.

Year group	date	Staff responsible
Lower school	Monday 6th October	Kevin Atkinson
Year 7	Friday 19th September	Chané Ajewole/ Harry Pratchett
Year 8	Wednesday 17th September	Gaynel Bary / Harry Pratchett
Year 9	Tuesday 16th September	Kamilla Pedersen / David Tully
Year 10	Monday 15th September	Georgia Richardson / Zalika Dale
Year 11	Friday 12th September	Sophie Dixon / David Tully
Year 12 and Year 13	Monday 15th September	Kwame Kumaning / Catherine Snoad

FIRE MUSTER POINTS



Upper School Lockdown Policy and Procedures

Rationale:

Lockdown procedures enable a school to close down and protect itself and those within it from an identified and urgent risk very quickly, such as the following:

- **An intruder on the school's site or nearby**
- **A local incident, such as a civil disturbance or risk of air pollution•**
- **A fire adjacent to the school**
- **A dangerous dog or another animal which is nearby**
- **A firearms or weapons attack**

PMUS site is implementing this policy to ensure that in the event that students and staff are faced with hazards in the school grounds or outside the school, students and staff may be locked within buildings for their own safety. This will usually occur if there is a dangerous intruder on school grounds, but may also occur in the event of a hazardous situation such as a chemical spill or fire, which makes it dangerous for students, staff and visitors to be outside of the school perimeter.

This policy applies to employees, volunteers, parents/carers/pupils, and people visiting the school site. It covers the procedures staff should take if and when the school is required to go to lockdown.

Aims:
To provide a safe and secure environment for our students, staff and visitors.
To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

Implementation:

All visitors and staff:
It is of vital importance that the school's lockdown procedures are familiar to members of the senior leadership team, teaching staff, non-teaching staff and visitors. To achieve this, a lockdown practices and procedures will be explained to students and staff at least once a year. The procedures will be held in reception so visitors can familiarise themselves with the procedures.

For parents:
Parents too should know that the school has a lockdown policy, and a copy should be placed on the school's websites.

If lockdown occurs, parents will be notified as soon as it is practical to do so via a text message. However, parents are requested not to come to the school, as students will not be released to parents during lockdown. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. Parents should not expect their child to call them, nor should they call student mobiles, as the lock-down situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms.

Emergency Services will support the decision of the Executive Head regarding the timing of communication to parents. Please be assured in the event of a lockdown that the school's overriding consideration is the safety and well-being of your child and school personnel.

Lockdown Procedures

Partial Lockdown - The following procedures should be followed when the threat **is *outside*** of the school main building/perimeter.
Alert to staff: A message will be sent to all staff stating 'Partial lockdown'
All radio communication should use channel 1

Immediate Action:

- All outside activity to cease immediately, pupils and staff return to their classrooms. SLT will inform any staff students involved verbally.
- If you are doing PE on the MUGA, return to the changing rooms, or nearest classroom (if activity is nearer to lower school than upper school, students should be taken to lower school). Any member of the school community who is outside should make their way to the nearest classroom. Lock all doors and switch off lights.
- Exterior and all classroom doors **ARE TO BE LOCKED**
- Admin and reception staff lock themselves in rooms and close shutters
- Teachers should take attendance of students in each classroom and prepare a list of missing and extra students in the room.
- All staff and pupils **MUST** remain inside
- Senior staff will conduct an ongoing risk assessment based on advice from the emergency services
- If the fire bell sounds YOU ARE NOT to leave the building and go to your designated assembly point
- DO NOT leave your classroom until you been given the "all clear" by a member of SLT.
- Gaia/ICT support to monitor CCTV from IT office and liaise with SLT via channel 3 and/or police (if appropriate)

Full Lockdown- The following procedures should be followed when the threat or intruder **is *inside* the school building/perimeter:**
Alert to staff: A message will be sent to all staff stating 'Partial lockdown' 'Full lockdown with intruder'
All radio communication should use channel 1

Immediate action:

- All outside activity to cease immediately, pupils and staff return to their classrooms. SLT will inform any staff students involved verbally.
- Any member of the school community who is outside should make their way to the nearest classroom.
- If you are doing PE on the MUGA, return to the changing rooms, or nearest classroom, lock all doors and switch off lights (if activity is nearer to lower school than upper school, students should be taken to lower school).
- Exterior and all classroom doors **ARE TO BE LOCKED**
- All staff and pupils **MUST** remain inside
- Windows closed / secured and blinds drawn (where possible).
- Pupils / staff sit quietly out of sight as far from door as possible.
- Lights are turned off.
- Mobile phones turned off (or at the least to silent so they cannot give away your position).
- A register to be taken of all staff, pupils and visitors in each classroom by classroom teacher
- Reception to close and lock shutters and contact police.
- Security guard to go to reception or site office.
- **DO NOT respond to anyone at the door until "all clear" is announced by SLT**
- Senior staff will conduct an ongoing risk assessment based on advice from the emergency services

- Gaia/ICT support to monitor CCTV from IT office and liaise with SLT via channel 3 and police (if appropriate)
- If the fire bell sounds YOU ARE NOT to leave the building and go to your designated assembly
- DO NOT leave your classroom until you been given the “all clear” by a member of SLT.

Message from staff to students in event of a lockdown:

- Always be honest and factual, and don’t get into details with younger students. You can share more specific information with older students.
- “This message means that there may an intruder in/outside of the school. To stay safe we need to do be calm and quiet. We need to move away from the door and windows. We will be told when it’s safe.”

Trips

Prior to the trip:

- Risk assessment completed and checked.
- Brief students on protocol and procedures
- All parents should have the lead staff members contact number/ or the schools contact number.
- All parents should have attended/received a briefing on the trip, including the risk assessment and ‘Run, Hide, Tell’ strategies’.

During the trip:

RUN:

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

HIDE:

- If you can’t RUN, HIDE.
- Find cover from gunfire/ knifes.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal (Find cover from gunfire e.g. substantial brickwork / reinforced walls.)
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself and students (if they are with you) in.
- Move away from the door.

TELL:

- Call 999: What do the police need to know?
- Location: Where are the suspects?
- Direction: Where did you last see the suspects?
- Descriptions: Describe the attacker, numbers, features, clothing, weapons etc.
- Further information: Casualties, any injuries, building information, entrances, exits, hostages etc.
- Contact school as soon as it is safe to do so.

The idea of parents having a contact number is so they can call to let you/school know their group is safe- in case you have been separated.

