



Health and safety policy

Cuckoo Hall Academies Trust

December 2017

1. Scope and legislation

The Trustees and Senior Management Team of Cuckoo Hall Academies Trust will strive to achieve the highest standards of health, safety and welfare consistent with the responsibilities and requirements of the funding agreement and Articles of Association. This policy is based on: -

Advice from the Department for Education on [health and safety in schools](#) legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees including duties relating to lettings as recommended by the HSE as set out in the eGuide on Event Venues 2017

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff, pupils and public

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

[The Lifting Operations & Lifting Equipment Regulations 1998 \(LOLER\)](#) which requires employers to effectively maintain and regularly service all types of lifting equipment used by staff, pupils and public

[The Electricity at Work Regulations 1989](#) ensures that all power supplies and associated equipment throughout the building are regularly checked and certified for use

[The Provision & Use of Work Equipment Regulations \(PUWER\)](#), which requires employers to effectively maintain and regularly service all types of motorised and electrical equipment used by staff, pupils and public

[The Control of Asbestos Regulations 2012](#), which requires employers to retain a current register of any asbestos materials that are known to be part of the fabric of the building

[Legionella Bacteria HSE Approved Code of Practice \(ACOP\) L8 and HSG274 Guidelines](#), which requires employers to effectively maintain the water supply provided around the building to the current required standards

We follow [national guidance published by Public Health England](#) when responding to infection control issues.

2. Roles and responsibilities

The Board of Trustees

CHAT's Board of Trustees has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Chief Executive Officer and the Head teachers of each academy.

The Trustees' have a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety and this applies to activities on or off the school premises. The academy trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

Head of Facilities Management

The Trustees and Chief Executive Officer have delegated the overall responsibility for health and safety to the head of facilities management who will additionally provide Trustees, Governors and Head teachers with regular reports of the areas of concern and matters of which may need to be addressed by the allocation of funds. The Head of Facilities Management is responsible for ensuring: -

- the health and safety policy is regularly updated and reviewed
- all relevant health and safety related policies and risk assessments are in place, in conjunction with Head teacher and Senior Management Team.
- the implementation and monitoring of the Trust's health and safety arrangements
- all staff are provided with adequate information, instruction and training on health and safety issues
- that the Trust has emergency procedures in place.
- there is no misuse of equipment
- that the premises, plant and equipment are maintained and in a serviceable condition;
- appropriate safe working procedures are brought to the attention of all staff in conjunction with Head teacher and Senior Management Team.
- regular inspections of equipment / furniture (and, where appropriate, activities) are undertaken and records these inspections are kept where required;
- any item of furniture or equipment which has been identified as unsafe are repaired, replaced or removed
- so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- details of accidents relating to premise are recorded and promptly reported to the relevant authorities
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

Governors

Governing bodies are responsible for monitoring the head teacher's implementation of the health and safety policy

Head teacher

The head teacher is responsible for day-to-day health and safety ensuring: -

- Implementation of the health and safety policy
- there is enough staff to safely supervise pupils
- the school building and premises are safe and regularly inspected
- adequate training is provided to for school staff
- the governing body and Trustees are aware of any health and safety matters
- appropriate evacuation procedures are in place and regular fire drills are held
- health and safety responsibilities are delegated to another member of the senior leadership team in their absence
- all risk assessments are completed and reviewed

Staff (including volunteers and governors when on site)

All employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. Teaching staff have a duty to take care of pupils in the same way that a prudent parent would do so. Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the Trust school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for colleagues /pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors

Contractors will agree health and safety practices with the Head teacher / Facilities management team before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

3. Site security and key holders

The Facilities team are responsible for the security and custodianship of the school sites in and out of school hours. They are responsible for visual inspections of the sites and for the intruder and fire alarm systems.

The Facilities team are also the main key holders. Other than head teaching staff, key senior management team members and facilities officers who have been issued site keys to allow access to a particular building outside of normal school operation hours, no other staff are allowed access to any of the sites other than during designated school operation times.

4. Fire

Whilst different for each academy, emergency exits, assembly points and evacuation point instructions are clearly identified by safety signs and notices.

Fire risk assessments carried out at each premises will be reviewed every 2 years and / or when significant changes have occurred to either the fabric or internal layout of the building.

Emergency evacuations are practised at least once a term and fire alarm testing at each site will take place weekly. The fire alarm is a continuous, digitally manufactured sound that is unlike a typical school bell ring.

