



The Sheiling

Ringwood

A learning and caring community
where individuals are valued

5. HEALTH AND SAFETY POLICY

Person(s) responsible: The Principal and Head of Finance and Premises

This policy should be read in conjunction with the other policies, procedures and guidance, stored in SharePoint, including:

3A – Positive Behaviour Support Policy
4A – Safeguarding Policy
4B – Code of Conduct
4C – Visitors Policy
5Q – Driving Policy
5T – Lone Working Policy
6A – Medicine Management Policy

6B – Infection Control Policy
6C – Health Conditions Policy
Risk Assessments
First Aid Arrangements
Business Continuity Plan

Reviewed by: KK/SMT- December 2023 (annually)

Ratified by Trustees: December 2023

Review date: Jan 2025 (as agreed by Trustees in 08/03/24 Board meeting)

EDI Assessment: SSET does not currently identify any EDI impact of this policy; should new information come to light, this will be considered at the next review.

HEALTH AND SAFETY POLICY STATEMENT

Introduction

This policy is concerned with ensuring that students, staff, visitors and contractors to The Sheiling Ringwood (TSR) are kept safe and healthy and that TSR meets its legal and statutory obligations. Accountability for Health and Safety rests with the Trustees and in turn the Principal. Day to day operational management is delegated to the Head of Finance and Premises, Facilities Manager, Health and Safety Officer and Heads of Departments (for student related H&S) .

Under the Health and Safety At Work Act 1974, Workers have a duty to take care of their own health and safety and that of others who may be affected by their actions at work. Workers must cooperate with employers and colleagues to help everyone meet their legal requirements.

Staff receive Health and Safety training as part of their induction and are informed of where the Health and Safety Policy can be found. When significant changes are made to the Policy, staff will be made aware via email with a current version of the policy always available on Sharepoint. Staff undertake online H&S refresher training as part of a 3-year cycle.

Auditing, Monitoring and Review

This policy is reviewed by the Head of Finance and Premises, Facilities Manager, Health and Safety Officer, and the Senior Management Team (SMT) at least every year, prior to approval by the Trustees. Its efficacy in meeting satisfactory Health and Safety standards is monitored on an ongoing basis. Recommendations will be discussed and agreed by SMT/Trustees.

External audits and inspections may be carried out by enforcement bodies including Ofsted, CQC, Environmental Health, Dorset County Council and the Health and Safety Executive. Internal Health and Safety audits are carried out by the Health and Safety Officer and Heads of Department. Audit recommendations are discussed with Heads of Department/ SMT and the Trustees, with appropriate actions fed through the organisation and Focus Management Group.

The Head of Finance and Premises reports periodically on Health and Safety matters to SMT and to Trustees.

Signed:

Chair of Trustees
Date:

Signed:

Principal
Date:

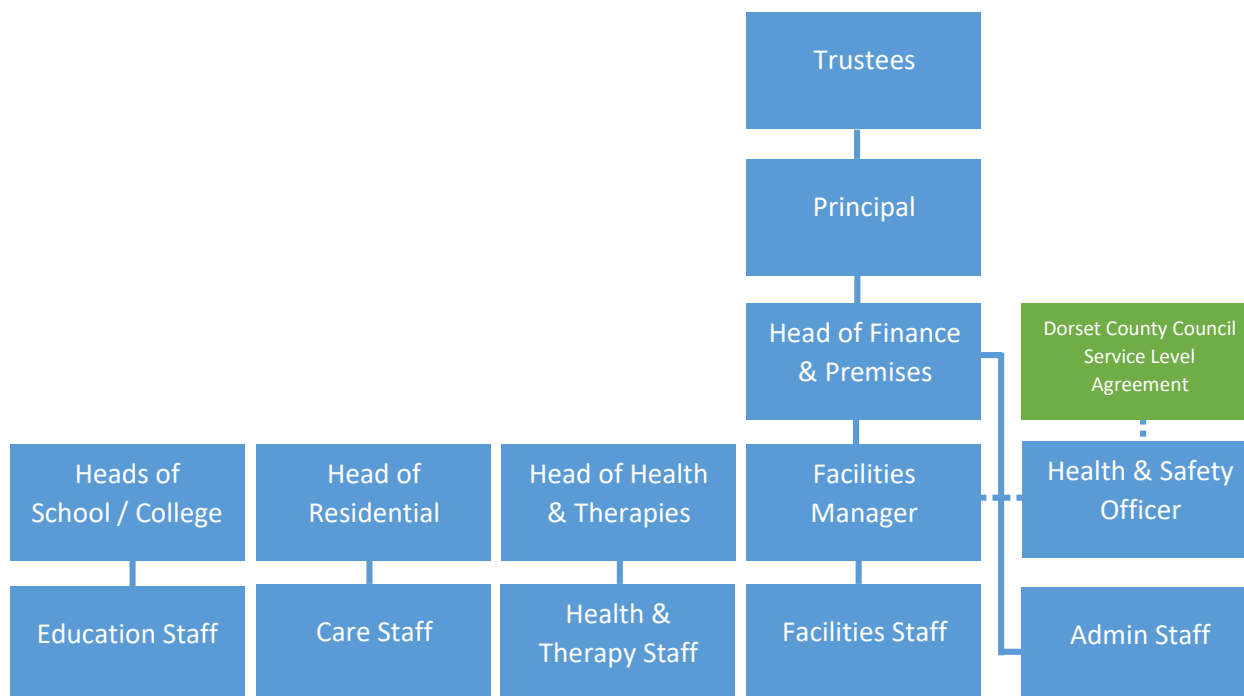
Signed:

