

Contents:

1. Statement of intent
2. About our policies
3. Key responsibilities
4. Information dissemination
5. Monitoring
6. Risk assessments
7. Control of substances hazardous to health
8. Reporting defects
9. Accident reporting, recording and investigation
10. Building repairs and contractors
11. Personal protective equipment
12. Cleaning and waste disposal
13. Outdoor areas
14. Vehicles on site
15. Adverse weather conditions
16. Fire precautions
17. Lockdown precautions
18. Electricity
19. Machinery
20. PE equipment
21. Working at height
22. Infection control
23. Security
24. Stress and staff wellbeing
25. Computers and Display Screen Equipment (DSE)

Appendix 1: Lokrum Fields Fire Evacuation Procedure

Appendix 2: Chestnut Place Fire Evacuation Procedure

Appendix 3: Bramble Lodge Fire Evacuation Procedure

Appendix 4: Lockdown Procedure

1. Statement of intent

Wider Ambition recognises its responsibility to provide a safe working and learning environment for its staff, students, and visitors.

2. About our policies

- 2.1. Our policies have been developed to comply with all relevant legislation and associated guidance. Policies will be updated periodically as necessary.
- 2.2. Our policies are inter-related and are intended to be read, understood and used collectively.
- 2.3. All staff and governors are expected to be familiar with and abide by our policies.
- 2.4. The School Administrator is responsible for ensuring volunteers and visitors are familiar with any policies which are relevant to their involvement and for taking reasonable steps to ensure compliance.
- 2.5. By accepting and maintaining a placement at a Wider Ambition setting, parents agree to support the ethos and policies. Parents are able to access these documents via the website, or by emailing the School Administrator.
- 2.6. The Headteacher is responsible for ensuring policies are implemented fairly, effectively, and consistently in each setting.
- 2.7. The Headteacher is responsible for identifying any training needs in relation to our policies. The School Administrator is responsible for arranging the required training. All staff are expected to engage in continuous learning and ongoing training appropriate to their roles.
- 2.8. The effectiveness of our policies and their implementation is monitored by the Governing Body. Unless otherwise stated, the Governing Body reviews each policy annually.
- 2.9. The Governing Bodies for Wider Ambition settings are provided by Governing for Ambition, an independent community interest company. The Governing Body uses its expertise to monitor the performance of each setting and to advise the Proprietor of any recommended actions. Responsibilities assigned to the Governing Body are limited to these advisory and accountability functions.
- 2.10. Wider Ambition Ltd is a subsidiary of Wider Plan Ltd. References to the Proprietor mean a Director of Wider Ambition or a senior representative from Wider Plan with delegated authority.

- 2.11. The Senior Leadership Team (SLT) includes the Proprietor, Pastoral Lead, Headteacher(s), Deputy Head(s), Quality of Education and Professional Development Lead, Leadership Assistants and any member of staff to whom responsibility is temporarily delegated by the Proprietor or Head(s).
- 2.12. All references to parents within our policies should be interpreted to include parent carers. For older students, the extent to which parents are involved in the student's provision is decided in accordance with statutory requirements and the student's own preferences.

3. Key responsibilities

- 3.1. Wider Ambition is responsible for:
- 3.1.1. The safety of its employees.
 - 3.1.2. The safety of students and other persons at Wider Ambition settings.
 - 3.1.3. Ensuring sufficient funds are available to meet its responsibilities for Health and Safety.
- 3.2. The Governing Body is responsible for:
- 3.2.1. Ensuring reporting and monitoring occurs as detailed in this policy.
 - 3.2.2. Promptly advising Wider Ambition on becoming aware of any change in guidance or legislation.
- 3.3. The Headteacher is responsible for:
- 3.3.1. Ensuring a yearly safety audit is conducted by a suitably trained member of staff.
 - 3.3.2. Ensuring that all problems or defects affecting the health and safety of staff, students, or other persons in Wider Ambition settings are dealt with.
 - 3.3.3. Emergency and lockdown procedures, including evacuation in case of fire or bomb threats.
 - 3.3.4. Ensuring that adequate provision is made for the administration of First Aid.
 - 3.3.5. Reporting any concerns or significant incidents or near misses to the Proprietor.
 - 3.3.6. Ensuring compliance with any legal rights afforded to trade unions and their safety representatives.
- 3.4. The Administration and Maintenance Team is responsible for:
- 3.4.1. Ensuring that they have completed relevant Health and Safety in the Workplace training.
 - 3.4.2. Day to day health and safety on site.
 - 3.4.3. Maintaining records of Health & Safety matters, including ongoing and completed actions.