New staff will be trained in basic fire safety procedures (such as main fire exit doors, evacuations and assembly point areas specific to each site) and all staff and pupils will be made aware of any new fire risks as they occur.

Fire wardens will be nominated by the senior management team and will be required to attend specific training sessions conducted by an external course provider to outline their roles and responsibilities. Once trained, skills are transferable across sites. Training lasts up to three years before renewal is required.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by Fire Warden trained staff only, and only when they are confident they can use them without putting themselves or others at risk
- Staff and pupils and visitors will congregate at the designated assembly points at each school / site
- Form tutors / class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- Senior Leadership Teams / Senior Management Team / Department Heads will be responsible for providing an attendance status of their individual staff members they line manage
- Each school will have special arrangements in place for the evacuation of people with mobility needs and mobility impairment disclosure forms should be available to account for any staff, pupils or visitors with any known disabilities.

Please see appendices for details of the individual roles and responsibilities during the fire evacuation process

- APPENDIX 1** Fire Warden
- APPENDIX 2** Facilities officer
- APPENDIX 3** Chief Fire Marshall
- APPENDIX 4** Lettings Officer (Out of hours)
- APPENDIX 5** Fire and site evacuation form

5. COSHH (Control of Substances Hazardous to Health Regulations)

Schools and academies are required to control hazardous substances, which can take many forms, including:

- Chemicals (and products containing chemicals)
- Dusts
- Fumes
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease
- Mists
- Vapours

COSHH risk assessments are completed by the Facilities team and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Only COSHH trained staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling. Product data sheets are available and are locked away from un-authorized use.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including those dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

Legionella

- Water risk assessments are completed by an appointed, specialist contractor. They are also responsible for ensuring that the identified operational controls are conducted and recorded in the school's water treatment log book
- The risk assessment will be reviewed every two years and / or and when significant changes have occurred to the water system and / or building water supply pipework. (Details and records of risk assessments are held by the facilities team)

- The risks from legionella are mitigated by periodic inspections, checks and sampling of water quality including carrying out regular temperature checks, scheduled cold and hot water tank cleaning and frequent disinfection of showers heads

Asbestos

- Facilities team staff are briefed on the hazards of asbestos, the location of any asbestos on our premises and the action to take if they suspect they have disturbed it
- A record is kept of all known asbestos locations via the building Asbestos Register
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and it must not be disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe and report the matter to the Facilities team staff

6. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards and operational requirements

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents as required

Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Facilities team immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs wiring and connectivity of electrical equipment
- All electrical equipment with a plug are annually inspected (portable appliance tested) by a trained specialist electrical contractor
- Where necessary a portable appliance test (PAT) will be carried out by a trained staff member when a non-school owned item is brought onto school premises from outside to use in and around the building
- All isolators switches are clearly marked to identify which equipment item they are connected to
- Electrical apparatus and connections must not be touched by wet hands / items and only used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment can only be carried out by trained staff members or a specialist contractor

PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently by trained staff members. Staff must then check that equipment is set up safely
- Any concerns about the condition of sports area floors, surfaces or equipment / apparatus must be reported to the Facilities team

Display screen equipment

- All staff who use computers daily as a significant part of their normal work have the right to have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous / near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for use of DSE equipment at work upon request, and at regular intervals thereafter, by a qualified optician of their choice. The cost of the eye test is re-imbursable to the staff member and a contributory amount may be offered by the organisation for the provision of corrective glasses if required specifically for DSE use

7. Lone working

Lone working may include:

- Late or out of hours / weekend working
- Home or site visits
- Weekend site manager duties including lettings, cleaning or maintenance works
- Working in a single occupancy office

Potentially dangerous activities (such as those where there is a risk of falling from height or working in enclosed spaces) will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task should be postponed until other staff members are available.

If lone working is to be undertaken it should be in agreement with the line manager. In addition, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker must ensure that they are medically fit to work alone and ensure they have means to summon help in an emergency (e.g. access to a telephone or mobile telephone etc)

If working within a multi-level building with a lift, the lone worker must not use the lift equipment at any time to access other floor areas, but make use of the nearest available staircase only.

Lone working can be avoided by individuals first checking if other operational activities are occurring on site out of hours (e.g. a building may already be open due to a visiting contractor or letting arrangement).

8. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. In addition: -

- The Facilities team will retain and store all ladders (e.g. step, lean to or adjustable types) for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Before using a ladder, staff are expected to conduct a visual inspection to ensure it is safe to use in the specific environment required
- Access to high levels (such as roofs) is only permitted if a Facilities team member is in attendance
- Contractors are expected to provide their own ladders for carrying out work at height

9. Manual handling

It is up to individuals to determine whether they are fit and able to lift, carry or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must ask for assistance.

The Facilities team will ensure that proper manual handling and lifting equipment are available to use, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a manual handling aid (such as a trolley, skate or barrow) or ask another person to help
- Ensure the area where you plan to offload the load is clear and free from obstruction
- When attempting to lift an item, always bend your knees and keep your back straight, with your feet shoulder-width apart and angled out. Ensure the load is held firmly and as close to the body as possible. Lift smoothly and slowly, avoiding any twisting, stretching and over reaching actions where practicable

10. Off-site visits

Visits and risk assessments will be conducted in line with our [Educational visits and off-site activities policy](#) available on the website

11. Lettings

Those who hire any aspect of the Trust's site or facilities will be made aware of the content of the school's health and safety policy in line with our [Lettings policy](#) available on the website

12. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager / head teacher immediately.

This applies to violence from pupils, parents, visitors, governors, trustees or other staff; employed or otherwise. Considerations to barring individuals from premises will be made in line with [Section 547 of the Education Act 1996](#) and the Department for Education's guidance entitled '*Advice on school security: Access to, and barring of, individuals from school premises*'.

13. Smoking

CHAT sites are “no smoking sites” under [The Smoke-free \(Premises and Enforcement\) Regulations 2006](#). No smoking or vaping is permitted within the buildings. Smoking is also banned within the Academy boundaries for staff, visitors and contractors. If any member of staff wishes to smoke they may do so during designated breaks and must leave the premises to do so.

14. Infection prevention and control

We follow [Health protection in schools and other childcare facilities](#) national guidance published by Public Health England (PHE) when responding to infection control issues. We encourage staff and pupils to follow a good hygiene practice where applicable as outlined below: -

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves to avoid allergic reactions.
- Plastic aprons should be used where there is a risk of splashing or contamination with blood / body fluids (e.g. nappy or pad changing) and over-shoe protectors where required to eliminate footwear being contaminated and spread to other areas
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

Cleaning of the environment

- Clean the environment frequently and thoroughly (including toys carpets, toilets and any equipment used in the nursery settings)

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment at all times
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer’s instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use appropriate spillage powder, disposable paper towels and discard all clinical waste as described below

- Make spillage kits readily available for use on any bodily fluid or blood spill situations

Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

Clinical waste

- Always segregate domestic and clinical waste
- Used nappies / pads, gloves, aprons and soiled dressings must be stored in correct clinical waste bags contained in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food or sanitised areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Pupils must be supervised when playing with animals
- Veterinary advice should be sought with regard to animal welfare, any specific health issues to that animal, and the suitability of the animal as a pet

Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The academy will normally have been made aware of such vulnerable children.

These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent / carer will be informed promptly and further medical advice sought. Via their parents, these pupils are advised to have additional immunisations (for example for pneumococcal and influenza)

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic / pandemic, we will follow advice from Public Health England about the appropriate course of action.

15. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of

exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

16. Occupational stress and wellbeing

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

17. Accident reporting

Accident record book

Pupil accidents will be logged directly onto our electronic accident monitoring system. For staff, accidents will be reported as soon as possible after the accident occurs. In both cases by the member of staff or first aider who deals with it.

As much detail as possible will be supplied when reporting an accident

Information about pupil injuries will also be kept in the pupil's educational record. Information about staff injuries will be held on their personnel file

Records held in the first aid and accident log will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed.

Reporting to the health and safety executive

The Facilities team will keep a record of any accident which they assess to have resulted in a reportable injury, disease, or dangerous occurrence as defined in the [RIDDOR 2013 legislation](#) (regulations 4, 5, 6 and 7).

The Facilities team will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)

- Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
 - Where an accident leads to someone being taken to hospital
 - Where something happens that does not result in an injury, but could have done
 - Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

The [health and safety executive website](#) provides details of how to make a RIDDOR report

Notifying parents

Parents will be informed of any reportable accident or injury sustained by a pupil and any first aid treatment given on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and child protection agencies

The Head teacher will arrange for Ofsted to be notified of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Safeguarding team will also notify the local authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

18. Visitors

All visitors must sign in before entering any of our academies recording their time of arrival, who they are visiting and their vehicle registration (if using school car parking facilities), as per the current fire regulations

Visitors must complete all details requested on the pass and ensure that the allocated pass is worn visibly throughout their stay at the site

Staff assigned to meet a visitor must maintain the responsibility of accompanying them at all times and escort them to and from the site areas they required, as per the school safeguarding policy

On leaving, visitors must return their pass to point of issue and record their time of departure, before exiting the site.

