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Aylesford School



Aylesford School in Partnership with MITIE PFI Ltd

Joint Health and Safety Policy (Including evacuation and lockdown procedures)

Ratified/Reviewed by...	Date	Date to be reviewed
LGB	November 2022	November 2023

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Part A - General Policy Statement on Health & Safety

i) General Policy Statement on Health & Safety

Aylesford School (The School) in conjunction with MITIE PFI LTD (MPFI) recognises and accepts the responsibilities placed on it by the Health and Safety at Work Act

1974 and any subsequent legislation, in establishing a minimum standard and providing and maintaining safe and healthy working conditions, equipment and systems of work for all users of the facilities. Information, instruction, training and supervision will be given to achieve this standard and to exceed it whenever and wherever it is reasonably practicable to do so.

It is recognised and accepted that there is a direct relationship between The School and MPFI to ensure a safe working environment and an efficient and well run establishment. The establishment requires, therefore, that a high standard of safety shall be achieved throughout all its activities.

MPFI recognises the importance of health, safety and welfare in the successful operation of its activities, the active participation of all users is essential to maintain the highest practical standards of accident prevention.

MPFI, the Headteacher and the Governors of the establishment will ensure that adequate resources are made available for the provision of health, safety and welfare, including the provision and maintenance of plant and equipment, systems of work, and a site environs which is safe and without risks to health. It will be clearly indicated to all users that their responsibilities in this area are no less important than in any other function, and that it is their duty to do everything reasonably practicable to assist in the achievement of the objectives as set out in this policy.

All employees have a duty to work in a safe and responsible manner, and to carry out their duties in such a way so as not to endanger the health, safety and welfare of themselves or others. They shall be encouraged to submit suggestions for the improvement of standards in health and safety within the building.

The establishment recognises that all activities will be conducted with due regard to all statutory requirements with appropriate safeguards being instituted to minimise the risk to the health and safety of all employees, students, visitors and contractors who may be affected by their activities and operations.

School staff shall recognise that they have a 'duty of care' to all students on the school premises. They shall endeavour, at all times, to ensure that students under their supervision, work and live in a safe and responsible manner and are fully aware of all necessary precautions and procedures relating to their life and work and the need for such precautions and procedures. It is recognised that for some students' comprehension of these precautions and procedures may be severely limited.

Standard safe working practices shall be developed and adopted for all activities for which significant hazards and levels of risk have been identified. Any such measures shall be conveyed to those employees, volunteers and/or students and visitors who may be affected, to ensure that they are aware of such hazards and risks and the operational procedures and precautions to be observed in relation to the task, in order that the risk shall be minimised and controlled. All measures taken shall be reviewed as to their effectiveness and may be revised in the light of experience, or amended to suit specific circumstances or changes in legislation as and when the need arises.

MPFI in partnership with The School is committed to the belief that suitable and proper training is an essential factor in maintaining high standards of skills, efficiency and health and safety throughout its operations, and therefore full use will be made of any guidance and/or training available either in-house or through the Local Authority, professional associations, professional bodies and others as and when appropriate.

The establishment shall continue to make use of any guidance and/or training provided by manufacturers and suppliers of equipment used on the site and to ensure that MITIE PFI LTD employees, staff and students are able to use the equipment in a safe and proper manner

Part B - Organisation for the Implementation of the Policy

- i) MITIE PFI LTD in partnership with Aylesford School*
- ii) Headteacher & Governors Duties*
- iii) The Delegated Responsibilities*
- iv) Register of Persons with Delegated Responsibilities*
- v) Updating the Manual*

i) MITIE PFI LTD in partnership with Aylesford School

Statement of intent:

The School and MPFI undertake to provide and maintain a safe and healthy environment, equipment and systems of work for all staff and users. Also to provide such information, training and supervision as may be needed for this purpose.

Responsibilities

Organisational

- The Governors of the school, with Project Managers, Kent County Council, and MPFI, recognise and accept their responsibility to provide a safe and healthy working environment for all students, staff and users of the premises.
- The Headteacher and the site MITIE Facilities Manager have a responsibility to manage health and safety on a day-to-day basis.
- In addition to the information contained or appended to this policy, MPFI have adopted the MPFI Workbook and have produced a site-specific Contract Plan and ensure that sub-contractors play their part in maintaining a safe and healthy environment. The School have adopted and appended their own Guidelines for their staff to adhere to.
- The Subject Lead Learners / Heads of each department are accountable for ensuring that arrangements for safe working conditions are maintained in their area. In addition certain employees have specific duties, which are identified in written procedures or job descriptions

- All staff, students and users have the responsibility to co-operate to achieve a healthy and safe workplace and to the reasonable care of themselves and others by what they do or not do.
- Arrangements will be made to ensure that all staff and visitors receive appropriate Health and Safety information.
- In addition to the induction process specialist H & S training is available as necessary

It is recognised that no safety policy is likely to be successful unless it actively involves people within the workplace. MPFI, The Governors and Headteacher therefore welcome the appointment of Safety Representatives and encourage their active involvement in the design, implementation, monitoring and review of safety policies.

ii) Headteacher & Governors' Duties

MPFI in conjunction with the Headteacher and Governors will be responsible, through appropriate line management, for ensuring that the General Policy Statement on Health & Safety is implemented, and that adequate advice on health, safety and welfare matters is made available to all persons affected by this policy.

