

2 Centre Profile

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|---|---|
| Name of Centre | Drumshanbo VS |
| Address | Carricknabrack, Drumshanbo, Co Leitrim |
| Name of Centre Manager | Martin Fallon |
| Name of Senior Management | Siobhan Evans |
| Number of students | 467 |
| Number of buildings | 7 (including the Mayflower and Prefabs) |
| Facilities detailing number of classrooms, labs, workshops, gymnasiums, pools, outside pitches | <p>15 normal classrooms 2 Science labs Art room Home Ec room DCG room Engineering room Wood Tech room ASD and ET rooms also Computer room 7 offices for management/pastoral care/careers Hall and gym in Mayflower (community hall) Astroturf (community) Basketball courts (community)</p> |
| Provision for persons with special needs | Lift and ramps provided for accessibility |
| List of regular visitors providing services to centre e.g. external contractors or educational service providers | <p>Pest control Cleaning services ('Service Matters') IT services (ETB)</p> |
| Building used for other purposes outside normal school hours including adult education and recreational facilities | Mayflower is a community hall that we use for school shop, extra classroom, PE classes, and larger assemblies. This is also used as assembly point for fire evacuation/drills. |
| Adult Education (if applicable) | N/A |
| Name of Health and Safety Rep(s) | Fiachra Guihen |
| Location of Defibrillators / First Aid Kit | Defibrillator Beside Reception |
| Name of Chief Fire Warden (s) | <p>Kevin McManus Riona Daly Kevin Smith</p> |
| External fire assembly points | Mayflower (inside and outside) |

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| Critical Incident Management Team | | |
|--|--|--------------|
| Role | Name | Phone |
| Team leader: | Martin Fallon | |
| Garda liaison | | |
| Staff liaison | Adrian Martin | |
| Student liaison | Daithi Hughes, Lorraine McLoughlin, Carmel O Neill & Year Heads | |
| Administrator | | |

| First Aid Team / Responders | | |
|------------------------------------|----------------------------------|--------------|
| Name | Location | Phone |
| Kevin Smith | Green Building/classroom | 0 |
| Denise Coen | Mainly room 204/staffroom | 0 |
| Pauline McBarron | Science labs/classroom/staffroom | 0 |
| Lorraine Devaney | Science labs/staffroom | 0 |
| | | |
| | | |

| Emergency Contacts | | |
|---------------------------|--------------------------|--------------|
| Agency | Name | Phone |
| Garda | Drumshanbo | 0719641002 |
| Hospital | Sligo General | 0719171111 |
| Local GP | Drumshanbo Health Centre | 071 9641105 |

| | | |
|------------------------------------|--------------------|--------------|
| HSE | | 1850 24 1850 |
| Employee Assistance Service | Teachers and SNA's | 1800 411 057 |
| Employee Assistance Service | All other staff | 1800 817 435 |

| Health and Safety Committee | | |
|------------------------------------|--------------------------------|-----------------------|
| Name | Location | Contact Number |
| <u>Martin Fallon</u> | <u>Principals office</u> | |
| <u>Siobhan Evans</u> | <u>Deputy Principal office</u> | |
| <u>Adrian Martin</u> | <u>WWR/DCG</u> | |
| <u>Fiachra Guihen</u> | <u>Engineering room/DCG</u> | |
| | | |

| Fire Wardens | | |
|----------------------|----------------------------------|-----------------------|
| Name | Location | Contact Number |
| <u>Kevin Smith</u> | <u>Green Building/classrooms</u> | |
| <u>Martin Fallon</u> | <u>Principal office</u> | |
| <u>Siobhan Evans</u> | <u>Deputy Principal office</u> | <u>0</u> |
| <u>Riona Daly</u> | <u>Staffroom</u> | <u>0</u> |
| <u>Kevin McManus</u> | <u>Staffroom/206</u> | <u>0</u> |

3 Resources to be Applied

Safety Health and welfare planning is an integral part of the centre's existing planning and self-evaluation process which is reflected in this safety statement. The allocation of resources should be informed by and reflect the wider centre planning, priorities and decision.

