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HEALTH & SAFETY

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PREFACE

Chiltern Hills Academy is a learning environment at the heart of its community. We encourage every person in our community to:

Create, Aspire and Excel to 'Live life in all its fullness' (John 10:10)

We achieve this through our dedication to the seven Christian values of love, hope, self-discipline, compassion, forgiveness, respect and honesty.

We are a community in which staff, students and parents work collaboratively to develop a learning environment and organisation which is spiritual, safe, innovative, creative and exciting. All members of the Academy are motivated and inspired by the vision to give their best and to play a full part in the life of the school and in their own developing lives.

The Governors at Chiltern Hills Academy are committed to achieving the vision and values. They oversee and monitor this policy to ensure that this is being achieved.

PART 1: HEALTH AND SAFETY POLICY STATEMENT

The Board of Governors regards the promotion of health and safety at work to be of the utmost importance for all personnel that attend as students, work in and visit Chiltern Hills Academy. It is School policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes students and visitors to the school whether it is for pursuance of their employment or other activities. This is approached by:

- Assessing and controlling risk as part of the day-to-day management of school activity
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities
- Periodic review of the safety policy as school activities and the associated risks change
- All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- Reporting to Student Services (Jill Astles) any incident that has led, or could have led, to damage or injury
- Assisting in any investigation with regard to accidents, dangerous occurrences or near-misses.

In line with the safety organisation set out in part 2 of this policy, it is the responsibility of all Line Managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the Academy.

SECTION 1: THE HEALTH AND SAFETY POLICY STATEMENT

Our **Statement of General Policy** is to:

- 1.1 provide adequate control of the health and safety risks arising from our work activities;
- 1.2 consult with our employees on matters affecting their health and safety;
- 1.3 provide and maintain plant, machinery and equipment which is safe, has been manufactured to an appropriate British, European or International standard, is regularly inspected, tested and maintained; and offers protection from danger by being suitably guarded (where appropriate). This includes heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;
- 1.4 ensure safe handling, use, storage and transport of articles and substances;
- 1.5 provide adequate information, instruction and training to enable adults and students to carry out activities in a healthy and safe manner, and enable them to contribute positively to their own health and safety and that of others;
- 1.6 ensure all employees are competent to do their tasks;
- 1.7 prevent accidents and cases of work-related ill health;
- 1.8 make arrangements within the school for the reporting of all accidents, violent incidents and near misses to the Health and Safety service at Bucks Council;
- 1.9 make positive arrangements for fire evacuation, first-aid and other emergency situations;
- 1.10 provide and maintain safe and healthy school buildings with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements to minimise the risk of acts of violence;
- 1.11 provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;

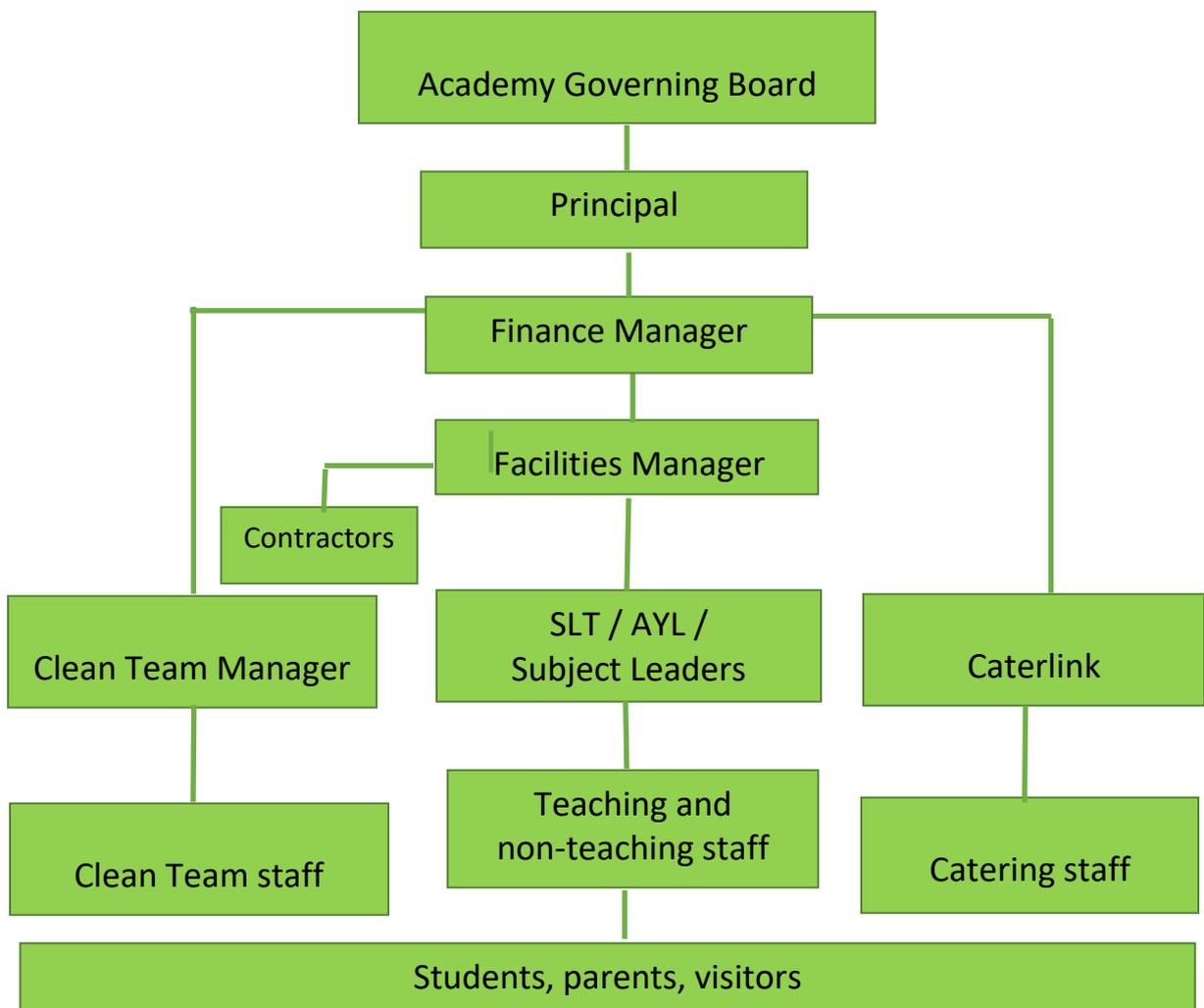
- 1.12 provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
- 1.13 maintain safe and healthy working conditions; and
- 1.14 review and revise this policy as necessary at regular intervals.

Section 2 — Responsibilities

Organisation

The ultimate responsibility for health and safety at the Academy lies with the Governing Body. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Principal.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas.



2.1 The Governing Body shall ensure, so far as is reasonably practicable will:

- 2.1.1 ensure compliance with all legal requirements
- 2.1.2 formulate and ensure the implementation of policies and procedures which it is intended will achieve a consistently high standard of health & safety across the Trust
- 2.1.3 exercise reasonable care and skill, using personal knowledge and experience to ensure the Academy is well run and efficient.

2.2 The Academy Local Governing Body shall ensure as far as is reasonable practicable:

- 2.2.1 the health, safety and welfare of all employees, teachers and support staff;
- 2.2.2 the health and safety of students in-school and on off-site visits;
- 2.2.3 the health and safety of visitors to schools, and volunteers involved in any school activity;
- 2.2.4 and will guide and monitor the Principal to ensure that s/he keeps health and safety as a high priority in the day-to-day management of the school.

2.3 Principal

The Principal is responsible for the day-to-day management of the school and shall so far as is reasonably practicable, ensure that:

- 2.3.1 the Health and Safety Policy is implemented and adhered to at all times;
- 2.3.2 all members of staff know, understand and accept their health and safety duties and responsibilities and that these are reflected in job profiles / descriptions;
- 2.3.3 adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- 2.3.4 the Governing Body is advised of health and safety implications when undertaking the management of the school budget;
- 2.3.5 all employees, students and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;
- 2.3.6 all machinery, appliances and equipment purchased by or used within school, conforms to an appropriate British, European or International Standard, is used in the manner for which it was designed and is periodically examined, tested and maintained as appropriate;
- 2.3.7 the use of safe working practices is in place and where necessary draw up and communicate written codes of practice for safe working and teaching;
- 2.3.8 only approved chemicals and substances are used at school and that the appropriate safety information and risk assessment is available to the user;
- 2.3.9 suitable and appropriate protective clothing is provided for staff and students who require it, and that it is worn when necessary;
- 2.3.10 adequate first aid treatment is available by the provision of a First-Aider or appointed person and that first aid boxes are kept adequately stocked;
- 2.3.11 accidents/violent incidents are recorded and where necessary, investigated and reported to the Health and Safety Team at the Local Authority as soon as possible and also reported to the Governing Body in the Principal's report. In the event of a major injury, the Chair of the Governing Body shall be informed;

- 2.3.12 a record is kept of any contagious disease contracted, and all acts of violence and bullying, and that this is reported to the Governing Body as appropriate;
- 2.3.13 a suitable and sufficient fire risk assessment is carried out, updated and reviewed for the school premises
- 2.3.14 fire procedures are planned and rehearsed at least once per term;
- 2.3.15 fire equipment, fixtures and exits are checked and maintained in line with regulations and good practice to ensure they are in working order;
- 2.3.16 adequate welfare facilities are provided and maintained for staff and students;
- 2.3.17 periodic safety inspections of the school are carried out;
- 2.3.18 contractors working in the school report to a designated person before work commences in order to ascertain work details and agree safety procedures;
- 2.3.19. in the absence of the Principal health and safety duties are delegated as appropriate;
- 2.3.20 there is an annual appraisal of the Academy health and safety performance;
- 2.3.21 risk assessments are undertaken and reviewed as appropriate;
- 2.3.22 the policy is reviewed and up-date as appropriate; and
- 2.3.23 any matters of concern with regard to health & safety are reported to the Governing Body.