MPFI duties, in conjunction with the Headteacher and Governors will include:

- Meeting the relevant requirements of all current legislation;
- Delegating certain staff with responsibility for specific duties within the School's Guidelines
- Appointing responsible persons to co-ordinate the actions of staff and students in the event of a fire;
- Maintaining the School in a condition that is safe and without risks to health, and providing and maintaining means of access and egress that are without such risks;
- Providing and maintaining a working environment for employees that is, without risks to health, and is adequate as regards facilities and arrangements for their welfare at work;
- Providing such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practical, the health and safety at work of all employees of the establishment;
- Providing and maintaining plant and systems of work that are, as far as is reasonably practicable, safe and without risk to health;
- Arranging and ensuring, as far as is reasonably

practicable, safe working systems for managing the movement and transport of students who may have particular physical and/or learning disabilities;

- Arranging and ensuring, as far as is reasonably practicable, safe working systems for handling, storage and transport of articles and substances;
- Providing a person competent to assist and advise on matters relating to statutory obligations under health and safety legislation as required by the provision of regulation (6) of the Management of Health and Safety at Work Regulations 1992;
- Taking responsibility for conforming to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- Ensuring that suitable arrangements are in force and adequate equipment made available for dealing with emergencies (e.g. fire) and that sufficient persons responsible for evacuation of the premises in the event of such an emergency have been identified and made known to all other staff and students;
- Co-ordinating health and safety arrangements, carrying out continuous programmes of audits and checks, ensuring that the requirements of the establishment's health and safety standards are being met, reporting on standards, and recommending provision of such additional facilities and procedures, including financial provision;
- Ensuring that all accidents and 'near misses' are fully investigated and that action is taken to eliminate the cause, as so far as is reasonably practicable;
- Liaison with MPFI in conjunction with The School, Local Authority, Fire Service and any other statutory bodies;
- Ensuring that staff co-operate with MPFI, Headteacher & Governors to achieve a healthy and safe work place, and take reasonable care of themselves and others who may be affected by their acts or omissions at work, properly using the procedures and facilities provided for their health and safety at work, and refraining from wilful misuse in the interests of health, safety and welfare;

MPFI in conjunction with the Headteacher will ensure that the General Policy Statement on Health & Safety and subsequent revisions are drawn to the attention of all existing and new employees, establishing the most effective means of achieving this objective with the assistance of all levels of management.

iii) The Delegated Responsibilities:

- Mitie and competent person(s) appointed by the Headteacher/Governors will advise on health and safety, and assist in the monitoring and review of procedures and policy as required.
- The person(s) responsible for co-ordinating First-Aid will ensure that provisions conform to the Health and Safety (First-Aid) Regulations 1981 and the revised approved code of practice issued by the HSE in 1990.
- Members of staff with designated responsibility for each area will ensure that, where applicable, all statutory notices are displayed and the relevant registers

kept up to date and available for inspection. Where required individual areas will have additional health & safety policies to take account of particular circumstances e.g. Physical Education, Design & Technology, Science and Food Technology.

- All Subject Lead Learners and line managers are responsible for keeping themselves and all members of their team up to date with any changes to working methods or procedures pertaining to this policy and any associated documentation.
- Staff will ensure that all areas under their supervision or control are kept in a clean and tidy manner and that any articles or substances therein are properly stored, clearly labelled and used in a manner not likely to result in harm.
- It is the duty of all employees under Section 7 of the Health and Safety at Work Act to take reasonable care for the lives of themselves, students and others who may be affected by their acts or omissions.

Every employee must:

- Comply with all safety instructions.
- Co-operate with The School so as to enable it to carry out its own responsibilities successfully.
- Not wilfully misuse nor interfere with any item provided in interests of health, safety and welfare.
- Report matters which represent a serious and imminent danger to health and safety.

All staff, volunteers and students who are required to operate or use vehicles, plant, machinery or equipment must receive adequate training. In the case of vehicle drivers, the appropriate licence must be held, and authorisation to drive must be approved by the Headteacher and Governors

iii) Register of Persons with Delegated Responsibilities

It is MPFI's responsibility in conjunction with the Headteacher to delegate the responsibility for specific health & safety. Duties will be designated to certain members of the MITIE and School staff.

The Facilities Manager & Headteacher must satisfy him/herself that these posts are filled with 'competent persons'.

The definition of a competent person is 'a person with sufficient training, experience, knowledge and other qualities to fulfil a general or specific function'.

Contractors, Consultants, Advisers and Trades people will be managed by the

Facilities Manager of MPFI, who will require proof to their competency in carrying out their specialised duties.

The following record is a list of all persons, deemed competent, with specific delegated responsibilities within the establishment:

Delegated	
Health & Safety	Headteacher/School Business Manager/MITIE PFI
Risk Assessments	Headteacher/School Business Manager/MITIE PFI LTD
Fire procedures and systems	Headteacher/School Business Manager/MITIE PFI LTD
First-Aid	First-Aid Technicians/MITIE PFI LTD
Medication	Receptionists/ First-Aid Technicians
COSHH	School Business Manager/MITIE PFI LTD
Catering	MITIE PFI LTD
Visits/ activity holidays	School Business Manager/ Headteacher/Deputy Headteacher/Educational Visits Co-ordinator
Site maintenance	MITIE PFI LTD

Part C - General Health and Safety Arrangements

1) Arrangements

The arrangements for health and safety should be drawn up following assessment of risk in accordance with the Management of Health & Safety Regulations, 1992.