- 3.4.4. Management of fire safety.
- 3.4.5. Ensuring that any first aiders receive adequate training and instruction in First Aid and the use of related equipment.
- 3.4.6. Co-ordinating Infection Control.
- 3.4.7. Reporting any relevant accidents, near misses and notifiable illnesses situations in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- 3.4.8. .
- 3.4.9. Monitoring updates from the Health and Safety Executive and ensuring they are brought to the attention of any relevant persons promptly.
- 3.4.10. Ensuring that risk assessments are carried out in accordance with relevant legislation.
- 3.4.11. Bringing to the attention of the Headteacher any problems or defects affecting the health and safety of any person on Wider Ambition premises.
- 3.4.12. Bringing the health and safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons.
- 3.4.13. Ensuring that staff receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- 3.4.14. Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- 3.4.15. Ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- 3.4.16. Ensuring that necessary personal protective equipment is available and kept well maintained.
- 3.4.17. Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction (including, for example, working at heights, use of electrically powered cleaning machines, use of chemicals, carrying out of repair or maintenance work)
- 3.4.18. Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice, or snow etc.)
- 3.4.19. Informing contractors of any hazards that could affect their health and safety while working in Wider Ambition settings (in the light of risk assessments carried out),

other than hazards directly relating to the contractors' work and for which they have responsibility

- 3.4.20. The safe use and maintenance of all plant and equipment (e.g. boilers) and the safe use and storage of all materials used for that maintenance.
- 3.4.21. Ensuring appropriate procedures are in place to appoint competent principal contractors where building or plant maintenance work is done and to appoint a competent principal designer in relation to any new building work.
- 3.4.22. Ensuring that any information shared with Health & Safety representatives is appropriately redacted where required under data protection legislation.

3.5. All staff are responsible for:

- 3.5.1. Upholding best practice in health and safety in their teaching area or other working area.
- 3.5.2. Bringing to the notice of the Headteacher or School Administrator any problems or defects affecting the health, safety or welfare of staff, students, or other persons.
- 3.5.3. Having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- 3.5.4. Ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- 3.5.5. Ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water, or electrical isolators etc).

4. Information dissemination

- 4.1. Information and instructions on health and safety matters are available to all staff at Wider Ambition settings as follows:
 - 4.1.1. A copy of the Health and Safety policy is held on the staff shared area.
 - 4.1.2. New employees are required to confirm they have read, understand, and will follow the policy.
 - 4.1.3. New information is disseminated to staff via meetings and the person disseminating the information is expected to make arrangements to update any colleagues who are not present.
- 4.2. It is the responsibility of teachers and support staff to ensure that students are made appropriately aware of existing and new health and safety information.
- 4.3. The School Administrator or Receptionist is responsible for informing visitors/contractors of any health and safety arrangements which may affect them during their visit.

- 4.4. Relevant information is printed on the back of visitors' badges.
- 4.5. Governors are notified at least termly of any health and safety issues, including any audit results.

5. Monitoring

- 5.1. The Governing Body will ensure that regular reports are provided by the Headteacher, including audit results and reports of incidents and near misses, and that any necessary alterations to working practices and procedures are implemented.
- 5.2. The Headteacher will periodically review the incidence of recorded accidents. Any identifiable trends will be considered, as necessary.
- 5.3. The Headteacher will consider each individual recorded accident and near miss in relation to its implications to Wider Ambition as a whole.
- 5.4. The Headteacher and Governing Body will ensure that all reasonable inspection facilities and information are provided on request to inspectors of the Health and Safety Executive (HSE) and any other bona fide health and safety officials.
- 5.5. Staff should report any Health and Safety concerns using the Health and Safety Concern Reporting form. Urgent concerns should also be reported verbally to the Headteacher or School Administrator at the earliest opportunity. The outcome and resolution of a matter will be recorded and reported, as necessary.
- 5.6. Students and visitors should report Health and Safety concerns to a member of staff, who will follow the above procedure. The outcome and resolution of a matter will be recorded and reported, as necessary.

6. Risk assessments

- 6.1. Risk assessments are carried out in accordance with the Risk Assessment Policy.
- 6.2. Risk Assessments are stored on the staff shared area, disseminated as necessary and reviewed at suitable intervals, annually as a minimum.

7. Control of substances hazardous to health

- 7.1. Wherever possible, less hazardous alternative substances are purchased and used.
- 7.2. Where no less hazardous alternative substances are available, COSHH regulations are strictly followed.
- 7.3. Sheets relating to these substances are retained appropriately, as is the list of COSHH substances and their application within the premises.
- 7.4. The School Administrator/Receptionist maintains the COSHH file for their site and is responsible for the safe storage of COSHH products.
- 7.5. The School Administrator / Receptionist ensures there are appropriate instructions for staff on identifying COSHH materials and labelling decanted substances.