2.4 All Staff (Permanent & Temporary)

All Teaching and Non-Teaching Staff shall, where appropriate and so far as is reasonable practicable ensure that:

- 2.4.1 they are fully aware of the health and safety responsibilities of their role and seek clarification if unclear;
- 2.4.2 the School's policies are implemented at all times;
- 2.4.3 they are fully aware that they are responsible for the health and safety of the students they supervise;
- 2.4.4 equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Principal so that the equipment can either be repaired or disposed of;
- 2.4.5 in the event of a fire, ensure all students know the fire procedures and are evacuated safely;
- 2.4.6 in the case of an injury, they will arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details on the appropriate documentation;
- 2.4.7 all classroom-based activities are carried out in a safe and healthy manner;
- 2.4.8 playground activities are supervised as appropriate and any violent behaviour is stopped;
- 2.4.9 students are adequately supervised at lunchtimes;
- 2.4.10 whilst students are playing for a sports team, provision has been made for dealing with injuries and other emergencies;
- 2.4.11 whilst transporting students by car, appropriate restraints are worn and guidelines outlined in the Trust/School's Trips & Visits policy are followed.
- 2.4.12 when undertaking school trips and holidays, sufficient research, planning,

precautions and supervision are undertaken as laid down in the School's Trips & Visits Policy.

2.4.13 students do not bring into school any potentially dangerous article or hazardous substance.

2.4.14 they take appropriate action to make safe any dangerous condition caused by wet or icy weather;

2.4.15 any agreed security provisions are carried out;

2.4.16 they co-operate with the Principal on all aspects of health, safety and welfare; and

2.4.17 they co-operate with the Principal in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.

Specific post holders have health and safety duties identified within their roles /job descriptions. Site Team duties include, for example, ladder checks, carrying out of maintenance and minor repair work safely, monitoring of communal areas etc. It is the responsibility of the Facilities Manager or his nominee to ensure that documentation is maintained and available for consultation

2.5 Students

All students must:

2.5.1 comply with all school policies and regulations

2.5.2 co-operate with all school staff on health and safety matters;

2.5.3 not interfere with anything provided to safeguard their own health and safety;

2.5.4 take reasonable care of their own health and safety; and

2.5.5 report all health and safety concerns to a Teacher or other adult.

Section 3 — Operational Arrangements

Health and Safety Risks Arising From Our Work Activity

3.1.1 Risk assessments will be undertaken by staff across the Academy in line with their job descriptions / roles and responsibilities

3.1.2 The findings of the risk assessments will be reported to the Principal or their nominee

3.1.3 Action required to remove / control risks will be approved by the Principal or their nominee

3.1.4 Middle leaders will be responsible for ensuring the action required is implemented.

3.1.5 Middle leaders will check that the implemented actions have removed / reduced the risks.

3.1.6 Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

3.2 Consultation with Employees

Consultation with employees is provided by H&S items on the agenda of Staff Meetings.

3.3 Safe Plant and Equipment

- 3.3.1 The Facilities Manager will be responsible for identifying all equipment / plant needing maintenance.
- 3.3.2 The Facilities Manager will be responsible for ensuring effective maintenance procedures are drawn up and reviewed.
- 3.3.3 The Facilities Manager will be responsible for ensuring that all identified maintenance is carried out.
- 3.3.4 Any problems found with plant / equipment should be reported to the Facilities manager.
- 3.3.5 Designated staff will check that new plant and equipment meets health and safety Standards before it is purchased.
- 3.3.6 No unauthorised electrical equipment is to be used on school premises and where appropriate, residual current devices should be used with all electrical equipment.

3.4 Safe Handling and Use of Substances

- 3.4.1 Designated staff will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.
- 3.4.2 Science / Design Technicians & designated staff will be responsible for undertaking COSHH assessments.
- 3.4.3 Managers will be responsible for ensuring that all actions identified in the assessments are implemented.
- 3.4.4 The use of chemicals for teaching as set out in the national curriculum will be done in accordance with guidance and hazard cards produced by CLEAPS Schools Science Service.
- 3.4.5 Designated managers will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- 3.4.6 Designated managers will check that new substances can be used safely before they are purchased.
- 3.4.7 Assessments will be reviewed on a regular basis, when the work activity changes, or the constituents of the product change, whichever is the sooner.

3.5 Information, Instruction and Supervision

- 3.5.1 The Health and Safety Law poster is displayed in the Academy staff room
- 3.5.2 Supervision of young workers and trainees will be arranged, undertaken and monitored by designated managers
- 3.5.3 The Principal or their nominee is responsible for ensuring that employees working at locations under the control of other employers are given relevant health and safety information.

3.6 Competency for Tasks and Training

- 3.6.1 Induction training will be provided for all employees
- 3.6.2 Job specific training will be provided by the line manager for each employee
- 3.6.3 Examples of specific jobs requiring special training are:
 - Educational Visits Coordinator (EVC) Subject Leaders in certain subjects
 - Teachers in certain subject areas e.g. Design, Facilities Manager
 - Technicians, Designated First Aiders, Site Managers
- 3.6.4 Training records are kept by the senior Admin/HR of the Academy
- 3.6.5 Training records are posted to staff Personnel Files
- 3.6.6 Training will be identified, arranged and monitored by designated line managers

3.7 Accident, First Aid and Work Related Ill Health

- 3.7.1 The first aiders and/or appointed persons are listed in each staff room
- 3.7.2 First aid boxes are kept in the First Aid Room
- 3.7.3 A list of the names of students who have specific medical requirements e.g. asthmatics, epileptics, is kept on the school's automated system and made available electronically to designated staff.
- 3.7.4 Children, who are asthmatic, are required to keep a spare inhaler at the Academy. Spare inhalers are kept in a secure area in the First Aid room. The secure storage is accessed by designated staff to ensure that the inhalers are available in an emergency.
- 3.7.5 The Academy must have written parental consent before any form of medication can be administered.
- 3.7.6 Medication may only be administered for documented medical conditions where routine administration has been formally agreed with the Principal or;
- 3.7.7 in an emergency situation, where it is critical to life and the Principal or their nominee has prior written knowledge about the child's medical condition. Any medication of this nature must be kept in a secure location and all relevant staff be informed and advised on how to access it.
- 3.7.8 Staff administering medication in an emergency must be fully trained to do so.
- 3.7.9 All accidents and cases of work-related ill health are to be recorded on the ANT reporting system based in Student Services. Major injuries (RIDDOR reportable) or where an employee is going to be off work for more than 7 days the Health and Safety Team at the Local Authority must be informed on the day of the accident/incident or the next day.
- 3.7.10 Violent incidents against staff will be recorded on the ANT system and the Principal informed.

3.8 Monitoring

To check working conditions, and ensure our safe working practices and policies are being followed:-

- 3.8.1 Subject leaders will carry out spot check visits at a frequency of monthly and conduct workplace inspections at a frequency of monthly.

3.8.2 Subject leaders will ensure health and safety reports are undertaken and recorded.

3.8.3 Buckinghamshire CC will conduct health and safety audits at a frequency of every 3 years.

3.8.4 The Principal or their nominee is responsible for investigating accidents.

3.8.5 The Principal or their nominee is responsible for investigating work-related causes of sickness absences.

3.8.6 The Principal or their nominee is responsible for acting on investigation findings to prevent a recurrence.

3.9 Emergency Procedures — Fire and Evacuation

3.9.1 The Principal/Facilities Manager are responsible as far as is reasonable practicable for the building and for ensuring that the fire risk assessment is undertaken and implemented. They are also responsible for ensuring that a Fire Action Plan has been completed and that a fire evacuation procedure is in place.

3.9.2 Academic Form Tutors act as fire wardens.

3.9.3 Escape routes and exits are checked by all staff at a frequency of daily.

3.9.4 Fire extinguishers are maintained and checked by the school nominated contractor once per year.

3.9.5 Alarms are tested by the designated contractor (at minimum) annually.

3.9.6 Emergency evacuation / fire drills will be carried out at a frequency of termly and records will be kept in a designated central location site or administrative office

3.9.7 Smoking is not permitted in any part of the premises, or within sight of an entrance, exit or perimeter including anywhere where staff may be observed by students or parents. This includes a ban on smoking within vehicles on Academy grounds.

