

# Health & Safety Policy

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<b>Changes since last review:</b>	
Pages 4 & 5	Amended to reflect PFI arrangement
Page 6, 19, 23, 8, 9,10,14,17	Updated for new roles and current practice

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 Tim Body  
 Headteacher

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 Stephen Ville  
 Chair of the Resources Committee

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## Statement of intent

Westfield Academy recognises its responsibility under the Health and Safety at Work etc. Act 1974 to provide a safe and healthy environment for all staff, students, visitors, and contractors across the school site which comprises a PFI-managed main school building and a sports centre, bungalows and workshops which are managed directly by the School.

The Trustees are committed to:

- Ensuring the school premises are safe, secure, and well-maintained
- Providing sufficient resources, information, and training for staff.
- Ensuring contractual compliance with Health & Safety standards.
- Following all statutory regulations regarding fire safety, asbestos, legionella, and electrical safety.

This policy will be reviewed annually.

## Roles & responsibilities

### Responsibilities of the Trust Board

The Trust Board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and the senior leadership team.

A Health & Safety Link Trustee has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues, and identify actions to the Headteacher and Trust Board.

The Trust Board will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

The Trust Board is required by law to have access to competent health and safety advice.

### Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety in the Academy rests with the Headteacher. The Headteacher has responsibility for:

- Ensuring that an appropriate number of trained first aid personnel are present in the Academy at all times.
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Cooperating with the Trust Board to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to proactively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Trust Board on health and safety performance and any safety concerns / issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.
- Reporting specified incidents to the Health & Safety Executive (HSE) when necessary.

**Whilst overall responsibility for health and safety cannot be delegated, the Headteacher may choose to delegate certain tasks to other members of staff.**

## Responsibilities of the PFI provider (Mitie Ltd)

- Maintains the building fabric, mechanical and electrical plant in the main school building, and ensures statutory compliance including fire systems, water hygiene, that all plant equipment is maintained in line with statutory requirements etc.
- Records of these checks must be made available to the Trust on request.
- Provides a safe and secure main school building environment
- Ensures that their staff and sub-contractors work safely

## Responsibilities of other staff holding posts of responsibility

The task of overseeing health and safety on the site has been delegated by the Headteacher to the School Business Manager.

The task of managing the day to day health and safety checks and procedures has been delegated to the Estate Manager.

The Senior Leadership Team, Estate Manager, the Site Team, Heads of Department, Subject Leaders, Radiation Protection Supervisor and First Aid Officer will:

- apply the Academy's health and safety policy to their own department or area of work;
- ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE, etc);
- ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented;
- ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- take appropriate action on health, safety and First Aid issues referred to them, informing the individual with delegated authority of any problems they are unable to resolve within the resources available to them;
- carry out regular inspections of their areas of responsibility and report / record these inspections;
- ensure the provision of sufficient information, instruction, training and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety; and
- ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

## Responsibilities of employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. All employees have responsibility to:

- Take reasonable care for the health & safety of themselves and others in undertaking their work.
- Ensure they know who the first aiders in the Academy are.
- Comply with the Academy's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Cooperate with the Senior Leadership Team on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and First Aid.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery they are competent/have been trained to use.
- Inform the Headteacher or line manager of any specific health conditions or first aid needs.

- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## Responsibilities of students & parents

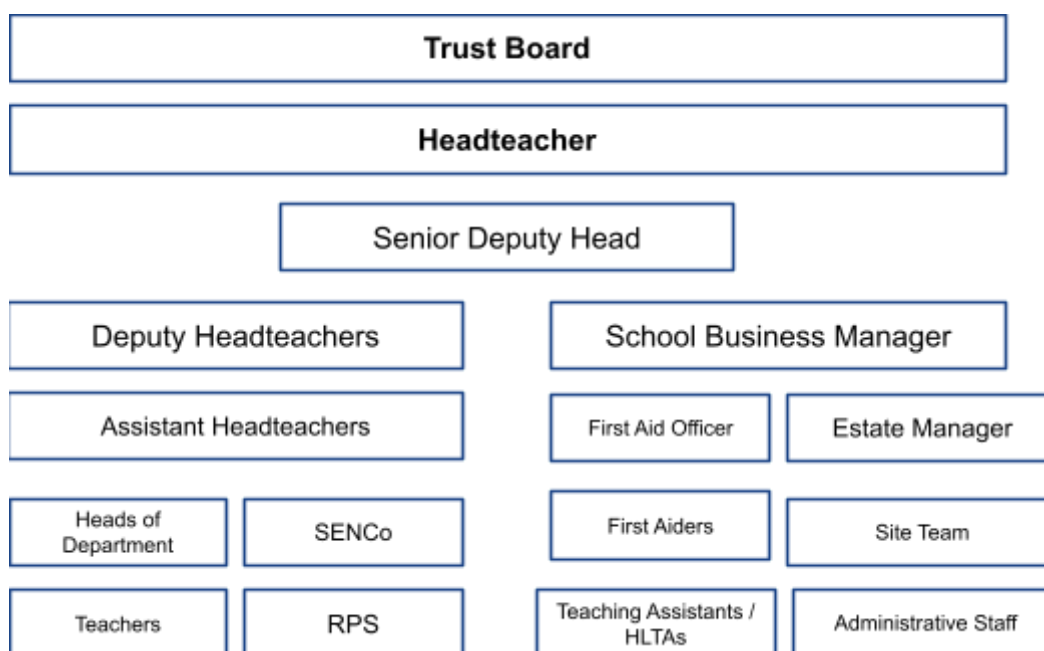
All students and parents are expected to behave in a manner that reflects the Academy’s behaviour policy and in particular are expected to:

- exercise personal responsibility for the safety of themselves and each other;
- observe standards of dress consistent with safety and / or hygiene;
- observe all the safety rules of the Academy and in particular the instructions of the Academy staff in the event of an emergency;
- use and not willfully misuse, neglect or interfere with things provided for safety purposes; and
- report to a teacher or other member of staff any health and safety concerns that they may have.