- 7.6. The School Administrator / Receptionist ensures there are appropriate risk assessments for tasks using the most hazardous substances.

8. Reporting defects

- 8.1. Staff should report any problems or defects concerning Health & Safety matters using the Health and Safety Concern Reporting form. Problems or defects which pose an immediate risk should also be reported verbally to a member of the Senior Leadership Team or School Administrator / Receptionist at the earliest opportunity.
- 8.2. If a member of staff finds something on Wider Ambition premises which they feel may pose a health and safety problem and think they are competent to resolve it in a safe manner, they are permitted to do so unless it involves complicated equipment, the electricity supply, the water supply, oil, heavy or dangerous machinery, or working at heights above that which they can safely reach from the step stool provided. Staff should then use the above form to report any issues that they do not feel able to resolve, have resolved temporarily, or feel need to be reviewed by someone else.
- 8.3. All defective items which pose a threat to Health & Safety are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.
- 8.4. A Safety Audit will be organised by the Administration and Maintenance Team at least yearly. Staff will be expected to contribute to the sections for which they have responsibility. Any defects or problems will be addressed at the earliest opportunity.
- 8.5. The Headteacher reports to the Governing Body on Health & Safety matters at least termly and any significant recent defects identified, and outstanding work are discussed.

9. Accident reporting, recording and investigation

- 9.1. All accidents and injuries that occur at or in relation to Wider Ambition should be notified to the School Administrator / Receptionist who will record the information on the MIS. The record should include the date and time of the incident, the nature of any injury, the location of the incident, how the accident occurred, any remedial action taken and, for serious incidents, the names of witnesses.
- 9.2. Where necessary, parents or other persons should be notified of the accident.
- 9.3. If members of the public are involved, names and addresses should be taken (including any witnesses) and stored securely by the School Administrator / Receptionist.
- 9.4. Serious accidents will be reported to the Senior Leadership Team and immediate action will be taken to ensure the location of the accident is still safe to use.
- 9.5. The Headteacher will investigate any serious accident.
- 9.6. Accident reports and investigation records will be kept for 3 years if the record is in relation to an adult.

- 9.7. Accident reports and investigation records relating to any serious incidents affecting students will be kept until the student reaches age 21.

10. Building repairs and contractors

- 10.1. Contractors are chosen according to the job and their expertise and price.
- 10.2. The Senior Leadership Team will ensure due diligence checks for contractors have been completed.
- 10.3. Work will ordinarily be arranged when students are not present in school. Where this is not feasible, contractors and students are segregated as far as possible.
- 10.4. The School Administrator / Receptionist will arrange supervision of contractors if they are on site at the same time as students.
- 10.5. Contractors are expected to report to the office and sign in on arrival at site and if necessary, consult with the Senior Leadership Team regarding working arrangements.
- 10.6. The latest asbestos report will be shown to contractors prior to work commencing, in the event of there being any possibility of the work being in an area affected by asbestos. Contractors must confirm that they have seen the relevant sections of the asbestos register and are appropriately equipped to work with asbestos as relevant. The School Administrator / Receptionist will retain a copy of this confirmation.

11. Personal Protective Equipment

- 11.1. Wider Ambition expects staff to use PPE in line with relevant risk assessments.
- 11.2. Personal Protective Equipment (PPE) is provided free of charge for employees where it has been identified as being necessary through risk assessment.
- 11.3. Staff who are responsible for the subject or work area should ensure compliance amongst their colleagues and students.
- 11.4. Staff are expected to wear appropriate clothing and footwear for the safe performance of their duties.
- 11.5. Staff are expected to check the equipment and notify the School Administrator / Receptionist immediately of defective equipment.

12. Cleaning and waste disposal

- 12.1. All staff are responsible for ensuring that indoor spaces remain tidy and clean, with assistance from cleaning staff.
- 12.2. Cleaning staff ensure that waste is regularly taken to the outside bins, which are kept away from the building.
- 12.3. Signs are clearly displayed identifying wet floors.
- 12.4. Obsolete computers and other ICT equipment are disposed of by a reputable recycling company.

13. Outdoor areas

- 13.1. The Facilities Assistant carries out daily visual inspections of the gardens and paddock at Lokrum Fields.
- 13.2. Gardeners are engaged to cut the grass and leaves will be regularly cleared to avoid slippage.
- 13.3. Smoking is not allowed anywhere on Wider Ambition sites. Signage is provided in accordance with regulations.
- 13.4. Doors, paths, and parking areas are appropriately illuminated.