3.10 Visitors

3.10.1 Where reasonably practicable any person visiting the premises is requested to make an appointment prior to the visit.

3.10.2 On entering the premises, all visitors must go to the reception / main office and sign-in the visitor's book.

3.10.3 All visitors will be issued with a visitor's badge / lanyard, which is to be worn for the duration of the visit.

3.10.4 On departure, visitors must sign-out and return their visitor's badge / lanyard to reception.

3.11 Contractors and Safety

Contractors are selected on the following basis: cost, production of company safety/insurance, references

3.11.1 All contractors are required to attend a pre-start meeting with the Principal's nominee / Site Manager and any other relevant personnel in order for health and safety rules etc. to be communicated.

3.11.2 All contractors are required to sign in and wear a visitor's badge / lanyard for the duration of the visit. Contractors' equipment must not be left unattended. Contractors' activities must not present a hazard to others in the vicinity of the work.

3.11.3 All contractors are required to read and sign the Trust's 'Safety Guidance for Contractors' before work commences.

3.11.4 The Facilities Manager / Assistant is responsible for monitoring contractor's activities whilst on site.

3.12 Educational Visits / Extra Curricular Activities

3.12.1 The Principal is responsible for ensuring that the Trips & Visits Policy is followed.

3.12.2 The Educational Visits Co-ordinator (EVC) for the Academy is one of the Vice Principals.

3.12.3 All educational visits must be authorised by the Principal / EVC in advance.

3.12.4 All Category C visits must receive LA Approval.

3.12.5 The Principal or nominee will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children. Adult supervision will be at least 1 per 20 students

3.12.6 The Principal is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations contain appropriate seat belts, are properly taxed, insured and have valid M.O.T. certificates.

3.13 Movement of Vehicles

3.13.1 Staff and visitors should park their vehicles in the designated car park.

3.13.3 Speed restrictions of 5mph are in place within Academy grounds.

3.14 Academy Security

3.14.1 The security of the Academy is maintained by reception staff supported by site staff and senior colleagues (teaching & non-teaching):

- Perimeter fencing
- External Doors being locked during school hours
- CCTV
- Signposting
- Security lighting
- Other security measures - colour coded lanyards

3.14.2 Where there are Academy lock down procedures in place these must be communicated to all staff and followed.

3.15 Occupational Health Services and Stress

3.15.1 Occupational health services are provided by an external occupational health advisory service.

3.15.2 Any individual suffering from work related stress should follow the guidance set out in the Stress At Work section of the Staff Health & Attendance Policy. If a line manager suspects that an individual maybe suffering from stress, s/he should follow the guidance set out in the Stress Policy.

3.16 Asbestos & Legionella

3.16.1 Asbestos and legionella surveys have been undertaken. Once asbestos has been identified, a decision is made as to whether the asbestos should be removed.

3.16.2 If the asbestos is not deemed to be a risk due to its location and/or condition, the Principal is responsible for its management.

3.16.3 A regular inspection system is in place to monitor the condition of the asbestos (where it is accessible) and the findings will be recorded. If any damage or flaking is noticed to an asbestos containing material, either during an inspection or otherwise, it should be reported immediately to the Principal and the Asbestos Manager at Unity Partnership and the Council's Asset Management Team.

3.16.4 Material known to contain asbestos e.g. ceiling tiles, must never be drilled or screwed into, nor must any item be affixed to it e.g. posters, mobiles, especially with pins or staples.

3.16.5 A responsible person, the Facilities Manager must carry out weekly and monthly check of water service temperatures and maintain local records

3.16.6 Other checks (bi-annual/annual) will be carried out and documented by appointed contractors as part of the Academy external contract arrangements and confirmation provided to the Principal / Governing Body as required.

3.17 Violence, Behaviour, Bullying and Harassment

3.17.1 Efforts will be made to train all staff in how to handle violent and aggressive situations.

3.17.2 If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take

an aggressive stance and do not do or say anything to antagonise the situation.

3.17.3 If staff are taking students out of the building to a point where a telephone would not be easily

accessible e.g. onto playing fields, then a mobile phone is taken to ensure assistance could be summoned quickly in an emergency.

3.17.4 If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up', will be considered.

3.18.5 The Academy will address bad behaviour, bullying and harassment involving students by monitoring behaviour and logging issues on the SIMS database and referring problem situations via the pastoral system.

3.18 Linked policies

In conjunction with this policy please refer to:

- Drugs and medication policy
- Lone working policy and guidance in staff handbook
- Lettings policy
- Expectant mothers policy
- Work experience policy

Appendix 1

PART 1: FIRE PREVENTION

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. A high standard of fire consciousness will prevent this. It is the responsibility of all personnel to become conversant with these instructions.

Upon the outbreak of fire, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first and overriding duty is of course to look after the children or persons under their charge and this will mean the evacuation of the building. No attempt should be made to fight fire until their safety is assured, and then without exposing any person to risk.

The school Fire Officer is the Principal and he is to be informed of all fires, no matter how small. A fire is not considered extinguished until such time as it has been inspected by the Fire Officer.

Fire risk assessments

The Fire Precautions Workplace Amendment Regulations 1999 came into force on 1 December 1999. This ensures that employers are responsible for ensuring appropriate fire precautions, which include:

Appropriate fire detection and fire-fighting equipment that is accessible and simple to use:

- Nominated employees to implement fire-fighting measures
- Provision of adequate training and equipment for those appointed
- Arrangements for any necessary contacts with external emergency services
- Provision of adequate emergency escape facilities.

In order to do this, employers should carry out risk assessments and revise them from time to time. They should identify any person especially at risk in a case of fire, e.g. a person who is deaf, blind or disabled etc.

An emergency plan to evacuate the premises should be created, providing for calling the fire service and allocating individuals who are responsible for supervising, controlling and putting into effect the plan. Fire drills must be carried out in accordance with the emergency plan and modifications made. It is important that any actions arising from the fire risk assessment form part of the overall health and safety policy for the school to ensure that the management of all health and safety risks are considered together.

There are no hard and fast rules about how the assessment should be carried out. The important thing is that it should both be practical and systematic to ensure that the whole of the workplace is examined, including every room or area, particularly any area not often in use.

Strategy for fire prevention

Management strategy for fire prevention may be classified as follows:

- Everyday management and vigilance by staff to ensure that potential hazards are kept under control to prevent the occurrence of fire
- Alarm, evacuation and emergency action backed up by notices, drills and practice to ensure that correct action is taken in the event of an outbreak of fire.

A strategy should also include:

- Planning for the actions to be taken in the event of fire
- Training of staff, including any specially delegated function
- Provision of instruction to students
- Display of appropriate fire instruction notices
- Control of risks associated with activities or processes that may cause or adversely affect any outbreak of fire, e.g. process, storage, gas, electricity, contractors on site, vandalism
- Check on existing structural precautions, and seeking further advice where there are thought to be deficiencies
- Monitoring the effectiveness of precautions, e.g. analysis of evacuation drills, annual review by checklist.

Issue of general fire notice

The issue of general fire alarm guidance to staff will take place during induction.

Staff training

The Fire Officer (Principal) is responsible for ensuring that all staff in the premises are trained in accordance with the requirements of the school. Every member of staff will receive instruction in fire precautions during induction. This training will be recorded in the training section of the fire log book, held by the Facilities Manager. After the initial instruction, all members of staff will receive at least half an hour of verbal instruction at least once every 12 months.

Control of risks:

Training of staff and instruction of students

Employees

The training of all employed persons forms an essential part of the school's fire precautions. The aim should be to ensure that all staff receives training in a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities in an emergency.

Instruction and training for all will include the following points:

- action to be taken upon discovering a fire
- action to be taken on hearing the fire alarm
- method of raising the alarm, including location of call points, use of internal telephone system and
- location of external telephone
- correct method of calling the fire service
- location and use of fire-fighting equipment
- knowledge of escape routes
- evacuation method for the building, location of assembly point and method of accounting for persons
- stopping machinery, activities and isolating power and fuel supplies where appropriate

- appreciation of the importance of fire doors and the need to close all doors and windows at the time of a fire or on hearing the alarm.

Students

Students should be instructed at the start of their attendance at the school to enable them to: identify the fire alarm, know the action they should take on hearing the alarm, know the location of the assembly points, know what to do if not in a supervised group, in the event of fire.

Fire Drills

Fire drills will be carried out at least once every term. The exercise will include a simulated evacuation drill with the assumption that one escape route is not available. Each exercise will be started by a predetermined signal, such as activating the fire alarm and the whole premises will be checked as if an emergency has arisen. This fire drill can be combined with the instruction given to staff. When a fire drill is held, it will be recorded in the staff training record book, held by the Facilities Manager.

All staff must participate in at least two drills per year.

Testing of fire alarm systems

The fire alarm system will be tested weekly on each Friday evening by a Site Manager. A different call point for each test will be used and recorded in the log book.

Emergency lighting

The emergency lighting is to be examined weekly by a Site Manager. The log book will be completed indicating any defects and these will be brought to the attention of the facilities Manager immediately. This lighting will also be checked by an electrical contractor annually.