LOWER SCHOOL SITE

GENERAL INSTRUCTIONS TO LOWER SCHOOL STAFF UPON HEARING THE ALARM

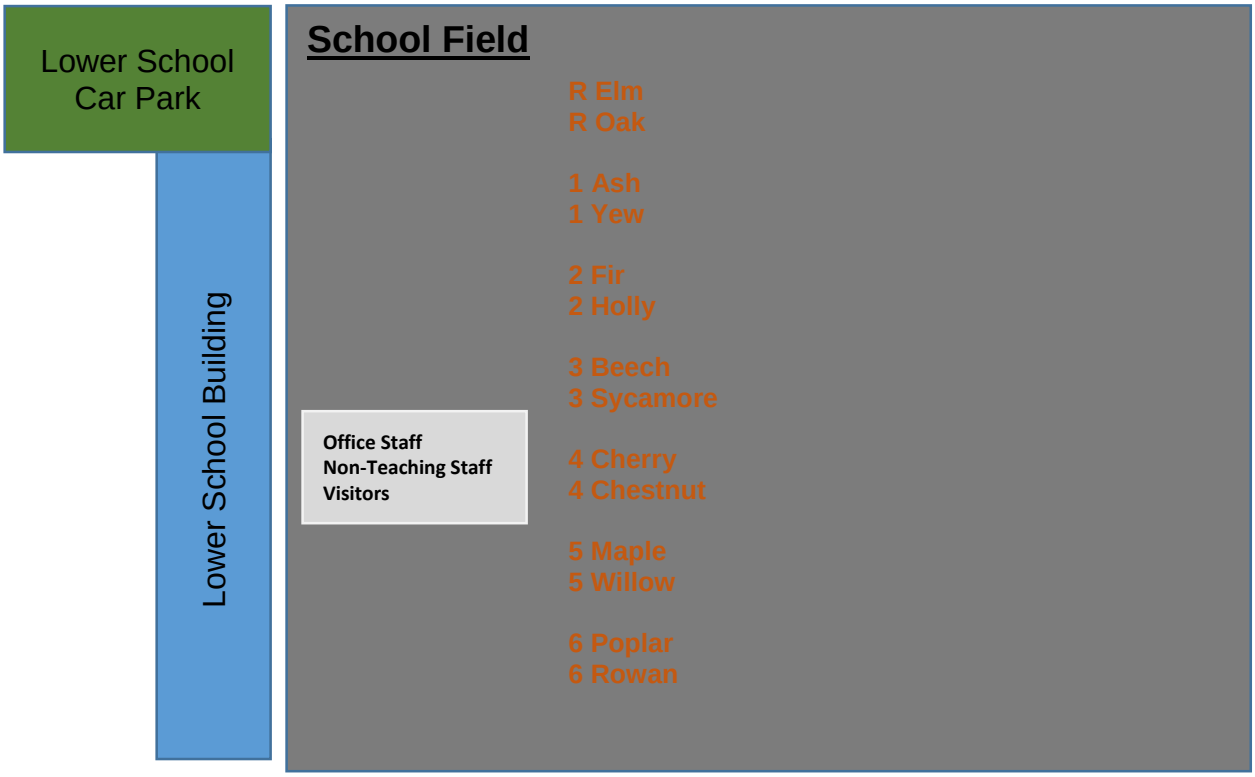
- If not teaching, exit using the planned exit route and proceed to the School Field and report to the Office Supervisor.
- Make a visual check of any rooms that you pass to ensure that the appropriate action is being taken, and that any empty classrooms have their doors closed

- If teaching stop work immediately, instruct pupils to:
- Leave the room in a silent line and indicate the route they should take to the Assembly Point (School Field)
- Remind them that silence must be maintained at all times
- Close the door upon leaving the room
- Proceed with the class to the Assembly Point (School Field)
- If teaching a group, proceed to field and see all children to class lines
- Take an attendance register and report attendance to the Office Supervisor.

- All non-teaching staff should report to the Office Supervisor
- The Office Supervisor should report to the Executive Head the attendance of all people on site.
- All staff and children to remain at Assembly Point until the building is cleared as safe.

NOTE
Do not allow anyone to re-enter the building for any reason
Do not rush or unduly panic
Do not allow pupils to stop to collect equipment or bags

Lower School Fire Assembly Point



Fire and Emergency Evacuation Procedures
Preston Manor Lower School

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure they are familiar with these procedures and act upon the requirements.

1. **ACTION WHEN FIRE ALARM SOUNDS**
   - Leave by nearest exit, taking any visitors with you. Do not delay to collect belongings
   - Close windows and doors behind you
   - Go immediately to the assembly area and ensure that you are accounted for
   - Do not re-enter the building until directed by the Emergency Services/Head of Lower School

DISABLED PERSONS or PERSONS WITH SPECIAL EDUCATIONAL NEEDS

- If the situation occurs where a member of staff, pupil or visitor with a special educational need or disability needs help in leaving the premises, the teaching staff will ensure that they are assisted in leaving the premises safely, preferably via the same exit route as the rest of the school. However, if this is not possible, they will be assisted to make their way from the nearest safe exit, from where they can join the rest of the school at the assembly point if safe to do so.

2. **ACTION ON DISCOVERING A FIRE**
   - Raise the nearest alarm without delay
   - Report directly to the assembly point, checking any rooms and toilets that you pass and closing any doors of empty rooms behind you

3. **CONTACTING THE FIRE & RESCUE SERVICES**
   - The Fire Service will be alerted through the alarm system, in the event of a genuine alarm.
   - If necessary, the Head of Lower School or Caretaker will telephone the emergency services from the assembly point.
   - The caretaker will ensure access on to the site is clear and open for the emergency services.
   - Upon their arrival, the Head of Lower School or person in charge will liaise with the emergency services.

4. **ATTENDANCE REGISTERS**
   - Teaching Assistants must collect class registers from the Office Supervisor and pass to the Class Teachers upon entering the assembly point.
   - Class Teachers will call the register and take a head count **twice**.
   - Teaching Assistants will return registers to the Office Supervisor, reporting attendance of their class.
   - **In the event a <u>pupil</u> is missing, the Class Teacher will alert the Head of Lower School or person in charge at the assembly point immediately.**
   - Office Supervisor will take out the Visitors Book and staff signing out book, checking the attendance of all adults on site.
   - **In the event an <u>adult</u> is missing, the Office Supervisor will alert the Head of Lower School or person in charge at the assembly point immediately.**

5. **FIRE DRILLS**
   - Fire drills are carried out regularly over the year and logged in the Fire Evacuation Record by the Health & Safety Officer & Office Supervisor.
   - Staff are often notified in advance of these drills but often are not to maintain authenticity and reduce complacency.

6. **FIRE OFFICERS**
   - Upon exiting the building, thoroughly check the areas you move through to ensure all occupants have evacuated.
   - Check on toilet areas should include a check on individual cubicles.
   - Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand.

- If you encounter and persons still present, they should be instructed to evacuate immediately. All children and visitors should be ushered to an exit – not just pointed in the general direction of one.