All visitors have the responsibility to care for their own health and safety and all other people that are within their visiting group

19. Vehicles on site

Other than with prior agreement in line with our **lettings policy**, vehicular access to our academies is restricted to academy staff and visitors only. It is not for general use by parents / guardians when bringing children to or collecting them from an academy.

All pupil and parent pedestrian access areas must be kept clear of vehicles and designated access roads must be kept clear of obstructions for emergency vehicle use at all times

20. Training

Staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

21. Useful local information

Please see **APPENDIX 6** for a list of local medical practices and hospitals

22. Monitoring

This policy will be reviewed by the Head of Facilities Management at least every 2 years and approved by the Chief Executive Officer

Fire Warden

Staff cannot be considered for the role of Fire Warden unless they have attended and completed an accredited training course and hold a current certificate which qualifies them for that position.

All Fire Wardens must be fully familiar with their site layout, fire alarm (a continuous bell type ring or manufactured electronic sound) and all available means of escape to enable them to evacuate the building safely and efficiently at all times.

Fire Wardens are responsible for directing people to the nearest escape route and carrying out effective sweeps of their allocated zones and to ensure that there are no persons left in their areas before they exit a building themselves.

Main duties and responsibilities: -

- Upon hearing the fire alarm they must immediately gather a hi-vis vest, whistle and fire brigade (FB14) key. They must then make their way to their allocated zone
- Once at their zone, they must carry out a thorough search of those allocated areas including a careful check of any toilet facilities, cupboards, store rooms and offices within that zone
- Any person found remaining in any of those areas should be guided towards the nearest exit door out of the building.
- If a person refuses to leave the building
 - If they are an adult they should be asked to vacate via the nearest exit. If they refuse to do so after two requests, a note must be made of their location and who they are.

The evacuation duties and search of the zone should not be delayed any further.
 - If this person is a pupil / minor they must be escorted to the nearest fire exit door and onto the assembly point
- The search process should continue throughout the allocated zone until the final exit point is reached. Where possible and not to delay the exit, doors should be shut on the way out.
- Findings and zone status (clear / unclear) should be reported to the Chief Fire Marshall at the designated fire assembly point.
- The details of any person still remaining in the building and their location should be provided to the Chief Fire Marshall.
- Ensure that everyone gathered in the fire assembly appoint remains calm and orderly that no one tries to leave the academy grounds at any time
- The Chief Fire Marshall will provide further instructions as to the status of the evacuation

In the event of a real fire

- The Chief Fire Marshall is responsible for contacting the Fire Services and will update Fire Wardens / Staff / Facilities Officers as to the appropriate action

In the event of a planned drill or a false alarm

- The Chief Fire Marshall will issue the instruction to the Fire Wardens / Staff to re-enter the building
- Fire Wardens should assist staff to escort everyone safely from the assembly point back inside to their original location
- After every evacuation, a de-brief meeting will be arranged by the Chief Fire Marshall at an agreed location. All Fire Wardens and Facilities Officers must attend to collectively ascertain whether there were any issues observed during the exercise (such as health and safety risks, congestion points, communication problems etc).

Facilities Officer

All Premises Officer staff must be fully familiar with their site layout, fire alarm (a continuous bell type ring or manufactured electronic sound) and all available means of escape to enable them to assist with evacuating persons from the building safely and efficiently at all times.

Premises Officers are responsible for checking the fire alarm panel to determine the cause and location of activation and subsequently investigate the area concerned (where safe to do so) so as to establish if there are any signs of smoke and / or fire.

This information will be reported back to the Chief Fire Marshall.