| <i>List and describe what resources are allocated per centre to support safety, health and welfare in the centre, e.g. human, financial, equipment, training.</i> | |
|---|--|
| Human | Approximately 26 hours per week are provided for the supervision of the school grounds and building at break times, before and fir the 15 minutes immediately after school. S&S cover will be provided to facilitate teachers/staff attending relevant training eg: First aid training etc |
| Financial | Priority is given to finance any necessary safety equipment and to make good or replace any damaged items that could compromise safety for staff or students |
| Equipment | Safety equipment provided for Science labs and practical subjects Fire extinguishers and fire alarm regularly checked by certified practitioner All machinery in the woodwork and engineering rooms need to be checked and serviced regularly |
| Training | Relevant training will be facilitated where possible. Priorities are fire warden training and first aid training Training up to date for Fire wardens, First Aid responders and manual handling training has also taken place. Epi-pen and training for medication administration to be organised. |

4. Roles and Delegated Functions

The Chief Executive is the Accounting Officer in respect of ensuring the duties of the employer as set out in the 2005 Act are complied with.

Under the Safety, Health and Welfare Act 2005 responsibility rests with the employer to ensure appropriate safety systems are in place with clear roles and delegated functions assigned to support a culture of safety first.

Under section 13 of the Education and Training Board Act, 2013, health and safety is an executive function with the Chief Executive as the Accounting Officer of the organisation. The Chief Executive may delegate functions to a Centre Manager who is defined under the 2005 Act as being a person in control of a place of work. In the ETB sector this is defined as;

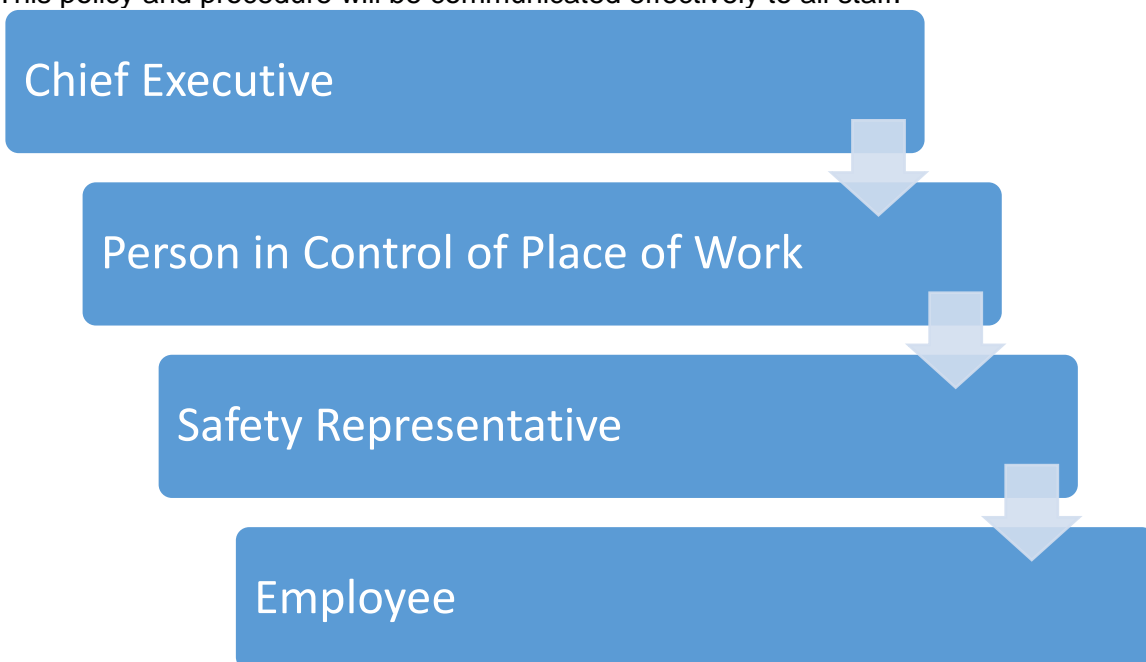
- Principal
- Youthreach Co-ordinator
- Training Centre Manager
- Senior person designated by the Chief Executive in a specified location

A full listing of persons in control of a place of work, including those who deputise during periods of absence, will be maintained in Head Office.

Safety, health and welfare planning is best seen as an integral part of the ETB and centre's existing planning and self-evaluation processes. The safety statement should be informed by and reflect wider ETB / centre planning priorities and decisions. The management and implementation of a safety statement is an executive function.

Employees will be provided with the health and safety training required to carry out their role. Every effort will be made to ensure that identified hazards in the workplace will be reduced or eliminated so far as is reasonably practicable.

This policy and procedure will be communicated effectively to all staff.