14. Vehicles on site at Lokrum Fields

- 14.1. Vehicles on site are limited to 10mph.
- 14.2. Vehicles on site are parked at the owner's risk.
- 14.3. Employees who expect to remain on site until at least 3.00pm are asked to park on the car park at the rear of the property. The security gates are locked between the hours of 9.00 am and 3.00pm.
- 14.4. Visitors and employees who need to leave the site before 3.00pm may park in the spaces at the front of the property.
- 14.5. Deliveries are asked to avoid the beginning and end of the day and stop at the front of the building to avoid congestion.
- 14.6. There are taxis and parents' cars bringing students to Lokrum Fields each day. Drivers and Passenger Assistants are encouraged to be patient and courteous at all times.
- 14.7. Drop-off and collection times are well supervised by staff and drivers are expected to follow all reasonable instructions.
- 14.8. School Transport are appropriately informed of parking arrangements and individual transport arrangements are communicated to transport services as part of the student induction. Reminders and specific instructions are provided periodically.

15. Adverse weather conditions

- 15.1. The Administration and Maintenance Team ensure that any outside areas which are likely to be dangerous due to frost, ice or snow are salted and/or cleared appropriately.
- 15.2. It is unlikely that Wider Ambition sites will be open in extreme adverse weather. Taxi drivers and parents are advised to make their own judgement about the safety of any particular journey and contact the relevant setting if in doubt about whether the setting is open.
- 15.3. In the event that a Wider Ambition setting is closed as a result of bad weather:
 - 15.3.1. Transport contractors and the Local Authority Transport Team are notified if students need collecting from the setting early.
 - 15.3.2. A text or email is sent, or a phone call is made to parents.

16. Fire precautions

- 16.1. The Senior Leadership Team is responsible for ensuring a Fire Risk Assessment is carried out annually and fire and lockdown procedures are kept up to date.
- 16.2. The person who disarms the intruder alarm ensures that all rear doors at Lokrum Fields are opened each morning and closed again without engaging the security bolts, to ensure that the bolts do not fail to release in the event of a fire.
- 16.3. The Senior Leadership Team has responsibility for the arrangements for fire practices (at least termly), alarms, appliances, and fire prevention.
- 16.4. During a fire practice, Wider Ambition may:
 - 16.4.1. Ask certain members of staff (or Fire Marshals) not to take part in the drill and instead observe.
 - 16.4.2. Ask a random member of staff to set off the nearest alarm without being shown which is closest in order to assess their knowledge of alarm call point locations and how to activate them.
 - 16.4.3. Activate a second alarm call point.
 - 16.4.4. Carry out certain drills under the assumption that one of the escape routes is blocked in order to assess staff and students' knowledge of routes that they would not normally use.
- 16.5. The fire alarm is checked on a weekly basis at a time when students are offsite.
- 16.6. During the first week of term or as soon as practicable thereafter, all new entrants whether students or staff, will be conducted around the primary escape routes of each site. They will also receive instruction on the fire evacuation routine. Students and staff will be supervised at all times until they have received appropriate information about fire evacuation.
- 16.7. Visitors during school hours who have not been authorised to be unsupervised on the premises will be accompanied by a member of staff familiar with these procedures.
- 16.8. Visitors will be informed of the fire and lockdown procedures before being authorised to be on site unsupervised.
- 16.9. Where appropriate, a person-specific risk assessment is completed as necessary to establish any additional precautions to be taken in the event of a fire evacuation.
- 16.10. Appropriate fire safety information will be shared with visitors at the start of any public event.
- 16.11. Contractors are provided with fire and lockdown procedures when they begin work. In the event of any maintenance requiring 'hot work', the contractor will be required to complete the relevant paperwork in advance and signage will be provided.
- 16.12. All members of staff shall receive appropriate training, taking into the account the areas which each member of staff is expected to be responsible for in the event of any emergency.

- 16.13. Training in the use of fire appliances will be available periodically. All staff will complete an online training module annually and receive two periods of verbal instructions, including how to call the Fire Service, given by a competent and suitably trained person in a 12-month period. In the case of newly engaged staff, instruction shall be given as soon as possible after appointment.
- 16.14. The premises management spreadsheet contains records of training, fire practices, equipment inspections, alarm tests, and fire drills, and is maintained by Wider Ambition. The records include the following:
 - 16.14.1. Date of the instruction, inspection, test, or fire drill
 - 16.14.2. Duration
 - 16.14.3. Name of person giving the instruction or completing the test
 - 16.14.4. Names of persons receiving instruction
 - 16.14.5. Nature of instruction, inspection, test, or fire drill.
- 16.15. To aid rollcall, staff leaving the premises with students will be expected to sign in and out. Visitors and contractors are similarly required to sign in and out.
- 16.16. A competent member of staff tests the emergency lighting and fire alarm system regularly.
- 16.17. A competent contractor will inspect and maintain the fire extinguishers regularly.
- 16.18. Designated fire exits and evacuation routes are never obstructed.
- 16.19. There are no paper displays on the walls of evacuation routes.