7. STAFF ABSENCES

- Permanent members of staff who are absent will be accounted for in the daily Staff Absences email, School diary and/or Staffroom Board.
- Staff who have left the school premises will have signed out at the school office.
- The absences of these staff will be notified to the Head of Lower School or person in charge by the Office Supervisor.
- Should a member of staff who is in charge of a class be absent, the Phase Leader, a Supply Teacher or another member of staff will take the responsibility of safely evacuating and registering the class.

Fire Officers

Kevin Atkinson	Head of Lower School
TBC	TBC
TBC	TBC

Health & Safety Officer

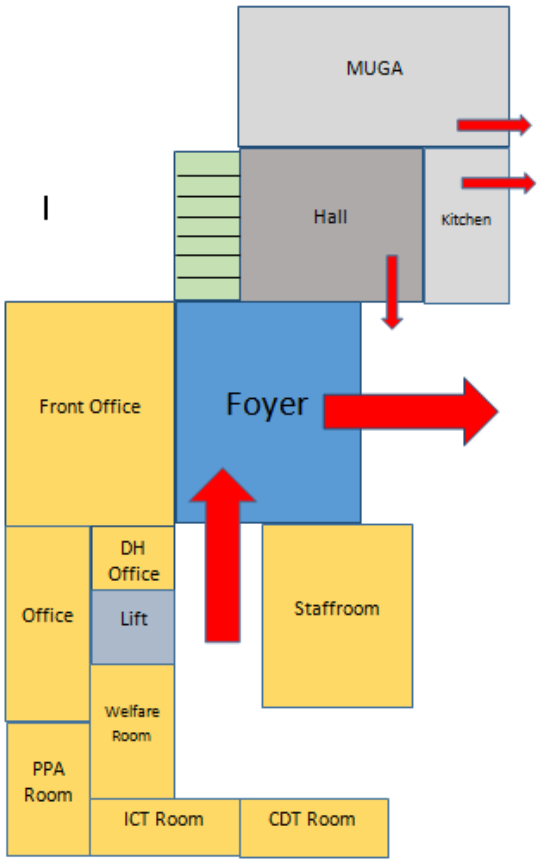
Kevin Atkinson	Head of Lower School

8. ROLES & RESPONSIBLITIES

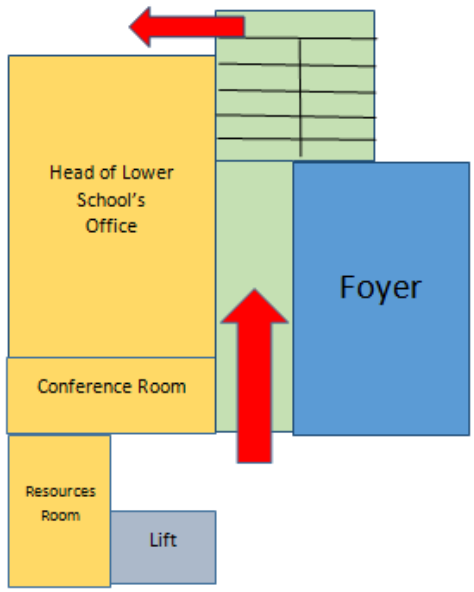
Head of Lower School *Responsible for ensuring Fire Procedures are effective and meet Health & Safety requirements for school *Monitor Fire Procedures are clearly displayed around the premises. *Report any missing persons to Emergency Services. *Dismiss children and staff from assembly point, once premises has been deemed safe to return.	**Health & Safety Officer** *Annually review and update Fire Procedures and Information *Ensure Emergency Wallet is located in a secure, yet accessible location *Termly monitoring of Emergency Wallet *Alongside the Office Supervisor, complete the Fire Evacuation Record following an evacuation *Check attendance of all permanent staff against the Staff List
Office Supervisor *Termly update of information in Emergency Wallet: -Pupil List -Staff List -Staff Emergency Contact List -Fire Policy Statement Signed by staff, including Cleaning, Kitchen staff & after-school providers. *Take Class Registers, Visitors Book, Staff signing out book, megaphone Radio & Emergency Wallet, to the assembly point *Check attendance of non-teaching staff and visitors *Report attendance of all children and staff to Head of Lower School	**Caretaker** *To check the origin of the alarm *Contact Emergency Services, if appropriate to do so *Ensure clear and open access for emergency services on to site *In the event of a drill/no risk, give clearance to Head of Lower School or person in charge to re-enter premises.

Class Teachers	All Staff
*Ensure class is clear of exit route to take to assembly point *Set clear expectations for behaviour and conduct when upon hearing the alarm, exiting the premises, and at the assembly point.	*To read and have understood the Fire Evacuation Procedures *Those who have access to a Radio – to take carry it to the Assembly Point, and switch on to **Channel 4.**