Head of Finance and Premises
Date:

ORGANISATION

Health and Safety Organisation Chart

The following chart represents an overview of the management organisation for Health and Safety:



Responsibilities

Trustees

The Trustees have overall responsibility for the Health and Safety Policy and practice.

Principal

The Principal has overall management responsibility for TSR and, in particular, the delegation of duties to ensure health and safety matters are dealt with appropriately.

The Head of Finance and Premises

The Head of Finance and Premises has management responsibility for:

- Providing leadership on Health and Safety matters
- Ensuring that there is an effective policy in place and appropriate systems for monitoring
- Delegating responsibility as appropriate for the detailed implementation of the policy
- Ensuring adequate financial provision is made for Health and Safety including related training.
- Presenting relevant reports to the Principal and Trustees

Facilities Manager

The Facilities Manager, supported by external contractors as appropriate, is responsible for:

- Ensuring that TSR's buildings, plant and machinery are maintained in a safe working condition and that suitable records are kept
- Ensuring that contractors' Health and Safety documentation and work procedures comply with legislation

- Ensuring that any reported hazardous or dangerous conditions or situations are remedied as soon as possible
- To maintain and update statutory registers/recording including asbestos and legionella

Health and Safety Officer is responsible for:

- Ensuring the Health and Safety Policy is reviewed and reflects current legislation
- Ensuring all aspects of the Health and Safety Policy are monitored and escalating issues as appropriate for action and review.
- Ensuring effective systems are in place to deliver the objects of the TSR's Health and Safety Policy
- Advising and assisting staff with health and safety matters
- Review and file Risk Assessments to ensure current ones are available to all staff via SharePoint

Heads of Departments

All Heads of Departments have general responsibilities for ensuring that:

- Members of their department have a safe environment, working practices, risk assessments and procedures
- Equipment within the department is safe, risk assessed, appropriate training has been given and protective equipment is used
- Ensure all activities falling within the remit of the role are risk assessed and that these risk assessments are periodically reviewed and complied with
- Any accidents, hazards or 'near misses' are reported, via DataBridge in a timely and appropriate way.

Head of Residential Services

The Head of Residential Services is responsible for ensuring that the Health and Safety Policy is implemented in the residential houses, in relation to the care of students, on and off site. This includes responsibility for ensuring appropriate risk assessments are in place for residential care, including health care.

Head of School and College

The Heads of School and College are responsible for ensuring that the Health and Safety Policy is implemented in the education setting, in relation to the education of students, on and off site. This includes responsibility for ensuring appropriate risk assessments are in place for the provision of education.

In addition to the above, certain staff may have department-specific responsibilities included within their job description.

All Staff (including vocational workers and agency workers)

All staff are responsible for:

- Familiarising themselves with, and adhering to, the Health and Safety Policy and relevant Risk Assessments
- Ensuring that safe working practices are followed at all times
- Ensuring that houses / classrooms / work areas and equipment are safe before and during use

- Using any supplied protective equipment properly
- Reporting any near miss incidents, accidents or hazards in a timely and appropriate way
- Cooperating and assisting in the writing of risk assessments (as required) and acting on any control measures identified.