4.1 Chief Executive

- Comply, as far as is reasonably practical, the safety, health and welfare at work of his or her employees and the legal obligations set out as employer under the 2005 Act;
- managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;
- managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk;
- as regards the place of work concerned, ensuring, so far as is reasonably practicable—
 - (i) the design, provision and maintenance of it in a condition that is safe and without risk to health,
 - (ii) the design, provision and maintenance of safe means of access to and egress from it, and
 - (iii) the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health;
- ensuring, so far as it is reasonably practicable, the safety and the prevention of risk to health at work of his or her employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent;
- providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health;
- providing and maintaining facilities and arrangements for the welfare of his or her employees at work;
- providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees;
- determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her employees when identifying hazards and carrying out a risk assessment under section 19 when preparing a safety statement under section 20 and ensuring that the measures take account of changing circumstances and the general principles of prevention specified in Schedule 3;
- having regard to the general principles of prevention in *Schedule 3*, where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;
- preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger;

- reporting accidents and dangerous occurrences, as may be prescribed, to the Authority or to a person prescribed under section 33, as appropriate, and
- obtaining, where necessary, the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

4.2 Person in Control of Place of Work

- Comply as far as reasonably practical with the requirements of the 2005 Act;
- Shall ensure as far as is reasonably practical, that the place of work, the means of access thereto, or egress therefrom, and any article or substance provided for use in the place of work, are safe and without risk to health.
- Ensure all accidents and incidents are reported to the ETB and investigated with all relevant statutory reports completed;
- Organise relevant training with appropriate registers maintained;
- Participates in the Safety Committee where one is established.
- **Implement the COVID 19 Response Plan.**

4.3 Safety Representatives

Employees may, from time to time, select and appoint from amongst their number at their place of work a representative (in this Act referred to as a “safety representative”) or, by agreement with their employer, more than one safety representative, to represent them at the place of work in consultation with their employer on matters related to safety, health and welfare at the place of work.

(2) A safety representative may—

- inspect the whole or any part of the place of work—
 - (i) subject to *subsection (3) of the 2005 Act*, after giving reasonable notice to the employer, or
 - (ii) immediately, in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person,
 - investigate accidents and dangerous occurrences provided that he or she does not interfere with or obstruct the performance of any statutory obligation required to be performed by any person under any of the relevant statutory provisions,
 - after the giving of reasonable notice to the employer, investigate complaints relating to safety, health and welfare at work made by any employee whom he or she represents,
 - accompany an inspector who is carrying out an inspection of the place of work other than an inspection for the purpose of investigating an accident or dangerous occurrence,
 - at the discretion of the inspector concerned, accompany an inspector who is carrying out an inspection for the purpose of investigating an accident or dangerous occurrence,

- at the discretion of the inspector concerned, where an employee is interviewed by an inspector with respect to an accident or dangerous occurrence at a place of work, attend the interview where the employee so requests,
- make representations to the employer on any matter relating to safety, health and welfare at the place of work,
- make oral or written representations to inspectors on matters relating to safety, health and welfare at the place of work, including the investigation of accidents or dangerous occurrences,
- receive advice and information from inspectors on matters relating to safety, health and welfare at the place of work, or
- consult and liaise on matters relating to safety, health and welfare at work with any other safety representatives who may be appointed in the undertaking concerned, whether or not those safety representatives work in the same place of work, in different places of work under the control of the employer or at different times at the place of work.

(3) The employer and the safety representative shall, having regard to the nature and extent of the hazards in the place of work, agree the frequency or schedule of inspections which may be carried out under *subsection (2)(a)(i) of the 2005 Act*, which agreement shall not be unreasonably withheld by the employer.

(4) Every employer shall consider any representations made to him or her by the safety representative in relation to the matters specified in this section or any other matter relating to the safety, health and welfare at work of his or her employees and, so far as is reasonably practicable, take any action that he or she considers necessary or appropriate with regard to those representations.

(5) An employer shall give to a safety representative such time off from his or her work as is reasonable having regard to all the circumstances, without loss of remuneration, to enable the safety representative—

- to acquire, on an ongoing basis, the knowledge and training necessary to discharge his or her functions as a safety representative, and
- to discharge those functions.

(6) Where an inspector attends at a place of work for the purpose of carrying out an inspection, the employer shall inform the safety representative that the inspection is taking place.

Safety representatives will not be placed at any disadvantage as a result of fulfilling their role.

4.4 Health & Safety Committee

A Health and Safety Committee (hereinafter Safety Committee) facilitates the consultation process on safety, health and welfare matters in a centre.

Employees have the right to make representations to and consult their employer on matters relating to their safety, health and welfare at work.

