

Health and Safety Policy for Mulberry UTC

Approval Body:	Mulberry UTC LGB
Approval Date:	June 2019
Implementation Date:	June 2019
Review Date:	June 2021
Policy Version:	2

Version control

Version	Reviewed	Changes since last version
1	May 2019	This is a new policy, building from MST's Health and Safety Policy (approved November 2018).

Contents	
Context	4
Aims	4
Principles	4
Implementation	
Health and Safety Representatives	5
Health and Safety Committee	5
Reporting of Accidents/Incidents/Near Miss	6
Training/Induction	6
Asbestos Management	7
Bomb Threat Procedures	7
Buildings Safety Management	8
Catering	9
Cleaning & Maintenance	9
Control of Substances Hazardous to Health	9
Curriculum Safety	11
Display Screen Equipment	11
Educational Visits & Journeys	11
Electrical Safety	12
First Aid	12
Fire Security	12
Gas Safety	12
Invacuation	13
Legionella Control	14
Lone Working	14
Manual Handling	14
Managing Medicines & Drugs	15
Security	15
Severe Weather Conditions	15
Smoking	15
Stress Management	15
Visitors – Health & safety	15
Working at Height	18
Work Experience Placements – Students	18
Responsibilities	18
Disseminating the policy	23
Monitoring and Quality Assurance	23
Policy Review	23
Appendix A: Fire Evacuation Procedures	24
Appendix B: Invacuation Procedures	31

This policy will be applied to Mulberry UTC. All schools within the Trust are required to have their own Health and Safety Policy.

Context

1. As the employer of staff, the Mulberry Schools Trust (MST) has the overall responsibility for the health, safety and welfare of all staff and pupils in its schools. The MST Health and Safety Policy provides a framework for fulfilling this responsibility, meeting the requirements of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and other Regulations, Approved Codes of Practice, Guidance, etc made under this legislation.
2. Mulberry UTC adopts Mulberry Schools Trust Health and Safety Policy in full. All MUTC staff with particular responsibilities for aspects of Health and Safety must read and adhere to its requirements.
3. This policy sets out the operational detail pertinent to Mulberry UTC (MUTC) and the general responsibilities all staff hold for Health and Safety.
4. This policy applies to all employees, pupils and contractors at, and visitors to, Mulberry UTC.
5. This policy should be read in conjunction with:
 - MST Health and Safety Policy
 - MUTC Site Security and CCTV Policy
 - MUTC Safeguarding Policy
 - MUTC First Aid Policy
 - MUTC Medical Needs Policy
 - MUTC Trips and Visits Policy
 - MUTC Critical Incident Planand is consistent with guidance:
 - DfE (2013) Health and safety: advice for schools
 - DfE (2013) Health and safety: responsibilities and duties for schools
6. This policy meets the requirements of:
 - - Health and Safety at Work Act 1974
 - - Management of Health and Safety at Work regulations 1999
 - - Regulatory Reform (Fire Safety) Order 2005
 - - Corporate Manslaughter and Corporate Homicide Act 2007
7. Mulberry UTC has a facilities management contract which states specific responsibilities for soft facilities management, including Health and Safety and security for the school site. The relationship with the soft facilities provider, Parkwood Leisure Ltd, is managed by MST's Director of Estates. Parkwood work to key performance targets relating to areas of Health and Safety and security, included in the contract performance monitoring framework.

Aim

8. Mulberry UTC aims to provide a consistently healthy and safe working and learning environment for all staff, pupils, visitors and contractors.

Principles

9. MST's Health and Safety Policy requires all Trust schools to adhere to the following principles:
 - a. Providing a safe and healthy learning and working environment.

- b. Preventing accidents and work related ill health.
- c. Compliance with statutory requirements as a minimum.
- d. Assessing and controlling risks from curriculum and non-curriculum work activities.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing systems and prevention measures to ensure they are effective
- i. Setting targets and objectives to develop a culture of continuous improvement
- j. Ensuring adequate welfare facilities exist throughout the organisation
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

Implementation

HEALTH AND SAFETY REPRESENTATIVES

10. Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed and, where this is the case, the school will consult with that representative on health and safety matters.
11. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The school will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. The school will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their function effectively.

THE SCHOOL HEALTH AND SAFETY COMMITTEE

12. The school's Health and Safety Committee will report to the Local Governing Body and the MST Health and Safety Committee. The Health and Safety Committee enables senior leaders and trade union representatives to work together to ensure compliance with the law and to develop a positive health and safety culture within the workplace. The school recognises that when employees are proactively engaged in health and safety, workplaces have lower accident rates.
13. The Health and Safety Committee consists of:
 - leadership representatives with the necessary knowledge, expertise and management authority to play a full role;
 - other employee representatives, including accredited health and safety representatives from recognised trade unions.

The number of leadership representatives should not exceed the number of other employee representatives. The Link Governors for Health and Safety attends for items of particular interest to the LGB or when invited.

14. The Health and Safety Committee has the following functions:
 - enabling senior leaders, employees and trade union representatives to work together to ensure compliance with the law and to develop a positive health and safety culture within the workplace.

- considering Health and Safety monitoring evidence and identifying improvements to procedures and areas of concern that should be looked at across the Trust;
- participating in periodical inspections and monitoring action taken following inspections;
- monitoring the effectiveness of the safety content of employee training;
- developing policies and arrangements that will safeguard the health and safety of persons other than employees such as pupils, pupils, visitors and contractors;
- assisting in the development of safety guidance and safe systems of work;
- analysing accident and absence statistics (including absence due to stress), in order to identify unsafe conditions and practices and consider how to eliminate the hazard and/or reduce the risk;
- responding to Trust Health and Safety objectives.

REPORTING OF ACCIDENTS/INCIDENTS/NEAR MISS

15. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences to staff, pupils, on site contractors, visitors and all members of the public when on school premises, arising out of, or in connection with work.
16. All details of what has to be reported, when, by whom and the associated procedures are included in the MST Health and Safety Policy, available in the school's shared drive. The school adheres to these procedures in full.