Residents living on-site

All residents are responsible for:

- Familiarising themselves with, and adhering to, the Health and Safety Policy and relevant Risk Assessments
- Reporting any health and safety issues to the HandS Advisor, Facilities Manager or member of the SMT
- Ensuring their personal visitors adhere to the TSR Visitors Policy at all times

Visitors

All visitors are required to sign in at Reception where they are issued with a visitor's badge which is to be worn at all times whilst they are on site. All staff are expected to escort their visitors whilst they are on site, explain the evacuation procedures in the event of a fire or emergency and ensure that they sign out (and return their badges) on leaving.

Communication and Consultation

Staff are informed of their Health and Safety responsibilities via this policy, through induction training and other training received as required through the year.

Updates on Health and Safety issues, regulations and practice are provided by the Health and Safety Officer using email or SharePoint.

Health and Safety issues are discussed at departmental meetings and staff are encouraged to raise any issues through their Line Managers in the first instance, through the Health and Safety Officer or via the Staff Forum, which the Health and Safety Officer attends.

Training

Health and Safety Training forms a mandatory part of induction training along with Fire Safety, COSHH and First Aid. Refreshers are run periodically for all staff along with 'tool-box' and task-specific training for staff whose roles may require this.

HEALTH AND SAFETY ARRANGEMENTS

Safe Systems of Work

Heads of Departments should devise safe systems of work, where appropriate, for their departments. The aim of these systems is to minimise the risk of accidents or injuries to both students, staff, visitors and contractors. Consideration should be given to:

- The layout of the work and the use of the working areas to allow safe access and exit
- Analysis of the tasks involved including safety and the provision of clear instructions
- Identification of safe procedures, both routine and emergency
- Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

Risk Assessments

Risk Assessment documentation is held on SharePoint and is accessible to all staff. It sets out the legislative framework within which we are obliged to assess and manage risk, along with TSR specific guidance on how we achieve this. TSR's approach to risk assessment and the procedures staff are required to follow also forms part of the mandatory induction training for all staff.

Incident Reporting (including RIDDORs)

Staff report all incidents (near misses or accidents) on Databridge.

Databridge will notify the relevant Manager who will investigate. Residential student incidents are reported to the Deputy Head of Residential Services. Day student incidents are reported to the Deputy Head of College / School. Staff incidents (including visitors, contractors, volunteers, bank staff or agency staff) are reported to respective the Head of Department who will contact HR Manager or Health and Safety Officer if required.

If urgent attention is required or if the incident is outside of Monday to Friday day time working hours staff must inform the on-call Manager.

Any accident, near miss or incident should be responded to and investigated as soon as practicable in the following way:

- Ensure area is safe to enter
- Make sure any injured person has first aid / medical attention
- Look for witnesses
- Record the scene with photos (ideally date and time printed), if a camera is available/permitted, or sketches
- Safeguard any evidence
- Establish what happened and update associated plans/procedures as appropriate
- Inform Line Manager and/or Agency
- Investigate and refer to Health and Safety Officer if RIDDOR might apply and/or if advice or guidance is required
- Log all actions on Databridge

Definitions:

Accident: an event that results in injury or ill health;

Near miss incident: an event that, while not causing harm, has the potential to cause injury or ill health.

Significant Event (Students) may at a later date show a bruise or other injury, following an episode of self-harm or a behaviour incident.

Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

Where a serious or specific type of injury occurs **or** a staff member is off work for 7 or more days after an accident it must be reported to the Health and Safety Executive (HSE). The Health and Safety Officer or Head of Finance and Premises will decide whether a RIDDOR report is necessary and submit as required.

Dealing with Emergencies

TSR has a Business Continuity Plan (BCP) which details what to do in the event of emergencies. A copy of the BCP is accessible by key members of staff. In the event of an emergency staff must phone the on-call manager who will determine whether to trigger the BCP.

In addition:

- **Fire evacuation plans/procedures** can be found in the Fire Folders (Red folder) within each building.
- **Missing Student / Person Procedures** can be found near the main exit of each building.
- **Chemical Safety Data Sheets** can be found in the COSHH folders (green folder) within each building .

Off-site visits, including residential visits, adventure activities and work experience

Risk assessments must be completed and referred to when carrying out off-site visits, residential visits, adventure activities or work experience. If the activity is provided by third party **and** is high risk (e.g. high ropes) this must be referred to Health and Safety Officer or Head of Finance and Premises to assess whether it is safe for the trip to go ahead.