Both the School and MPFI maintain separate recording and reporting mechanisms. Wherever School Staff, MPFI staff and/or contractors are subject to the same regulations these are adhered to.

- **Accidents and Incidents**
All accidents involving injury and incidents (including near misses) that cause concern or which might be the subject of external complaint must be reported. Reports should be made to Reception and recorded (Accident Book HS157 April 1998).

In turn the accident/incident will be reported to the MPFI Help Desk.

The School's Accident Book and accident form should be completed in

accordance with Kent County Council Regulations and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The Headteacher / Responsible Governor will check the Accident Book monthly Regularly, and report back to the Governors' Strategy Team.

Staff need to understand that **all** accidents are reportable as they may lead to compensation claims for injuries.

- Child Protection

The School has a separate Child Protection Policy and a named Child Protection Officer. There is a child protection Policy and all staff including MITIE have annual safeguard training with the school

- COSHH (Control of Substances Hazardous to Health) Regulations

Appropriate environmental monitoring will be carried out at suitable intervals. The type of frequency of the monitoring is kept under review and considered within the guidelines set by COSHH Regulations. Annual reports/results of any monitoring will be kept, and made available for inspection.

Scheduled poisons and dangerous chemicals will be kept in a locked cupboard, and a record kept of quantities used. Care must be taken when handling flammable liquids.

COSHH regulations must be complied with throughout the school, with particular emphasis in high-risk departments (e.g. Science/Technology). In Science the Safety and Science document will be complied with and appropriate information provided to MPFI.

- Counselling Services

Kent County Council Counselling Service offers counselling facilities to any member of staff who may wish to use it. The school also employ a school Psychotherapist which employees can have access to in agreement with the headteacher.

- Dust

Dust masks and goggles should be available and users of equipment are advised to wear these for such tasks as operation of woodworking machinery, cleaning dusty shelves etc. Dust masks are available when required from the appropriate Technician.

- Electricity

No one should carry out work of any electrical nature unless they are competent to do so. The Portable Appliance Test schedule is managed by School Business Manager.

- Equipment

All equipment should be used for its intended purpose only. Defective equipment must be taken out of use and labelled accordingly. Plugs and leads should be visually

inspected regularly and defects reported to the relevant person.

No second hand equipment shall be introduced into the School until it has been checked for safety.

All emergency equipment and procedures will be tested in accordance with the most recent regulations by MPFI.

- Fire Drills and Evacuation Procedures

Practise fire evacuation will take place termly. Dates will be identified by the School and MPFI will be advised. The School will identify fire wardens for evacuation drills to ensure the School premises are vacant. (Please see Appendix A)

- First Aid and Medical Facilities

Staff and those responsible for the supervision of others must familiarise themselves with the first aid arrangements for their work area(s). First Aid boxes are readily available in various locations, for example in the Science Preparation room, art, craft and technology rooms and sports areas.

The School Reception area will provide information on location of qualified First Aiders/ Appointed persons and relevant procedures in cases of emergency.

During the school day the qualified First Aider in reception is the first point of contact for medical issues and is also responsible for updating notices and replenishing stocks in First Aid boxes.

The medical room is located on the ground floor adjacent to Reception.

First Aiders do NOT provide or administer medicines other than paracetamol after receiving permission on each occasion it is requested. However, the qualified First Aider in

Reception can hold medicines at the request of parents/carers. Incident/accident records are kept (*Accident Book HS157 (April 1998)*).

Procedure for removal of injured person to hospital (normally by ambulance), sending Form F2508 to Health and Safety Executive (HSE) at East Grinstead within 10 days (or telephone immediately in case of more serious ones to HSE at Tel: 01342 334200 or fax: 01342 334222).

Parents/carers will be informed in the event of serious illness/injury.

- Blood Spillages

Advice will be given to avoid the possibility of staff contracting infectious diseases such as AIDS, Hepatitis B and Gastro-Enteric diseases. This advice, together with the Universal Health Precautions, should be followed.

The MITIE team have a bodily spillage kit in their offices and have been trained on how to use the kit.

- Heating and Ventilation

The heating system is regularly serviced and maintained by MPFI.

- Monitoring in the Workplace

Regular inspections will be made of the workplace by authorized officers of KCC and the MPFI team with a designated School Governor.

The support of the School-based Health and Safety Representative(s) in carrying out this function is welcomed.

Stairs, corridors, cloakrooms and exits etc will be kept clear of obstructions (including electrical cables). Any items found causing an obstruction will be removed by MITIE.

- Noise

Excessive noise can be damaging to health. All activities should be undertaken with this in mind. Defects in machinery causing excessive noise should be reported immediately to MPFI.

- Offsite Activities (Safety in Hazardous Pursuits)

These will be conducted within the procedures and advice in the Aylesford School – Sports Offsite Education Policy. Further advice can be obtained from the Head Teacher/Educational Visits Co-ordinator (EVC).