## Responsibilities of visitors, hirers & contractors

- Visitors and other users of the premises (e.g, contractors and delivery people) are required to observe the safety rules of the Academy.
- All contractors must report to Reception where they will be asked to sign in and wear an identification badge.
- Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.
- The Site Team is responsible for monitoring areas where the contractors’ work may directly affect staff and students, and for keeping records of all contractor work.
- The administrator of the Academy’s letting program must ensure that all the terms and conditions as detailed in the Hire Agreement & Policy are adhered to.

## Organisational structure for health & safety



## Accident / incident reporting procedure

### Accidents to employees & non-employees

All employee and visitor incidents / accidents, no matter how minor, must be recorded in the Academy’s accident log book, kept in the First Aid Office. The Academy’s incident reporting form must be filled and attached in the log book.

## Accidents to students

All accidents and incidents involving students must be recorded on the Academy's incident reporting form, in the first instance, before being updated on the Academy's accident log book.

### Significant incidents to students include:

- accidents where significant first aid treatment has been provided;
- accidents which result in the injured person being taken from the scene of the accident directly to hospital;
- accidents resulting in the injured person being absent from work for more than 3 days and 7 consecutive days (including weekends and holidays unless the person would have been able to return sooner); and / or
- accidents arising from premises / equipment defects.

**Such incidents are reported to the Headteacher and the Trust Board.** Parents / carers will be notified immediately of all major injuries to students.

Accidents will be monitored for trends and a report made to the Trust Board as necessary.

The Headteacher will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, etc. must be reported and attended to as soon as possible.

## Off-site procedures

Risk assessments will be completed by the lead teacher prior to any educational visit that necessitates taking students off site. The lead teacher will endeavour to ensure that there is at least one first aider on trips and visits.

When taking students off site, staff will ensure they always have the following:

- a school mobile phone;
- a portable first aid kit;
- information about the specific medical needs of students;
- Individual students' medication (such as inhalers, epipens, etc); and
- parents' contact details.

## Reporting to the Health & Safety Executive (HSE)

The First Aid Officer will keep a record of any accident which results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR<sup>1</sup> 2013 legislation (regulations 4, 5, 6 and 7).

The First Aid Officer will report these to the Health & Safety Executive as soon as is reasonably practicable and, in any event, within 10 days of the incident.

### Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - fractures, other than to fingers, thumbs and toes;
  - amputations;
  - any injury likely to lead to permanent loss of sight or reduction in sight;
  - any crush injury to the head or torso causing damage to the brain or internal organs;
  - serious burns (including scalding);
  - any scalping requiring hospital treatment;
  - any loss of consciousness caused by head injury or asphyxia; and / or

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<sup>1</sup> RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

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

## Academy managed projects

Where the Academy undertakes projects directly, the Trust Board are considered the 'client' and therefore have additional statutory obligations. Such projects will be managed by the School Business Manager who will ensure that appropriate competency checks are carried out prior to engaging a contractor.

The Academy, contractor(s) and any subcontractor(s) involved will exchange relevant information regarding the work activities and agree the risk assessment and safe systems of work to be used prior to works commencing on site. Contractors will be asked to provide:

- Health & Safety Policy;
- Insurance documents;
- References;
- RAMs – Risk Assessments & Method Statements;
- Training; and / or
- Construction Phase Plans.

## Asbestos management

The Academy will ensure that the Estate Manager is trained to be aware of asbestos locations.

The Estate Manager, who is the Academy's asbestos authorising officer will maintain an asbestos survey, log and management plan. These will be made available to staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The Estate Manager will ensure that Academy staff, and catering and cleaning staff who may be employed by others, are made aware of the location of Asbestos Containing Materials (ACM) within their work areas.

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Estate Manager.**

Prior to **any** work commencing on the fabric of the bungalows, workshops, buildings or fixed equipment (e.g. boilers, plumbing, decorating, electrical works etc.), either by contractors or Academy staff the Estate Manager will ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that all work affecting the fabric of the building or fixed equipment is entered in the **permission to work** log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted on a periodic basis and recorded (legal requirement to do so annually as a minimum).

- The limitations of the management survey and areas of the building that have not been surveyed are understood and considered as part of the permission to work process (e.g. areas above 3m in height, within ceiling voids, where panels / tiles are fixed, floor voids and ducts, etc).
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).
- The Academy's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys, etc) are carried out by approved asbestos contractors and recorded.
- The condition of the asbestos will be reviewed by a Component Asbestos Surveyor at least annually for signs of damage or deterioration and records kept. Any concerns, damage or deterioration should be reported immediately to the Health & Safety Competent person.
- Any damage to materials known or suspected to contain asbestos should be reported to the Estate Manager who will seek advice and assistance from the School Business Manager.

## Audit, inspection & monitoring

Termly inspections of the site will be coordinated and conducted by the Health & Safety Link Trustee, the School Business Manager and the Estate Manager. This will be reported back to both the Resources Committee and the full Trust Board.

The Health & Safety Link Trustee will complete a report in writing and submit this to the Resources Committee who will subsequently discuss all issues and any action points. These will be taken back to the School Business Manager and Estate Manager for resolution.

Responsibility for following up items detailed in the safety inspection report will rest with the Estate Manager.

## Contractors & service providers

All contractors and service providers used by the Academy must ensure compliance with relevant health and safety legislation, guidance, and good practice. They must report to reception on arrival where they will be asked to sign in and wear an identification badge.

The Site Team, under the direction of the Estate Manager, is responsible for monitoring areas where the contractors' work may directly affect staff and students and checking whether expected controls are in place, working effectively and stopping any unsafe acts.

Contractors will be asked to provide a risk assessment and method statement that addresses all risks associated with works and how they will be managed.

## Control of hazardous explosive substances

*This Arrangement merges the requirements of both the **Dangerous Substance, Explosive Atmosphere Regulations 2002 (DSEAR)** and **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** to form **Control of Hazardous Explosive Substances (CHEDS)**.*

Where practical every attempt will be made to avoid, or choose the least harmful and / or explosive substance which falls under the "**Control of Substances Hazardous to Health Regulations 2002**" (COSHH).

Within curriculum areas (particularly Science & Design Technology) subject leaders are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place (CLEAPSS, Association for Science Education's "Topics in Safety" etc).