An 'Outing Detail Form' must also be completed which details students involved and provides guidance as to the process to follow with regard to relevant risk assessments.

Fire Safety

Building fire risk assessments are completed for any new buildings and/or when significant changes occur within the buildings that alter the fire safety arrangements in place. Each building has a Red Fire Folder containing:

- Fire safety records
- Testing and checking logs
- Personal evacuation plans
- Records of fire evacuation drills
- Information for fire service
- Information on asbestos in the building

Each building also has appointed Fire Wardens who receive appropriate training. The Fire Wardens are responsible for taking the lead in terms of overall fire safety within the building. They are also responsible for taking the lead in the event of any evacuation whether planned or unplanned.

Appendix A outlines the **Fire Safety Arrangements** in place at TSR.

First Aid, Infections and Diseases, and Administration of Medicines

*Please refer to the **First Aid Arrangements (available on SharePoint), Medicine Management Policy, Infection Control Policy and Health Conditions Policy.***

Occupational Health, Managing Stress and General Staff Welfare

Occupational Health issues will predominantly be dealt with via the HR Department. Guidance on these and related issues are covered during Induction. A free confidential counselling service is available to all staff and a number of staff within the HR team are qualified in Mental Health First Aid. The Staff Forum meets three times per year and provides a means of consultation and feedback on Health and Safety matters and includes the Health and Safety Officer as a core member.

Security of Site and Site Safety

TSR takes reasonable steps to prevent unauthorised entry to its premises and is also referred to within the Safeguarding Policy. The arrangements for ensuring the security of the buildings and site are as follows:

- Initial responsibility rests with individual members of staff, their Line Managers and Heads of Department, to ensure that areas in which they work are left secure, with windows and doors locked and any electrical equipment, including lights, switched off, if appropriate. Residents and staff are expected to remain vigilant and lock up as required after hours. Most buildings have automatic locking and door codes.
- Coded entry and exit locks/pads to gates and building doors, along with alarms and CCTV, have been provided. Safety risks including, but not limited to, trespassing, arson and burglary, are considered, in appropriate risk assessments.

On site there is a 10 mph speed limit and there is a need to be extremely vigilant, especially near boundaries, gates and whilst reversing. Students and residents may also use cycles and go-karts. TSR is in wooded grounds which are managed by the Facilities Manager. Staff who park their cars on site, do so at their own risk and are advised to wear suitable footwear due to uneven ground in some areas.

Risk from injury by vehicles moving on site is reduced by:

- A speed limit of 10 mph and signage in place
- Students are accompanied by staff members
- Parents/carers, agency staff, visitors, delivery people and contractors are advised of the vehicle access requirements and procedures are available at Reception when signing in.
- Line Managers advise staff on parking arrangements at Induction.

Security of the site and site safety is covered via an estates risk assessment and our Safeguarding policy.

Violence/ Challenging Behaviour of Students towards staff

Violence of any form is unacceptable. Acts of violent by another member of staff are dealt with via TSR Disciplinary Policy.

There is a distinction between actual intentional violence and harm resulting from the unintentional behaviours by a student that challenge. Behaviours of a student are dealt with through the Positive Behaviour Support Policy.

New and Expectant Mothers, Young workers, Workers with disabilities

Risk Assessments are carried out for high-risk areas of work and workers and these may include new and expectant mothers, young workers and workers with disabilities. High risk workers would be assessed on a case-by-case basis with involvement from the HR Manager, Health and Safety Officer and Line Manager.

Manual Handling / Display Screen Equipment (DSE)

TSR is aware of its duties under the Manual Handling Operations Regulations and, where there is a possibility of injury being caused, the following action will be taken in line with the regulations:

- Manual handling activities involving risk are risk assessed so far as reasonably practicable. Some activities will be eliminated or loads moved by a mechanised process

- Where activities involving risk cannot be avoided, they will be subject to an assessment of the task, the load, the working environment and individual capability.
- The risk of injury will be reduced so far as reasonably practicable by:
 - Getting assistance from other personnel
 - Using appropriate equipment

The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

Staff working with display screen equipment (DSE) on a regular basis (daily, or for continuous periods of an hour or more), must complete the HSE assessment document provided at Induction training, and ensure these are signed off by their Line Manager. The assessment must be reviewed, if there are any changes to the working environment, by the member of staff and their Line Manager.