TRAINING/INDUCTION

17. The Health and Safety at Work Act 1974 places a duty on the employer to provide information, instruction, training and supervision. All employees are required to cooperate with the school and MST in undertaking their legal duties.
18. The HSE describes competence as "the combination of training, skills, experience and knowledge that a person has and their ability to apply this to perform a task safely". Other factors, such as attitude and physical ability, can also affect someone's competence. Someone's level of competence only needs to be proportionate to their job and place of work. The school will provide the training that is required in order for someone to complete "so far as is reasonable" their tasks in a safe manner.
19. Induction for new staff, given by the line manager at the beginning of their employment, will include:
 - the location of the Health and Safety Law Poster
 - Health and Safety responsibilities included in their job description
 - how they can access Health and Safety policies and information?
 - who can they talk to about any Health and Safety concerns or issues they may have?
 - *First Aid Provision*
 - First Aid boxes
 - First Aiders
 - *Accident/Incident/Near Miss reporting*
 - Location of Accident/incident/near miss forms
 - Reporting procedures
 - *Fire and Emergency Procedures*

- What to do in an emergency
 - What does the fire alarm sound like e.g., continuous or intermittent sound?
 - A walk around the fire escape routes, final fire doors and route(s)
 - Location of assembly points
 - *Welfare facilities*
 - Eating, drinking and rest arrangements
 - Toilet facilities
 - *Personal Protective Equipment (PPE)*
 - Relevant to the job-any PPE should be suitable and sufficient for the hazards identified in the risk assessment
 - Who is responsible for ordering supplies of PPE?
 - Safe storage of PPE
20. On completion of the health and safety induction, the employee will be required to sign the record form to say that they have been provided with, and understand the information provided.
21. All staff are required to complete mandatory on-line Health and Safety training within 8 weeks of starting employment (or within 8 weeks of the date of this policy if employment pre-dated this mandatory training). The training is certificated and employees should retain certificates and pass copies to the UTC's Finance and Resources Officer. The training covers:
- Fire awareness
 - COSHH Awareness
 - Manual Handling
 - Work at height (e.g., ladder, stepladders)
 - Slips, trips and falls
 - Health and Safety at Work
22. Asbestos Awareness & Management Training (face to face delivery) is mandatory for the link Health and Safety Governor, Principal, Finance and Resources Officer and Director of Estates, within 8 weeks of taking up post.
23. Specific job training will be provided, dependant on job role. The line manager of the employee will identify the training required e.g.risk management, risk assessment training. This could be face-to-face delivery, or on-line. Certificates and records of attendance should be kept by both the employee and the Finance and Resources Officer.

ASBESTOS MANAGEMENT

24. There is no asbestos on the school site.

BOMB THREAT PROCEDURE

25. On receipt of a bomb threat or suspicious package(s), the caller should be asked the following questions, whether it is the police or direct:
- Where is it?
 - In which building?
 - On which floor?
 - What time will it go off?
 - What does it look like?

- Size?
- Colour of package?
- What kind of bomb is it (type of explosive)?
- Why are you doing this and do you have a code word?
- Who are you? Name
- Address
- Time of call.

26. The recipient of the call should try to write down exactly what the person said immediately as this might include a code word and is very important to the police. The person receiving the call should immediately contact the Principal and inform her of the answer to the questions. The Principal should alert the police and the Local Authority. The Principal will decide whether to evacuate the building.

27. In the case of evacuation, the following procedures will be followed:

- Inform the Principal, the reception team and Director of Estates of the situation (radios and mobile phones should **NOT** be used) and tell them to evacuate the school as per the fire drill, **except instruct them to:**
 - Leave doors and windows open (the area that contains the bomb or suspicious package should be sealed with windows and doors closed).
 - Ask staff and pupils to take all personal items with them (if left, these items would need to be searched thus wasting valuable time and effort).
- Ask staff and pupils to make their way to assembly areas (avoiding the area of the bomb/suspicious package).

Stage 1 – Assemble at the normal fire drill areas

Stage 2 – Move to the off-site assembly point, once the area has been cleared.

28. The security of the building during an incident is the responsibility of the site staff and should be carried out from a safe distance, out of the line of sight of any bomb/suspicious package(s). The site staff are to be positioned at all gates leading into the school (which are to be locked once the premises have been evacuated) and will remain there until advised by the emergency services.

29. The school will enact its Critical Incident Plan if necessary, which sets out in detail the response to a variety of types of emergency.

BUILDINGS SAFETY MANAGEMENT (BSM)

30. The Principal delegates Building Safety Management to Parkwood Leisure Ltd, managed and monitored by MST Director of Estates. The BSM programme aims to maintain a working environment that is safe and without risk to health.

31. Details of the BSM, including site safety inspections, repair and maintenance checks, procedures for selecting and managing contractors, permits to work and vehicles on site are included in MST's Health and Safety Policy, available on the staff shared drive. The school adheres to these procedures in full.

CATERING

32. The Catering Manager is responsible for the safe operation of the catering facilities. He/she must:
- be familiar with the school Health and Safety Policy
 - prepare risk assessments for all catering activities
 - ensure that all kitchen staff are instructed and informed to work in accordance with these documents
 - inform the Finance and Resources Officer or Principal of any potential hazards or defects
 - be familiar with the current Food Safety legislation and the implications so far as the school is concerned
33. School staff must not use the catering facilities and equipment without the prior agreement of the Catering Manager.













CLEANING & MAINTENANCE

34. Parkwood Leisure Ltd is responsible for ensuring the safe routine maintenance and cleaning of the premises and grounds in accordance with the contractual policies and procedures for maintenance.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

35. The COSHH Regulations 2002 require employers to control substances hazardous to health and to put in place control measures to prevent or reduce employees' exposure to such substances. All reasonable steps will be taken to substitute substances for safer alternatives, as is reasonably practicable, and to ensure that employees, pupils and visitors are not exposed to substances hazardous to health.
36. Using chemicals or other hazardous substances at work can put people's health at risk. Even within seemingly low risk environments people can encounter a range of substances capable of being hazardous to health.
37. Heads of department where such substances are used are responsible for ensuring action is taken to evaluate and control risks, including:
- completing an inventory identifying all hazardous substances used on the school premises and obtaining material safety data sheets;
 - wherever possible replace hazardous substances with safer alternatives;
 - hazard symbols are appropriately used;
 - a risk assessment is completed for the use of any substances, which present a significant health risk;
 - ensuring that any equipment required for controlling risk is being adequately maintained;
 - ensuring all staff have received information, instruction and training where required;
 - ensuring records of assessments are being kept on the premises and made available on request to any relevant people;
 - ensuring that the exposure of personnel to substances hazardous to health is either prevented or adequately controlled;
 - ensuring that any equipment provided to control the risk e.g., local exhaust ventilation, fume cupboards, personal protective equipment (PPE) is adequately maintained.