In all other areas the Academy's nominated person responsible for substances hazardous to health is the Estate Manager. They shall ensure:

- An inventory of all hazardous and explosive substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials. Remember the safety data sheets are not your risk assessment for that chemical but information only.
- If required, full CHEDS risk assessments are conducted and communicated to staff exposed to the product / substance.
- All chemicals are appropriately and securely stored out of the reach of unauthorised persons.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment and staff / students given appropriate training in its safe use and disposal.

Where persons may be affected by their use on site, the Estate Manager is responsible for ensuring that CHEDS assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.*).

## Design Technology

The Academy manages health and safety in the teaching of Design Technology by ensuring that all equipment, including power tools and hand tools, are:

- suitable for the intended use, used in accordance with the operation manual and health & safety requirements and are CE marked as appropriate;
- maintained and repaired in a safe condition (records of maintenance kept with the Estate Manager);
- not altered or adapted, it is considered to be safe by design and should comply with the regulations;
- checked, inspected, risk assessed and appropriate safe systems recorded and implemented before use;
- used by staff and students that have been trained in the safe use, wearing appropriate PPE (records of maintenance kept with the Estate Manager) in accordance with the document safe system of work; and
- supervised whilst being used by students.

## Display screen equipment (DSE)

Staff who use DSE for at least one hour continuously without interruption are identified as DSE users. Line Managers should identify staff who are DSE users and ensure that risk assessments are undertaken following which users can request an eye test, the cost of which will be borne by the Academy if deemed necessary by the optometrist.

Staff must work with their line managers to plan their DSE work so that DSE use is interrupted periodically to avoid visual fatigue.

The legislation does not apply to students.

## Educational / recreational visits

A trip request form must be completed for all trips, educational and recreational work. **Approval from the Headteacher must be sought in advance of all residential, overseas and adventurous trips.** All relevant risk assessments and medical consent forms must be completed.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to [trips@westfield.academy](mailto:trips@westfield.academy). The documentation and planning of the trip will be checked and, if acceptable, submitted to the Headteacher for approval.

## Electrical safety

The Estate Manager is responsible for conducting monthly inspections of plugs, cables and electrical equipment, and keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

A 5-year fixed electrical installation test will be carried out at least every 5 years by a certified accredited electrical contractor. Any actions and recommendations raised in the final report will be dealt with accordingly. Consequently, a new survey could be done if deemed necessary.

A fixed electrical installation test (fixed wire test) will be conducted at least every 5 years or more frequently if deemed necessary following the results of the last test.

Personal items of equipment (electrical or mechanical) will not be brought onto the Academy's premises without prior authorisation and must be subjected to the same tests as the Academy's own equipment.

## Fire evacuation & other emergency arrangements

The Estate Manager is responsible for ensuring that the Academy's Fire Risk Assessment (FRA) is undertaken and is reviewed on an annual basis. All documentation is maintained by the Estate Manager.

Fire and emergency evacuation procedures are detailed in Appendix 3 and across the school in different classrooms, offices and common areas.

### Emergency lighting systems

The Estate Manager is responsible for ensuring that these systems are checked for operation on a monthly basis. Annually, a full discharge test and certification of the system will be undertaken by an accredited and reputable service provider. A record of checks is maintained.

### Emergency procedures

Fire and emergency evacuation procedures are shown in Appendix 3. These procedures will be reviewed annually and made available to all new staff as part of the Academy's induction process and put up in each classroom.

Personal Emergency Evacuation Plans (PEEPs) will be prepared and reviewed for persons requiring assistance to evacuate the building in an emergency who regularly use the building (i.e. staff, students, regular visitors). For students, these can be combined with the student's health care plan.

Evacuation procedures are also made available to all contractors, visitors and hirers. Emergency exits, fire alarm call points, assembly points, etc. are clearly identified by safety signs and notices.

All other emergency procedures are detailed in the Critical Incident Plan.

### Fire alarm system

Fire alarm call points will be tested weekly in rotation. This will be undertaken whilst the school day is in operation.

Any defects on the system will be reported immediately to the fire alarm contractor. A fire alarm maintenance contract, which is reviewed annually, is in place.

## Fire drills

Fire drills will be undertaken termly with results recorded in the fire log book. A formal debrief will be undertaken and documented after the drill.

## Fire fighting

- Staff must ensure the alarm is raised **BEFORE** attempting to tackle a fire.
- Staff are only advised to attempt to deal with a fire to aid their means of escape.
- The safe evacuation of persons is an absolute priority.

Staff will be made aware of the type and location of portable fire fighting equipment and receive basic awareness in its correct use at induction.

Details of service isolation points:

- **Gas:** Tank room (A047) is located on the ground floor in the access corridor between the blocks
- **Water:** Located on the ground inside the service hatch / manhole at the right-hand side of the gate of Tolpit Lane gate
- **Electricity:** Tank room (A047) is located on the ground floor in the access corridor between the blocks

**Details of chemicals and flammable substances on site.** An inventory of these will be kept by the Estate Manager as appropriate, for consultation.

The Estate Manager is responsible for ensuring that the Academy's fire log is kept up to date and that the following inspection / maintenance activities details of these are recorded in the fire log book located in the Estate Manager's office.

## Fire fighting equipment

Weekly in-house checks ensure that all firefighting equipment remains available for use and operational. A record of checks is maintained.

An annual maintenance service of all firefighting equipment is undertaken. Defective equipment or extinguishers that need recharging taken out of service and reported directly to the service contractor.

## Means of escape

Daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

## First aid & medication

The Academy has assessed the need for first aid provision and identified staff to provide first aid both on site and where required for trips / visits and extra-curricular activities. Details of first aid and medical procedures can be found in the First Aid Policy.

## Gas safety

The Academy has a gas heating system which must be managed and maintained properly due to the explosive nature of gas and the potential for poisoning due to fumes. Gas is used as a heating source for the Academy therefore arrangements must be implemented for the safe use of gas within buildings and also for the safety of any gas pipework buried on site.

The use of competent contractors is vital to ensure that the system is in a safe condition and the necessary paperwork is issued by the contractor and maintained by the Estates Team. The emergency arrangements following an uncontrolled release of gas will also be detailed.