- Working Alone

Procedures are to be adopted in conjunction with the KCC document “Guidelines for the Health and Safety and Welfare of Staff Working Alone” which was issued on 24th December 1994.

Working alone with dangerous parts of machinery without recourse to assistance will not be allowed and no-one *at high risk of injury* must work alone in School. No machine may be used unless appropriate training or refresher training had been satisfactorily completed.

- Procedure for Students Leaving School Site Unsupervised

Students leaving school unsupervised must have a signed pass stating the reason. Students must report to reception to be signed out and then again on their return (if applicable) to be signed back in.

- Security

The School operates a visitor booking in and out procedure. MPFI operate a separate system.

Contractors operating on site are subject to agreed contractual obligations and for the health, safety and welfare of their employees.

Security of the buildings and environs is the responsibility of the duty MPFI Team.

All staff are actively encouraged to follow the Safe Guarding Procedures adopted by the school and to approach/report incidents or personnel acting in an unusual manner to Reception or a member of the MPFI Team.

The School can accept no responsibility for personal items brought on to the site, including cars, bicycles etc.

- Smoking

The School operates a 'No Smoking'

policy

- Supervision

Staff are responsible for the supervision of students, subordinates and users of the site as appropriate to their job role.

MPFI are responsible for the supervision of contractors and MPFI visitors. Contractors on site for the School are required to follow the Schools Site Rules detailed in appendix B. MPFI Contractors are required to follow the Health, Safety and Security Requirement for Contractors.

- Vehicles on Site

- Entry to the Site

- Students are instructed to use the pedestrian entrance.

Parking

Contractors are regularly reminded **not** to bring cars into the school during the arrival and departure times i.e. between 8.10am and 8.40am and between 2.45pm and 3.15pm.

Bicycles

Parents are regularly reminded to check the roadworthiness of their children's bicycles. In addition:

- cycling on the school playgrounds is strictly forbidden.
- students are encouraged to wear cycle helmets when riding to and from school.

▪ Violence in Schools – Definition

Aggressive physical contact which may or may not result in pain/injury.

Aggressive behaviour directed to staff/students e.g., verbal abuse, intimidatory behaviour causing fear or concern.

Violence to property, which may encompass a range of behaviour from throwing a stone to ransacking a building.

Guidelines concerning the staff/student relationship can be found in the Staff Handbook; this also covers rewards, sanctions and anti-bullying. Please also see Character and Behaviour Policy.

▪ Alcohol and Drugs

The abuse of alcohol and drugs is a hazard and if there is any suspicion that a member of staff, student or visitor is incapacitated, this must be report to the Headteacher.

▪ Good Practice for Break Time duties

The School will provide supervision for students during break time periods in all areas they are free to use. General rules of engagement:

Staff on duty should be positive and proactive in dealing with students.

Staff on duty should challenge any use of bad language between students by questioning the appropriateness of such language.

“Canoodling couples” should be approached and told that school is not an appropriate place for such behaviour!

Staff on duty should discourage inconsiderate movement around the school, e.g. students should not be running, or pushing or shoving each other.

As in the classroom, duty staff should monitor students' attitudes to each other and to staff.

Duty staff should make every effort to ensure they arrive promptly at their duty area.

Students in classrooms should be accompanied by a member of staff.

The following good practice guidelines are specific to duty areas:

Inside:

- Staff to check classrooms
- Staff to check toilets
- Ensure students use the staircases in an orderly manner
- Students to be moved off stairs and out of stairwells
- Students to be asked to go outside on dry days

Dining area

- A prompt arrival really does help for this duty
- One member of staff covers queue/door
- Students should go into the hall or canteen area in wet break/lunchtimes
- Assist with queries where there might be a problem with Catering/staff

Outside

- Ensure appropriate behaviour
- Allow inside at appropriate time
- Students to enter school in responsible manner

Appendix A

Evacuation Procedure

Aylesford School Fire Evacuation Plan

GOVERNANCE

Scope/Statement of Intent

- To meet our legal obligations under the Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).
- To ensure the fire safety of people in and around all Aylesford School buildings and playing field areas; the protection of property and the environment and to minimise business disruption in case of fire.

General intentions

- Commitment to continuous improvement: to achieve high standards of fire safety for service users, employees and the public.
- Providing an effective prevention and loss control system.
- Exercise good management of fire safety to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone in our premises is able to escape to a place of safety easily and quickly.

Criteria and principles upon which actions are based

Fire safety is a management responsibility which is shared with Mitie.

Mitie Staff

- Operation of an effective fire safety management system for the planning, organising, control, measuring and auditing of performance.
- Ensuring that the fire safety systems in the building are in good working order;
- That Mitie staff working at Aylesford School are trained and competent in managing and operating the fire safety systems;
- Ensuring that Mitie staff are trained as Fire Marshalls and in the event of a fire alarm sounding and/ or a fire occurring they check every area of the building to ensure that it is clear of staff, students or visitors;

- That Mitie carry out and regularly review fire safety audits of every part of the building and site, and carry out any repair or maintenance work needed to ensure that risk is managed.
- To have completed an annual fire risk assessment to identify the hazards and risks within the premises and to ensure the safety in case of fire of all 'relevant persons'.
- All places of work to have efficient and effective fire safety arrangements to put into effect the general fire precautions necessary as identified by the fire risk assessment.