38. Classified substances can be identified by their warning labels and carry the pictograms below. Such substances may be hazardous through inhalation, ingestion, absorption or contact through the skin.

Old CHIP Symbol	New CLP symbol (Pictogram)	Illustration
		Toxic
		Harmful
		Oxidising
		Explosive
		Flammable
		Serious health hazard (Symbol: health hazard) Carcinogenic and respiratory sensitization
		Gas under pressure (Symbol: Gas cylinder)

39. Material Safety Data Sheets are obtained from the manufacturer/supplier. Data sheets are not by themselves suitable and sufficient COSHH risk assessment. The information in the data sheet must be compared to the particular task and circumstances in which the substance is to be used and a decision made about the measures necessary to adequately control exposure.

40. Health surveillance is required in certain circumstances and is dependent on individual circumstances. Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of employees, this should be carried out.
41. Advice must be sought from the MST Director of Estates prior to initiating health surveillance. Advice should also be sought from Occupational Health if there is any uncertainty regarding the need for health surveillance. Records relating to named individuals must be kept for 40 years.

CURRICULUM SAFETY

42. Risk Assessments are in place for all curriculum activities where there is a potential risk to staff and/or pupils. The risk assessments are made known to all appropriate teaching and support staff and reviewed regularly. Guidance from CLEAPSS, BAALPE and other lead bodies is adopted as appropriate.
43. The Risk Assessments are drawn up by the Head of Department and stored in an agreed area of their faculty shared drive, so that they can be monitored by the Senior Leader with responsibility for Health and Safety.
44. All risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with physical disabilities. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable. Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Principal.
45. Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or pupils under supervision. These will include such items as:
 - spirit based marker pens
 - corrective fluid
 - aerosol paints
 - adhesivesAll the above should be used in a well-ventilated area.
46. Dust and fumes in the practical curriculum areas are controlled by specialist equipment e.g. fume cupboards, extractor fans. No member of staff or pupil should be at risk through exposure to hazardous substances used or created in the practical curriculum.

DISPLAY SCREEN EQUIPMENT (DSE)

47. The Health and Safety (Display Screen Equipment) Regulations 1992 explains that the employer needs to protect employees from risks associated with DSE i.e., computers and laptops.
48. A user is defined in the regulations as "an employee who habitually uses display screen equipment as a significant part of his/her normal work". This is usually interpreted as continuous period of an hour or more on most days of the week.
49. All DSE users must complete on-line DSE training and assessment which will provide a workstation assessment and provide information and training. Records must be kept of training completed.
50. Some DSE users may experience fatigue, eyestrain, upper limb problems or backache from overuse or improper use of DSE. Changes in activity may help users, the following is advised:

- stretch and change position
- look into the distance from time to time and blink often
- change activity before you get tired rather than recover
- short frequent breaks are better than longer, infrequent ones

51. These problems can also result from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a number of factors. The employee should report any concerns to their line manager.
52. Upon request of the DSE user, identified by their line manager, the school will pay for a test to be carried out by a qualified optician. Only “users” are entitled to receive corrective appliances paid for by the school. “Normal” corrective appliances are at the users’ own expense, but users needing “special” corrective appliances will be prescribed a special pair of spectacles for display work only. The school liability for the cost of these is restricted to payment of the cost of a basic appliance, i.e. of a type and quality adequate for the user’s work.
53. There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue.

EDUCATIONAL TRIPS, VISITS AND JOURNEYS

54. The Principal and the trip organiser are responsible for ensuring that all trips are managed in accordance with the school’s Trips and Visits Policy. All teachers must be familiar with this policy.

ELECTRICAL SAFETY

55. The Health and Safety at Work Act 1974 imposes general duties on employers to ensure the health and safety of employees and others. The Electricity at Work Regulations 1989 also set out specific requirements on electrical safety. All of these apply in schools.
56. All details regarding the inspection, testing, maintenance and repair of electrical equipment and risk assessments, preventative measures and associated procedures are included in the MST Health and Safety Policy, available in the school’s shared drive. The school, working with Parkwood Leisure Ltd, adheres to these procedures in full.

FIRST AID

57. The Health and Safety (First-Aid) Regulations 1981 require employers to provide “adequate and appropriate” provision to ensure their employees receive immediate attention if they are injured or taken ill at work.
58. The school has a separate First Aid Policy, available on the website on the staff shared drive.

FIRE SAFETY

59. The Regulatory Reform (Fire Safety) Order 2005 places a duty on the “Responsible Person” to ensure that their fire safety management and in particular, fire equipment, fire notices and fire drills are in place and up-to-date. The “Responsible Person” at the school is the Principal.

60. Parkwood Leisure Ltd produces, updates and reviews detailed fire procedures, and procedures for other emergency situations, in conjunction with the school. They are responsible for training all fire wardens, and other officers, who perform a function under the procedures and any training for all staff required by the procedures and statutory provisions. All staff are required to take mandatory fire awareness training.
61. The school trains staff in the use of the fire evacuation chairs and maintains a list of trained Fire Wardens and Evacuation Chair operators.
62. The role of the Fire Wardens is to:
 - perform a supervisory/managing role in any fire situation
 - assist those on the premises to leave
 - check the premises to ensure everyone has left
 - use fire-fighting equipment if safe to do so
 - shut down vital or dangerous equipment
63. See Appendix A for the school's Fire Evacuation Procedures, including preventative measures. The school's assembly point is the basketball court at the rear of the UTC building.
64. The school conducts termly fire evacuation drills, in consultation with Parkwood Leisure and in accordance with the fire procedures and statutory provisions. The rationale for drills, how to prepare, the procedures and how to monitor are detailed in MST's Health and Safety Policy, available on the staff shared drive. The school adheres to these procedures in full. All drills are reported on and lessons learnt applied to fire safety procedures.
65. Daily Fire Safety Management (FSM) Checks are made and recorded to reduce the risk of fire at the school. These checks are delegated by the "Responsible Person" to Parkwood Leisure Ltd. They include:
 - Escape routes
 - Fire Warning systems
 - Escape lighting
 - Fire-fighting equipmentThese checks are prioritised for service and maintenance requirements.
66. The school's Fire Risk Assessment is reviewed at least annually through the school's SLA with the Local Authority. A fire risk assessment is an organised and methodical look at the premises, the activities carried out there and the likelihood that a fire could start and cause harm to those in and around the premises. The fire risk assessment should demonstrate that, as far as is reasonable, the needs of all relevant persons, including those with disabilities have been identified.