17. Lockdown Precautions

- 17.1. On their first day of employment, staff are required to familiarise themselves with Wider Ambition lockdown procedures (Appendix 2).
- 17.2. Lockdown drills are completed at least annually to ensure that all staff are familiar with the routines.
- 17.3. Where appropriate, a person-specific risk assessment is completed as necessary to establish any additional precautions to be taken in the event of a lockdown.
- 17.4. Appropriate lockdown procedure information will be shared with visitors at the start of any public event.

18. Electricity

- 18.1. Electrical installation condition reports are carried out every 5 years.
- 18.2. Wider Ambition arranges for a contractor or competent member of staff to carry out and record the portable appliance testing (PAT) of all equipment on an annual basis. PAT labels are not used but appliances are marked with UV visible ink.
- 18.3. Any defective items are removed from site or suitably isolated.
- 18.4. The Administration and Maintenance Team maintains an electronic PAT register.

- 18.5. If the premises are let out, hirers may only use their own electrical equipment if it has been PAT tested within the previous twelve months.

19. Machinery

- 19.1. Wider Ambition will follow appropriate guidelines regarding arrangements for guarding, inspection, adjustment, and repair of machinery.
- 19.2. Exercise machines are checked annually by a competent person.
- 19.3. Gas and oil boilers are subject to an on-going maintenance contract.
- 19.4. The intruder alarm is regularly serviced and supported.

20. Working at height

- 20.1. The facilities and maintenance staff have received training on the use of ladders and working at height and are aware of the safety aspects and risk assessments.

21. Infection control

- 21.1. The School Administrator / Receptionist have access to current guidance online and the Health Protection Agency's Department of Infection Control helpline.
- 21.2. Precautions against infection by blood borne diseases should be taken whenever it becomes necessary to deal with any body fluids, including blood, urine, and vomit. Appropriate equipment to clean up spillages is available.
- 21.3. Disposable gloves and disposable aprons are to be worn by all staff having to deal with spillages of body fluids.
- 21.4. In the event of an epidemic or pandemic, a risk assessment is carried out and appropriate control measures are implemented to protect staff, students, and visitors. Where applicable, government advice is followed.

22. Security

- 22.1. All visitors to Wider Ambition settings are required to sign in on arrival and present photo ID if it is their first visit.
- 22.2. Visitors who have not undergone the relevant safeguarding checks are given a red badge upon arrival and are required to remain in the entrance hall unless accompanied by a member of staff. Visitors for whom safeguarding checks have been completed are given a yellow badge and are permitted to be on the site unsupervised.
- 22.3. In the event of any incidents of verbal and physical violence by a visitor, staff should contact a member of the Senior Leadership Team. The police will be involved if necessary and the relevant visitor will be escorted from the premises at the discretion of the Headteacher.
- 22.4. At the end of their working day, staff are expected to close the windows and lock all external doors in the room in which they have been working.

- 22.5. At the end of their working day, the Facilities Assistant or Cleaner will check that all lights are turned off, all external doors are locked, and all windows are closed in the rooms where no staff are still working, and will shut and lock the exit gates. In their absence, the responsibility will be delegated to another appropriate member of staff.
- 22.6. The next to the last person to leave the site each day makes the remaining staff member aware that they will be lone-working.
- 22.7. The last person to leave any site will check all doors on the main building are locked and activate the intruder alarm.
- 22.8. Lone working is authorised for all keyholders.
- 22.9. The Headteacher and Proprietor may authorise lone working for other staff on an ad-hoc basis provided appropriate safety precautions are taken.
- 22.10. Lone workers are expected to take appropriate measures to ensure their personal safety, including carrying a mobile phone at all times and complying with personal safety training.
- 22.11. Staff entering Wider Ambition premises outside normal working hours should notify a member of the Senior Leadership Team or the other persons on site on arrival and departure.