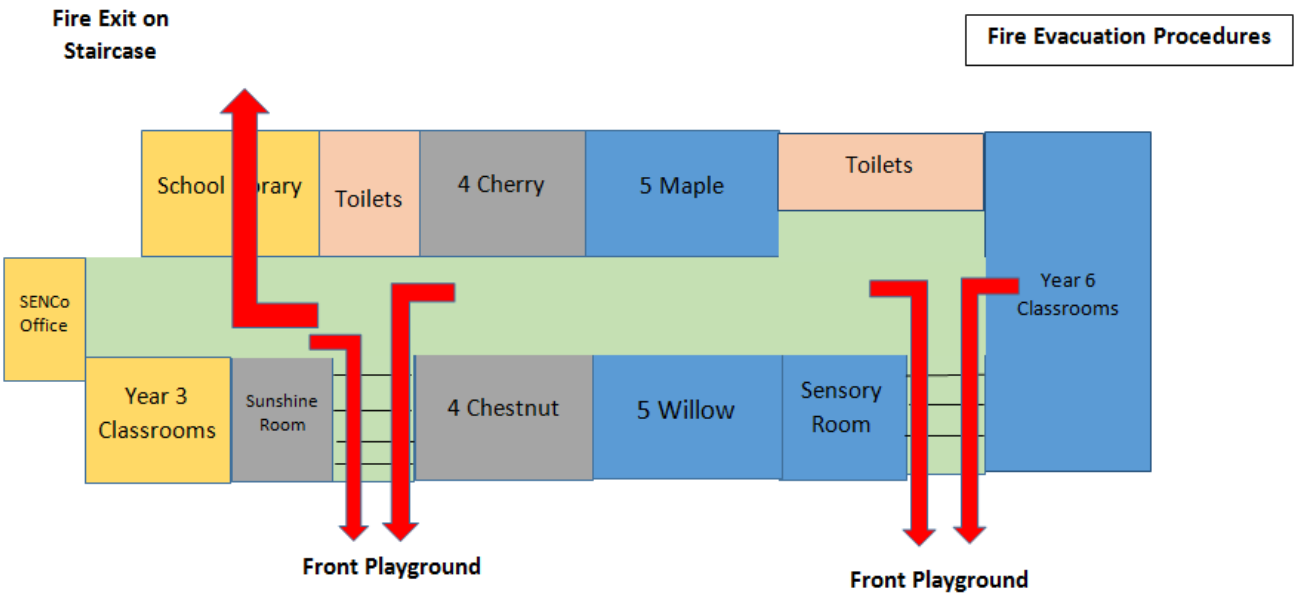
Fire Evacuation Procedures



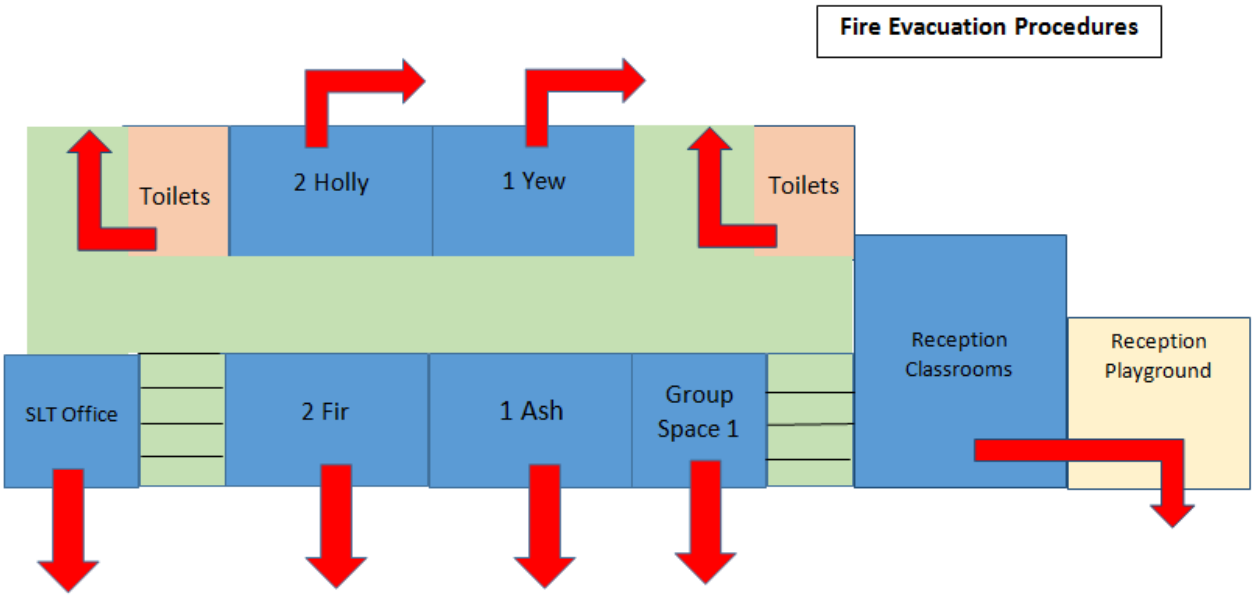
Ground Floor exit route to SCHOOL FIELD via the FOYER



1st Floor exit route to SCHOOL FIELD via the Fire Exit on Staircase



1st Floor exit route to SCHOOL FIELD



Ground Floor exit route to SCHOOL FIELD

Lower School Emergency Intruder Procedures:

Rationale:
Preston Manor Lower School is implementing this policy to ensure that in the event that students and staff are faced with hazards in the school grounds or outside the school, students and staff may be locked within buildings for their own safety. This will occur if there is an intruder on school grounds or on the advice of the emergency services.
This policy applies to employees, volunteers, parents/carers/pupils, and people visiting the school site. It covers the procedures staff should take if and when the school is required to go to lockdown.

Aims:
To provide a safe and secure environment for our students, staff and visitors.
To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

Implementation:

All staff and visitors:
It is of vital importance that the school's lockdown procedures are familiar to members of the senior leadership team, teaching staff, non-teaching staff and visitors. To achieve this, a lockdown drill will be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. Regular practices will increase their familiarity of what action they need to take and when.

For parents:
If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as **students will not be released to parents during lockdown**. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open.
Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents. **Please be assured in the event of a lockdown that the schools overriding consideration is the safety and well-being of your child and school personnel.**

In the event of the school going into either a Partial or Full Lockdown, the following procedures must be followed: 1) Alert staff with Lockdown air horn and say whether it is partial or full lockdown, 2) School office, Head, Deputy or AHT to ring Terrorism Hotline – 0800 789321 or 999, 3) Upper School to be contacted immediately via the Head's PA 201, walkie-talkie Channel 1.

Lockdown Procedures:

Partial Lockdown - The following procedures should be followed when the threat **is *outside*** of the school main building/perimeter.
Alert to staff: 'Partial lockdown' -Be direct. DO NOT USE CODES.

Immediate Action:

All outside activity to cease immediately, pupils and staff return to their classrooms
Exterior doors **ARE TO BE LOCKED** and all classroom doors shut
Teachers should take attendance of students in each classroom and prepare a list of missing and extra students in the room.
All staff and pupils **MUST** remain inside
Senior staff will conduct an ongoing risk assessment based on advice from the emergency services
If the fire bell sounds during a lockdown, staff will wait until they are given the all clear to evacuate the building by SLT or Emergency Services staff and then proceed to your designated assembly point. If a teachers; smells smoke, sees smoke or hears or sees fire, they will evacuate the building immediately.
DO NOT leave your classroom until you have been given the "all clear" by a member of SLT.

Full Lockdown- The following procedures should be followed when the threat or intruder **is *inside* the school building/perimeter:**
Alert to staff: 'Full lockdown' Be direct. DO NOT USE CODES.

Immediate action:

All outside activity to cease immediately, pupils and staff return to their classrooms
If you are doing PE on the MUGA, return to the hall, lock all doors, switch off lights and hide in toilets and PE Store.
Exterior doors **ARE TO BE LOCKED** and all classroom doors shut
All staff and pupils **MUST** remain inside
Windows closed / secured and blinds drawn (where possible).
Pupils / staff sit quietly out of sight – Reception: sit against wall where classroom door is located, 1 Yew and 2 Holly: sit against window wall away from door and not in front of windows, 1 Ash and 2 Fir: sit against wall

where Smartboard is located, Key Stage 2: sit against wall where classroom door is located as far from door as possible. Year 6 may use the shared room as long as there is an adult in that room with the children.
Lights, smartboards and computer monitors are turned off.
Mobile phones turned off (or at the least to silent so they cannot give away your position).
A register to be taken of all staff, pupils and visitors in each classroom
The SLT (HT, DH, AHTs) will inform all staff if there is a lockdown. An air horn will be used in order to do this.