Slips, Trips and Falls

Risk assessments take into account slips, trips and falls. Slip, trip and fall hazards identified are to be dealt with appropriately by the member of staff who identified it – only if this can be done safely. If this is not possible due to the nature of the hazard, the matter should be reported to the Facilities Manager.

Vehicles, Transport and Authorised Drivers

*Please refer to the **Driving Policy***

Management of Asbestos / Radiation

*Please refer to the **Asbestos Management Plan**, held by the Facilities Manager.*

No work shall be undertaken by any member of staff or contractor on any material or premises that contains or may contain asbestos or radiation unless fully risk assessed and carried out under consideration of all applicable legislation.

Ionising radiation, such as x-rays, gamma rays or particles and non-ionising radiation (NIR)s, such as ultra violet (UV), power frequencies, microwaves and radio frequencies, are not recorded as an issue within TSR premises.

Control of Substances Hazardous to Health (COSHH) / Glass and Glazing

COSHH

Managers/ Heads of Departments must ensure COSHH risk assessments are in place for any hazardous substances being used in their area. The Health and Safety Officer is responsible for creating and updating these risk assessments. Managers must look at the Safety Data Sheets to establish the risks and control measures. Managers must ensure:

- All containers are clearly labelled. (If there is any doubt about the contents of a container, the contents are to be disposed of in accordance with current legislation)
- Staff using hazardous substances are provided with sufficient instruction, information and training to ensure safe use
- Staff are issued personal protective equipment (PPE) as required.
- A COSHH inventory of hazardous substances is held and kept up-to-date

Further advice can be obtained from the Health and Safety Officer.

Safety Glass and Glazing

Safety glass is used in all new buildings and where identified as being required has replaced standard glass to minimise the risk of injury to students, staff and others. The Facilities Manager reviews the need for safety glass or perspex in all building work/ sheds etc.

Working at Height

The Working at Height regulations apply where there is a risk of a fall that may cause injury. There is no minimum height at which they become effective. They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment. Training is provided to relevant staff through tool box training.

Line Managers should also ensure that work is properly planned and organised and provide additional training as required. Risk assessments must be carried out to establish the correct equipment is used (and properly inspected and maintained), staff are competent and any necessary measures are taken to minimise the distance or consequences of a fall.

Lone Working

*Please refer to the **Lone Working Policy***

Therapy Pool

The Therapy Pool has a Safe System of Work in place called the Pool Safe Operating Procedures (Normal Operating Plan and Emergency Action Plan) to allow for its safe use. Pool Safety Rules and Risk Assessments are also in place.

Pool activities are under the control of the Heads of Departments. Managers/ Heads of Department must inform Staff about the Pool Safe Operating Procedures and ensure any person leading a sessions has undergone training.

The Facilities Manager is responsible for the maintenance, including water testing and safety, of the pool.

Leisure Activities and Events

Risk assessments are in place for all activities currently undertaken which are available to all staff on SharePoint. A new risk assessments will be required (or an existing one will need to be updated) if any of the anticipated hazards associated with a new activity are not covered. The process for carrying our risk assessments for these types of activity are covered within the Risk Assessment Guidance and the Outing Detail Form both of which are on SharePoint.

Maintenance of Plant and Equipment

All electrical equipment, forced ventilation, pressure systems, gas appliances and protective equipment must be inspected, stored, maintained and used in accordance with manufacturers' instructions and any regulatory requirements, risk assessments or inspections. Further details can be obtained from the Facilities Manager, SharePoint or the HSE website.

Toolbox training is provided covering the HSE Toolbox information and any additional requirements by the Facilities Manager, to the Maintenance, Grounds and Gardening and ICT teams.

Heating and Temperatures

Temperatures to be controlled via use of fans, windows, radiators where a comfortable temperature cannot be maintained.

Extreme weather conditions are monitored by the Facilities Manager and/or the Health and Safety Officer and advice issued by email where appropriate. When the woods are "closed" due to high winds they are checked prior to advising when they are safe to use again.

Water hygiene / Legionella / Waste Disposal

Legionella testing is carried out in premises in accordance with HSE legislation and the Approved Code of Practice and Technical Guidance document HSG 274 – Legionnaires' disease, Parts 1, 2 and 3. Legionella testing is organised and recorded by the Facilities Manager.