Where, in a place of work by agreement of the employer, there is a group of persons (by whatever name known) representative of the employer and the employees that constitutes a

safety committee in compliance with *Schedule 4 of the 2005 Act* and that exists for the purpose of consultation regarding the safety, health and welfare at work of the employees, consultation within that group of persons may, to such extent as may be agreed between the employer and his or her employees, fulfil the requirements of *subsections (1) and (2)* of the Act.

Consideration shall be given to any representations made by employees in relation to matters relating to their safety, health or welfare at work and, so far as is reasonably practicable, take any action that he or she considers necessary or appropriate with regard to those representations.

Employees involved in arrangements for consultation will be given such time off from their duties as is reasonable having regard to all the circumstances, without loss of remuneration, to enable those employees—

- (a) to acquire the knowledge and training necessary to discharge their functions under this section, and
- (b) to discharge those functions.

Where a safety committee is established as a means of consulting with employees, it should ideally be comprised of a minimum of;

- Centre Manager ;
- Members of Staff (elected by staff);
- Safety Representative (elected by staff).

The Safety Committee will also consider any of the other items arising under Section 26 (1) (b) of the Health and Safety and Welfare at Work Act, 2005.

4.5 All Employees

(1) Comply as far as reasonably practical with the requirements under the 2005 Act.

An employee shall, while at work—

a) comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,

(b) ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,

(c) if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,

(d) co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,

(e) not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,

(f) attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,

(g) having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,

(h) report to his or her employer or to any other appropriate person, as soon as practicable—

- (i) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,
- (ii) any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or
- (iii) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person,

of which he or she is aware.

(2) An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed under *subsection (1)(f) of the 2005 Act*.

- (i) Participate in any COVID-19 induction training provided and make themselves aware of the signs and symptoms of COVID-19 and monitor their own well-being.

4.6 First Aid Responder (FAR)

Part 7, Chapter 2 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with the issue of first-aid within the workplace. The employer has a duty to provide first-aid equipment at all places of work where working conditions require it.

The training of First Aid Responders and equipment in all centre's is a responsibility that the ETB places a high value on. In accordance with Health and Safety Regulations, all First Aid Responders are required to complete the appropriate training courses in order to administer first aid in a workplace setting.

As and from 1st June 2018, the HSA only recognises Pre-Hospital Emergency Care Council First Aid Response (PHECC FAR) as meeting the needs of Occupational First Aid in workplaces. This is a foundation first aid course that trains course participants to provide first aid for a person who becomes suddenly unwell or injured until the arrival of emergency medical services. FAR includes the full Cardiac First Response Community standard also. This means that learners who undergo training from 1st June 2018 must complete a PHECC FAR full or refresher course. However, any QQI OFA training which took place prior to 31st May 2018 will be recognised for the full 2-year duration from the date of training. The Safety Committee as part of its annual review shall consider the training needs for FAR staff.

The list of qualified FAR's is available on school/centre noticeboards.

The centre has provided suitable first aid kits which are located throughout the centre. It is the responsibility of the FAR (s) to maintain the first aid kits and appropriate records in accordance with their training.

Automated external defibrillators (AEDs) are provided as life-saving devices which can prevent death arising from sudden cardiac arrest. Training is also provided to identified staff members. Staff trained in the use of defibrillators will be responsible to ensure the units are maintained to appropriate standards and where they are not maintained to bring it to the attention of the Centre Manager for rectification.

4.7 Fire Wardens:

The duties and responsibilities of all employees acting as Fire Wardens are outlined as follows:

General Duties of a school/centre fire warden:

The general responsibilities of a fire warden are to reduce the risk of fire within the centre and ensure that emergency routes and equipment are appropriately maintained. This includes:

- Identifying and removing fire hazards on centre premises;

- Ensuring escape routes are kept clear of obstruction;
- Checking fire doors are clear, both inside and out and are never locked;
- Ensuring appropriate maintenance and servicing of firefighting equipment;
- Maintaining accurate information on fire hazards within their designated area to present to fire fighters in the event of a fire;
- Reporting any problems with the above to the Centre Manager and ensuring action is taken.