Facilities Officers may be required to assist the Fire Wardens with their evacuation task

(Please refer to the Fire Warden Duties and Responsibilities)

Main duties and responsibilities: -

- Upon hearing the fire alarm they must immediately gather a hi-vis vest, whistle and fire brigade (FB14) key. They should then make their way to the main fire alarm panel.
- At the fire alarm panel, the display should be checked to determine the location and type of detection equipment that was activated. The zone plan next to the panel should be checked if there is an uncertainty as to the location.
- Proceed with caution to the detection equipment to identify the cause of activation
 - If there are any signs of smoke and / or fire found on route to the identified activation area, the investigation should be immediately aborted.
 - If the route to the identified activation area is clear, once there the area should be checked for any signs of smoke and / or fire. If none is evident the area should be carefully checked for the cause or probable cause of activation (e.g. smouldering electrical equipment, smell of burning from toasters or other kitchen equipment, smoke from waste bin)
- The building should then be exited via the nearest available fire exit and all findings reported to the Chief Fire Marshall at the designated assembly point.
- Ensure that any open gates are monitored to prevent people trying to enter or leave the academy grounds during this time
- The Chief Fire Marshall will then provide further instructions as to the status of the evacuation

In the event of a real fire

- The Chief Fire Marshall is responsible for contacting the Fire Services and will update Fire Wardens / Staff / Facilities Officers as to the appropriate action

In the event of a planned drill or a false alarm

- The Chief Fire Marshall will issue the instruction to the Fire Wardens / Staff to re-enter the building
- The Facilities Officer should return to the fire alarm panel so as to silence the alarm sounders and reset the system back to normal operation mode.
- After every evacuation, a de-brief meeting will be arranged by the Chief Fire Marshall at an agreed location. All Fire Wardens and Facilities Officers must attend to collectively ascertain whether there were any issues observed during the exercise (such as health and safety risks, congestion points, communication problems etc).

Chief Fire Marshall

Staff cannot be considered for the role of Chief Fire Marshall unless they have attended and completed an accredited training course and hold a current certificate which qualifies them for that position.

All Chief Fire Marshalls must be fully familiar with their site layout, fire alarm (a continuous bell type ring or manufactured electronic sound) and all available means of escape so that they can clearly relay location details to Fire Service representatives in an emergency situation should they have been called to attend the site.

Chief Fire Marshalls are responsible for co-ordinating evacuation processes, liaising with the Fire Wardens and Facilities Officers and for accurately collating building status information for official recording onto the **Evacuation form**.

Main duties and responsibilities: -

- Upon hearing the fire alarm they must immediately gather a hi-vis vest, clipboard / folder with evaluation form, radio walkie-talkie handset and fire brigade (FB14) key.
- They must then make their way to the designated fire assembly point, make a note of the time the alarm was sounded and, if possible, begin a stop-watch application in order to monitor / time how long the evacuation takes.
- At the assembly point, the evacuation form should be filled with as much information as possible.
- Each of the Fire Wardens feedback should be recorded as they return to the fire assembly point having checked their allocated zones (Ensure important observations are recorded e.g. details of fire outbreaks, other types of dangerous situations, reports of anyone still within that zone).
- Feedback from staff / teachers should also be recorded so as to verify whether all pupils / employees are accounted for.
- Once all information has been completed, a note of the time should be taken and recorded.
- The Facilities Officer should then be contacted by radio to ascertain the cause of the alarm activation and its location.

In the event of a real fire

- The Facilities team will confirm that they have discovered elements of smoke / fire
- The Chief Fire Marshall is responsible for contacting the Fire Services
- The **CHAT Fire Evacuation Procedures** specific to the site will then be followed and the Chief Fire Marshall will update Fire Wardens / Staff / Facilities Officers as to the appropriate action.

In the event of a planned drill or a false alarm

- The Facilities team will confirm that alarm activation was the result of a planned drill or false alarm.
- Chief Fire Marshall will issue the instruction to the Fire Wardens / Staff / Facilities Officers to re-enter the building.
- A de-brief meeting must be arranged with the Fire Wardens / Staff / Facilities Officers directly after everyone has returned to the building. This is to ascertain and record any issues observed during the evacuation process (e.g. health and safety risks, congestion points, communication concerns)
- Feedback observations together with the completed Evacuation Form should be sent to the Head of Facilities

Lettings Officer (Out of Hours)

All Lettings Officer staff must be fully familiar with their site layout, fire alarm (a continuous bell type ring or manufactured electronic sound) and all available means of escape to enable them to assist with evacuating persons from the building safely and efficiently at all times.

As there are no Fire Wardens, Facilities Officers or Chief Fire Marshalls present on site, Lettings Officers are responsible for evacuating all site occupants to the designated fire assembly point before checking the fire alarm panel to determine the cause and location of activation and subsequently investigate the area concerned (where safe to do so) so as to establish if there are any signs of smoke and / or fire.