- The locations of all gas pipework, fittings, and appliances are clearly recorded and can be provided to a Gas-Safe operative as required. In addition, such information will be provided to a contractor undertaking work where they are in close proximity to such pipework, fittings and appliances.
- The Academy and the FM provider ensure that all gas pipework, fittings, and appliances are subject to work, repair and / or safety checks in addition to the annual safety checks which are only carried out by a Gas-Safe operative and comply with Gas Safety (Installation and Use) Regulations 1998 (L56).
- Access to gas-powered boilers is secured and restricted to prevent authorised access.
- BN EN 50291 CO alarms are installed and measures are in place to make sure these are not tampered with and are installed, checked, maintained and serviced in accordance with manufacturers' instructions.
- Permits to work are issued as necessary requiring safety measures before works are carried out, RAMS and other RA.
- All contractors must carry out works in accordance with their risk assessments and method statements.

The Academy and the FM provider are responsible for ensuring that the gas heating systems within the Academy are working safely as per their design. In order to do this, there must be a maintenance regime implemented by the Academy and the FM provider and completed by competent contractors. This will take the form of an annual gas boiler check, 6-monthly inspections and any additional visits for any repairs as required.

All inspections and works will be carried out by a Gas-Safe registered company and engineer with certificates provided to the Academy and the FM provider on completion of these.

The Gas Safety file is maintained and kept up-to-date with the Estates Manager and in the FM office. This shall contain copies of relevant documentation supplied to show compliance with installation, repairs and annual Gas Safety certification.

## Hand-arm vibration

The risk of harm from hand-arm vibration (HAV) would be associated with staff frequently using equipment such as a leaf blower, grass strimmer, lawn mower, hedge trimmers, angle grinder, sander, etc. It is also dependent upon how long staff are exposed to vibration and at what level. In these circumstances the Academy will assess the risks to decide whether any further action is needed, and plan how to reduce the risk.

## Hiring of facilities

Hiring of facilities are managed by the School Business Manager and Estate Manager.

The Estate Manager will brief all hirers on fire and emergency evacuation arrangements. There will be adequate emergency lighting to ensure safe evacuation of premises in the event of emergency evacuation and to ensure safe entry and exit of premises especially at night.

It is the responsibility of hirers to ensure that any electrical equipment brought into school is PAT tested before use.

Sale of alcohol will not be permitted unless the hirer has obtained a suitable licence.

## Infection control

To promote good health and to prevent the spread of infection, the Academy will ensure that good practices are followed in line with Public Health England *Guidance on infection control in schools and other childcare settings*.

## Routine immunisation

Guidance should be consulted on immunisation from guidance on infection control in schools and other childcare settings. All staff will undergo a full occupational health check before starting employment; this includes ensuring they are up to date with their immunisations. A risk assessment approach is adopted to identify staff at risk and where appropriate those members of staff are offered immunisation. If staff choose not to take up this offer then alternative control measures need to be proposed and implemented.

## Clean environment

- All surfaces are cleaned daily in accordance with the daily cleaning schedule of the cleaning contractors with an annual deep clean during the summer break.
- Any spills of blood or vomit are wiped up and disposed of using a Body Fluids Disposal kit available from the First Aid office.
- Excrement will be flushed down the toilet.
- Disposable gloves and aprons are always used when cleaning up spills of body fluids. Floors and other affected surfaces are disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions.
- Fabrics contaminated with body fluids are thoroughly washed in hot water.
- Spare laundered pants, and other clothing, are available in case of accidents and polythene bags are available in which to wrap soiled garments. Students are encouraged to change and clean themselves.

## Instruction, information, training & supervision

The Academy will comply with its legal duty under the Health and Safety Information for Employees Regulations 1989 and display the health and safety law poster in a prominent position in the Academy's premises or provide each member of staff with a copy of the approved leaflet that outlines British health and safety law. The Health and Safety Law poster (2009 version) is displayed in the Admin office.

To comply with health and safety law, Westfield Academy will ensure that its staff, agency workers, volunteers and students receive appropriate training in order to undertake tasks competently and safely. Staff, agency workers and volunteers attend induction courses and other mandatory training as required.

Students are instructed on the action to be taken:

- in the event of an emergency evacuation following a fire, gas or bomb warning;
- to call a first aider following an accident or illness;
- on noticing an accident, hazard or unauthorised person in the school grounds; and / or
- on the spilling of blood or body fluids and washing hands following a visit to the toilet.

Instruction, information and training on curriculum health and safety issues are delivered during lessons by competent teaching staff and before any of the risks are incurred. Registers together with schemes of work and lesson plans act as a register.

The Trust Board ensures that it has established systems for supervision. These systems are the Academy's safety arrangements. Premises controllers ensure staff are adequately supervised and that staff with loco parentis responsibilities, supervise students / students in their care.

## Lifting & handling

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items and equipment unless they have received training and / or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the health and safety of staff, will have a risk assessment conducted to ensure such risks are adequately controlled. Where practical manual handling operations are avoided using engineering controls. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

## Lone working

Staff are encouraged not to work alone in the Academy. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

**Work involving potentially significant risks (i.e. work at height must not be undertaken whilst working alone).**

Staff working outside of normal school hours must obtain permission of the Headteacher or a senior member of staff and inform the site staff along with signing in and out of the Academy premises.

Where lone working cannot be avoided, staff should ensure they have means to summon help in an emergency (e.g. access to a mobile phone).

When working off site (e.g., when visiting homes), notify a colleague of their whereabouts and the estimated time of return. It is good practice to obtain background information about the student / family being visited and also to pre-plan the route if the premises are unfamiliar.

Report any incidents or situations where they may have felt “uncomfortable”. Good communication between colleagues, in terms of personal safety is essential.

## Academy staff responding to call outs

Nominated key holders attending empty premises where there has been alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

## Noise at work

This applies to work equipment and extends to music equipment. The Estate Manager compiles an annual inventory of all work equipment noise sources at the Academy.

Where possible, noise levels are reduced to as low as reasonably practicable by engineering controls, reducing time of exposure and use of PPE.

At noise levels exceeding recommended levels, staff will be offered ear protection.