Duties of a school/centre fire warden – during a fire:

In the event of an emergency, it is the responsibility of individual staff members to evacuate their classrooms/areas of work and place of work. The role of the school fire warden is to support this, providing a second level of protection. The fire warden should:

- Raise the alarm or make sure it has been raised by someone else;
- Check their designated section of the premises after the main evacuation to ensure no one has been left behind (including toilets and store rooms where learners/staff may have sought refuge);
- Shut down dangerous equipment, close windows and shut fire doors where it is safe to do so;
- Use firefighting equipment if it is safe to do so and they are confident in its operation;
- Liaise with fire fighters as to the location of the fire and the risks specific to that area of the centre.

4.8 Contractors

All contractors working in or on behalf of the centre have a duty to comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007-2016, and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2013.

Substantial construction projects e.g. extension, summer works, are generally undertaken centrally by the ETB on behalf of the school/centre. Such circumstances are generally where:

- There is more than one contractor involved in the work;
- The work is scheduled to last more than 30 days (or 500 person days); or
- There is a particular risk involved.

Where substantial projects are identified the ETB will ensure compliance with the relevant regulations and will advise the school in respect of same.

From time to time the centre will call on the services of the smaller contracting company to carry out a variety of such construction tasks e.g. plumber, electrician or carpenter etc. Where this work involves a single contractor, there are no particular risks present and task duration will not exceed 30 working days or 500 person days, to comply with safety and health

requirements and to ensure this type of work is carried out safely with minimal disruptions, the following key points should be followed:

The centre will:

- Ensure that the contractor is suitably qualified, experienced and where appropriate registered with a suitably recognised craft body;
- Make available the relevant parts of its safety statement and safety file (where one exists) to any contractors working in the centre on behalf of the centre;
- Provide to contractors the centre's safety statement and instructions relating to safety, health and welfare;
- Be aware of the contractor's duty to make available to the centre the relevant parts of the contractor's safety statement and risk assessments in relation to the work being carried out;
- Co-operate and coordinate their activities in order to prevent risks to safety, health and welfare where it is sharing a workplace with a contractor.

Centre personnel may inspect any contractors' operations at any time and will have the power to stop any activity on safety grounds.

Contractors must report all accidents and near misses, no matter how minor, to their centre contact as soon as possible thereafter and cooperate with any investigation into the incident. They must not interfere with any centre equipment unless they have received prior approval.

All equipment brought into centre grounds by contractors must be safe to use, have all safety guards in place, be accompanied by all necessary certificates where required and not represent a danger to any staff, students or visitors when in use.

Contractors should be contacted to provide risk assessments and method statements for any work accordance with HSE & Government Guidelines in relation to COVID 19 and will be subject to a COVID 19 induction at the Centre.

4.9 Visitors

Students, parents, volunteers and visitors must comply with the centre's safety statement and instructions relating to safety, health and welfare.

It is a requirement that the centre gives at least the same level of health, safety and welfare to students, and all visitors as it gives to employees.

Visitors should be directed to take notice of emergency exit routes from all levels of premises and be aware of alarm signals.

In the event of an emergency, all students / visitors should be instructed to follow directions with regard to evacuation of the premises or follow staff members to a safe exit route.

5 Risk Assessment

5.1 Hazard Identification, Risk Assessment

A risk assessment may be a visual exercise that reflects a situation at a given point in time. It is a commonsense duty of care to identify risks and hazards to assist the Employer in making decisions in respect of deploying resources.

It is recognised that where staff are engaged in the process of risk assessment that there is a requirement on the employer to ensure that appropriate time during the working day is identified for this work to be completed. Employees who participate in good faith in the risk assessment process will not be subject to any disciplinary sanction.

The most appropriate person to carry out a risk assessment of any area / location is the individual staff member with the most experience and knowledge of the nature of the work to be undertaken in specific areas of the centre. This means that the person(s) most familiar with the workspace and activities to be carried out there may be asked to complete a risk assessment of their workspace as they will be more likely to be aware of and deal with hazards on a daily basis.

A risk assessment exercise does not place responsibility on the employee to reduce or eliminate a risk. Once identified through a risk assessment process the risk/hazard becomes the responsibility of the Centre Manager to reduce or eliminate in a planned and co-ordinated manner, which may require assistance and support from the ETB.

This exercise does not negate the duty of an employee to notify management of any concerns that may arise at any other point in time. Consideration should be given locally within schools and centres to allowing appropriate time to support people engaged in conducting risk assessments on an annual or bi-annual basis in their area of work.

HSA Templates for risk assessments are included in the appendices of the safety statement, **(See 5.2 and 5.3)** and are also available on the HSA website. The templates are to be made specific to each centre. They are to be reviewed and revised at least annually or as new equipment, systems, personnel or other significant changes occur.