Senior staff will conduct an ongoing risk assessment based on advice from the emergency services.
If the fire bell sounds during a lockdown, staff will wait until they are given the all clear to evacuate the building by SLT or Emergency Services staff and then proceed to your designated assembly point. If a teachers; smells smoke, sees smoke or hears or sees fire, they will evacuate the building immediately.
DO NOT leave your classroom until you have been given the "all clear" by a member of SLT.

Should the Fire Bell go off during a lockdown: A member of SLT or the emergency services will tell you to vacate the building. If this does not happen, adults are to use their professional judgement as to whether to vacate the building. Only vacate the building if you see flames, see or smell smoke, the water sprinklers are activated. In all another scenarios, you are to remain in your classroom until otherwise advised.

Trips:
Prior to the trip:
Risk assessment completed and checked.
All parents should have the lead staff members contact number/ or the schools contact number.
All parents should have attended a briefing on the trip, including the risk assessment and 'Run, Hide, Tell' strategies'.
During the trip:
RUN:
Escape if you can.
Consider the safest options.
Is there a safe route? RUN if not HIDE.
Can you get there without exposing yourself to greater danger?
Insist others leave with you.
Leave belongings behind.
HIDE:
If you can't RUN, HIDE.
Find cover from gunfire/ knifes.
If you can see the attacker, they may be able to see you.
Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal (Find cover from gunfire e.g. substantial brickwork / reinforced walls.)
Be aware of your exits.
Try not to get trapped.
Be quiet, silence your phone.
Lock / barricade yourself in.
Move away from the door.
TELL:
Call 999: What do the police need to know?
Location: Where are the suspects?
Direction: Where did you last see the suspects?
Descriptions: Describe the attacker, numbers, features, clothing, weapons etc.
Further information: Casualties, any injuries, building information, entrances, exits, hostages etc.
Contact school as soon as it is safe to do so.
The idea of parents having a contact number is so they can call to let you/school know their group is safe- in case you have been separated.
Communication with parents:

It is important our parents are made aware of how we would communicate with them in the event of a lockdown/ trip risk. Arrangements for communicating with parents in the event of a lockdown will be shared by text and on the school website.

Parents should be given enough information about what is happening so that they:
Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure their child's safety.
Do not contact the school as this could tie up telephone lines that are required for outgoing communication.
Do not come to the school as this could interfere with Emergency Services accessing the school and may even put themselves and others at risk.
Wait for the school to contact them about when it is safe to collect their child, and where this will be from.
Are aware of what will happen if the lockdown continues beyond school hours.

If parents present themselves at the school during a lockdown; the front gate will not be opened, the gate answer phones will not be answered and under no circumstances will members of staff leave the building to communicate directly with them.

21. Emergency Incident Procedures

These procedures are to be viewed as a separate entity and not as part of the Emergency Evacuation notes. Potentially explosive gas leaks, fire or bomb threats will be treated as an emergency evacuation, where the primary aim is to clear the building and move everyone a safe distance from the potential hazard.

These procedures should be treated as "other emergencies", which are likely to involve outside assistance.

All emergency procedures imply that something unexpected has happened or is likely to happen and the first priority is to ensure the safety and security of all staff and students as far as is reasonably practicable.

Schools pose a particular problem in these unforeseen circumstances in that it is impossible to predict where key staff will be when an emergency occurs. Moving key staff to designated areas may in itself be hazardous and it is therefore important that the structure offers a degree of flexibility. Communication is also vital, as little, or no, information to staff is likely to create concern and possibly even panic.

Through clear and thoughtful communication calmness is maintained and is therefore less likely to cause injury through panic.

The Executive Head needs to be in a centralised position so that information can be processed quickly. There needs to be an incident co-ordinator through whom all communications are fed. Other members of the Senior Management Team should have specific areas of responsibility.

Control Centre

In the first instance the reception area will be the communications centre. This is the natural place as it has phone lines and would be the point of arrival of any external assistance. The Executive Head would remain in their office, which is near to this area.

Should it become necessary to evacuate this area, then the general office will be the control centre.

All the Senior Team should report here either in person or by phone dependent on the circumstances.

Should the school need to be evacuated and it is not possible to re-enter the building, including following a weekend or holiday, a local school would be used as a control centre.

Specific Responsibilities

These may be delegated as appropriate

Executive Head (Russell Denial)	● Contact police/fire/ambulance or any other relevant external agency ● contact Brent Chief Executive ● contact Chief Education Officer ● contact Press office ● brief and instruct Senior Team on actions to be taken throughout the incident ● decide on communication to staff/students and parents (both short and long term) ● arrange press release
Incident co-ordinator (David Tully**)**	● to keep Executive Head informed ● to communicate with the rest of the team ● to communicate Executive Head's instructions to all staff ● ensure all the team understand their role ● to liaise with external agencies
Welfare co-ordinator (Sammia Worrell)	● to be responsible for the welfare of injured or distressed students or staff, with the assistance of other staff as decided by her and designated first aiders ● to feed and receive information to the Incident Co-ordinator ● to liaise with external agencies
Observer (Tom Phillips)	● to assist Executive Head in decision making ● to observe and record Executive Head's actions.
The remainder of the Senior Team are allocated to areas of the school as follows:	
Harry Pratchett	Downstairs main block including Huts and Gyms
Um-Salamah Bashir-Ali	Art Food & Design and ICT block
Catherine Snoad	6th form block, upstairs main block and Sports hall
Sara Dareve	Platinum Block
Keir Crawley	Science block Jubilee Block and Kitchen
Celine Donne	To deputise for absent colleagues

Their responsibilities are as follows:

- **to communicate up to date information to staff**
- **to feed back to incident co-ordinator**
- **to maintain security in those areas**
- **to distribute information and letters in those areas**
- **to give instructions to staff in those areas**

These tasks may be delegated to other staff in that area. However monitoring should take place to ensure the task has been fulfilled effectively. Final responsibility for the task lies with the member of the Senior Team.

It may also not be possible for Senior Team members to get to those areas and they may need to delegate to Heads of Department. It may be that communication with these areas is by telephone depending on the nature of the incident.

Caretaking staff should report immediately to the control centre.

Reception	● to maintain communications internally and externally ● to answer any parental or press enquiries by saying "a statement will be issued when we have more information" and should therefore take name, telephone number and organisation (Or by reading a statement prepared by the Executive Head) ● to feed information to the incident co-ordinator
Office Staff	● to type and distribute letters as appropriate ● to assist in despatch to Senior Teams respective areas or DSD's as appropriate
	● to ensure the safety of the students not only of those in their class but any who may be at risk

All Staff	● when and if appropriate give information to Senior team on missing or additional students in their charge ● to maintain a sense of calm ● quizzes and work activities will maintain this better than allowing the students to do nothing ● to answer questions honestly but with caution and discretion. Answers should not be speculative. The aim should be to give reassurance. ● Staff who are who are free should remain in the Staffroom or their offices as they may be needed to specific duties ● To follow all instructions from the Executive Head or his delegated staff.