This does not apply to students and members of the public exposed to noise from school activities where the Academy employs the use of external providers / contractors to undertake activities / deliver music. It is their responsibility to comply with the regulations.

## Personal protective equipment (PPE)

The Estate Manager will annually assess the need for PPE across the Academy. This can include items such as head protection, hand protection, eye protection, foot protection, hearing protection, high-visibility clothing, inclement weather protection and safety harnesses. It can also include respiratory protective equipment (RPE). Where PPE is identified the Academy will purchase the PPE for those required to use it and provide appropriate instruction, information, training and supervision in its safe use.

All PPE purchased will be selected on the basis that it conforms to a recognised standard, it fits the user, it is fit for purpose and is compatible with existing PPE and clothing worn by the user. Staff that require the use of PPE on an individual basis will be provided with a safe location to store it and maintain a record of user checks and maintenance.

Equipment will be restricted to those users who are authorised / have received specific training that is detailed in the tools register or labelled accordingly.

## Physical education & sport

It is the responsibility of all Academy teachers and coaches in physical education and sport to identify and maintain a risk assessment for each PES work area to reduce the activity to an acceptably low level of risk. All staff working in PES should be involved in their review.

PE activities and risk assessments are led by the “Association for Physical Education – Safe Practice in Physical Education, School Sport & Physical Activity 2024”.

### Physical education equipment

Physical education equipment has its own risk assessment that details the level supervision required and forms part of the overall risk assessment for the outdoor area(s). The outdoor risk assessment should include:

- accessible playing field(s);
- fixed equipment;
- grass pitches and areas;
- fences;
- age and ability of students;
- hazards and activities associated with outdoor activities (e.g. playing football, cricket, and type of balls used, etc);
- the type, level and duration of activities undertaken;
- time of year and weather conditions; and
- the experience and competence of staff / teachers / lunchtime supervisors, etc. (particularly their roles and responsibilities with regard to duty periods).

This equipment is checked before use for any apparent defects, and the Estate Manager will conduct a formal termly inspection of the equipment which is recorded. It is subject to an annual inspection<sup>2</sup> by an appropriate accredited company.

## Radiation

Consideration of Risk Assessments, Standard Operating Procedures and dose rates for practical activities as found in CLEAPSS guidance L093 and GL016. RPS has found no requirements for adaptations to operating procedures or risk assessment for the intended use of radioactive sources in the Westfield Academy Science department. Dose rates laid out in GL016 are applicable to the intended use.

## Radioactive sources

The Academy follows the most up to date CLEAPSS guidance in ‘Managing Ionising traditions and radioactive substances in schools and colleges’.

- The Academy’s Radiation Protection Officer is the Curriculum Advisor for Science.
- CLEAPSS provides the Radiation Protection Advisor (RPA) service for the Academy.
- The member of staff with day-to-day responsibility for radioactive sources (the Radiation Protection Supervisor, RPS), is Mr Benjamin Waite. Detailed responsibilities are provided in the Science Department’s H&S Policy.

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<sup>2</sup> Annual Inspection – should be undertaken by an impartial qualified inspector from an outside organisation (ideally should not be from the installer / maintainer of the equipment to assure impartiality).

The Science department holds a selection of radioactive substances. A Radiation Protection Supervisor has been nominated within the Academy along with a Radiation Protection Officer. The Science Department works closely with CLEAPSS on behalf of the Academy to ensure that the Academy complies with the Ionising Radiation Regulation.

## Risk assessments

### Curriculum activities

Risk assessments for curriculum activities will be carried out by the relevant Heads of Faculty & Department using the relevant health and safety codes of practice for Design & Technology, Science, Art, PE, etc.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use, scheme of work / lesson plan, etc.

The Academy has a subscription to CLEAPSS and their publications are used as sources of model risk assessment within Science, Art and DT. See:

- CLEAPSS technology site: <http://dt.cleapss.org.uk/>;
- CLEAPSS science site: <http://science.cleapss.org.uk/>;

In addition the following publications are used within the Academy as sources of model risk assessments:

- BS 4163:2021 Health and Safety for Design & Technology in Schools and Similar Establishments - Code of Practice.
- ASE Safeguards in the school laboratory, 2006 (11th edition), <http://www.ase.org.uk/>, ISBN: 978-0-08357-408-5
- Safe Practice in Physical Education and School Sport & Physical Activity 2024 Association of PE 'AfPE' <http://www.afpe.org.uk/>.

### General risk assessments

The Academy will conduct and document risk assessments for all activities presenting a significant risk. These are coordinated by the School Business Manager and are approved by the Headteacher and Trustees.

Risk assessments are available, on request, for all staff to view and are held centrally in the Academy's shared drive and the Estate Manager's office. These assessments will be reviewed following any work activity changes, an accident / incident or at least annually. Staff will be made aware of any changes to risk assessments affecting their work.

As part of the review process, previous versions of risk assessments are clearly dated and securely kept. Risk assessment records will be kept for a minimum of 5 years (any relevant risk assessments linked to student incidents and subsequent investigations will be retained for a minimum of 3 years after their 18th birthday).

### Individual risk assessments

Specific assessments relating to staff member(s) or student(s) are held on that individual's file and will be undertaken by the relevant line manager. Such risk assessments will be reviewed on a regular basis and certainly following any change.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work so that an individual risk assessment can be undertaken as required.

The law requires that specific assessments are required for new and expectant mothers and young persons. Further guidance is available in arrangement management of risk.

## Off-site visit risk assessments

All off site visit activities must be risk assessed by the visit organiser prior to the visit. These assessments must be monitored and reviewed by the School Business Manager and the Estate Manager and presented to the Headteacher for review termly.

## Pregnancy risk assessment

Assessments on new and expectant mothers will be undertaken by the HR team following guidance contained in the County Health and Safety Manual.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

## Slips, trips & falls

Slips and trips occur across all education premises – whether a small primary school, a busy secondary school, a multi-site further education college, or the campus of a higher education institution. They provide a wide variety of facilities including educational, leisure and residential, open to employees, students and members of the public at varying times of the day. Sites can be busy with large numbers of people moving around at the same time – often rushing.