INVACUATION

67. On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside or to prevent access into the school building from its grounds. This is to ensure that, as far as possible, pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.
68. An invacuation requires all pupils, staff and visitors to stay where they are, quietly and as far as possible out of any line of sight.

69. The school's Invacuation procedures are in Appendix B.
70. The school conducts an Invacuation Drill twice a year. All drills are reported on and lessons learnt applied to invacuation procedures.

LEGIONELLA CONTROL

71. Parkwood Leisure Ltd manages legionella control measures in the school. Details of the control scheme are included in MST's Health and Safety Policy, available on the staff shared drive. The school adheres to this scheme in full.

MANUAL HANDLING

72. The Manual Handling Operations Regulations 1992 (MHOR), (as amended in 2002) apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The MHOR establish a clear hierarchy of measures for dealing with risks from manual handling:
- avoid hazardous manual handling operations, "so far as is reasonably practicable"
 - assess any hazardous manual handling operations that cannot be avoided
 - reduce the risk of injury, so far as is reasonably practicable
73. Details of procedures for risk assessments, guidelines for lifting limits and the Trust's training commitment are included in MST's Health and Safety Policy, available on the staff shared drive. The school adheres to these procedures in full.

GAS SAFETY

74. The Gas Safety (Installation and Use) Regulations 1998 requires employers to ensure that any gas appliance, installation, pipework or flue installed at any place of work under their control is maintained in a safe condition, so as to prevent risk of injury to any persons.
75. Details of procedures adopted in relation to maintenance, competence, gas work and monitoring are included in MST's Health and Safety Policy, available on the school's shared drive. The school fully adheres to these procedures.
76. **If you suspect a gas leak**, turn off the supply and immediately call the National Gas Emergency Service on 0800 111 999. Do not turn a gas supply back on until a leak has been dealt with by a Gas Safe Registered Engineer. Contact the appropriate MST personnel nominated on the MST Incidents Reporting form.

LONE WORKING

77. Lone workers can be defined as anyone who works by themselves without close or direct supervision. Premises staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal the school hours or during holiday times.
78. Lone workers should not undertake any activities which present a significant risk of injury. If you can, avoid working alone in isolated parts of the building especially outside normal working hours or during holidays.
79. If it is necessary and you are required to work early in the morning or after normal working hours at night, you will need to gain permission to do so:
- give prior notice to the Principal if you intend working late and indicate you will be in the building;
 - make sure your colleagues know;
 - check where they are likely to be in the building;

- make sure suitable precautions have been taken to prevent intruders entering the area where you are working;
- if possible, take a telephone into the room in which you are working;
- if you are alone, consider locking yourself in;
- report your departure when you leave the premises.

MANAGING MEDICINES AND DRUGS

80. Information on the school's procedures for managing medicines and drugs is available in the school's Medical Needs Policy. No pupil is allowed to bring medication on site without a letter of consent from his/her parent/carer. This information is recorded on SIMs.
81. Staff must notify the Designated Safeguarding Lead if they believe a pupil to be carrying any unauthorised medicines/drugs.

SECURITY

82. Details of school procedures and staff responsibilities relating to site security and CCTV are included in the school's Site Security and CCTV Policy.

SEVERE WEATHER CONDITIONS

83. In the event of severe weather conditions, it is the responsibility of the Principal to make a decision on school closure on grounds of health and safety. In the event of a decision to close on these grounds, the CEO will be consulted and the Chair of the Local Governing Body will be informed.

SMOKING

84. The Trust and Principal have adopted a no smoking policy throughout the school premises. All school staff and parents will be informed and signs will be on display at main entrances to the school buildings.

STRESS MANAGEMENT

85. Where appropriate a risk assessment of stress in the workplace will be carried out under the Management of Health and Safety at Work regulations 1999.
86. Symptoms of stress include: problems sleeping; dietary problem; mood swings; lethargy; inability to concentrate; fatigue; emotionalism; chest pains; palpitations; sweating and racing heart. If you suffer from these symptoms, you are advised to consult your GP without delay.
87. If a member of staff considers they may be suffering from stress for reasons connected with work environment or workload, they should approach their line manager, HR or the UTC's Finance and Resources Officer, who will deal with the issue promptly and in the strictest confidence and make all reasonable efforts to reduce work-related stress. Formal stress counselling may be arranged where appropriate.
88. On return to work for any period of stress-related illness, the school will take account of medical advice and the needs of the school when determining which duties are most appropriate.

shVISITORS – HEALTH & SAFETY

89. Under the provisions of the Health & Safety at Work Act 1974, the school has a duty of care to all its visitors. Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of the school they intend to visit. They are to obey all displayed warning notices and verbal instructions. There are five categories of visitors to the school:

VIPs/Educational Visitors

90. Such visits need careful managing, if the benefits of showing our work to visitors are not to be overshadowed by negative feelings of disruption, distraction and dislocation to our central aim of delivering a high-quality curriculum to our pupils.
91. All incoming requests for visits to the school should be cleared by individual members of the support and teaching staff who are approached through the Finance and Resources Officer. When the Principal has authorised a visit to the school, the initial welcome will be made on the day of arrival by the Principal, who should be briefed in advance by the individual member of the support or teaching staff who has been the initial point of contact.
92. The volume of visitors will be continually monitored. It may become necessary to sort requests for visits to the school into various categories and accord them varying levels of priority. Requests by colleagues from other schools in the Trust would normally be given high priority, as would visits by members of the Board.

Casual visitors

93. As with all busy work places, there is a high level of casual visitors to the school during the course of a normal working day. These could be parents or engineers or commercial representatives going to particular areas within the school. Sometimes they are expected, more often than not, their visit is unplanned.
94. If the visit is expected by a member of staff, their name should be provided to Reception so that the Receptionist is aware of the visit and will be able to greet the person accordingly on arrival. The visitor will then be asked to wait in the Reception Area, while the person expecting the visitor can be located. The member of staff will come to Reception to collect their visitor.
95. The school's safeguarding procedures are applied to all visitors and the school operates a red/green lanyard system fully detailed in the school's Site Security and CCTV Policy. Red lanyards indicate he visitor must be supervised at all times; green indicates they may move freely around the school.
96. For reasons of safety for staff and pupils, unknown visitors should on no account be allowed to wander through the school. Notices are displayed at all entrances requesting all visitors to report to the front Reception to obtain a Visitor's Badge and sign the Visitor's Book.