Waste Disposal - a maintenance request form is required to be completed for all requests for specialist waste disposal.

Any General, Confidential, Clinical, Biological, and Hazardous Waste are disposed of using PPE as applicable and by adhering to Waste Regulations for disposal of waste and infection control.

Food Safety (preparation, cooking and service) / Housekeeping, Cleaning, Grounds Maintenance

Risk Assessments are carried out regarding food preparation taking into account requirements from the Food Standards Agency.

Food preparation, including educational activities, are to be undertaken with the supervision of staff trained in food hygiene.

Housekeeping (including laundry), cleaning and grounds maintenance should be carried out in line with:

- Appropriate risk assessments
- General infection prevention and control information
- The use of Personal Protective Equipment (PPE)
- COSHH requirements
- Safe use of equipment and signage

Physical education, Outdoor play and Teaching equipment

When working with tools, equipment and materials in practical activities and in different environments - including those that are unfamiliar to students the following Health and Safety aspects need to be considered:

- regarding hazards, risks and risk control;
- recognising hazards, assessing the consequent risk(s) and take steps to control the risks to themselves and others;
- use information to assess the immediate and cumulative risks;
- manage the working environment to ensure the Health and Safety of themselves and others;
- explain the steps required to control the risk(s)

It is the responsibility of Heads of School, College and Care to ensure relevant equipment and the related activity is risk assessed appropriately. Maintenance are responsible for ensuring the equipment is maintained appropriately. Outdoor play equipment is checked periodically by external consultants and recorded by the Health and Safety Officer.

Workshops

Workshop areas and related equipment or machinery used by students must be risk assessed by the Heads of School or College prior to use.

Pets / Animals / Wildlife

Pets and Animals

All pets or visiting animals to TSR premises need to be authorised by the Principal and their presence on site managed in accordance with risk assessments, policy and where relevant staff rental agreements.

The welfare of the pets and associated costs, including medical emergencies and waste removal, are the responsibility of the pet owner and a risk assessment needs to be put into place considering:

- Any injury caused by the animal or as a consequence of it being on the premises
- Any allergy or allergic reactions
- Diseases and pests
- Welfare of the animal
- Waste and means of disposal
- Medical treatment(s) of the pet
- Competence of the owner

There is a duty to ensure the welfare of any animal on TSR grounds, including calling veterinary assistance or the RSPCA.

Wildlife

Control measures to manage risk from ticks, snakes, fungi, mushrooms and potentially poisonous plants, are covered via the whole site risk assessment.

Woodland Management

The Facilities Manager is responsible for the management of the trees and woodland to mitigate any potential risk from falling trees/branches. External consultants are used to provide a Woodland Management Plan and a tree survey is carried out periodically to identify remedial safety work.

CONTRACTORS

Contractors including Construction Work

The Facilities Manager is responsible for ensuring contractors adhere to relevant statutory health and safety requirements and relevant TSR policies and procedures.

Contractors are provided with a “Contractor pack” prior to carrying out work. This pack includes any permits relevant to their planned work.

Contractors must report to the Facilities Manager or sign in at Reception.

Contractors are required to observe their own health and safety policies and procedures, and produce risk assessments and method statements, where appropriate.

Where more than one contractor is working in a defined area or building one will be assigned by TSR in writing as the principal contractor to whom other contractors must report.

Contractors shall comply with the requirements of the CDM Regulations and be responsible for the correct disposal of any waste or products brought on site.

Appendix A SSET FIRE SAFETY ARRANGEMENTS

Fire Risk Assessments are carried out by a third party and can be found on the Sheiling Special Education Trust (SSET) information technology (IT) network – SharePoint. Any significant findings and action taken are also recorded on the Fire Risk Assessments.

Testing and checking of *escape routes* (including *final exit locking mechanisms, emergency exit and any electromagnetic devices, chargers of mobile phones, whistles in place, fire warden hi-visibility jacket and torch / batteries and information contained within the SSET Fire Folder / visitor and agency staff log*) should be carried out by staff using the building/room, on a daily basis. There is no requirement to record that this has been done* but, if there are any findings which require attention, these should be noted on the “Findings” record held within this SSET Fire Folder, so that others within the building / room are aware of any issues. Please also contact the Health and Safety Officer or complete a Maintenance Request form.