Emergency exits

All emergency exits are to be kept clear and free from obstruction at all times. It is the responsibility of Subject Leaders to ensure staff are fully aware of the contents of these instructions and know the location of all fire exits and the assembly point in the immediate vicinity.

Fire-fighting equipment

Fire extinguishers

There should be the correct type of fire extinguisher at each fire point, dependent upon the location.

Fire blankets

Fire blankets held are classified as: light duty, suitable for dealing with small fires in containers of cooking fat or oils and fires in clothing.

Fire instruction notices

Printed notices should be conspicuously displayed at all fire points stating concisely what staff and others should do if a fire is discovered or if they hear the alarm. The notices should be permanently fixed in position and suitably protected to prevent loss or defacement.

Fire prevention checks

Subject Leaders are to ensure that regular fire prevention checks are carried out. Checks are to include the following:

- Unnecessary lights and electrical appliances (TVs, videos, microwave ovens etc) are to be switched off and, where possible, unplugged
- Convector heaters are to be inspected regularly
-

The following precautions are to be observed:

- With the exception of essential systems that must continue to operate after normal working hours, all electrical appliances and lighting systems are to be switched off and disconnected by a person nominated for this purpose
- Waste paper bins are to be emptied and the contents removed from the building
- All parts of the school are to be inspected by the duty site person after departments have been closed for the day. He or she is to ensure that electrical fires, irons and television sets have been disconnected and that all doors are closed
- Windows and inspection apertures are to be left free from obstruction. To facilitate detection of a fire from outside, prior to vacating rooms or premises at the end of the day, all curtains should be drawn apart, other than when security requirements dictate otherwise.

Housekeeping

Tidiness and cleanliness are essential fire prevention measures. The accumulation of rubbish and waste material is to be kept to a minimum; it is to be cleared away each day on the cessation of work and removed to a safe location outside and away from buildings for early disposal.

Paint materials, used stencils, oily rags, oily overalls, etc are subject to spontaneous ignition. Such items should be removed to a safe external location on cessation of work. If this is impractical they must be deposited in close-lidded, non-combustible containers, placed well away from stores and other combustible material.

The storage or accumulation of combustible materials in roof voids, under stairs and similar spaces is forbidden. Smoking is one of the main causes of fire and for this reason it is prohibited in the school.

Refuse or rubbish must not be permitted to accumulate in or around the school. Disposal is to be undertaken at regular intervals at central collection points. Smouldering or burning refuse is not to be disposed of at refuse collection points.

Flammable materials are not to be stored near any form of heating. Please use metal cabinets provided. Electrical fires are not to be used within the school unless they have been approved by the Fire Officer.

Electrical appliances

When using electrical appliances, the following rules should be observed:

- They are to be switched off and unplugged when not in use
- The use of multi-plug adapters is prohibited
- They are to be fitted with the correct plug for the socket provided. Plugs are to be undamaged.
- Temporary wiring and extensions are not to be used

- Inspection lights are to be of an authorised pattern and fitted with a guard
- Electrical faults are to be reported immediately to the site manager
- Fuses that have blown must only be replaced after establishing the cause for the blowing, with fuses of the correct rating
- A fuse should never be replaced with one of a higher rating
- Flexible cable to fittings should be as short as possible and should be inspected regularly and replaced if worn.

Controlled burning

Burning of any sort is forbidden.

Rubber

Rubber is not to be stored with other flammable stores and is to be kept cool, dry and well ventilated. Rubber is to be stored away from the rays of the sun.

Paint solvents

Paints and solvents suitably marked are to be segregated in properly prepared stores, which are to be clearly signed. Please use metal cabinets provided.

Paint stores are to have electrical fittings of the approved safety pattern. Floors of paint stores are to be covered with sand.

Grass and undergrowth

Grass and undergrowth is to be kept cut well back from buildings.

Buildings used for entertainment

Premises are to have adequate means of escape in case of fire. These are to be clearly indicated and are to be unlocked and unobstructed. An adequate number of stewards or ushers is to be available.

Decorations are not to be put up without the advice of the Fire Officer. Any decorations that increase the fire risk are prohibited.

Decorations are not to be pinned or wired to any form of electrical wiring. Naked flame is not to be used as a means of illumination. However, if candles etc are necessary for decor or stage productions, they are to be fixed in candlesticks with a heavy base and must not be so positioned as to present a fire hazard.

Any temporary staging is to be secure and is not to obstruct fire exits. Supplementary wiring is only to be carried out by a qualified electrician and following consultation with the Fire Officer.

Special care is to be taken when tentage is used for entertainment or other exhibition purposes. Under no circumstances are tents or marquees to be directly attached to, or sited within, five metres of permanent buildings. If direct access from permanent buildings is required on an occasional basis, a covered walk way is to be provided. Particular care is to be taken in the provision of lighting and heating in tentage.

A sufficient number of fire appliances are to be available to deal with an outbreak of fire. Adequate supervision of children's entertainment is essential. At parties and cinema shows, sufficient personnel are to be available to act as marshals to control and evacuate the children to safety.

The Fire Officer is to be notified of any special occasions or celebrations involving extra decorations or any fire risks.

Kitchens

In order that losses by fire are kept to a minimum and that catering facilities are not jeopardised, a high standard of fire precautions in kitchens is of paramount importance. Catering staff should be fire conscious and are to be trained in the action to be taken when a fire occurs.

Disabled persons

Special precautions may be required when disabled persons have access to a building. Where possible they should be located within a building so that they are able to evacuate with the minimum of assistance. This will normally mean location on the ground floor. However, consideration must be given to any steps or other changes of level that may need to be crossed.

Vandalism and damage limitation

Fire caused by vandals or persons breaking into a building intent on causing damage are a constant risk, and this type of fire is probably the greatest risk facing the school. Such fires are often started at night or during holidays, and result in extensive material damage, and disruption of students' education.

The opportunity for reducing such vandalism lies partly in the long-term development of a good relationship with neighbours, and partly in the security of the premises, by ensuring the windows and internal doors are properly secured when the building is unoccupied. Combustible materials should not be left where they are immediately accessible to intruders, and flammable liquids, which may be used as accelerants, should be stored securely.

Structural fire precautions incorporated to assist escape from buildings will also reduce the spread of fire. All fire and smoke doors should be closed when premises are vacated (closing of all doors and windows is recommended to limit the spread of smoke damage).

Curtains, furnishings, art displays and decorations

Care should be taken when choosing curtains, furnishings and fittings. Inherent or tested fire-retardant materials should be used whenever possible.

Art displays and other decorations of a combustible nature can increase the spread of fire considerably. Accordingly, the quantity and location of such displays is critical in reducing the fire loading:

- Displays should not be placed on escape routes or block exits
- Sources of ignition, such as light bulbs, should not be placed near the displays
- Expanded polystyrene and other plastics produce large amounts of toxic, black smoke and considerable heat. They should not be allowed on escape routes
- In corridors or on staircases, wall displays made from combustible material should be limited to 20 per cent of the available overall surface.

Storage

Readily combustible materials such as paper should be stored in designated areas where they will be secure against unauthorised entry. These areas must be free of sources of ignition, such as heaters and suspended lighting units.

Paper salvage collected for charity should not accumulate in areas open to vandalism. Flammable liquids must be kept in purpose-built storerooms or cupboards provided with ventilation. All persons handling such material should be aware of the dangers.

Petrol storage

Unless a separate store, detached from the main building, is provided, the amount of petrol and other flammable liquids stored on the premises should be severely limited. With petrol there is a statutory requirement that, unless its storage has been licensed by the local authority, not more than 14 litres in the aggregate may be stored in separate containers, each containing not more than 0.5 litres.

Electricity

All electrical apparatus should be installed by an approved contractor, using the correctly rated fuse. If a fault occurs, get it repaired before continuing. Electrical installations should be checked regularly as electrical faults are a major cause of accidental fires.

All electrical equipment not required to be used out of hours should be switched off and the plug removed from the socket. All portable electrical equipment is to be checked annually by the Assistant Safety Officer.

Fire doors

Fire doors have at least one of two functions, to protect:

- Escape routes from the effects of fire so that occupants can safely reach a final exit
- The contents and/or the structure of a building by limiting the spread of fire.

Neither of the above functions will be satisfactorily undertaken unless the door is a good fit in the frame, the self-closing device is working efficiently and the door is not wedged or held open.

Even if a door is not a fire door, it may reduce smoke and heat damage, so at evenings and weekends, all doors should be left in the closed position.

Contractors

Building contractors bring a large number of ignition sources to the school. Tar boilers, blow lamps, welding equipment and bottles of liquefied petroleum gas all give rise to a higher fire risk. Ensure that all contractors entering the premises are aware of the fire precaution measures and procedures, should a fire occur.

At the end of the day, no building materials should be left outside where vandals can use them to damage the premises. The Facilities Manager should be made aware when hot cutting work is to take place for both the safety of the students and the school.

School grounds

Access for emergency vehicles must be kept clear at all times. Combustible buildings must be sited away from the main building to avoid fire spread. Areas beneath raised buildings should be protected against the accumulation of litter and access for intruders.