Ex-pupils

97. On occasion, ex-pupils may make social calls to the school. The Principal should be contacted and permission granted for the visitor to come onto the premises. Once permission is given and they have signed the Visitor's Book, a Visitor's Badge is issued and the visitor can proceed.
98. In all the above cases, it is imperative that the visitor completes the Visitor's Book and is issued with a Visitor's Badge.

Intruders

99. All staff are asked to take careful note of the following advice, which may help you to handle any difficult situations if you are confronted by an intruder or intruders on our premises.
- Always aim to be welcoming and polite to all our visitors.
 - If you see anyone that you think should not be on the school premises, do not approach them directly on your own but inform Reception immediately and ask the Principal to be called.
 - It may be possible to keep them on site by telephoning Reception or by sending a note with a pupil, rather than by reporting in person. When you have identified the intruders to the Principal, please remain present whilst the Principal asks them in a friendly way their reasons for being on site.
 - The Principal will guard against questioning someone on the basis of stereotyped assumptions about people based on their appearance. If satisfied that they are on legitimate business, please accompany them to Reception to collect a Visitor's Pass and sign the Visitor's Book.
 - To distinguish between intruders and authorised visitors, notices informing "visitors" of the need to report to the main reception desk and obtain a visitor's identity tag are displayed at the school entrance. If the person is unable to offer an acceptable reason for remaining, the Principal will politely ask them to leave in a clear and firm way.
 - **NEVER** touch the intruder, even lightly, as this can be misinterpreted and provoke hostile reactions. If they refuse to leave, the Principal should not attempt to force them to leave but dial 999 to call the police. In this situation, try to remain calm and avoid raising your voice or being drawn into an argument.
 - If the police are called as a result of a physical assault, in serious cases they have the power to arrest the assailant and take legal proceedings directly.
 - Take a note of the description of any intruders and any conversation which you might have had with them, even when they leave the premises on your request or where they might have refused to leave initially but then leave before the police arrive. In the unfortunate event of any injuries being sustained, a separate report should be made on the Standard Accident/Injury Form and returned to the Finance and Resources Officer.
 - Some "Intruders" are ex-pupils, merely making a social call. Help them to obtain an official Visitor's pass, available from Reception.
 - **REMEMBER**, MST will provide the fullest support legally possible to staff in connection with alleged assaults, threats or criminal damage arising in the course of or out of the performance of their duties.

Troublemakers

100. Guidance, "School Security: Dealing with Troublemakers", was issued by the DCSF on 16 December 1997 to all Academies/UTCs in England. The guidance spells out the powers of the police and the criminal justice system to deal with troublemakers in and around academies/UTCs.
101. The guidance also covers section 4 of the Offensive Weapons Act 1996. It is an offence under the Offensive Weapons Act 1996 to carry, without reason or authority, a knife or offensive weapon in or around Academies. This applies to all knives, other than folding pen knives, with a three inch or smaller blade. However, the school has banned all knives, regardless of the length of the blade.

102. The MST Board has authorised the Principal (or nominee), in exercising day to day management of the school, to determine who should have access to the premises. The MST has determined that nobody (including governors, staff, pupils or parents) has an unrestricted right of access to the school except those with a statutory right to do so. During the day parents should act as visitors, complying with appropriate arrangements. They should present themselves to the main reception desk, following a route to other defined parts of the school as determined by the Principal (or nominee).
103. Suppliers, contractors and commercial deliveries must follow separate arrangements as determined by the Finance and Resources Officer in conjunction with Parkwood Leisure Ltd.
104. The school building and its grounds are private places and anyone entering without authority (including pupils, ex-pupils and parents) is trespassing and may be asked to leave by the Principal (or nominee). Causing harassment, alarm or distress to staff or pupils, threatening, abusing or insulting staff, on or off school premises, could be an offence. The Principal (or nominee) will exercise professional judgement in deciding whether to involve police in incidents of this nature.
105. The Principal has a right to bar parents or visitors to the school where despite warnings threatening or abusive behaviour has continued, with the following considerations.
 - Schools can bar someone from the premises if they feel that their aggressive, abusive or insulting behaviour or language is a risk to staff or pupils. It is enough for a member of staff or a pupil to feel threatened.
 - The school should tell an individual that they've been temporarily barred or they intend to bar them, in writing (Appendix 1 provides a template letter for use by schools in MST).
 - Letters should usually be signed by the Principal.
 - The individual must be allowed to present their side (this is made clear in the barring letter at Appendix 1).
106. The school can either:
 - bar the individual temporarily, until the individual has had the opportunity to formally present their side; or
 - tell the individual they intend to bar them and invite them to present their side by a set deadline.
107. After the individual's side has been heard, the school can decide whether to continue with barring them. A letter to confirm the decision including the reasons should be issued to the individual. The decision letter should include information about when the decision will be reviewed (which must be within a reasonable time) and that the individual will have the opportunity to make written submissions. The School may also wish to hold some form of reintegration meeting before lifting the bar.
108. In the event of continued or persistent troublemaking by the person who is barred from the school the matter shall be referred to the MST CEO and the MST Board for further action to be considered. Further action may include referring the matter to the Police or investigation any legal avenues open to the school in consultation with the Trusts legal advisers.

General precautions

109. Any members of staff going off site must ensure that they sign out at the main office. On their return they must be sure to sign back in again.

110. All visitors to the school must sign in and sign out in the Visitors book, so that a list of visitors in the building is available at any time.
111. Any events, which use the premises out of working hours, especially where visitors to the MST are involved, will be subject to particular procedures for the specific event. The key individual organising the event, will check procedures with the School Business Manager.

WORK EXPERIENCE PLACEMENTS – PUPILS

112. All pupil work experience placements are risk assessed through an SLA with the Local Authority.
113. In the event of an incident or situation that puts pupils at risk whilst on Work Experience, the Work Placement Co-ordinator will contact the work placement. The purpose of the call is to ensure that the employer makes arrangements for the pupils' safety and their safe return home. In the absence of the Work Experience Co-ordinator, the Director of Progress will ensure contact is made with Work Experience pupils and/or providers, to ensure their safety. If a pupil cannot be contacted, the Work Experience Co-ordinator will make initial contact with the parents. The school maintains pupil mobile phone numbers, where possible, on the database for Work Experience.
114. For safety reasons, pupils must contact the school if they do not attend a placement.