The Academy adopts the following simple practical ways to control slip and trip risks and prevent accidents on the premises. These include:

- **Stop floors becoming contaminated:** Use of entrance matting, leaks fixed from machinery or buildings, plant and equipment are maintained, tasks are designed to minimise spillages, pedestrian and vehicle routes are planned to avoid contaminated areas.
- **Use the right cleaning methods:** Cleaning methods used are appropriate and effective for the type of floor being cleaned, avoid creating more slip or trip risks during the cleaning process, smooth floors are left dry after cleaning or pedestrian access is restricted until the floor is dry, spillages removed promptly with a lunchtime supervisor given this task during lunch time, use of appropriate detergent mixed at the correct concentration. All chemical CHEDS assessed prior to use.
- **Consider the flooring & work environment:** Checks made for loose, damaged and worn flooring and replace as needed, floors that are likely to get wet or have spillages on them are of a type that do not become unduly slippery, adequate lighting on all walkways and slopes or steps are clearly visible, walkways and work areas are kept clear of obstructions and restrictions.
- **Get the right footwear:** Staff wear appropriate footwear for the tasks in hand which are suitable for the environment and for those who will be wearing it. Footwear supplied as personal protective equipment (PPE), is supplied free of charge to employees.
- **People & organisational factors:** Staff and students are encouraged to avoid rushing, overcrowding and using trailing cables.

## Smoking on site

Legislation banning smoking in enclosed workplaces and public places has been in force since 1 July 2007 as a consequence of the Health Act 2006. The Academy is responsible for enforcing the smoke free legislation in all its premises, work vehicles and public premises. This means that smoking on Academy premises, land, and any vehicle owned or operated by the Academy is not allowed. The ban includes smoking in the car parks.

Smoking includes being in possession of lit tobacco, other lit substances smoked and so includes pipes, cigars, water pipes, vapes and electronic cigarettes which can be smoked.

Smoking off premises is allowed during staff lunch breaks or during other scheduled breaks that form a part of the member of staff's normal working day. This is undertaken at a distance remote from the premises and public view in accordance with the Academy's smoking policy.

## Students / adults with additional needs

People may have temporary needs following an operation, a broken leg / arm or permanent needs if they have learning difficulties. In such instances the Academy will undertake an individual risk assessment of that person(s).

**For students**, this will be the First Aid Officer

**For staff**, this will be their line manager and the Headteacher.

The Academy already has risk assessments in place to manage risks associated with the Academy's activities. If a review of the relevant risk assessment(s) from the perspective of a person(s) with needs identifies additional risks and control measures not previously considered and these will be added into the risk assessment as accordingly. It is a common sense approach that enables, empowers the management of risk as opposed to prohibiting. For students, this can form part of their health care plan. For a member of staff, this would be added to their personnel file.

Where the needs prevent persons evacuating the building unaided in an emergency then a Personal Emergency Evacuation Plan (PEEP) is completed in partnership with the person with needs and / or their parent / carer as appropriate.

Employers must ensure that all employees are provided with adequate health and safety training when they start work. Ongoing training must also be provided in response to changes, such as:

- meeting the needs of new students;
- the identification of additional risks;
- the use of new or modified equipment;
- new job responsibilities; and / or
- a change in the needs of existing students leading to a change in the way that risks arising from their needs are managed

Monitoring and review of procedures helps highlight when training is required and also the relevance of the training (e.g. how much the training relates to the job).

## Threatening behaviour towards staff

The Academy does not expect staff to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. Any incidence of violent or threatening behaviour will be reported to the Senior Leadership Team and investigated to prevent a recurrence. Where relevant it will be recorded on the accident / incident reporting system.

Staff will report any such incidents to the Headteacher. The Academy will work in partnership with the police as required where inappropriate behaviour / individual conduct compromises the Academy's aims in providing an environment in which the students and staff feel safe. Where students have specific issues these will be managed in partnership with external agencies (e.g. NHS Child & Adolescent Mental Health Services, etc).

## Water management – legionella

The management and control of the water system is being undertaken by a competent contractor with the identified operational controls being conducted and recorded in the Academy's water log book.

This risk assessment will be reviewed where significant changes have occurred to the water system and / or building footprint. The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded.

- Water is heated and stored to 60°C at calorifiers (any vessel that generates heat within a mass of stored water).
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods).
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s)).
- Quarterly disinfection / descaling of showers.
- Stored cold water tanks are inspected for compliance and safety on an annual basis.

## Work equipment

All staff are required to report to the Estate Manager any problems found with plant or equipment at work to the Estate Manager. Defective items will be clearly marked and taken out of service by storing in a secure location or rendering unusable pending repair / disposal.

The Estate Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, PPE requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised/have received specific training is detailed below.

Equipment	Responsible person (who can assess risk)	Authorised users of the equipment	Authorised person for inspection & repair	Inspection period (eg, termly, annually)
Access equipment (e.g. ladders, tower scaffold)	Estate Manager / Site team	Estate Manager / Site team	Estate Manager / Site team / certified & accredited contractor to conduct repairs	Ladders – termly Tower scaffold – on erection & weekly after that if left in site
Caretaking / cleaning equipment, including hand tools	Estate Manager / Site team	Estate Manager / Site team	Estate Manager / Site team / certified & accredited contractor to conduct repairs	Academy to determine. Manufacturer recommendations to be adhered to
Grounds maintenance equipment	Estate Manager / Site team / Landscaping contractor	Estate Manager / Site team / Landscaping contractor	Estate Manager / Site team / Landscaping contractor / certified & accredited contractor to conduct repairs	Academy to determine. Manufacturer recommendations to be adhered to
Gas appliances (includes school catering equipment, boilers, food tech etc)	Estate Manager / FM contractor	Trained and inducted staff and students	Corgi registered contractor	Annually
PE and play equipment	Head of Faculty / PE teaching staff	Trained and inducted staff, students and other external users	Certified & accredited contractor	Annually
LEV, dust extraction / fume cupboards	Estate Manager / FM contractor	Estate Manager / FM contractor	Certified & accredited contractor	Annually Records of these examinations must

				be kept for a five year period
Technology equipment	Head of Faculty / Estates Manager	Approved contractor / trained authorised members of staff	Certified & accredited contractor	Annually
Art / design equipment	Head of Faculty / Estates Manager	Approved contractor / trained authorised members of staff	Certified & accredited contractor	Compressors – annual  Kilns – school to determine based on use
Portable electrical equipment	Estate Manager / FM contractor	Estate Manager / approved contractor / all users that have need for equipment	Certified & accredited contractor	Annually
Lifts	Estate Manager / FM contractor	Estate Manager / approved contractor / everyone that has need, disability, or injury	Certified & accredited contractor	Annually
Minibus use & vehicle access	Estate Manager / PE faculty head	Estate Manager / Head of PE / approved contractor	Certified & accredited contractor	Annually
Equipment for moving & handling people	Estates Manager / First Aid Officer	Trained and inducted staff	Certified & accredited contractor	Annually (subject to inspection on a 6-monthly basis)

Vehicular access to the Academy is restricted to Academy staff and visitors only and not for general use by parents / carers when bringing students to school or collecting them.