14.3 Other considerations

Lunch	● Inform dining centre of any changes of arrangements ● Free school meals children should form a separate queue in the case of a delayed lunch
Release of students from rooms	● This should be done by the Senior Team
Children with medical/dental appointments	● Where possible messages should be got to the control centre with names and telephone numbers to cancel appointment.
Debriefing	● This should be held at the end of the school day or as soon as is feasible.
The Press	● Only the Executive Head should communicate with the press (except where mentioned earlier)
Liaison with the Police and other external Services	● This should only be by the Executive Head or David Tully, unless authorised by the Executive Head

Bomb Threats

Action to be followed

DO NOT PANIC. DO NOT PUT THE PHONE DOWN OR CUT OFF THE CALLER.

Switch on voice recording if possible.
Try to keep the caller talking for as long as possible, by using delaying tactics, e.g. the line is bad, can you speak up etc.
Try and complete the form in as much detail as possible.

Message (exact words if possible)

Location of Bomb

At what time will the Bomb Explode?

What type of bomb is it and what does it look like?

What will cause the bomb to explode?

Did you place the bomb and why?

What is your name and address?

What is the telephone number you are calling from?

RECORD THE TIME OF THE CALL AND THE TIME THE CALL WAS COMPLETED.
KEEP THE TELEPHONE LINE OPEN EVEN WHEN THE CALLER HAS HUNG UP
RECORD INCOMING CALL NUMBER, WHERE IT IS REVEALED

Immediately notify The Executive Head or Head of upper school.

Inform the Police.

Record other things you noticed during the call.

Sex
Accent
Age
Type of speech (intoxicated, laughing, etc)
Was the message Spontaneous/read/recorded
Any background noises you heard

22. Personal Emergency Evacuation Plan [PEEP]

A Personal Emergency Evacuation Plan or PEEP is a person specific plan for evacuating a building in an emergency. It is designed to match the capabilities of individual buildings to the needs of individual disabled persons, thus to do it once for one building may have no value in another building, and must be re-planned for those other buildings that the person will use.
There is a requirement that all persons regardless of their disability status, must be able to evacuate a location as safely as persons with no disability.

The PEEP should not only be thought to apply to ‘permanently’ less able persons, but should also be applied to staff or visitors that may have a temporary disability due to e.g. injury [sprained foot] or pregnancy etc.

It is the responsibility of the person having responsibility for the building to provide a fire safety risk assessment that includes an emergency evacuation plan for all people likely to be in the premises, including disabled people, and show how that plan will be implemented.

Where practicable, start by talking with the ‘disabled’ person about the plans that you have considered to achieve this, and also to find out their needs and if they have any issues that may affect your proposed course of action.

Look at your ideal safe route, decide how the evacuation would work and what persons / equipment would be involved, then assume that this route is blocked. Choose route 2 and go through the variables again; is this route more difficult, longer, narrower, steeper, more slippery, do people park vehicles where you wouldn't be able to pass?

To fulfil the PEEP’s requirements, there may be a need for modifications or repairs to the building or it may be necessary to site the person in a different work area.

Solve the problems, write down your plans and have them readily available, ensure that the assisting staff and the disabled person / child know what the plans are, talk to the disabled person / parents etc., practice carefully if required, but avoid involving the disabled person / child in any element if there is a risk which you would only accept during a real emergency,

The plan should be reviewed as necessary should any significant change occur to the use or design of the building, new responsible staff, or different ability equipment, and may ask the disabled user to keep them informed of any changes in their circumstances, which may warrant a review of the PEEP ahead of the pre-planned review date.

PERSONAL EMERGENCY EVACUATION PLAN

Visitor/ Member of staff/ Student	
Full Name	
Status	

Main Work Location (Address)
Preston Manor School Carlton Avenue East Wembley Ha9 8 NA

Please indicate if there are significant variations to the normal evacuation plan and

Person responsible for providing assistance (including a reserve)

Person completing this form
Date
Review Date

Review comments

23. Forms

PRESTON MANOR SCHOOL
HEALTH & SAFETY
REPORTING ACCIDENTS/INJURIES/"NEAR MISSES"

Date of Incident _____Time _____Place_____

Name of Student or Member of Staff_____-

Age of Student_____

Name of Member of Staff reporting incident_____

Description of circumstances (to include names of people who witnessed the incident and exact location

Details of the incident including direct cause of injury and details of injury

Details of medical action taken, both immediate and long term

Has the Parent/Carer been contacted following the incident to confirm exact details of injury **Yes/No**

If a RIDDOR form as been completed please give reference no. _____

Method used to report incident to RIDDOR- Phone, Fax, Internet, Email, Post

Break Duty Report Form

Date:_____Team Leader:_____Initials:_____

HEALTH & SAFETY ISSUES *(please write none if there is nothing to report)*

BEHAVIOURAL PROBLEMS *(please write none if there is nothing to report)*

Break Duty Report Form

Date:_____Team Leader:_____Initials:_____

HEALTH & SAFETY ISSUES *(please write none if there is nothing to report)*
BEHAVIOURAL PROBLEMS *(please write none if there is nothing to report)*

Break Duty Report Form

Date:_____Team Leader:_____Initials:_____

HEALTH & SAFETY ISSUES *(please write none if there is nothing to report)*
BEHAVIOURAL PROBLEMS *(please write none if there is nothing to report)*

24. Risk Assessment

RISK ASSESSMENT PROCEDURES

• Think of possible hazards. A hazard is anything that has the potential to cause harm
• Decide who might be affected and how.
• Evaluate the level of risk and consider preventive measures. Risk is the likelihood of a hazard causing harm.
• Discuss with school staff/parents/carers/and child as appropriate.
• Formulate into a written plan.

• Put measures into practice.
• Review and revise as necessary.

Risk Assessment Procedure

Identify hazards re:

- children
- environment – inside and outside
- security/safety procedures
- off-site activities
- equipment

When thinking about a risk assessment, remember

- a **hazard** is anything that may cause harm, e.g. a physical condition which can make the school unsafe, such as a slippery floor; unsafe acts e.g. rushing, horseplay, taking shortcuts. Unsafe omissions such as the failure to follow safe systems or wear protective equipment can also be termed hazards.
- the **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Hazard Identification:
Identify all the hazards relevant to the activity.
Specific hazards should be assessed on a separate risk assessment form and cross-referenced with this document. Possible hazards may include:
Biological agents, display screen equipment, manual handling operations, lifting and handling of students, hazardous substances and some locations beyond the school.
Other hazards to consider include slipping/tripping hazards, electricity, noise, dust, temperature extremes, fire/explosion, portable tools, machinery, pressure systems, compressed gases, work at height, confined areas, vehicles, work with animals, lone-working, out-of-hours working, irregular or unusual activities such as maintenance or repair work.