A signature on a risk assessment form is not mandatory however a record must be maintained of who undertook the assessment from the perspective of assuring accurate, responsible record keeping.

Risk assessment is at the heart of managing safety, health and welfare effectively in any workplace. Before addressing risk assessment, there are a few essential health and safety terms that all members of the centre community should be familiar with.

Hazard:

A hazard is anything that has the potential to cause harm to people, property or the environment. It can be a work material, work equipment, or a work method or practice.

Risk:

Risk is the likelihood that someone will be harmed by the hazard together with the severity of harm suffered. Risk also depends on the number of people exposed to the hazard.

Control measures / controls:

Control measures / controls are the precautions taken to ensure that the risk is eliminated or reduced. Following risk assessment, implementing control measures is a critical element of managing safety effectively. Control measures ensure, for instance, that equipment is safe and work activities are conducted in a safe manner. It is not enough to be aware of risk. Control measures must be put in place to eliminate or significantly reduce it.

Risk Assessment carried out by:

Date:

/

/

FIRE DRILL/EVACUATION PROCESS 23/24

On the sounding of the fire alarm, all school staff and students will adhere to the following procedures:

1. Drop everything; immediately leave the room and evacuate the building using the nearest exit (refer to the building plan on the door of each room if necessary). DO NOT LOCK ROOM DOORS.
 - Rooms 202, 203, 204, 205, 206, 212, 213, and Lab 2 exit the main building at the nearest point and proceed through the main school gates in an orderly manner to the Mayflower.
 - Rooms 207, 208, Lab 1 and the WWR exit the main building using the stairs and exits near the green building. Proceed to the Mayflower via the new steps and ramp.
 - Rooms 214 and 215 and all persons in the 'Green Building' proceed to the Mayflower via the new steps and ramp.
 - Rooms 301, 302, 303, 304, and the DCG room proceed to the Mayflower via the new steps and ramp.
 - Students in the Music room, Engineering room, Home Ec. Room and Art room evacuate the building and proceed through the main school gates in an orderly manner to the Mayflower.
 - Students and teachers in the new prefabs will evacuate the buildings and proceed to the Mayflower in an orderly manner through the main school gates.
 - All staff/students in any offices will evacuate the building and proceed to the Mayflower via the nearest route
 - Lifts are never to be used. Students with limited mobility will be assisted on the stairs. Evacuation chairs may be used if necessary.
2. Assigned fire wardens will sweep the buildings to ensure everyone has evacuated.

Note: Assembly Points at the Mayflower are listed on the back of this sheet

Teachers who are free at the time of drills are asked to please help out with stewarding of the students both to and from the Mayflower

ASSEMBLY POINTS

1st and 2nd year students go to the MAIN Mayflower hall

1st years assemble at the top of the main hall nearest the handball alley in their class groups with their teachers.

2nd years assemble at the bottom of the hall (at the end with the toilets) in groups with their teachers.

3rd year, Transition Year, and LCA students go to the SMALL Mayflower building:

3rd years assemble with their teachers in groups at the stage end of the hall

Transition years, LCA's and any students coming from the 'Green Building' assemble in groups with their teachers at the 'shop end'.

5th years and 6th years assemble in the CAR PARK between the Mayflower and the Astro turf pitch.

5th years assemble in groups with their teachers near the Mayflower building

6th years assemble in groups with their teachers near the Astro turf pitch

All other Staff Members and students coming from the 'Green Building' assemble in the **MAIN CAR PARK** outside front of the Mayflower

On completion of the fire drill, all students and teachers return in an orderly manner to their classrooms.

Fire Drill 28/9/23

The fire Drill began at 13:08

The fire drill took a total of 5 minutes and 24 seconds (including sweeping and 'Fire Wardens' reporting to Assembly point)

General Comment:

The Fire drill was carried out in an extremely orderly and efficient manner. All groups were clearly assembled as planned.

Issues:

-The Prefabs have a separate set of fire alarms and are not linked to the main fire alarm system. The teachers and students in these buildings did not hear the alarm and were told to evacuate by the Fire Warden.

- Fire Wardens reported some doors had been locked by teachers on evacuating the rooms. This prolonged the sweeping process.

- Some students carried their bags to the Assembly Points.

Actions:

- Update fire drill procedure to highlight need to leave rooms unlocked
- Set off fire alarm in prefabs manually during other fire drills.
- Look into getting fire alarms linked from prefabs

Fire drills upcoming

- Fire Drill will take place in December 24'.