WORKING AT HEIGHT

115. The school follows the principles of the HSE guidance 'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401). Details of procedures to be followed are included in MST's Health and Safety Policy, available on the school's shared drive. The school fully adheres to these procedures.

Responsibilities

116. **All staff** have a personal responsibility under the Health and Safety at Work, etc, Act 1974 for their own safety and for the safety of anyone who may be affected by their acts or omissions at work. They also have the responsibility to co-operate with colleagues and all levels of management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
117. All staff must read this policy and follow all procedures included, or referenced, within it.
118. All staff have a duty to report any concerns about the environment, building, premises, furniture, equipment, cleaning, particularly those that may impact on staff or pupil Health and Safety. Staff make use of the Helpdesk ticketing system via <http://mulberryschoolstrust.wave-ba.co.uk>
119. The **Local Governing Body**, whilst not an employer of staff, ensures the school is effectively run and that good health and safety management is promoted. Their responsibilities are to ensure that:
 - suitable and sufficient risk assessments of buildings and work activities are undertaken, a written record of the assessments is kept and appropriate control measures are implemented so far as is practicable;
 - sufficient funding is allocated for health and safety e.g. in respect of training, protective equipment, minor works;

- termly safety inspections are undertaken;
 - inspection reports, including those from MST or trade union health and safety representatives, are considered and acted upon;
 - a link governors for Health and Safety is appointed and Health and Safety is a standing item on all LGB agendas;
 - an annual health and safety report is published;
 - a positive health and safety culture is established and maintained.
120. The **Principal** is responsible for the day-to-day health and safety of staff and pupils in line with the scheme of delegation and as guided by the Local Governing Body. She oversees the implementation of this policy and MST's Health and Safety Policy. She will:
- make herself familiar with any documentation and/or instruction referring to the Health and Safety arrangements for staff, building maintenance or operation of the school and make available to all staff via the shared area all policies and procedures required for the operation of all the school's facilities and Health and Safety obligations;
 - work with and facilitate trade union and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties;
 - ensure health and safety policies, procedures, action plan and risk management programme are implemented as an integral part of business, operational planning and service delivery
 - take appropriate action to remove any hazard or risk to health and safety of any persons under her control;
 - ensure those who receive delegated responsibilities are competent; their responsibilities are clearly defined; they have received appropriate training and are provided with equipment or other resources in order to fulfil such duties;
 - ensure staff have been provided with appropriate training, equipment and other resources to enable their work to be undertaken safely;
 - ensures that, for high-risk activities, safe systems of work are identified via a risk assessment;
 - liaise with the Governing Body to undertake monitoring and ensure the provision of adequate resources to achieve compliance;
 - co-operate with MST in meeting its legal requirements in respect of monitoring of health and safety practices and procedures;
 - ensure that local procedures for the selection and monitoring of contractors are in place;
 - take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures;
 - ensure the school has access to competent health and safety advice.
121. In addition to their statutory duties, the Principal and teachers have a common law duty of care for pupils which stems from their position in law as "in loco parentis".

122. The Principal delegates some of her responsibilities to a **named Senior Leader with responsibility for Health and Safety**. This Senior Leader:
- leads the school's Health and Safety Committee and ensures the Committee responds to Trust Health and Safety objectives;
 - represents the school on the Trust's Health and Safety Committee, which has a remit to monitor and scrutinise that Health and Safety issues across the Trust are being actively managed and rectified where necessary so that all aspects of Health and Safety Compliance are being met;
 - monitors the implementation of this policy and of the school's Site Security and CCTV Policy;
 - conducts and reports to the Principal and MST Director of Estates on termly Health and Safety inspections in the school, accompanied by trade union representatives if appropriate;
 - maintains the school's risk register and monitors and quality assures risk assessments for curricular and extra-curricular activities, trips, work experience and other pupil/staff activities and ensures assessments are reviewed annually or upon change of circumstances;
 - ensures information and advice on health and safety is acted upon and circulated to staff and Governors;
 - ensures that Accidents/Incidents/Near Misses are reported as required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
 - ensures Accident/Incident/Near Miss investigations are completed where appropriate and resulting actions to eliminate/reduce risks are implemented;
 - prepares an annual Health and Safety report for the Local Governing Body.
123. **Parkwood Leisure Ltd** has specific responsibilities under the school's premises management contract for Health & Safety and security for the School site. It is their responsibility to:
- meet Key Performance Indicators (KPIs) relating to areas of Health & Safety;
 - provide a 24 hour Helpdesk where concerns about the building, environment, service delivery or any aspect of health and safety can be reported;
 - maintain/monitor environmental conditions required within the School and ensure the building is in a safe condition;
 - manage the planned cleaning schedule for the school and its grounds and provide a reactive cleaning service to ensure rooms are free of litter and debris, including overflowing bins;
 - attend to any spillages, including bodily spills, and other emergency cleaning requirements during Core Hours;
 - provide, empty and clean waste bins and ensure that there is no accumulation of litter, animal excrement etc within the grounds;
 - ensure entrances/exits, corridors, stairs, walkways and outside areas are kept free from obstacles, spillage and standing water;
 - provide a constant supply of consumables including toilet paper, hand towels/roller towels, soap;
 - produce, agree with the school and implement an annual planned preventative maintenance plan;