23. Stress and staff wellbeing

- 23.1. Staff are invited to consult at an early stage with the Headteacher or Wider Ambition HR if they feel under undue pressure arising from their work or other circumstances.
- 23.2. Staff who are pregnant are asked to notify the Headteacher as soon as possible in order that a risk assessment can be carried out and any necessary changes put in place for the wellbeing of the staff member. A room will be made available if requested for breastfeeding.
- 23.3. Staff normally spend break and lunchtimes with students, however a selection of rooms are available for staff to take breaks when needed.
- 23.4. From time to time, training sessions on stress and related matters will be offered.
- 23.5. Staff are expected to use reasonable endeavours to follow a healthy lifestyle and to find a manageable balance between their work, other commitments, and relaxation time.
- 23.6. Staff are expected to avoid putting unreasonable pressure on any parties associated with Wider Ambition, including themselves. Staff are expected to support each other by taking on additional tasks as necessary, by delegating where appropriate and by being sensitive to each other's needs, preferences, and competencies.
- 23.7. Staff are expected to appropriately apply to themselves the skills which they observe, learn and use at Wider Ambition, including skills relating to executive functioning, time management, social communication, self-awareness, self-regulation and sensory needs, to develop their own wellbeing and effectiveness.

24. Computers and Display Screen Equipment (DSE)

- 24.1. All staff who are classed as DSE users, including teachers with laptops, are trained in their safe use. This will be undertaken by all relevant staff as part of their induction. Refresher training will be undertaken every 3 years.
- 24.2. DSE self-assessments for all staff members using display screen equipment, including laptops, are completed and reviewed at least every 3 years or sooner if changes to equipment or location occur.

Appendix 1: Lokrum Fields Fire Evacuation Procedure



1. Alarm Operation

- 1.1. Any member of staff discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.
- 1.2. Any student discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point or inform a member of staff.

2. Calling the Fire Service

- 2.1. The School Administrator is responsible for contacting the fire service in the event of any outbreak of fire or suspected fire, no matter how small.
- 2.2. In the absence of the School Administrator, this is the responsibility of the Headteacher or Deputy.

3. Evacuation

- 3.1. On hearing the fire alarm, students will be instructed to leave the building in a calm, orderly manner.
- 3.2. Staff will indicate the exit route to be used and direct everyone to the Assembly Point.
- 3.3. No running is permitted during an evacuation, to avoid panic.
- 3.4. Persons descending the staircase must do so in single file. Overtaking of individuals is not permitted.
- 3.5. The appointed Fire Marshal will wear a fluorescent jacket for identification by staff and emergency services.
- 3.6. The appointed Fire Marshal will complete a sweep of the buildings in accordance with their training.
- 3.7. No person will be allowed to re-enter the building until told to do so by the fire service in attendance, or, in the case of a fire evacuation drill, the Fire Marshal.
- 3.8. The School Administrator will evacuate to the rear of the premises with the gate keys and signing in folder. They will give the signing in folder to the Headteacher, before unlocking the gates and going to the front of the premises to meet the fire service. Where appropriate, they will direct the fire service to enter the site via the exit gates to aid access to outbuildings.

4. Assembly

- 4.1. The Assembly Point is the edge of the top lawn, near to the parking, denoted by a sign.

5. Roll Call

- 5.1. When all students have assembled at the assembly point, the Headteacher will take a roll call which is checked against the signing in records, to ascertain that no one remains in the buildings.
- 5.2. Any visitors or contractors in the premises at that time will be included in the roll call using the signing in folder.
- 5.3. The Headteacher reports to the Fire Marshal to verify that everyone in their charge is accounted for or to inform them of any persons missing.

6. Firefighting

Appendix 1: Lokrum Fields Fire Evacuation Procedure



- 6.1. Only those persons who have received appropriate training should attempt to fight a small fire using portable fire extinguishers.
- 6.2. Any attempt to fight the fire must always be secondary to life safety.
- 6.3. Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises.

7. Meeting the Fire Service

- 7.1. The Fire Marshal will identify themselves to the fire service officer in charge on their arrival in order to give them information which will assist in their operations.

Appendix 2: Chestnut Place Fire Evacuation Procedure



1. Alarm Operation

- 1.1. Any member of staff discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.
- 1.2. Any student discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point or inform a member of staff.

2. Calling the Fire Service

- 2.1. The Receptionist is responsible for contacting the fire service in the event of any outbreak of fire or suspected fire, no matter how small.
- 2.2. In the absence of the Receptionist, this is the responsibility of the Headteacher or Deputy.