Employee Duties

- All employees have a duty to co-operate with all the measures in place to ensure fire safety and must not do anything that will place themselves or other people at risk.
- Employees must also draw to the attention of their line manager any shortcomings in safety arrangements.

Key Personnel and Responsibilities

Tanya Kelvie	Headteacher	Fire Officer
David Wright	Senior Leader – Safeguarding	Deputy Fire Officer Fire Drills/Evacuation Plans Training
Joe Sadler / Michael Farrington	Mitie	Fire Regulations Fire Safety Checks Fire Log Book completion Fire Extinguisher check, including signage, annually Fire safety training of Mitie staff

FIRE ROUTINE for time period outside 0830-1500 (term time)

If you discover a fire

Inform a member of staff who will:

- Arrange for the fire alarm to be sounded to start the evacuation procedure.
- Arrange for the school office/premises team to be informed.
- Use a fire extinguisher to clear passage if no other escape route is available.
- A member of the Mitie team will assess the situation and, if necessary, advise reception to call the emergency services.

Fire Alarm

The signal to leave the premises is:

- Prolonged siren sound of the fire alarm and/or end of period bell.

Evacuating the premises - this should be done in SILENCE please to assist essential communication with the emergency services:

- Close windows and, if you are the last to leave, close the door and turn off the lights.
- Leave the room taking no baggage and walk in silence to the assembly point via the prescribed route.
- Follow instructions from staff.
- Staff in Science Laboratories/Food Tech/DT to ensure gas/electrical equipment is turned off and the area left safe.

Managing traffic and access for emergency vehicles

- Students already on school buses are to remain on the bus, and the buses are to be directed to leave the site and park at the bottom of Teapot Lane to allow emergency vehicles to access the school site.
- Parents in cars are to be asked to move to the staff car park by the front of Twickenham Building to allow emergency vehicles to access the site.
- Leadership Staff (and any available colleagues) are to assist in applying best endeavours to move cars waiting in Teapot Lane so as to allow emergency vehicles access to the school site.

Assembly Point

- Assemble in mentor groups, by year group, in alphabetical order on grass area at the front of the school.
- Remain in silence and await instructions.
- A member of the Mitie Team will tell the Fire Officer or his deputy when it is safe to return to the building.

Checking Procedure

- At these times of day there will not be an accurate record of which students and staff are still present on site as the am register will not have been taken and lesson 5 registers will not account for staff or students who may have already left. With this in mind the emphasis is to be on ensuring that the site is clear and that students, staff and visitors on site are at the fire assembly point.
- Fire Marshalls with responsibility for checking buildings to report to the Fire Officer or the most senior member of staff on site.
- Mitie staff to report to Site Manager
- Contractors signed in by Mitie to report to Site Manager
- All other visitors to report to Office Manager or office staff if still on site. If not – report to LT member who must check visitor log.
- Office staff to take walkie talkies out to the field for communication. The Fire Officer to be given a radio by Reception.
- Mitie staff to await arrival of fire service and direct them to the fire.

PLEASE REMEMBER TO EVACUATE THE BUILDINGS AND ASSEMBLE IN SILENCE

SPECIFIC RESPONSIBILITIES MPFI:

Ensure MPFI visitors and contractors evacuate the building and make their way to the designated muster point as specified on the fire evacuation plan, on NO account should they leave the area, or site .

Locate emergency from fire panel.

Obtain assurance from the Headteacher that all personnel have been evacuated and accounted for.

Handle liaison with emergency services and provide information on the location of the incident, disabled persons, any persons unaccounted for and the location of solvent areas.

Contact alarm monitoring station as necessary.

Provide feedback to the Headteacher who may then give the “all clear”.

Procedures for parents to collect students (for example in the event of severe weather) are kept in the main office. Notification on local radio by Headteacher using special code words,

School Leadership Team:

Members of staff on site are responsible for the co-ordination of the assembly process.

Any persons unaccounted for to be reported to MPFI immediately.

Under **NO** circumstances should personnel or vehicles be allowed to leave the site until the 'all clear' signal has been issued.

Associate staff:

Fire Wardens ensure buildings are vacated

Reception and office staff should bring the 'Students Register', Visitors Register, Staff List, Cover Sheet for the Day and first aid kit.

Attendance/absence to be accounted for as follows:

Progress Leaders

- *pupil registers through mentors*

Office Manager

- *staff, visitors, governor and student booking in/out documentation*

Examinations' Staff:

Evacuate the examination room in accordance with the instructions above

Ensure that all question paper and scripts are left in the examination room

Ensure that candidates are supervised as closely as possible whilst they are out of the examination room so as to ensure there is no collusion

After the candidates have returned to the examination room and before the examination is resumed indicate on the candidates' work, where it is feasible to do so, the point at which the interruption occurred

Note the time and duration of the interruption

Allow the candidates the full working time prescribed for the examination

Make full report of the incident and of the action taken for direct submission to the Examining Body.

FIRE ROUTINE for during the school day in term time

If you discover a fire - Inform a member of staff who will:

- Arrange for the fire alarm to be sounded to start the evacuation procedure.
- Arrange for the school office/premises team to be informed.
- Use a fire extinguisher to clear passage if no other escape route is available.
- A member of the Mitie team will assess the situation and, if necessary, advise reception to call the emergency services.