Combustibles, rubbish containers and equipment, which could be used by vandals, especially those used by outside contractors, must not be left unsecured.

Fire routine

The purpose of the fire routine is to establish what action is to be carried out in the event of a fire. It should be in the form of a written notice and cover the basic facts below:

- What to do if you discover a fire
- What to do when you hear the alarm of fire
- Evacuation
- Assembly
- Roll call
- Calling the fire service
- Special needs of cleaners, disabled, etc.

Advice on the procedure in the event of fire

At time of emergency:

- If you discover a fire - or one is reported to you - operate the nearest fire alarm call point by breaking the glass
- If you hear the fire alarm, evacuate the premises immediately, as detailed in the evacuation procedure for the school
- Ensure that the fire service is called by dialling 9/999.

After the event, follow the procedure described below:

- Do not re-enter the premises until advised to do so by the senior fire service officer present
- If the fire has been extinguished by school staff, do not disturb any evidence that could indicate the cause of the fire, except for ensuring that the fire is out
- Ensure that the premises are in safe working order before re-occupying: fire doors satisfactory, fire alarm operating, extinguishers re-charged
- Statistics have shown that any publicity given to a school fire can result in a second fire. Members of staff are not to talk to the media unless authorised by the Principal.

The Fire Officer is to analyse the procedures followed during the fire to determine whether changes are required.

Fire records

The safety of a building's occupants cannot be assured by design alone. Any building can quickly become dangerous unless there is foresight in the activities carried out there, and care in the maintenance of it.

The following fire records are to be maintained by the site manager:

- Persons with special responsibilities
- Fire alarm call point locations and checks
- Weekly fire alarm tests
- Fire alarm fault records
- Fire alarm maintenance inspection
- Emergency lighting maintenance inspection.
- Fire-fighting equipment routine monthly checks

- Fire drills
- Fire-fighting equipment tests and maintenance by contractors
- Training records (quarterly and on induction)
- Visits and inspections by the fire service.

Publication of fire instructions

These instructions are to be held by all subject leaders.

Extracts are to be published in the Staff Handbook.

All new arrivals are to have fire instructions brought to their attention.

Annexes to Appendix 3

Annex A: Displays, display boardings and decorations

Great care should be taken that educational and display materials, which may be added to a building by the occupants, do not unintentionally cause a fire hazard. The same caution is needed in respect of decorations using combustible materials, for example, Christmas trimmings and displays of autumn leaves.

Flimsy materials, natural and artificial, can be readily combustible and increase the risk of fire occurring and, depending on quantity and location, will increase the possibility of rapid spread of smoke and fire. Blazing pieces may drop over a wide area before people have a chance to escape.

In determining what is reasonable by way of display materials and/or decorations, the overriding consideration is whether persons are likely to be trapped as a result of fire involving such materials.

This is a difficult area for the lay person to assess as it needs an understanding of how parts of the building contribute to escape routes, and how materials, for example display boarding, may contribute to the spread of fire over its surface.

The following guidance can be given concerning materials that form the linings of walls and ceilings (the technical terms are defined in DCSF Building Bulletin 7 (DCSF, 2005) and British Standard 476 (for fire doors), and are essential to understanding which materials are acceptable):

- In 'protected stairways', 'protected corridors' and 'protected lobbies', the surface linings should be 'class 0', i.e. non-combustible. The meaning of this is that display boards and free-standing displays should not be incorporated in these areas
- In 'horizontal circulation areas', the linings should be 'class 0', except that 20 per cent of the total wall and ceiling area may be 'class 2'. This means that display boarding may be acceptable in these areas, subject to its area being within the amount given, and that the character of the fire resistance as given in the manufacturer's specification is 'class 1'
- In new construction, these requirements should have been taken into account at the design stage. However, occupants should ensure that no modifications occur, such as covering or painting that will change the nature of its fire resistance
- Where there are any areas of doubt, for example whether a certain material is acceptable in terms of the effect that it may have on fire precautions, then the advice of the fire officer should be sought
- Where displays are provided in other cases, they must be located where they are well clear of any source of ignition e.g. cookers, Bunsen burners etc.

Where paper, natural or plastic materials are used for decorations or display, they should not be suspended from light fittings or near any heat source. Coloured paper must not be placed inside light diffusers for coloured effects.

Cellular plastics (polyurethane foam) present particularly severe fire risks and should not be used for display purposes.

Annex B: Electricity

The current running through electric wiring is a source of heat, and if a fault develops in the wiring, that heat can become excessive and start a fire. Neglect and misuse of wiring and electrical appliances is one of the main causes of fire. Fuses or circuit breakers are incorporated in a system to protect against overloading in the event of defect.

Plugs and circuits must be correctly wired and fused. Equipment and plugs with loose connections must be taken out of use.

In the event of a fuse protecting equipment or a circuit blowing, the cause of the failure should be identified before replacing the fuse. Any replacement of fuses must be with fuses of the same rating.

Electrical socket outlets must not be overloaded, and the use of multi-way adapters inserted directly into the socket outlet is not permissible. It is therefore essential that before additional equipment is obtained, facilities should exist to allow its safe use.

It may be permissible to run up to four items of equipment which draw low amounts of current, for example computer and monitor from a single socket outlet by a fixed plug connected to a purpose-designed, four-socket outlet with an integral fuse. Careful location of the cable is essential. The unit should be removed when not in use.

Flexible cables are to be replaced when worn or damaged. This is not a task expected to be in the ability of most employees, as it will involve partial disassembly of the equipment. After use, outlets should be switched off, and plugs removed from sockets.

Any addition or alteration to the permanent electrical system of premises must be carried out by a qualified electrician. Under no circumstances should work of this nature be undertaken without prior approval of the Facilities Manager.

Annex C: Cylinders of industrial and medical gases

Cylinders containing industrial and medical gases are to be treated as dangerous stores. The most serious fire dangers presented by these gases are those of explosion and the rupturing and fragmentation of cylinders. Additionally there is a danger to fire-fighters of poisoning or asphyxiation from escaping gas.

Cylinders containing gases, whether flammable or non-flammable, are liable to rupture as a result of increased internal pressure and loss of tensile strength of the metal if the container and contents are heated. Oil and grease will ignite violently in the presence of oxygen, and if the latter is under pressure, an explosion may result. Cylinders and fittings should be kept away from all sources of contamination such as oil etc.

Ignition of flammable gases can produce an explosive effect by the rapid expansion of heated gaseous products. Once a flammable concentration of gas and air has been reached, a relatively small spark will be sufficient to cause ignition. Where possible, compressed gas cylinders are to be stored in a separate detached building situated at least six metres from other buildings, roadways, footpaths etc. Such a structure should be sufficient to protect cylinders from the direct rays of the sun and should be provided with adequate high- and low-level ventilation. It is advisable to store empty cylinders away from full ones. Notices are to be displayed denoting locations of empty or full cylinders.

When only a limited number of cylinders is in daily use (oxyacetylene equipment on trolleys in workshops), the cylinders may be held within the building during non-working hours, provided they are placed just inside a convenient door leading to open air. A suitable notice must be placed outside, in a prominent position, near the approach to the door to indicate 'Warning - industrial gases inside'. The creation of this special hazard is to be discussed with the local fire officer and entered in the fire survey schedule of the risk, listing the building concerned.

Flammable gases are to be stored separately from oxygen, compressed air, nitrous oxide etc. They can be stored in the same building, separated by a non-combustible partition having a fire resistance of one hour. Acetylene cylinders are to be stored and secured in the upright position. Smoking and the use of naked flame are to be prohibited within six metres of compressed gas stores. Suitable warning notices are to be prominently displayed. Cylinders associated with bromochlorodifluoromethane (BCF), CO₂, dry powder, water (gas-expelled) fire extinguishers are also to be classed as compressed gases liable to create a dangerous situation if heated in a fire and are to be stored accordingly.

Annex D: Special precautions: workshops

Cutting and welding operations have caused many serious industrial incidents. Fire can be started in several ways, for example by the direct contact of a torch flame with combustible material or falling hot metal or slag resulting in a smouldering fire that may develop some time later. Indirect heating of a material through a metal plate being cut or welded may also result in a delayed fire. Before any hot work is begun, all combustible material should be removed from the vicinity, or otherwise protected.

When hot work is carried out at high level, hot particles may fall and travel considerable distances. There should be strict control of all hot work. The most effective way is by the use of a permit to work system.

The use of cutting or grinding equipment should be carefully controlled as the sparks produced in such operations are hot enough to be ignition sources. Additional fire extinguishers, immediately to hand, should be provided during such work. A survey of the work site should take place after the work is completed.

Friction

Friction can start a fire in many ways. These include:

- Overheating of bearings
- Slipping drive belts
- Overloading of machinery
- Presence of any extraneous matter, particularly tramp metal, in fast-moving machinery.

Such causes can be minimised by using well-designed and correctly rated machinery and by attention to cleanliness, regular inspection, maintenance and adequate supervision.

Electrical sparks and arcing

Electrical discharges from damaged or faulty appliances or wiring can ignite solid materials. This hazard can be minimised by good design, correctly sized equipment that is adequately protected for its working environment, and an effective inspection and maintenance programme.