Who May Be Affected:
Consider students, students, trainees, expectant mothers and also those who may not be directly involved with the activity but who may still be affected by the process. This may include cleaning or office staff, contractors or parents. Out with the school, it may include members of the public. What information should be made available and how will this be communicated to those at risk? What training or supervision will be required?

Risk Evaluation:
Evaluate the risks (low / medium / high) to which individuals might be exposed. This will be a subjective evaluation but should be used to give an indication of the priority with which the risks needs to be addressed. Where risks are already controlled, monitor the effectiveness of the control to decide whether they are sufficient. Where the risk to individuals is thought to be medium or high, additional control measures must be considered.

Risk Control:
Decide what controls are necessary to reduce the risk to individuals.
The steps to controlling the risks are as follows:-

• **Avoid the hazard** - can the hazard be avoided or altered to reduce the likelihood or risk?
• **Substitute or replace the hazard**
RISK ASSESSMENT TEMPLATE conducted for ……..
by……. Date……..

Potential Hazard	Who is at risk?	Existing Control Measures	Risk Rating 1 low 5 high	Preventative Measures	Responsibilities

FIRE AND EVACUATION PROCEDURES (to replace Point 20, Page 16 to Page 21 during period of social distancing requirements

20 Emergency Evacuation Procedures

- The warning to evacuate the building will be a continuous siren
- When a warning is given leave the room, maintaining social distancing where possible, when directed by a member of staff and follow any instructions at once
- The last person to leave the room removes the door stop and allows the door to close. Do not attempt to delay leaving the room in order to collect personal items of any description
- Leave the building by the nearest exit and proceed to the Assembly Point
- Walk in single file (where possible) at all times
- Do not run
- Silence must be maintained at all times
- Line up in a single file, in alphabetical order, with your form group
- Put on face mask/shield
- Listen to the instructions given and follow them at once
- The person or persons raising the alarm should inform the Emergency Officer immediately they arrive at the assembly point

20.1 Special Instructions concerning break/lunch period/after school

- Upon hearing the alarm leave the building by the nearest exit and proceed directly to the Assembly Point.
- Close all doors of empty rooms as you pass.
- Follow the normal instructions as near as possible.
- Remain alert and do not panic.
- Be prepared to vary your normal areas of responsibility according to the circumstances.
- Encourage all students to follow the normal system of evacuation

If staff are in specialist areas ensure, as far as is reasonably practicable, doors are closed and emergency cut off systems are activated.

THE ASSEMBLY POINT FOR THE LOWER SCHOOL IS ON THE ON THE SCHOOL FIELD OPPOSITE THE YEAR 1 AND 2 CLASSROOMS

Emergency Evacuation Routes and Assembly Points (Unless there is an area, which constitutes a danger, the following routes must be followed):

Year Group	Assembly Point	Route
7	MUGA (left side from entrance)	P8-14 via fire exits Huts via walkway between P13 and P14
8	MUGA (right side from entrance)	J101/2 exit via science car park, continue via back of huts. J201-05 - via canteen exit, via back of huts
9	Facing tennis courts	P1-7 via fire exits M206/7 via 6th form exit, through P1 corridor.
10	Left side of field fence (long jump pit side)	Via art playground/CLC through science car park
11	Facing MUGA (outside)	Via canteen/sport's hall, through P13/14 walkway
12/13	Tennis Courts	Front of school, via main car park and Rigby Reservoir
Staff/Visitors	Outside tennis courts, by lower school gate	Front of school, via main car park and Rigby Reservoir

JUBILEE BLOCK

Students should leave by the nearest exit at the bottom of either stairs and proceed directly to the Assembly Point. DO NOT PASS BETWEEN THE JUBILEE BLOCK AND THE DANCE STUDIO.

ART & DESIGN BLOCK

Students should leave by the nearest exit and proceed around the canteen area to the Assembly Point. DO NOT PASS BETWEEN THE JUBILEE BLOCK AND THE DANCE STUDIO.

SCIENCE BLOCK

Students should leave by the nearest exit and proceed around the canteen areas to the Assembly Point. DO NOT PASS BETWEEN THE JUBILEE BLOCK AND THE DANCE STUDIO.

PLATINUM BLOCK

Students should leave by the nearest exit and proceed directly to the MUGA or tennis courts

HALL

Students should leave by the nearest exit and proceed to the Assembly Point by the shortest safe route.

SPECIAL NOTE

Teachers should use their own initiative if an escape route is blocked, bearing in mind that the only safe place to assemble is on the school field away from the building. Remember to inform the Emergency Officer if you have to assemble away from the designated Assembly Point.

GENERAL INSTRUCTIONS TO TEACHING STAFF UPON HEARING THE ALARM

If not teaching, leave by the nearest exit and proceed to the appropriate Assembly Point

PLEASE REMEMBER TO CLOSE THE DOOR IF YOU ARE THE LAST PERSON TO LEAVE BY THAT EXIT

1. Make a visual check of any rooms that you pass to ensure that the appropriate action is being taken, and that any empty classrooms have their doors closed.
2. If teaching stop work immediately, instruct students to:
3. leave the room in an orderly manner and indicate the route they should take to the Assembly Point
4. Remind them that silence must be maintained at all times until permission has been given for them to talk
5. Remove door stop and close the door upon leaving the room
6. Proceed with the class via the indicated route to the appropriate Assembly Point
7. If you are not a Form Tutor please report to the team to which you are attached and assist in keeping discipline where needed.

SPECIAL NOTE

Do not allow anyone to re-enter the building for any reason
Do not rush or unduly panic
Do not allow students to stop to collect equipment or bags

GENERAL INSTRUCTIONS TO FORM TUTORS OR SUBSTITUTES UPON HEARING THE ALARM

1. Proceed as per the General Instructions for Teaching Staff until reaching the Assembly Point.
2. DSD to collect the Class Register.
3. Put on face mask/shield
4. Check the students against the Register and report the results to the DSD
5. Students should stand in alphabetical order
6. Keep the Form quiet and under control until permission is given for them to talk.
7. Ensure students remain in form groups at all times and remain socially distanced from other year groups at all times

SPECIAL NOTE

Under no circumstances should anyone be allowed to enter the site or the premises without authority from the Executive Head, the Emergency Officer or the Emergency Services.