3. Evacuation

- 3.1. On hearing the fire alarm, students will be instructed to leave the building in a calm, orderly manner.
- 3.2. Staff will indicate the exit route to be used and direct everyone to the Assembly Point.
- 3.3. No running is permitted during an evacuation, to avoid panic.
- 3.4. Persons descending the staircase must do so in single file. Overtaking of individuals is not permitted.
- 3.5. The appointed Receptionist will wear a fluorescent jacket for identification by staff and emergency services.
- 3.6. The appointed Fire Marshals will complete a sweep of the building in accordance with their training and report their findings to the Receptionist and Headteacher or Deputy.
- 3.7. No person will be allowed to re-enter the building until told to do so by the fire service in attendance, or, in the case of a fire evacuation drill, the Receptionist.
- 3.8. The Receptionist will evacuate with building keys, signing in folder, chemicals list, building plan and anyone in the visitor waiting area. They will hand over the signing in folder and visitors to the Headteacher or Deputy, before going to the front of the building to meet the fire service.

4. Assembly

- 4.1. The Assembly Point is the ground floor of the Wider Plan offices, (9-10 Chestnut Court).

5. Roll Call

- 5.1. When all students have assembled at the assembly point, the Headteacher or person appointed by the Headteacher will take a roll call which is checked against the signing in records, to ascertain that no one remains in the building.
- 5.2. Any visitors or contractors in the premises at that time will be included in the roll call using the signing in folder.
- 5.3. The Headteacher reports to the Receptionist to verify that everyone in their charge is accounted for or to inform them of any persons missing.

Appendix 2: Chestnut Place Fire Evacuation Procedure



6. Firefighting

- 6.1. Only those persons who have received appropriate training should attempt to fight a small fire using portable fire extinguishers.
- 6.2. Any attempt to fight the fire must always be secondary to life safety.
- 6.3. Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises.

7. Meeting the Fire Service

- 7.1. The Receptionist will identify themselves to the fire service officer in charge on their arrival in order to give them information which will assist in their operations.

Appendix 3: Bramble Lodge Fire Evacuation Procedure



1. Alarm Operation

- 1.1. Any member of staff discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.
- 1.2. Any student discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point or inform a member of staff.

2. Calling the Fire Service

- 2.1. The person discovering an outbreak of fire is responsible for contacting the fire services in the event of any outbreak of fire or suspected fire, no matter how small. This person will notify Senior Leadership Team at their first opportunity.

3. Evacuation

- 3.1. On hearing the fire alarm, students will be instructed to leave the building in a calm, orderly manner.
- 3.2. One member of staff must volunteer to take on the role of Fire Marshal and put on the appropriate hi-vis jacket.
- 3.3. Staff will indicate the exit route to be used and direct everyone to the Assembly Point in Unit 9 and 10.
- 3.4. No running is permitted during an evacuation, to avoid panic.
- 3.5. Persons descending the staircase must do so in single file. Overtaking of individuals is not permitted.
- 3.6. The appointed Fire Marshal will complete a sweep of the buildings in accordance with their training.
- 3.7. No person will be allowed to re-enter the building until told to do so by the fire service in attendance, or, in the case of a fire evacuation drill, the Fire Marshal.
- 3.8. Staff will take the signing in folder as they exit the front of the building. If the folder is not there, staff will assume it has been taken by a colleague.

4. Assembly

- 4.1. The Assembly Point is at Units 9 and 10.

5. Roll Call

- 5.1. When all students have assembled at the assembly point, a member of staff will take a roll call which is checked against the signing in records, to ascertain that no one remains in the buildings.
- 5.2. Any visitors or contractors in the premises at that time will be included in the roll call using the signing in folder.
- 5.3. The member of staff who has completed the roll call reports to the Fire Marshal to verify that everyone in their charge is accounted for or to inform them of any persons missing.

6. Firefighting

- 6.1. Only those persons who have received appropriate training should attempt to fight a small fire using portable fire extinguishers.
- 6.2. Any attempt to fight the fire must always be secondary to life safety.

Appendix 3: Bramble Lodge Fire Evacuation Procedure



6.3. Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises.

7. Meeting the Fire Service

7.1. The Fire Marshal will identify themselves to the fire service officer in charge on their arrival in order to give them information which will assist in their operations.

1. Raising the Alarm

- 1.1. In the event of any external or internal incident which the Headteacher (or suitable deputy) deems has the potential to pose a significant threat to the safety and wellbeing of students, staff and visitors, the alarm will be raised and lockdown procedure initiated.
- 1.2. The signal to commence the lockdown procedure will be sent to staff laptops and mobile phones via the internal messaging system, indicating whether a partial or full lockdown is to be implemented. A gong will be rung to alert staff and students who are outside the building. This will not be used where doing so may increase the risk of harm to staff, students, or visitors.
- 1.3. During a lockdown, staff will communicate using their laptops and mobile phones where appropriate.