- ensure that procedures for the selection and monitoring of contractors are in place, and that safe working arrangements are adopted;
 - ensure electrical safety tests and inspections on electrical equipment (fixed and portable) are conducted;
 - maintain the lifts and secure the rapid release of anyone trapped;
 - manage systems for the control of legionella;
 - ensure all accidents/incidents/near misses involving their staff and contractors are recorded and investigated;
 - undertake regular inspections of the premises and keep records of these
 - manage fire safety arrangements including preventative “housekeeping” to reduce the risk and spread of fire;
 - produce and implement a disaster management plan.
124. Parkwood Leisure Ltd are also responsible for Fire Safety and Evacuation (see above and Appendix A) and Site Security (see Site Security and CCTV policy).
125. The school’s contract with Parkwood Leisure Ltd is managed by **MST’s Director of Estates** through monthly Liaison Group meetings and day-to-day dialogue with Parkwood staff on-site. He monitors performance against the KPIs as part of the contract performance monitoring framework.
126. **Senior and middle leaders and line managers** are responsible for:
- applying this policy to their own department or area of work. Developing, publishing and sharing with members of the team, specific Health and Safety procedures for high-risk activities within their department, such as Science, Design and Technology, PE and Art;
 - maintaining or having access to an up-to-date library of relevant published health and safety guidance from sources including CLEAPSS₂, AfPE₃ and ensuring that all staff are aware of and make use of such guidance;
 - ensuring regular health and safety risk assessments are undertaken for the activities / trips for which they are responsible and that control measures are implemented and shared with all staff;
 - ensuring that, where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented;
 - resolving any health and safety or welfare problems members of staff refer to them, informing the Principal of any problems for which a satisfactory solution cannot be achieved with the resources available to them;
 - carrying out and recording regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe. Reporting any defects via the Premises helpdesk or directly to the Principal where required;
 - checking the adequacy of fire precautions and procedures in liaison with the Principal. Ensuring that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible;

- ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility;
- developing a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available;
- ensuring that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate procedures.

Disseminating the Policy

127. This policy is available on the school's website.
128. It is also available to staff electronically on the shared drive and called to their attention at the start of each academic year. It is included in the induction programme for new staff. Staff members are notified of any changes made to this policy.
129. Pupils' responsibilities with respect to Health and Safety are made clear during their induction. New parents are made aware of this policy at their induction meeting.

Monitoring and Quality Assurance

130. The Senior Leader responsible for Health and Safety monitors the implementation of this policy, discussing his/her findings with the school's Health and Safety Committee and raising any concerns with the Trust's Health and Safety Committee. The monitoring programme includes:
- observing Health and Safety procedures in operation;
 - conducting inspections with Trade Union representatives s appropriate;
 - reviewing findings from all inspections including those conducted by Parkwood Leisure Ltd;
 - gathering feedback from staff and pupils;
 - reviewing the log of concerns with the Director of Estates;
 - reviewing the use and effectiveness of emergency procedures.
131. Health and Safety monitoring reports are presented for review to the school Health and Safety Committee, the Trust Health and Safety Committee and the Local Governing Body.

Policy review

132. This policy is reviewed every two years by the school's Health and Safety Committee, in the light of monitoring evidence.
133. The revised policy is presented to the Local Governing Body for approval.

Appendix A: Mulberry UTC Fire Evacuation Plan

At all times when the building is occupied by pupils, staff, Service Providers, Contractors and members of the public, a Fire Plan, with a managed Fire Warden system, is in place. Members of staff located on site are responsible for the ground floor, first floor and second floors respectively (see schedule of named persons/wardens at the end of this Appendix).

This plan outlines the responsibilities of relevant staff in ensuring as far as possible, that all staff, pupils and visitors are evacuated in a safe and speedy manner.

In the event of a fire or a planned fire evacuation, every person in the school has responsibility for the safety of themselves and other people. It is the duty of all concerned to prevent injury or loss of life.

All staff should make themselves familiar with this procedure, regularly, to ensure they are up to date on what needs to be done and their roles within it should a fire or other emergency evacuation be necessary.

Discovery of a fire

In the event of a member of staff or visitor discovering a fire:

- push your nearest fire call point button; these are located towards exit points in the building.

Staff should only attempt to put out a small localised fire, providing there is minimal risk to themselves and others, and the appropriate equipment is available:

- if you have been suitably trained and feel confident that you can tackle a fire, use the nearest available fire appliance. However, never put yourself at risk.

Evacuation Routes

A plan is displayed in every room showing a primary and a secondary evacuation route. All staff are required to make themselves aware of these evacuation routes at the start of each period/lesson or when using a room for a meeting etc.

Fire Notices

Fire notices are displayed in all rooms of rooms of school building and by all alarm call points.

Fire Alarm Activation

When the Fire alarm is activated there is a period of silent alarm during which no sound is heard within the building.

This silent alarm period allows the on-site Parkwood Facility Staff (acting as Duty Manager) to investigate the alarm panel and determine if there is a need to evacuate the building or establish if it is a false alarm.

A member of the Parkwood staff will locate and identify the reason for the activation. If it is established that it is a false alarm, the member of staff informs the Principal and then silences the alarm.

If it is not established that it is a false alarm, the fire alarm will then sound and the building will be evacuated.

Parkwood routines

If a localised fire is discovered, Parkwood staff may attempt to extinguish it, but only in instances where the appropriate equipment is available and there is minimal personal risk.

Parkwood staff are responsible for calling 999 and alerting the Fire Brigade.

On activation of the fire alarm; the front and rear doors to the building will open automatically.

The gas supply to the school will automatically cut out.

Parkwood Staff will liaise with School Senior Leadership, and staff will be informed when it is safe to re-enter the building following an evacuation. Alternatively and if appropriate, Parkwood/School Senior Leadership will be informed by the Fire Brigade when it is safe to re-enter the building.

Note: If there is a serious accident, large chemical spill or other major incident, Parkwood Staff/ School Senior Leadership may decide to evacuate the building. Fire evacuation procedure will be followed.

School staff – Main Reception

- In the event of a fire evacuation, Main Reception staff arrange for fire registers, signing in/out books, visitors' book and any other relevant information to be taken to the fire evacuation area.
- A fire procedure checklist is maintained by the Finance and Resources Officer that identifies members of staff responsible for appropriate year group registers and signing in/out books.
- Fire registers shall be given to Directors of Progress for distribution at the fire evacuation area.
- Fire registers are obtained twice daily from the school's electronic registration system.