Testing of fire-warning systems (including *weekly alarm tests and periodic maintenance* by a competent person, *testing and maintenance of emergency lighting systems, fire extinguishers, hose reels and fire blankets and any other fire safety equipment*) are carried out or arranged by the Maintenance team or Fire Wardens. Any findings which require attention are noted on the “Findings” record held within this SSET Fire Folder, so that others within the building/room are aware of any issues. A list of the testing carried out by the Maintenance team can be found in “Four Seasons” building. A list of the testing carried out by Fire Wardens is maintained within this Fire Folder.

Recording of False Alarms - Any false alarms should be recorded on the “Findings” record held within this SSET Fire Folder, so that others within the building/room are aware of any issues. The Fire Evacuation feedback form should also be completed and forwarded to the Health and Safety Officer.

Recording and Training of relevant people is held centrally by HR.

Employees (and contractors/agency staff) also have a duty to take reasonable care for their own safety and that of other people who may be affected by their activities. This includes the need for them to inform their employer of any activity that they consider would present a serious and immediate danger to their own safety and that of others.

*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14885/fsra-residential-care.pdf “If you keep records, you do not need to record all the details, only those that are significant and the action you have taken.”

Fire Evacuation Drills – these should be carried out at least annually (four per year for students in residential houses, including at least one night drill and an annual drill for other properties), or as determined by the fire risk assessment. The Fire Warden or senior member of staff in the building (as the responsible person) should: identify any weaknesses in the evacuation strategy; test the procedure following any recent alteration or changes to working practices; familiarise new occupants with procedures; and test the arrangements for students, staff, visitors and agency staff (including disabled people). Any Fire Evacuation Drills should be recorded on the “Findings” record, held within this SSET Fire Folder so that others within the building/room are aware of any issues.

Within each building, the evacuation should be for all occupants except those who may need to ensure the security of the premises, or people who, on a risk-assessed basis/PEEP, are required to remain with particular equipment or processes that cannot be closed down.

Where appropriate, you may find it useful to liaise with the 'On-call' Manager, Maintenance team or Reception, prior to carrying out the Fire Evacuation Drill, so that the Emergency services are not called unnecessarily.

For premises that have more than one escape route, the escape plan should be designed to evacuate all people on the assumption that one exit or stairway is unavailable because of the fire. This could be simulated by a designated person being located at a suitable point on an exit route. Applying this scenario to different escape routes at each fire drill will encourage individuals to use alternative escape routes which they may not normally use.

You might find it helpful to:

- Circulate details concerning the drill and inform all people of their duty to participate. It may not be beneficial to have 'surprise drills' as the health and safety risks introduced may outweigh the benefits
- Ensure that equipment can be safely left
- Nominate observers
- Inform visitors and agency staff and members of the public if they are present and
- Ask a member of staff at random to set off the alarm by operating the nearest alarm call point using the test key. This will indicate the level of knowledge regarding the location of the nearest call point – liaise with the maintenance team for support, if required.

Where possible, you should ensure that a roll call is carried out as soon as possible at the designated assembly point(s), and/or receive reports from the Fire Warden(s) designated to "sweep" the premises. You should note any people who are unaccounted for. In a real evacuation, this information will need to be passed to the fire and rescue service on arrival.

Once the roll call is complete or all reports have been received, allow people to return to the building. Any Fire Evacuation Drills should be recorded on the "Findings" record, held within this SSET Fire Folder, so that others within the building/room are aware of any issues. Update PEEPs, where necessary. A fire evacuation checklist also needs to be completed for actual evacuations and routine drills and returned to the Health and Safety Officer.

In premises where a roll call is not a practical proposition, "sweeping" of the premises by the Fire Warden or designated staff to ensure that the building has been effectively evacuated.

Throughout the drill, the responsible person and nominated observers should pay particular attention to:

- Communication difficulties with regard to the roll call and establishing that everyone is accounted for
- The use of the nearest available escape routes (also where window lock keys are kept, if this is to be used as a means of escape)
- Difficulties with the opening of final exit doors
- Difficulties experienced with students, visitors and staff (including agency)
- The roles of specified staff
- Inappropriate actions e.g. stopping to collect personal items and
- Windows and doors not being closed as people leave

On-the-spot debriefs are useful to discuss the fire drill, encouraging feedback from everybody. Later, once the "Findings" record has been completed, this can be reviewed with the Health and Safety Officer.