2. Partial Lockdown

- 2.1. A partial lockdown may be implemented in the following circumstances:
 - 2.1.1. There is a local risk of serious air pollution.
 - 2.1.2. There is a civil disturbance in the local community which has the potential to pose a risk to the occupants of a Wider Ambition setting.
 - 2.1.3. Where a local weather warning advises people to stay inside.
 - 2.1.4. Any other circumstances in which the Headteacher deems it appropriate.
- 2.2. As soon as the alarm has been raised, staff will instruct students and visitors who are outside to return to the main building and all students will be instructed to go to their teaching rooms. Visitors will be instructed to gather in the kitchen.
- 2.3. Once all staff, students, and visitors are inside, staff will shut and lock all external doors and windows.
- 2.4. Staff will take registers and notify the School Administrator / Receptionist of any missing persons. Where appropriate, a search will be conducted.
- 2.5. During a partial lockdown, normal routines inside the building will be maintained as far as possible while reducing movement around the building, in an effort to minimise the impact on student wellbeing.
- 2.6. The Headteacher will undertake an ongoing dynamic risk assessment to decide the best way to move forward until the all-clear notification.
- 2.7. In the event that the building should be evacuated, the fire alarm will sound.
- 2.8. In the event that it becomes unsafe to remain on the premises, staff, students, and visitors will be transported to a different Wider Ambition site or another suitable safe place.
- 2.9. Where appropriate, the Headteacher will communicate with the emergency services.
- 2.10. An all-clear notification will be sent to staff laptops and mobile phones via the internal messaging system when the Headteacher is satisfied that there is no longer a significant threat to the safety and wellbeing of students, staff, and visitors.

Appendix 5: Lockdown Procedure



- 2.11. In the event that a partial lockdown needs to become a full lockdown, a notification will be sent to staff laptops and mobile phones via the internal messaging system.

3. Full Lockdown

- 3.1. A full lockdown may be implemented in the following circumstances:
- 3.1.1. There is an intruder on the premises.
 - 3.1.2. There is a major fire in the vicinity of a Wider Ambition setting.
 - 3.1.3. The close proximity of a dangerous dog or other animal roaming loose.
 - 3.1.4. Any other circumstances in which the headteacher deems it appropriate.
- 3.2. As soon as the alarm has been raised, staff will instruct students and visitors who are outside to return inside and all students and visitors will be instructed to go to the appropriate place of safety. Visitors may be distributed around the classrooms to prevent overcrowding.
- 3.3. Once all staff, students, and visitors are inside, staff will shut and lock all external doors and windows and shut all internal doors.
- 3.4. Staff will take registers and notify the School Administrator of any missing persons. Where appropriate, a search will be conducted.
- 3.5. If staff, students, or visitors remain outside the main building, they will take shelter in the nearest available outbuilding, maintaining contact with the School Administrator via the internal messaging system.
- 3.6. The key stage leads are responsible for the students in their groups.
- 3.7. Once all students have been accounted for, staff will:
- 3.7.1. Block access points by moving furniture to obstruct doorways
 - 3.7.2. Close all blinds
 - 3.7.3. Turn off all lights and monitors expressing light.
 - 3.7.4. Instruct all students to sit on the floor, either under a table and/or against a wall.
 - 3.7.5. Ensure all persons stay out of sight, away from windows and doors.
 - 3.7.6. Instruct all persons to stay as quiet as possible.
- 3.8. All staff, students, and visitors are made aware of the two nearest external doors for use in the event that a hostile intruder manages to gain access to the room.
- 3.9. In the event that a person is taken hostage on the premises, the site will be evacuated.
- 3.10. The Headteacher will undertake an ongoing dynamic risk assessment to decide the best way to move forward until the all-clear notification.
- 3.11. In the event that it becomes necessary to evacuate the main building, the fire alarm will sound.
- 3.12. In the event that it becomes unsafe to remain on the premises, staff, students, and visitors will be transported to another Wider Ambition site, the Wider Plan office or another suitable safe place.
- 3.13. In the event of a full lockdown, the Headteacher will communicate with the emergency services and follow their directions.

Appendix 5: Lockdown Procedure



- 3.14. An all-clear notification will be sent to staff laptops and mobile phones via the internal messaging system when the Headteacher is satisfied that there is no longer a significant threat to the safety and wellbeing of students, staff, and visitors.
4. If a lockdown is implemented when the side gates are unlocked, it may be appropriate for a member of staff to lock them to minimise access points to the site.
5. All students' parents will be contacted by Wider Plan staff as soon as is practicable. The Wider Plan customer services phone number will be distributed to parents for them to use to contact Wider Ambition without blocking the phone line.