School staff - Finance and Resources Office

- The senior member of staff present should be the last person leaving the room, ensuring that integrated store room and the main office is empty and close and lock the door behind them.
- (The fire warden for the area will confirm the vacant area with the Senior staff member, prior to the locking of the room and record its condition on the relevant fire register)

School staff – Teachers

- The fire evacuation **should be conducted in silence**
- When the fire alarm sounds:
 - Leave classroom in an orderly fashion
 - The teacher or responsible member of staff should be the last person leaving the room ensuring that it is empty and close the door behind them
 - Do not lock the door
- Move quickly and quietly to the nearest Fire Exit, which are appropriately signed throughout the school
- Do not re-enter the building under any circumstances.
- Proceed to the evacuation point at the rear of the UTC building

- Assemble in TUTOR GROUP order in the appropriate area (see end of this Appendix); ensure pupils maintain a straight line and remain silent
- Form tutors to check that all pupils are present against fire register, distributed by Directors of Progress and/or Main Reception Staff
- Any pupils unaccounted for to be checked against signing out books held by Main Reception staff
- Report any problems to senior members of staff

Wait until all clear is given by the most senior member of staff present at the evacuation point before returning to the school in an orderly fashion and only on instruction by the Director of Progress

Pupils out of lessons

- Pupils with a supervising adult (learning mentor, instrumental teacher, librarian, counsellor etc) should accompany the adult to the assembly point and rejoin their tutor group
- Unaccompanied pupils, on route to a meeting, toilet etc, should proceed to the assembly point and rejoin their tutor group

Pupils with disabilities

- Pupils with disabilities who are able to walk, and all wheelchair users who are on the ground floor at the time of a fire alarm, should follow the same procedure as all others in their group.
- Refuge points for pupils with disabilities who are unable to walk downstairs are situated by first and second floor stairwells and protected by fire doors. These allow refuge for up to 30 minutes and allow the Fire Brigade plenty of time to evacuate any such pupils.
- Personal Evacuation Plans (PEEP) are devised for any pupils with disabilities who require a responsible Teaching Assistant, nominated friend or senior member of staff to accompany them during an evacuation. This may include escorting them to the refuge point, awaiting the Fire Brigade or possibly using the Evacuation Chairs available from designated points around the school.
- Responsible members of staff should remain with these disabled pupils until the Fire Brigade arrives (if appropriate).

Unattached teaching staff/support staff

All unattached staff should ensure that they assemble on the basketball court at the rear of the UTC building along with other staff and students.

Re-entering the building

Permission to re-enter the building can only be given by School Senior Leadership in liaison with Parkwood Leisure. Where appropriate, responsibility will rest with the Fire Brigade.

Arrival period/Morning break/Lunch period/Dismissal at the end of the day

In the event that the fire alarm should sound during these periods, **all staff** should act as a fire warden for the area they are in. Staff should:

- direct pupils to the nearest Fire Exit

- check nearby rooms are empty
- shut nearby doors
- evacuate the building.

After School

Pupils remaining in the building after the dismissal period at the end of the day will be supervised and in designated rooms. A register will be maintained in these rooms. To ensure that pupils can only access designated rooms during this period and for managed pupil safety Parkwood have been requested to lock all other classrooms in the school at 4 pm.

In the event of a Fire Alarm during this period, the responsible staff member will accompany the pupils to the basketball court and bring their register so it can be established that everyone is accounted for.

Parkwood staff will act as Fire Wardens during this period, to ensure that all areas of the school are clear. Any staff in school at these times will also be expected to assist in this process for the area of the school they happen to be in.

Breakdown of the Fire Alarm System

The Fire Alarm system is regularly tested but, should the system unexpectedly not activate, the following procedures apply:

Staff will immediately be informed via email that the Fire Alarm system is inoperative.

Any person that discovers a fire must immediately inform Parkwood Leisure in person or by calling extension 227. Parkwood staff will inform all staff via email of the discovery of a fire.

Normal fire evacuation procedures will then apply. Fire Wardens will operate in the usual fashion and ensure their relevant zones are clear.

Normal procedures would also apply during the morning break, lunch period and pre/after school whereby all staff are expected to act as Fire Wardens for the area they are in and clear rooms accordingly.

In the unlikely event that both Fire Alarm system and the email system are down, Parkwood Leisure staff would use Klaxons to alert staff of the need to evacuate. When Fire Wardens hear them, they will move into the usual process for evacuating classrooms.

Fire Marshall/Fire Wardens

The school has been divided into six specific zones, each zone being allocated a Fire Warden. The Fire Wardens have a responsibility to ensure that their counterpart is in school and ready to patrol their zone in the event of an alarm. All Fire Wardens will be recognisable to members of staff by their High Visual Jackets.

The Main Office will, on a daily basis, maintain a register of all available Fire Wardens in school to ensure all zones are covered and inform the Fire Marshall accordingly. In the event of absence, the Fire Marshall will take responsibility for ensuring that a member of the Senior Leadership Team covers the Fire Warden's responsibilities.

Fire Wardens will take the appropriate position at the start of their allocated zone and ensure all classrooms and offices are clear of pupils and staff before making their way to the allocated assembly point at the Fire Evacuation area and reporting to the Fire Marshall.

The Fire Marshall will ensure that all zones have been declared cleared and report accordingly to the Senior Leader taking responsibility at the Fire Evacuation area.

Fire Precaution

Smoking is not permitted anywhere on school premises or grounds in compliance with Smokefree Law 2007.

Entrances and exits must be kept clear and unobstructed. Visibility panels in doors must not be covered. Fire doors must not be propped open or locked during school time. It is the responsibility of Parkwood Leisure to ensure that Fire Exits are operational on a daily basis.

Flammable substances should not be used in classrooms when pupils are in the room and their presence in the building should be with the knowledge of the Head of Department, who is responsible for ensuring that they are correctly stored.

Display should be on the pin boards provided in all classrooms or within the glass display boards situated in corridors. If staff wish to show displays in other areas of the school and not use existing display boards, the Director of Estates should be consulted so that a risk assessment can be undertaken of potential fire hazards.

Rubbish should not be dumped in/outside the building. Staff should inform Parkwood Leisure of any rubbish to be collected who shall then arrange for it to be collected and disposed of accordingly.

Fire Wardens & Allocated zones – 2018-19

Fire Marshall – Sally Brian (Vice Principal)

Zone	Areas covered	Designated Fire warden
1	Ground floor	Emilio Terol Media & theatre technician Ext 246
2	First floor	Reyhana Sedoo Finance and Resources Officer Ext 203
3	Second floor	Fuzia Khanom Data office Ext 211
4	Third floor	Steph Murphy PA to the Principal Ext 202
5	Fourth floor	Ifti Jalaj IT technical Ext 224
6	Fifth floor	Ali Mumin Science Technician Ext 218

Appendix B: Mulberry UTC Invacuation Procedure

The school's Invacuation procedure is under review and will be inserted into the policy once it is finalised.