Control methods

The quantity of high fire risk material present in every part of the building should be known and controlled within stated limits. For this, accurate stock-keeping and maintenance of records are required. Where necessary, a system of sampling and quality control should be provided. This is particularly important where materials are heat sensitive or liable to deteriorate with time.

Housekeeping

Cleanliness and tidy working methods are essential in a building where high fire risk materials are kept. Cleaning schedules, preferably in writing, should be prepared for every part of the building and process. The schedule should identify who is to carry out the work, how often, the equipment they should use, the precautions they should observe and how waste material is disposed of. The provision of clearly marked gangways, storage areas and waste containers immediately alongside places where scrap is produced will aid good housekeeping.

Arrangements should be made for the prompt removal and disposal of all defective or waste materials produced during plant operation. Waste containers provided should preferably be made of metal and have captive lids. Particular attention should be paid to the regular emptying of all such containers containing high fire risk materials. Safe storage arrangements should be made for keeping waste and recovered material for disposal. Maximum limits for the quantities to be kept should be stated. All surfaces on which deposits can accumulate should be regularly cleaned. Particular attention should be paid to moving parts and hot surfaces. Systems of work should be provided for the safe cleaning of machinery etc.

Annex E: Special precautions: Science

Fires involving furnishings, such as curtains, stools and bench tops, should be tackled only in the initial stages. If gaining a hold, the priority is evacuation of students. Any type of extinguisher may be used if electrical equipment is not involved but water is the most effective agent in preventing re-ignition. If a fire is first reduced to smouldering with a non-aqueous extinguisher, water should then be used to complete extinction.

Putting out burning phosphorous

Water is a suitable extinguishing medium. It is usually most convenient to cover the burning phosphorus with sand and then add water.

Putting out flammable liquid fires

The source of ignition should be turned off, if possible.

If a liquid is burning in a container, such as a beaker, the preferred first treatment is to smother with a fire blanket or fireproof mat. A CO₂ extinguisher may then be necessary to give complete extinction. The blanket or mat should be left in place while the area cools.

Very small liquid spills that are burning can again be smothered with a fire blanket.

If a larger pool of liquid is on fire, tackle with an extinguisher, directing the extinguisher towards the edge of the fire and sweeping towards the centre. Large fires can be better tackled by two people, each with an extinguisher, from different angles, but not opposite each other.

Putting out burning flammable liquid on clothes

If burning liquid is spilt on a person's clothes, he or she should immediately be made to lie down with the flames underneath and a fire blanket or convenient garment pressed on top.

Putting out gas fires

A fire extinguisher should not be used on a gas jet, but only on residual fires that may be burning after the gas has ceased to flow.

Natural gas

If it is possible to approach, shut off the supply. The main gas stopcock may have to be used and it is clearly better if it is in the room.

Hydrogen cylinders

If it is possible to approach, shut off the gas supply at the main cylinder valve. The key should be on the valve at all times for this purpose. If for any reason this is not possible, evacuate the room.

Putting out burning metals

In the case of small fires involving sodium, potassium, calcium, lithium or aluminium, eye protection should be used. Smother with a large excess of dry sand. Leave until really cool. Separate the sodium or potassium residues and dispose of them in propan-2-ol (isopropyl alcohol). If this is not available, see 'Hazards' for alternatives. In all cases, the remaining sand should be cautiously added to a bucket of water in a fume cupboard to decompose silicides formed. Spontaneously flammable gases may form at this stage, but are not a hazard in an efficient fume cupboard.

Fire precautions

The users:

Fire doors should never be wedged open or fire-fighting equipment used for anything other than its purpose. Plastic articles, such as trays, should be of fire-retardant plastic. Flammable materials must be kept away from flames, e.g. blinds should be used in preference to curtains to dim out rooms and should be of fire-retardant materials. Flammable substances should be stored appropriately. Waste bins should be of metal and emptied regularly. Flammable articles, such as paper and cartons, should not be allowed to accumulate and should never be stored near exit routes, under stairs etc.

Fire drills

Staff and students, who happen to be in the laboratories during fire practices, will participate in the normal evacuation drills. When the alarm sounds, technicians should see that gas is turned off at main stopcocks, that gas cylinders are returned to an agreed place and that hazardous substances are locked up. Laboratory staff should hold regular practice drills for putting out clothing on fire and for putting out small bench fires. Fire-fighting equipment should be located near an exit door.

Fire blankets

These should be provided in all laboratories where there is a risk of class B fires, primarily for dealing with people who have burning flammable liquid spilt on their clothes. They are also the most effective treatment for flammable liquid fires in an open container.

Sand

Sand should be available for fighting small metal fires, but need not necessarily be in a fire bucket. A pack of sand should be included in a chemical spill kit and may also be used for fire-fighting. Water buckets are inappropriate for laboratory use because of the likelihood that electrical equipment will be involved.

Part 2: Fire procedures

On discovering a fire:

- Operate the nearest fire alarm point without delay
- Call the fire service by dialling 9/999
- Evacuate all occupants to the agreed assembly point
- Staff may attempt to extinguish fire with the nearest suitable fire appliance
- If fire has reached such proportions as to endanger life or escape, do not attempt to extinguish, but proceed to assembly point.

On hearing the fire alarm:

1. Close all doors and windows
2. Proceed to your assembly point and take the roll call
3. On arrival of the fire service, the fire officer or a senior member of staff should meet the fire service officers and give as much information as possible about the fire

In the event of fire:

1. Maintain silence
2. Do not stop to collect your personal belongings

3. Do not rush
4. Do not attempt to pass others.
5. Remember to dial 9/999, ask for the fire service and give the precise location of the fire.

Fire and emergency procedures

All liaison in respect of fire precautions in Chiltern Hills Academy will be through the Fire Officer. At a fixed time each week, the Facilities Manager is to ensure that the alarm is tested to ensure that it is effective. Points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order.

Fire drills must be carried out at least once per term to enable everyone to become familiar with the procedure for evacuation.

On sounding the alarm, the fire service must be summoned and all staff, students and visitors must leave the building immediately, closing doors and windows behind them if possible.

An assembly point should be designated at a safe distance from the building to prevent possible injury from falling debris.

If there is no risk of personal injury, attempts may be made to tackle the fire using a suitable type of extinguisher and to switch off power sources from the mains. The location of gas cylinders must be known and the Senior Fire Officer informed on his or her arrival of the hazard. At all times, fire exit routes must be unobstructed. All exit doors must be unlocked whilst there are people in the building. Smoke doors must not be hooked or wedged open, other than to allow temporary movement within the area. Exit routes must be clearly identified and marked.

Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from each classroom is clearly marked following the Green 'Running man' signage to the fire assembly point.

Assembly areas

Staff and students will assemble by form group on the AGP.

Roll call

Teachers and facilitators must ascertain, by roll call, the whereabouts of all students and staff and report the results of the roll call to the assembly area controller (senior member of staff). The Fire Officer will be informed of any unaccounted for student/staff member/visitor.

Building Re-entry

This will only take place on the agreement of the Fire Service and or Fire Officer.

APPENDIX 2

Part 1: Security

The most common crimes directed against schools are criminal damage, theft, burglary and arson.

Security in schools may, therefore, be described as the adoption of measures to:

1. Safeguard the school and its assets from these crimes
2. Ensure the optimal use of available resources
3. Bring peace of mind to those who legitimately use the school and its facilities.

There is no single correct way of achieving these ends. Good security generally involves a combination of physical and procedural measures with intangible factors, such as commitment, management style and ethos.

Elements of security

Security has its obvious and its subtle aspects. It can be imposed by the use of physical measures, such as fences, locks and patrolling security guards or by electronic measures such as intruder alarms and CCTV. Alternatively, it can be established by agreement, through the creation of an environment in which the people who use the school and the members of the community to which it belongs, develop a personal commitment to its well-being.

Both aspects have their attendant problems. To rely solely on imposed security may lead to an excessively rigid regime in which the school becomes physically and conceptually isolated from the community. Equally, to rely purely on security by consent may be somewhat naive, particularly when a large proportion of school crime is committed by students, the very people who ought to be most accessible and amenable to such teachings. It follows that, in most cases, the best security will involve a combination of these two approaches.

Security equipment and services

In its most basic form, security physically guards the school by placing some form of barrier at its perimeter and at strategic internal communications. Sometimes known as primary security, such physical protection is intended to deny, delay or regulate access to the premises as a whole, or particular places within them.

The aim of physical security measures, then, is to make unauthorised access less likely by rendering a potential intruder's task too difficult, time-consuming or noisy. Their efficacy is, therefore, largely dependent upon the intruder's skill and determination, which, in turn, is dependent upon the perceived benefits of crime. Broadly speaking, then, the more valuable, transportable and readily disposable the school's property, the more extensive its physical protection needs to be. In this context, physical security includes fences, locks and secure storage areas.

At a different level, security may be designed to deter attacks upon the school, not by making the task physically harder, but by making it less likely to be accomplished undetected. This might involve the use of patrolling security guards to present the risk of personal intervention and apprehension, or the installation of electronic security systems to raise an alarm, identify the offenders, or make their activities more readily observable. In this context, electronic security systems include intruder alarms, CCTV and security lighting.