This information must be recorded onto the CHAT Site Evacuation form for submission to the Head of Facilities

Main duties and responsibilities:-

- Upon hearing the fire alarm they must immediately gather a hi-vis vest, whistle and fire brigade (FB14) key. They should then make their way to where the let is taking place and advise all persons to evacuate to the fire assembly point.
- There must then be a thorough search of those allocated areas including a careful check of any toilet facilities, cupboards, store rooms and offices within that area.
- Any person found remaining in any of those areas should be guided towards the nearest exit door out of the building.
- If a person refuses to leave the building
 - If they are an adult they should be asked to vacate via the nearest exit. If they refuse to do so after two requests, a note must be made of their location and who they are.

The evacuation duties and search of the zone should not be delayed any further.
 - If this person is a pupil / minor they must be escorted to the nearest fire exit door and onto the assembly point
- The search process should continue throughout the allocated zone until the final exit point is reached. Where possible and not to delay the exit, doors should be shut on the way out.
- Findings and zone status (clear / unclear) should be recorded onto the CHAT Site Evacuation Form upon reaching the designated fire assembly point.
- The details of any person still remaining in the building and their location should also be recorded onto the CHAT Site Evacuation Form.
- Ensure that everyone gathered in the fire assembly appoint remains calm and orderly that no one tries to leave the academy grounds at any time







- Once the building is vacated, the Lettings Officer should then return back into the building and proceed to the main fire alarm panel (only if it is safe to do so).
- At the fire alarm panel, the display should be checked to determine the location and type of detection equipment that was activated. The zone plan next to the panel should be checked if there is an uncertainty as to the location.
- Proceed with caution to the detection equipment to identify the cause of activation
 - If there are any signs of smoke and / or fire found on route to the identified activation area, the investigation should be immediately aborted.
 - If the route to the identified activation area is clear, once there the area should be checked for any signs of smoke and / or fire. If none is evident the area should be carefully checked for the cause or probable cause of activation (e.g. smouldering electrical equipment, smell of burning from toasters or other kitchen equipment, smoke from waste bin)
- The building should then be exited via the nearest available fire exit and all findings recorded onto the CHAT Site Evacuation form.

In the event of a real fire

- The Lettings Officer is responsible for contacting the Fire Services and will update all persons on site as to the appropriate action

In the event of a planned drill or a false alarm

- The Lettings Officer will issue the instruction to all persons to re-enter the building
- The Lettings Officer should return to the fire alarm panel so as to silence the alarm sounders and reset the system back to normal operation mode.
- After every evacuation, all relevant details and any issues observed during the exercise (such as health and safety risks, congestion points, communication problems etc) should be completed onto the CHAT Site Evacuation Form

ENSURE YOU ARE AWARE OF THE ZONES WHICH NEED TO BE CHECKED				DATE:		
				DD	MM	YY
SITE (Please tick)						
 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	
EVACUATION TYPE	FIRE <input type="checkbox"/>	POWER <input type="checkbox"/>	GAS <input type="checkbox"/>	WATER <input type="checkbox"/>	OTHER <input type="checkbox"/>	
EVACUATION STATUS	PLANNED <input type="checkbox"/>	UNPLANNED <input type="checkbox"/>	START TIME	FINISH TIME	DURATION	
ZONE AREA DESCRIPTION			STATUS ☑ / ☒	COMMENTS		
1						
2						
3						
4						
5						
6						
7						
8						
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10						
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12		
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18		

CAUSE OF EVACUATION:

ADDITIONAL / DE-BRIEF INFORMATION:

EMERGENCY SERVICES

Emergency Services Contacted? NO YES If yes, specify below

FIRE <input type="checkbox"/>	AMBULANCE <input type="checkbox"/>	POLICE <input type="checkbox"/>	UTILITIES <input type="checkbox"/>
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CHIEF FIRE MARSHALL

NAME (Please Print)	SIGNATURE

Useful Local Information (Hospitals and GP surgeries)

Hospitals:

Chase Farm Hospital (Urgent Care)

127 The Ridgeway, Enfield
Middlesex
EN2 8JL
020 8375 2999

North Middlesex Hospital (Accident & Emergency)

Sterling Way
London
N18 1QX
020 8887 2000

GP Surgeries:

Nightingale Road Surgery

1-3 Nightingale Road
Edmonton
N9 8AJ
0208 805 9997

Forest Road Health Centre

308a Hertford Road
Edmonton
N9 7HD
0208 804 8941

Eagle House Surgery

291 High Street
Enfield
EN3 4DN
0208 805 8611

Riley House Surgery

413 Hertford Road
Enfield
EN3 5PR
0208 616 0083