Fire Alarm

The signal to leave the premises is: Prolonged siren sound of the fire alarm

Evacuating the premises - this should be done in SILENCE please to assist essential communication with the emergency services:

- Close windows and, if you are the last to leave, close the door and turn off the lights.
- Leave the room taking no baggage and walk in silence to the assembly point via the prescribed route.
- Follow instructions from staff.
- Staff in Science Laboratories/Food Tech/DT to ensure gas/electrical equipment is turned off and the area left safe.

Assembly Point

- Assemble in mentor groups by year groups, in alphabetical order on grass area at the front of the school.
- Remain in silence and await instructions.
- A member of the Mitie Team will tell the Fire Officer or his deputy when it is safe to return to the building.

Checking Procedure

- Mentors are to collect registers from Attendance or Office Manager and register their mentor group. If you covered a tutor group for AM registration, you must register them again if the tutor is still absent. Tutors and non-tutors (teaching and support staff) then report to their Progress Leader who will confirm with the Fire Officer all present.
- Fire Marshals with responsibility for checking buildings to report to the Fire Officer or the most senior member of staff on site.
- Mitie staff to report to Site Manager
- Contractors signed in by Mitie to report to Site Manager
- All other visitors to report to Office Manager
- Office staff to take walkie talkies out to the field for communication. The Fire Officer to be given a radio by Reception.
- Mitie staff to await arrival of fire service and direct them to the fire.

PLEASE REMEMBER TO EVACUATE THE BUILDINGS AND ASSEMBLE IN SILENCE

FIRE ROUTINE for on-site weekend or out of term time school activities

- The Fire Officer must ensure a School Lead is appointed for each day that an activity is taking place. This is likely to be the most senior member of staff present that day. This person must check that activity leaders have taken a register at the start of the sessions. In the event of a fire alarm and/or fire occurring, their responsibility will be to:
- Check that all students are accounted for at the fire assembly point
- Check with the Mitie team that it is safe to re-enter the building before allowing students, staff or visitors to do so.

If you discover a fire

Inform a member of staff who will:

- Arrange for the fire alarm to be sounded to start the evacuation procedure.
- Arrange for the school office/premises team to be informed.
- Use a fire extinguisher to clear passage if no other escape route is available.
- A member of the Mitie team will assess the situation and, if necessary, call the emergency services.

Fire Alarm

The signal to leave the premises is: Prolonged siren sound of the fire alarm.

Evacuating the premises - this should be done in SILENCE please to assist essential communication with the emergency services:

- Close windows and, if you are the last to leave, close the door and turn off the lights.
- Leave the room taking no baggage and walk in silence to the assembly point via the prescribed route.
- Follow instructions from staff.
- Staff in Science Laboratories/Food Tech/DT to ensure gas/electrical equipment is turned off and the area left safe.

Assembly Point

- Assemble in in the group for the activity you are attending school, with the member of staff leading that activity on grass area at the front of the school.
- Remain in silence and await instructions.
- The Mitie member of staff will tell the appointed School Lead when it is safe to return to the building.

Checking Procedure

- Each activity must have a member of staff identified as leading that activity. It is that member of staff's responsibility to keep an accurate record of who is on the school site to attend that activity and to update that record should a student leave.
- Students are to assemble in the activity group with the member of staff leading that activity.

- The member of staff responsible for the activity must take a register against their list of names and report and confirm with the School Lead for that day that all are present or not.
- Fire Marshals with responsibility for checking buildings to report to the Fire Officer or the most senior member of staff on site.
- Mitie staff to report to Site Manager
- Contractors signed in by Mitie to report to Site Manager
- All other visitors to report to School Lead
- Office staff to take walkie talkies out to the field for communication. The Fire Officer to be given a radio by Reception.
- Mitie staff to await arrival of fire service and direct them to the fire.

PLEASE REMEMBER TO EVACUATE THE BUILDINGS AND ASSEMBLE IN SILENCE

FIRE MARSHALLS

The school is responsible for appointing Fire Marshalls and ensuring that they are trained. Guidance suggests that there should be a minimum of two Fire Marshalls per building. In the event of a fire alarm sounding the Fire Marshalls are to immediately assemble on the playground by the exercise equipment, where they will be assigned an area of a building to check. Once they have completed their Fire Marshall duty they are to report to the main school muster point.

Fire Marshalls

Name	Location
Emma Cadd	Twickenham LCR and Offices
Tracy Hodgson Byron Walker	Twickenham lower floor
Alex Groom	PE Area
Maria Abbott	Hall, Canteen, Main Office
April Layzell Rebecca Watson	Lords Lower Floor
Jo Gryntus Severine Lawton	Lords Upper floor
Sandra Williams Amie Dighton	Wembley Lower Floor
Kevin Thompson	Wimbledon Lower Floor

Duty	Nominated Person	Deputy
Liaison with Mitie	Tanya Kelvie	David Wright/ Katie James
Student Registers to AHT's	Maria Bartholomew	Nikki Severn
Umbrellas to AHT's /	David Wright	Sophie Berry
Visitor Register / First Aid / Grab Bag	Pat Parris / Sam Day	Maria Abbott
Main Gate Control	Ben Doggett	Lucy McGuckin

The following members of staff have successfully completed a course in Fire Marshall duties and the use of portable fire-fighting equipment