The proper use of such measures, in combination, can be an extremely effective way of reducing the criminal threat to the school. They should always be used in combination because physical barriers are

necessary to prevent those who are not deterred, and electronic systems are needed to detect those who are not prevented.

There is no doubt that the professional design, installation and maintenance of combined physical and electronic security systems can:

- Afford a highly cost-effective protection for the school and its contents from damage and theft
- Ensure that the resources provided for educational purposes are maintained in a condition that ensures continuity of education

Part 2: Physical security

Introduction

The physical security of any site has three distinct aspects. These are the: perimeter, external protection of buildings within the perimeter, protection of specific vulnerable or sensitive areas within buildings.

In theory, it might be assumed that totally effective perimeter security would reduce the need for the other two stages but, in fact, they are interdependent. Whilst it might be theoretically possible to render the school's perimeter virtually impenetrable, it is not possible to do so in ways that are socially acceptable and affordable.

Perimeter security

Perimeter security is intended to define a boundary, prevent casual intrusion and make deliberate intrusion difficult and conspicuous. Doing so generally involves the use of gates and fences.

The practice of locking the school gates when the site is not in use can demonstrate to the outside world that entry is both undesirable and unlawful. Although gates will not prevent access by determined and reasonably agile pedestrians, they can serve a useful purpose in inhibiting the unauthorised large-scale removal of property.

External and internal protection of buildings

The main areas dealing with the external protection of buildings within the perimeter and the protection of specific vulnerable or sensitive areas within buildings are contained in specifications at annex C.

Part 3: Electronic security

A well-planned CCTV system can, in conjunction with other methods, help to provide 24-hour protection. By monitoring vulnerable parts of the premises, it can give evidence in the form of a video recording of the crimes taking place. Staff or police may then be able to identify those who committed the crimes.

There are two principal benefits of an electronic security system. Firstly, its existence will act as a significant deterrent to intruders, particularly when an overt CCTV surveillance system is employed. Secondly, it is designed to ensure detection and assist in the apprehension of intruders.

Alarms

The alarm system is continuously monitored, and any change of state will be recorded and acted upon as appropriate.

Specifications

Specifications for the following electronic security measures are held by the Facilities Manager: CCTV and external lighting, emergency call.

Part 4: Security procedures

Apart from the more well-known risks from acts of burglary and criminal damage, which generally, though not exclusively, take place outside normal working hours, the school is faced with a variety of security problems during working hours. Most of them are amenable to procedural solutions, often costing little or nothing to implement.

Visitors

The academy has many visitors. They include: contractors, parents of students, people making deliveries. They also include, from time to time, individuals with dishonest motives, such as walk-in thieves. It is unlikely that all of these callers, even the legitimate ones, will be known by sight and it is important for the security of the school and the safety of its occupants that their actions are subject to some form of routine scrutiny.

As an initial measure, all visitors to the school should be directed by means of prominent, unambiguous notices, to reception where they will be required to sign the visitor's book giving the following details:

- Name
- Time in and out
- Which organisation they are from
- Who they are seeing.

They will be issued with a visitor's badge, which they should be instructed to wear at all times whilst on school premises.

Members of staff should challenge anyone they encounter whom they do not recognise as a legitimate visitor. Such people should be required to produce evidence of their identity and account for their presence. If they are unable to do so satisfactorily, they should either be escorted from the premises or accompanied to reception for the purpose of confirming their authority to remain. If the latter course is chosen, the reason for it should be clearly explained and the visitor given the option of simply leaving the school. All incidents of this nature should be reported to the Principal.

Under no circumstances should visitors be permitted to remove items of the school's property, or the property of staff or students, unless the person witnessing the event has personal knowledge of their identity and their authority to do so. Walk-in thieves, sometimes under the guise of equipment repair personnel, can be extremely plausible in manner and appearance and staff need to be aware of the dangers.

Students who encounter anyone whom they do not recognise as a legitimate visitor should report their concerns to a member of staff. They should under no circumstances challenge the person themselves. Casual access to parts of the premises should, as far as possible within the limits of safety, be prevented by physical means.

As a general rule, visitors should be escorted to and from their destination within the school, although this may not always be necessary or practical.

Cash handling

Cash is obviously a very attractive target for criminals, and its presence, even in moderate quantities, can pose a threat to the school and its occupants. Cash, regardless of quantity and whether it is required immediately, should always be routinely locked in the safe.

Cash should never be handled in areas visible to visitors or members of the school at large. If not disbursed, it should be taken or sent to the bank. To minimise the risk of robbery, it should be banked, so far as is possible, at irregular times and transported by different routes, particularly where substantial sums are involved.

The moments of greatest risk in cash transportation are when leaving the school and arriving at the bank because neither can be varied. It is important, for this reason, to introduce as much unpredictability as possible in the timing of such journeys.

Protecting valuable equipment

The school contains much valuable, portable equipment of a kind attractive to thieves. It may be consumable property with a low individual value but a high cumulative worth, or property with a useful life of several years with a high individual value. The market for any or all of these items may change from time to time, which is why periodic assessment is necessary to review the current level of resources appropriate to the protection of each item or category of items.

When not in use, equipment should be stored in conditions that reflect accurately the level of risk attached to it. The greater the risk, the more secure the storage required. A named member of staff should be responsible for making regular inspections to ensure that these criteria are observed.

Named members of staff should be given personal responsibility for the security of valuable equipment used in the course of their duties. A record should be kept, indicating precisely who is currently responsible for particular items. The procedures relating to asset and equipment management are contained in the internal financial procedures manual and should be adhered to by all staff.

Frequent, regular checks should be conducted, with occasional random spot checks. Remember neat storage will facilitate the speedy identification of any irregularity. Equipment inspections should not merely be used to confirm the correctness of the inventory. They should also check that valuable property has been security marked in such a way as to readily identify its source should it be stolen and subsequently recovered.

Safeguarding personal property

Staff and students should be encouraged to take an active interest in the security of their personal property whilst on the school premises or engaged on school activities elsewhere.

The loss, theft or vandalism of personal property can create distrust and suspicion and can lower morale. Regardless of the individual's responsibility, then, good management includes the creation of an environment in which the likelihood of interference with personal property is minimised.

Staff

Offices used by the staff should be kept locked if practicable during the day when they are unoccupied. Staff rooms and rest rooms, where coats and other personal property are left, should be capable of being secured against casual intrusion.

Students

Students should be discouraged from bringing valuables to school unless they are necessary for a particular lesson or activity. Consideration should be given in such instances to providing secure storage before and after the relevant period, as appropriate. However, once members of staff take responsibility for students' valuables, it is the school that becomes liable.

Bicycles

The theft of, and damage to, bicycles is one of the most persistent problems affecting the personal property of students. All possible efforts have been made to control this threat, including the provision of parking facilities within the school grounds and open to supervision. Provision has also been made for owners to secure their bicycles to the fabric of a fixed structure by the use of locks and chains.

Users are encouraged to provide their own good-quality locks and chains for this purpose.

Key control

Classification of keys

1. Master keys afford access to all external doors throughout the school. They should be issued only to key people
2. General keys give access to all areas within the school but not the external doors. These should be issued to members of staff whose duties demand comprehensive access throughout the school internally

Issue of keys

Keys should be issued to staff only on the basis of demonstrable, work-related necessity. An inventory of issued keys should be prepared and kept up to date by the site manager.

Staff should be instructed not to make copies of keys without the authority of the site manager. Master keys will not be copied on any account unless authorised by the bursar in writing. The handling of keys by students should be discouraged. All duplicate keys, or keys not issued, should be locked in the site office. Duplicate keys in the site office should be identified only by an alphanumeric code, the meaning of which should be lodged in a separate secure area.

All issued keys should be signed for by staff, and it should be clearly stated and understood at the time of issue that:

- The recipient is responsible for the safekeeping of the key
- The key is not to be passed to a third party without permission
- Upon departure from the school, all keys are to be handed back to the site manager, and a signed sheet confirming this given to the member of staff.

Lost keys

All members of staff are required to report the loss of any key immediately to the site manager.

An assessment must then be made of the:

- Circumstances of the loss and the likelihood of the key being used improperly
- Need for the lock, or locking mechanism, to be changed based on the circumstances of the loss and the key's level of security
- In most cases, it will be usual for locks to be changed whenever an external door or secure store key is lost.

Starting pistols

There are no starting pistols used at Chiltern Hills Academy.

Trespass

The main security threat to the school comes from acts of burglary, theft, vandalism and arson, all of which are statutory offences which should be reported to the police. Trespass affects the vast majority of schools, if not all of them. Despite this, prosecutions are rare and successful prosecutions almost unheard of. Yet trespass remains one of the most intractable problems facing schools, particularly those occupying large, sprawling sites with undefined or insecure boundaries.

Unlike many other places, however, schools do enjoy some protection from statute law in this area. Section 40 of the Local Government (Miscellaneous Provisions) Act 1982 makes it an offence to trespass on school property as detailed below.