GENERAL INSTRUCTIONS TO THE LIBRARIAN AND TECHNICIANS UPON HEARING THE ALARM

1. Turnoff any gas or apparatus in use including the emergency shut off.
2. Leave by the nearest exit and proceed to the Assembly Point by the shortest safest route.
3. Close all doors as rooms are cleared.
4. Make a visual check of all rooms as you pass to ensure that the appropriate action is being taken, and that doors to empty rooms are closed.
5. Put on face mask/shield
6. When you arrive at the Assembly Point pass on any relevant information.
7. Remain in your designated areas until further instructions are received.

SPECIAL NOTE

Do not allow anyone to remain behind or to re-enter the building for any reason.

GENERAL INSTRUCTIONS TO CARETAKING STAFF UPON HEARING THE ALARM

1. Caretaking staff should ensure that all cleaning staff and any contractors on the premises leave the building and proceed to the Assembly Point by the nearest exit and shortest safe route, maintaining social distancing where possible

2. The Site team should proceed directly to the point of activation and assess the situation. In the absence of David Tully, the Site team should contact the named emergency officer and/or emergency services if it is necessary to do so.
3. Upon the arrival of the Emergency Services, the Site team will direct the the school's Emergency Officer for a formal situation report.
4. Caretaker/s will proceed to the rear entrance and prevent any persons from entering the site, and/or direct the Emergency Services to the school Emergency Officer for a formal situation report if necessary, and await further instructions.

SPECIAL NOTE

Under no circumstances should anyone be allowed to enter the site or the premises without authority from the Executive Head, the Emergency Officer or the Emergency Services.

GENERAL INSTRUCTIONS TO DIRECTORS OF STUDENT DEVELOPMENT /DIRECTOR OF POST-16 STUDIES UPON HEARING THE ALARM

1. Proceed as per the General Instructions for teaching staff.
2. Upon arrival at the Assembly Point collect the appropriate registers from the Office Staff (who will be waiting outside the MUGA) and issue them to Form Tutors, having taken up their allocated position at the Assembly Point.
3. When form tutors have reported back on the status of their forms, report the overall position of the year group to their Line Manager. This should include any missing form tutors or other members of their teams
4.

GENERAL INSTRUCTIONS TO SENIOR STAFF UPON HEARING THE ALARM

1. Proceed as per the general instruction to teaching staff.
2. Put on face mask/shield
3. If not teaching escort any visitors to the Assembly Point.
4. All SLT members should report to the evacuation area for their year groups. In the absence of a team member, the SLT person at that evacuation point should assume that role for both year groups and report in accordingly
5. David Tully or named Emergency Officer will go directly to the activated alarm point and assess the situation. He will then contact the emergency services if necessary. In his absence the Site manager will assume this role.
6. The Executive Head will proceed to the year 9 and 10 Assembly Point ready to confer with the school Emergency Officer (David Tully) on any action to be taken including whether to evacuate further away from the school.
7. Having reached the Assembly Point, David Tully/named Emergency Officer will assume the position of emergency officer

GENERAL INSTRUCTIONS TO CATERING STAFF UPON HEARING THE ALARM

1. Cease all work and turn off all appliances, especially mains supply gas including cut-offs.
2. Leave through the nearest exit and proceed by the shortest safe route to the Assembly Point, which is situated, on the field playground.
3. Report to your supervisor and inform them of any relevant information.
4. The Catering Manager or her deputy is to report their situation directly to the Executive Head's PA

SPECIAL NOTE

Under no circumstances should you delay your departure to collect any items. You should not allow any unauthorised person to enter your area, nor allow anyone to attempt to re-enter the building.

GENERAL INSTRUCTIONS TO ADMINISTRATION AND FINANCE STAFF UPON HEARING THE ALARM

1. Administration staff will run KS4/5 registers by 10am every day
2. All Administration staff will collect registers (keeping them in year group piles), the signing in/out book/s, the visitor's log and the first aid box(es). They will then proceed via the nearest exit and the shortest safe route to the Assembly Point.
3. Put on face mask/shield
4. Finance staff will proceed via the nearest exit and the shortest safe route to the Assembly Point.
5. Team Leaders will report to the named Emergency Officer on the attendance of their teams

a. Administration
b. Finance dept,
c. Librarian
d. Science
e. Technicians.
f. ICT

Visitors will report reception. This will then be reported to the Executive Head's PA

SPECIAL NOTE

Do not delay unduly or allow anyone to re-enter the building for any reason

GENERAL INSTRUCTIONS TO EMERGENCY OFFICER UPON HEARING THE ALARM

1. Ascertain Location and cause of activation
2. Upon arrival at the Assembly Point ensure that all procedures for safety are being observed, including social distancing and remain visible. Ensure first aiders are stationed in a clear area in case they are needed.
3. Collect reports from SLT, Reception and the Executive Head's PA
4. Consult with the Executive Head or their substitute. To decide whether any secondary action for everyone's safety is taken. Inform Executive Head as to the point of dismissal of the assembled school.
5. Prepare a verbal report, if necessary for the attending Emergency Services where necessary and report to the front of the premises to await the Emergency Services if they are not already in attendance.

CHECKLIST

Reports from: Reception or receptionist

Year 7 – Chané Ajewole/ Harry Pratchett
Year 8 – Gaynel Barry / Harry Pratchett
Year 9 – Kamilla Pedersen / David Tully
Year 10 – Georgia Richardson / Zalika Dale
Year 11 – Sophie Dixon / David Tully
Year 12/13 – Kwame Kumaning / Catherine Snoad

GENERAL INSTRUCTIONS TO CLEANERS, CONTRACTORS AND VISITORS UPON HEARING THE ALARM

1. Upon hearing the alarm leave the building by the nearest exit and proceed directly to the assembly point which is the Tennis Courts.
2. Line up with the adults and make your presence known, together with any relevant information, to the Senior Manager responsible for non-teaching staff.
3. Under no circumstances must you attempt to collect any belongings or delay your exit from the building, as this may put other persons at risk.
4. Do not under any circumstances try to re-enter the building before permission is given by either the Executive Head or the Emergency Officer.
5. Where possible, socially distance at all times

Student Instructions

- The warning to evacuate the building will be a continuous alternating siren.
- When a warning is given, leave the room when directed by the teacher following social distancing guidelines where possible and any instructions at once.
- The last person to leave the room must remove the door stop close the door behind them.
- Do not attempt to delay leaving the room in order to collect personal items of any description.
- Leave the building by the nearest exit and proceed to the assembly point.
- Walk in single file, socially distancing, where possible, at all times. **DO NOT RUN.**

SILENCE MUST BE MAINTAINED AT ALL TIMES.

- Line up in single file facing your form number displayed in the Muster area where you assemble.
- Listen to the instructions given and obey them at once.
- The person or persons raising the alarm should inform the emergency officer immediately they arrive at the assembly point.