Staff Name	Date Taken	Expires
E Cadd	5 th October 2020	October 2023
S Day	5 th October 2020	October 2023
C Duff	5 th October 2020	October 2023
A Groom	5 th October 2020	October 2023
J Gryntus	5 th October 2020	October 2023
T Hodgson	5 th October 2020	October 2023
S Lawton	5 th October 2020	October 2023
A Layzell	5 th October 2020	October 2023
S Simpson	5 th October 2020	October 2023
J Stay	5 th October 2020	October 2023
K Thompson	5 th October 2020	October 2023

B Walker	5 th October 2020	October 2023
D Wright	5 th October 2020	October 2023

Emergency Evacuation and Lockdown Procedures

Bomb Threat

- All threats of damage to persons or property must always be taken seriously.
- All staff must make themselves aware of the following procedures.

Procedure

- Should a bomb threat be received by telephone, the operator should remain calm and try to collate as much information about the threat as possible.
- Always ask for the exact location of the threat.
- Always ask for the time period of the threat.
- Always enquire as to the reason for the threat.
- Should a bomb threat be received by mail or e-mail, the Head teacher should be informed immediately.
- Inform the Head teacher and Mitie of the location of the threat. When authorised, support will telephone the Police and Fire Brigade immediately.
- Should the Head teacher feel it necessary the school will evacuate; an announcement will be made over the tannoy and the fire alarm will go off and all staff, visitors and students to the muster point. This will be on the main sports field to the rear of the school, at least 400m from buildings. In the event of a sudden explosion i.e. bomb the fire alarm will be triggered by the dust and smoke
- If a loud noise such as an explosion is heard followed by the sounding of the emergency alarm, staff and students should keep away from windows and doors. Please ask students to get under their desks and remain in place until the alarm has finished sounding.

EMERGENCY LOCKDOWN (In such cases as an intruder in the school)

If you see an intruder or someone without a visitors badge on school site -report it to reception/school office immediately who will phone the police.

An email will be sent with 'URGENT LOCKDOWN' and 'Lockdown Procedures' instructed.

In order to protect yours and students' personal safety in such real circumstances it is critical not to evacuate but instead to seek refuge in the room/office you are in.

Procedures

999 will have been called and we will always follow advice given by the police

- If you receive the 'URGENT LOCKDOWN' you should remain in your room, close all doors and windows.
- All students must stay in the lesson – no-one is to leave the classroom for any reason
- Keep students seated and away from doors and windows,
- All students should be in silence
- Do not share any information with the students as this could lead to hysteria.
- All mobile phones must be away and turned off.

- If students and staff are outside a classroom but near to a door they must quickly and safely get into the nearest room and follow the above procedures from there
- All staff and students with medical conditions must ensure medication and appropriate food/drink are with them at all times, as it will not be possible to leave the rooms they are in until it is safe to do so
- In certain circumstances an evacuation of the buildings may subsequently be required, in which case there will be a tannoy announcement before the fire alarm.

A general reminder - At all times

- All fire exits must remain closed at all times as these are not activated to lockdown
- There should be no doors on latches and propped open
- All fire exits must be kept clear
- All visitors to the school must be identified as they come into the school gates
- All visitors must sign in at reception
- All visitors must be accompanied by a member of staff and wear an appropriate badge.
- All staff must challenge anyone who does not have a badge on or is on their own with a badge
- Staff should not be lone working outside of school hours – ensure that there are at least two of you on the same floor of any building. Twickenham building always has MITIE staff – please make them aware of where you are working

Security Aware for the safety of everyone

APPENDIX B

TO ALL SCHOOL CONTRACTORS/SUPPLIERS

In the interests of security, Health and Safety and agreed policies, the Governors and management of the above site request that you adhere to the following procedures:

Make contact with Reception/MPFI Team member on arrival, ensuring that the reason for your presence is understood

Inform Reception/MPFI Team each day that you are on site of your intended work area, adhering to any permits to work that may need to be issued.

Undertake work with the utmost regard to Health and Safety precautions for students, staff, visitors and yourselves


Unless an emergency situation requires it, make the minimum amount of disruption to the operation of the site. This includes playing of radios and use of offensive language. Prior consultation with the MPFI Team will assist in making a decision on the most appropriate timing of work to be undertaken

Do not smoke on the premises

Notify Reception/MPFI Team when you are leaving the site

Thank you for helping to keep our environment safe, clean and quite.

APPENDIX C

Health, Safety and Security requirements +for Contractors	
MITIE PFI Ltd	Form Ref. MS(MSP) 12-01

1. Prior to attending Site, you must contact and agree with the MPFI Site Representative the date and time of your arrival. A list of your personnel and their occupations who will be conducting the works must also be provided.
2. On arrival you are required to report to Reception and you will be issued with a pass. The pass must be worn and be visible at all times.
3. On arrival at site, you will be informed of the fire precautions in place and the relevant evacuation procedure for the site.
4. Parking facilities will be by prior arrangements, and if available. Parking will be allocated by MITIE reception.
5. The storage of essential combustible goods is to be strictly ordered and controlled by the MPFI Facilities Manager. They must only be stored in an approved place, away from sources of ignition and where it does not cause obstruction to fire fighting equipment or any means of escape.
6. Materials will not be permitted to be stored on site for long periods. Stored materials must not create any dangerous or environmental hazardous situation. Our Client or MMS cannot accept responsibility for loss of personal tools, equipment or materials.
7. Clothing must be tidy and appropriate to the working conditions. Adequate and suitable safety clothing and equipment must be provided by the Contractor and worn by the operatives.
8. Where welfare facilities are provided you have a responsibility to cooperate in keeping these clean, tidy and hygienic. Local rules regarding the prohibition of wearing overalls in the restaurants and washrooms will apply.
9. Our client operates a “no smoking policy” you are not permitted to smoke whilst on site.
10. Report dangerous situations and or near misses to the Site MPFI’s representative.