Nuisance and disturbance on educational premises

Any person who, without lawful authority, is present on premises to which this section applies and causes or permits nuisance or disturbance to the annoyance of persons who lawfully use those premises (whether or not such persons are present at the time) shall be guilty of an offence and shall be liable on summary conviction to a fine. This section applies to premises, including playgrounds, playing fields and other premises for outdoor recreation.

Powers of arrest

This is a matter best left to the police: a private citizen has certain lawful powers of arrest, but they must be exercised with care as wrongful arrest can result in a claim for damages.

Key Holders - Site

To enable a police response when the security alarms are activated, the following conditions apply:

- There must be at least two key holders available for call-out
- They must have a telephone at their home address
- They must reside not more than 20 minutes travelling time from the premises for which they are responsible
- They must have their own transport to ensure prompt attendance
- Police transport will not be provided
- Both the alarm company and the local police must be informed immediately of details of key holders and of any changes whether of a temporary or permanent nature.

Daily CCTV video recording

One digital recorder links to the CCTV camera system and record all activity over a 24 hour period. Recordings are stored for 21 days before being erased.

Access control

The duty site person will clear the alarms and unlock the site buildings between 7am and 7.30am term time. Staff wishing to access the school should conform to the above opening times. Any problems staff may have in accessing the school should be directed to the Facilities Manager.

Closing doors and windows

All members of staff are required to secure windows and doors when rooms are not in use and upon their departure at the end of the day. As a second check, the cleaners are required to check windows and doors in their areas to ensure that they are secure. Finally, upon securing the site, the caretaker is to also check that doors and windows are secured in all areas.

Locking the site and setting the alarms

The duty site person is responsible for locking the site and setting the security alarms. Following departure of all staff, visitors, hirers, etc from the site, all external doors and windows should be locked and/or secured. Normally, the site should be secured between 8pm and 8.30pm following the departure of the cleaners.

However, there are many occasions when staff, hirers or contractors require access to part(s) of the site. In these instances, all doors and windows where access is not required should be locked or secured between 8pm and 8.30pm, with the remaining doors and windows being secured following the departure of personnel. Once all doors and windows have been secured, the alarms should be set from the control panel in administration. Where only parts of the site are being used, the alarms for the areas that have been secured are to be set.

Action in event of incidents

All security incidents should be reported to the Principal either at the time of occurrence or, if during silent hours, on the following working day.

If the alarms are activated during silent hours, the resident caretaker will carry out an initial investigation to ascertain the circumstances of the activation. The following actions are to be adhered to:

- If there is a reason for the alarm activation other than a breach of security, the source should be identified (where possible), isolated and the alarms reset. The central monitoring station should be informed not to contact the police
- If there is a breach of security and the intruders are still on site, the police should be contacted immediately. Under no circumstances is an employee to confront intruders
- If the intruders have departed, the police should be informed immediately#
- All false alarms and breaches of security are to be reported to the Principal on the next working day.

The Use of VDUs

The Health and Safety (Display Screen Equipment) Regulations 1992 implement an EC Directive and came into effect from January 1993 (some small changes were made in 2002). The Regulations require employers to minimise the risks in VDU work by ensuring that workplaces and jobs are well designed.

The Regulations apply where staff habitually use VDUs as a significant part of their normal work. Other people, who use VDUs only occasionally, are not covered by the requirements in the Regulations (apart from the workstation requirements). However, the Governing Body still has general duties to protect them under other health and safety at work legislation. In summary these are to:

- Analyse workstations, and assess and reduce risks.
- Ensure workstations meet minimum requirements.
- Plan work so there are breaks or changes of activity
- On request arrange eye tests, and provide spectacles if special ones are needed.
- Provide health and safety training and information.

For those staff that regularly use display screens DSE training is provided annually.

Noise

The academy is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the academy ensures appropriate control measures are put in place. Staff in music and Design must ensure that ear defenders/earplugs are used when needed. Site staff have a decibel meter and if staff are concerned of excessive noise this can be checked.

Manual Handling (typical loads)

Risks of manual handling are communicated within general risk assessments. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff.

Working at Height

The risks associated with working at height are identified through risk assessment. Checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The academy discuss and agree arrangements with staff. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety. Stepladders/ladders and access towers must only be used by staff after they have completed relevant training.

Glass and Glazing

All glazing on site complies with current safety standards. All low level glazing (below 800 mm), such as glazing in doors and high risk glazing is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.

APPENDIX 3 - Planning an Educational Visit

Outline proposal to Principal or Governing Body, or local authority seeking approval in principle. Proposals might include:

- Visit's objectives
- Likely date, duration, venue
- Student group, staffing
- Resources, estimate of costs.

Proposals for longer visits may need making well before the start of the relevant academic year.

Planning:

- Contact the venue. Is it suitable for the group?
- What are the transport options?
- Who would lead the group and who would help supervise the group?
- Who would pay for the visit?
- Conduct a risk assessment, including an exploratory visit
- Prepare a substantive proposal to Principal, Governing Body or local authority
- Give details of dates, risk assessment, emergency procedures, transport, insurance, costs, group membership and staffing.

Shorter visit:

- Obtain approval and parental consent for visits involving pupils or for day visits
- Inform parents as necessary of shorter routine visits
- Brief students
- Go on visit, monitoring the risks at all times.

Residential and abroad:

- Obtain approval to prepare the visit subject to satisfactory preparation
- Obtain final approval from the local authority or governors, and parental consents
- Go on visit, monitoring the risks at all times
- Evaluate.

Final preparation

- Information to and from parents
- Briefing evening (meet the supervisors)
- Brief students
- Collect deposits or full payments from parents.

Appendix 4 Chiltern Hills Academy Fire Plan

FIRE ALARM and EVACUATION PROCEDURE

In the event of a fire, the alarm will activate. The fire alarm is a constant siren sound. If you discover or suspect a fire has broken out, you should break the glass of the nearest alarm point. The Fire Assembly Point is on the AGP. Students line up in their form academic tutor groups in register order, facing away from the buildings. In the case of another emergency, e.g. bomb warning, evacuation to the outside of the buildings is by the same route, and the assembly arrangements remain the same. When the fire alarm rings:

1. All persons in the Academy and in Adult Education must evacuate the buildings.
2. The Site Manager will identify the zone from the fire alarm panels and survey the identified location of the premises
3. A member of the leadership team will telephone the fire brigade, when instructed by Site Manager.
4. Staff should instruct the teaching group they are taking to stand in silence, then on staff instructions, leave the room, move in silence to their assembly area by the route indicated on the green fire evacuation signs, taking the nearest and safest route.
5. Office staff will bring to the assembly area the ATG registers/signing in book and the visitors' book.
6. Registers will be individually given to Academic Tutors as they supervise their tutor groups, and similarly collected from them after registration, informing the relevant AYL of any students not accounted for. AYLs should then check this with the Attendance Officer.
7. Students are to stand and move without speaking. Bags and coats may be carried from rooms, including valuables only if they are next to where the student is working.
8. Staff should ensure that all doors and windows are closed (but not locked) and should follow their teaching groups to the assembly point, ensuring silence is maintained.
9. Students will assemble at their designated area in tutor groups. Academic Tutors should remain with their tutor groups after registration in silence.
10. Students with PEEPS (personal emergency evacuation plans), if upstairs, will be guided to one of the five 'fire refuge' points. Using the communication system in the main visitors' reception, the Director of LS (or, if absent, a VP) will establish the location and staff member/student(s) who are in these areas. As quickly as possible, evacuation will be undertaken if there is a fire risk, using the fire chairs.

Guidance notes:

- When the alarm sounds, doors held open in the corridors will be released, fire retarding blinds will close (dining area and office) and doors on electrical locking systems will be released.
- AYLs should check that all form groups have been registered by their Academic Tutor and arrange for another colleague (or member of the support staff) to take the register if any Academic Tutor is absent. They should remain in overall charge of their year groups.
- Support Staff should register in person directly to their line manager.
- Office reception staff are responsible for identifying if any visitors are unaccounted for.
- Site Staff report directly to the Principal (or Vice Principal) to detail the location of the fire, agree method of directing the fire brigade on arrival and be notified of any absent person.
- Adult Learning Tutors - will register their group and report to the Head of Adult Education/Secretary
- External contractors - the person in charge of contractors will be responsible for checking that all personnel are present.
- There will be at least one fire drill every term to ensure that the whole Academy community are secure in acting safely in the event of a fire.
- The doors in C block are additional exits in case of fire and need to be locked and unlocked each day whenever C block is occupied

Fire Alarms during external examinations

The invigilator should adopt the following procedure:

HEALTH & SAFETY

1. Evacuate the examination room after confirming that this is required by the Examinations Officer
2. Ensure all question papers and scripts are left in the examination room
3. Supervise the candidates closely to prevent any collusion
4. On return to the room and before the examination is resumed, indicate on the candidates' work, where feasible, the point at which the examination was interrupted
5. Note the time and duration of the interruption
6. Allow the candidates the full working time prescribed for the examination
7. With the Examinations Officer, make a full report of the incident and the time taken.

MONITORING, EVALUATION AND REVIEW

This policy will be reviewed when there are changes in the law or annually to assess implementation and effectiveness.

This policy will be promoted and implemented throughout the Academy.