Access to the Academy must be kept clear for emergency vehicles. The vehicle access gate must not normally be used for pedestrian access.

The Site Team and the PE Faculty are jointly responsible for undertaking checks on the operation of minibuses. Prior to use, staff will be appropriately trained on the use of the minibus.

## Working at height

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate step ladders or kick stools are to be used. Staff must not climb onto chairs, tables, etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff that use ladders / stepladders using HSE guidance document *Safe use of ladders and stepladders*, INDG455 <http://www.hse.gov.uk/pubns/indg455.htm>.

Formal training on work at height, use of ladders, mobile tower scaffolds, etc, will be provided where a significant risk is identified as part of an individual's role (e.g. site staff, drama, ICT technician, etc).

The Academy's nominated person responsible for work at height is the Estate Manager. The Estate Manager shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained; and / or
- any risks from fragile surfaces are properly controlled.

Staff members should ensure they have read ‘Safe Use of Ladders and Stepladders’ leaflet (HSE) & the Work at Height Risk Assessments before attempting any work at height. Students shall not be allowed to use step stools, step ladders or any other ladders on school premises. Contractors must provide their own equipment for work at height & must inspect this equipment before each and every use.

## Links with other policies

This Health & Safety Policy is linked to the:

- Supporting Pupils with Medical Condition Policy;
- First Aid Policy;
- Behaviour Policy;
- Child Protection & Safeguarding Policy.
- Educational Visits Policy
- Lockdown Procedure

## Appendix 1: Key personnel

Headteacher – Mr Tim Body  
 Senior Deputy Headteacher - Ishrat Riaz  
 School Business Manager – Mrs Shibani Patel  
 Health & Safety Link Trustee – Mr Stephen Ville  
 Estate Manager – Mr Leon Ashby  
 Asbestos Authorising Officer – Mr Leon Ashby  
 Health & Safety Competent Person – Mr Leon Ashby  
 Radiation Protection Supervisor – Mr Benjamin Waite  
 First Aid Officer - Sophie Wollard  
 School Fire Wardens – Site Team & Senior Leadership Team

## Appendix 2: Service providers

- Fire equipment service – Ablaze Building Solutions Ltd, tel: 01252 834000, website: <https://www.ablaze.co.uk/>
- Fire equipment maintenance – Ablaze Building Solutions Ltd, tel: 01252 834000, website: <https://www.ablaze.co.uk/>
- Gas safety checks – Mitie Facilities Management, tel: 0800 633 5115, website: <https://www.mitie.com/>
- Occupational health provider – Heales Medical, tel: 0333 344 9089, website: <https://www.heales.com/>
- Water risk management – Mitie Facilities Management, tel: 0800 633 5115, website: <https://www.mitie.com/>
- Radiation protection advisory service – CLEAPSS

## Appendix 3: Fire evacuation plan

### Fire alarm procedures

These have been adapted to accommodate our growing numbers as well as ensuring that students and staff are able to leave the building as quickly as possible in the event of evacuation, and to gather safely in 1 area outside.

**If the fire alarm goes off it is imperative that all staff and students evacuate their venue immediately. Procedures will be visible in all rooms and it is expected that staff familiarise themselves with procedures in every room that they use during the working day.**

#### Classrooms:

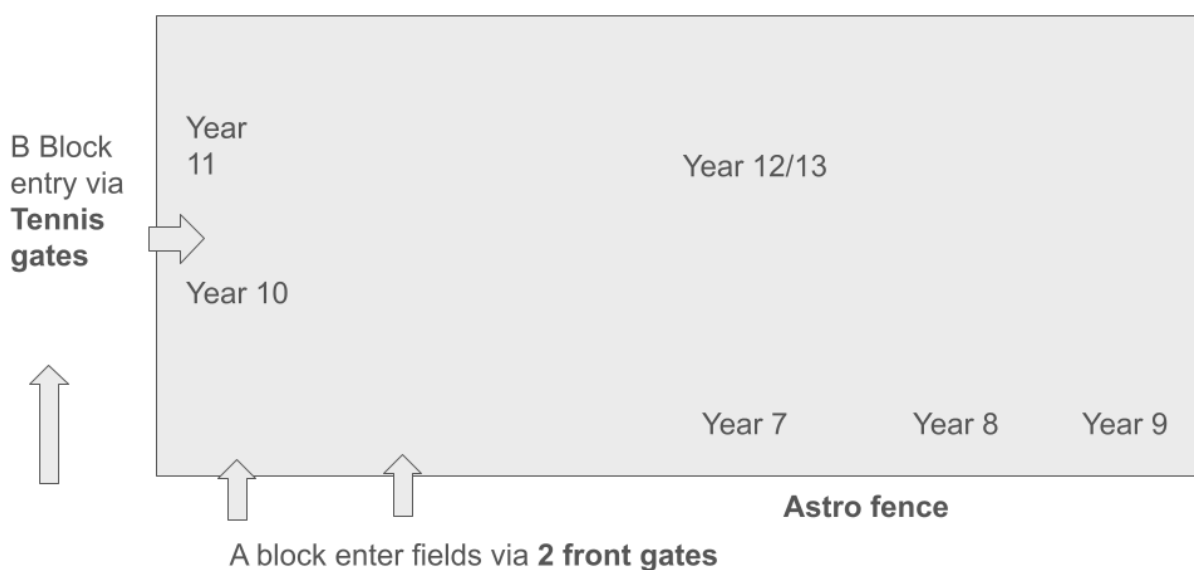
Each class will evacuate based on their position on the school corridor. This will be set out on a laminated set of instructions by the door of each room with the route from the exit doors to the field mapped out ie:

- rooms closest to the back end stairs will proceed down the back stairs of A/B blocks;
  - *Students in A block will exit straight to field gates*
  - *Students in B block will exit into KS4 quad to field gates*
- rooms closest to the front stairs will proceed down the front stairs of A/B blocks
  - *Students in A block will walk around the side of DT classrooms to Field gates*
  - *Students in B block will exit via KS4 quad straight to field gates*

Staff should lead their classes at the front to ensure an orderly exit, and not wait until the last students leave. This includes walking classes down the stairs. Where 2 staff are with students, please position yourselves at front and middle of the students.

All checks and sweeping up will be done by fire marshals on each floor.

Gates to the Field will be opened by key holders (PC, site team, PE & KSy):



Students are to be lined up in alphabetical order, facing inwards, with tutors ensuring an orderly, calm and safe atmosphere.

**Other staffing / student areas:**

- Staff working in **SEN / Isolation / 6th form area & Student services** will exit via back B block to the centre of the field.
- Staff working in the **Admin / Medical area** will exit via front A block, around DT and the centre of the Fields. All visitors in these areas will do the same. **All registers are to be brought to Year group venues**
- **Supply staff** will receive instructions when starting the day, and will follow the classroom instructions where they are working.
- **Canteen staff** will exit via front B doors into KS4 quad and then Fields.
- **Any staff not teaching go straight to their form groups** - anyone not with a form group goes to the Year group they are attached to.

**Senior Team fire marshals** will operate on the Floor/Block that they are teaching in, being a visible and guiding presence to students and HOY.

- When the fire alarm is heard Marshalls should go to their positions. If they are teaching they should ensure they bring students to their exit first.
- High Vis jackets should be stored in offices / classrooms and put on so that students feel our presence and that the situation is under control.
- Radios are to be turned on to correct channel (3). Avoid any unnecessary conversation.
- Positions at allocated points are to be taken up as fast as possible
- Evacuation is to be led and monitored, with liaison with other Fire Marshals on the floors above or below as to bottle necks occurring.
- Once all evacuated – check all allocated area e.g classrooms, toilets.
- Make way to assembly point and report to a Duty Officer (PC / AH / TP)
- When the all clear signal is given, Fire Marshals go in first to monitor stairs.

Floor	A Front stairs	A Back stairs	B Front stairs	B Back stairs
<b>LG</b>	AH (DT doors)	AZA	(Doors to KS4 quad)	KSy
<b>UG</b>	SPA	EKE	TB	CC
<b>1</b>		JOC	JE	IR
<b>2</b>	SKR	TP	ACC	PSM

## Appendix 4: Personal Emergency Evacuation Plan (PEEP)

This form should be completed for anyone who requires assistance with any aspect of emergency evacuation. Schools and other educational settings should ensure they are familiar with the “safe moving & handling for children and young people with mobility difficulties” guidance before completing a PEEP.

Date of PEEP :			
Date to be reviewed:			
<b>PHOTO</b>	Name of child / young person:		
	D.O.B.:		
	Class / group / form:		
	Location of class / group / form in building:		
	Play Leader / Teacher / Tutor (including phone extension):		
PEEP lead at the school / setting:			
Those involved in developing the PEEP:			
<b>Consider</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Does the child / young person change rooms during the day / use more than one location within the building or site?			
Does the child / young person have difficulty identifying or reading emergency exit signs?			
Does the child / young person experience difficulties hearing the fire alarm?			
Is the child / young person likely to experience difficulties when independently travelling to the nearest emergency exit?			
Does the child / young person experience difficulty using stairs?			
Is the child / young person dependent on a wheelchair or a mobility aid for walking?			
If the child / young person uses a wheelchair, do they have difficulty transferring from this without assistance?			
Can the child / young person raise the fire alarm upon discovering a fire?	<b>Yes</b>		<b>No</b>
Provide details of how the child / young person would know if there was a fire:			

How is the child / young person to be informed of an emergency evacuation?			
Existing alarm		Visual alarm	
Vibrating pager		Other (specify)	
Provide details of how the child / young person would know if there was a fire:			
Provide details of the exit route procedure (starting from when the alarm is raised to final exit of the building). Ensure all safe routes that can be used are included ( <i>consider attaching a building plan with all routes clearly marked</i> ):			
Provide details of the persons designated to assist the child / young person in the evacuation and the nature of assistance to be provided by each person:			
Provide details of the methods of assistance ( <i>eg, transfer procedures &amp; methods</i> ):			
Equipment provided for use during evacuation ( <i>include details of where this is stored</i> ):			
Training in use of equipment provided by:			
Persons receiving training:			
Date:			
Date to be reviewed:			
Comments:			
<b>Final check by competent person</b>		<b>Yes</b>	<b>No</b>
Have the route(s) been travelled by the child / young person and the responsible person / designated assistant?			
Has a copy of the exit route been attached?			
Has the equipment detailed above been tried and tested?			
Have any issues been satisfactorily resolved?			
Has a copy of this form been sent to the person responsible for the fire evacuation within the school / setting?			
Has the fire safety competent person informed all relevant staff of these arrangements (eg, class teacher, teaching assistant, etc)?			
If no to the any of the above, please explain and detail next steps:			

Record the length of time of practice evacuation:	
I am aware of the emergency evacuation procedures and am in agreement with the plan set out in this document.	<b>Signature of parent / carer:</b>
I will ensure that all relevant staff are aware of and will practise the emergency evacuation procedures outlined in this plan on a regular basis.	<b>Signature of Leader / Headteacher:</b>

The completed PEEP should be held:

- In the child / young person's individual record
- By the Leader / Headteacher (responsible person for fire safety)
- By the competent person for fire safety at the school or setting (this may be the responsible person in some schools)
- By the key worker, class teacher or tutor
- By the designated assistant
- In the Fire Log Book