Any defects in equipment must be reported immediately.

11. Ensure you do not create any dangerous situation, removal of guard rails or protective devices etc.
12. If you are required to work at height, then a proper means of access must be provided, e.g. ladders, scaffolds mobile scaffold towers, mobile working platforms or cradles. Equipment used must comply in full with all legal requirements and MPFI and the clients rules.
13. Only qualified and authorised electricians will make repairs, alterations etc. to electrical equipment and installations. All work must be carried out in compliance to the latest IEE Regulations in force.
14. Under no circumstances should anyone work on live electrical systems. If such work is necessary it must only be undertaken with written authority from the Facilities Manager and a MPFI. Permit to Work system must be in place. Do not leave electrical distribution boards and control panels open, unlocked or unattended.
16. All work involving gas including portable gas supplies must only be carried out by a registered Gas installer / Engineer (Gas Safe) All work must be carried out in compliance to the Gas Safety Regulations in force.
17. Portable electrical power tools should be either 110 volt CTE or protected by a Residual Current Device (RCD) .Evidence of a valid PAT test is required. You must present all power tools to the MMS Facilities Manager prior to being used on site.
18. Certain work on site may only be undertaken by Authorised Persons who may only operate within a permit to work system. You must make yourself aware of this procedure of work.
19. Any hot work must only be carried out under the Permit To Work system. (Hot Work Permit) In addition you will be responsible for supplying your own suitable fire fighting equipment and the training of your staff.
20. Work in confined spaces, will be subject to a "Confined Space" permit.
21. Keep access routes, entrances and exits, fire equipment and safety equipment clear of obstructions.
22. You must ask for and read the Asbestos Register paying particular attention to any site specific details. If you suspect the presence of or disturbance of Asbestos, you are to cease work immediately and inform the MPFI Site Representative.

23. You and your company are required to produce, prior to commencement, information and associated assessments concerning any hazardous materials you are likely to use on site. MPFI is committed to reducing chemicals that are hazardous to health and the environment, you may be asked to justify the use of certain chemicals.
24. You and your company are required to produce, prior to work starting, Risk Assessments and Method Statements concerning the works you will be undertaking and share that information with MPFI, the client and other contractors working on the site when requested to do so either verbally or in writing.
25. You must obey all safety signs displayed.
26. You must ask for, read and cooperate with any site instructions, which are in force at the site.
27. You must operate a "clean as you go" policy. You are responsible for the removal of your waste from site.
28. Report all injuries, however minor and enter them in the site accident book, at reception. First Aid facilities are available on site, see First Aid notices for details of qualified First Aiders. Outside normal working hours First Aiders can be contacted via the facilities department.
29. Where RIDDOR applies as a result of any incident, it is your responsibility to report to the appropriate authorities. You must also inform the MPFI Site Representative.
30. You will be required to complete and return to the MPFI Site Representative. A checklist relating to the type of work that is being carried out.
31. Certificates of calibration for inspection and test equipment are to be submitted to the MPFI Site Representative prior to commencement of work.
32. The site pass must be returned to MITIE Reception on leaving the site.

APPENDIX D

HEALTH AND SAFETY PUBLICATIONS FOR AYLESFORD SCHOOL-

1 Available from Kent Education and Learning Skills website <http://www.kelsi.org.uk>

Health & Safety of Pupils on Educational Visits	
Health & Safety in Education	
Risk Assessment	
First Aid	
Premises Health & Safety	
Accident Reporting	
Drugs and Alcohol	
Display Screen Equipment	
New and Expectant Mothers	
Violence	

2 Available within School

<p>Guidance on specific curriculum areas;</p> <p>Art</p> <p>Design Technology</p> <p>PE</p> <p>Science</p>	
<p>Guidance related to the assessment of risks to staff lifting or moving children with physical disabilities or severe learning difficulties:</p> <p>Version for PD/SLD schools and mainstream schools with PD or SLD provisions</p>	

A manager's guide to lone working	
A manager's guide to managing stress	
Your guide to managing stress	
A manager's guide to preventing and managing violence and aggression at work	
Your guide to preventing and managing violence and aggression at work	

3 Available from KELSI

Guidelines for use of Physical restraint in schools and residential settings	
Guidelines for use of intervention strategies to modify difficult behaviour and use of physical restraint in schools for pupils with severe learning difficulties	

4 Available from KELSI

A smoke-free environment for schools	
Dealing with head lice	

5 Available from KELSI

Building Management Information Finder which includes booklets on:	
Electricity at Work regulations	
Fires in Schools and Colleges	
Glazing in Schools and Colleges	