

# **Tarbert Academy Health and Safety Policy**

## **Health & Safety at Work**

1. The framework of Health & Safety issues in the workplace is set out in Standard Circular 1.28; all staff should familiarise themselves with its provisions. Health & Safety issues are also covered in Standard Circulars 1.21 to 1.26 and 3.18-27 inclusive.
2. Standard Circular 1.28 can be found in Eolas.
3. All accidents or dangerous incidents must be reported to the office immediately.
4. First Aid: The school's First Aid trained staff are Mrs Crawford, Mrs Elliott and Mrs McArthur. First Aid kits are located in the school office and in the primary wet area.
5. Medical information: staff will be kept informed of any medical issues pertaining to pupils that they need to know. Any information disseminated should be filed securely.

## ARGYLL AND BUTE COUNCIL

### **COMMUNITY SERVICES HEALTH AND SAFETY POLICY**

It is the policy of Community Services to take all reasonably practical steps to ensure the health, safety and welfare at work of all employees. The Department also acknowledges its responsibilities in respect of persons other than its own employees.

A high standard of health and safety performance is one of the Department's primary objectives and is recognised as an integral part of service delivery.

This standard will be achieved by:-

- (a) Creating and maintaining a positive health and safety culture which secures the commitment and participation of all employees;
- (b) Meeting its responsibilities to employees, to other people and to the environment in a way which recognises that legal requirements are the minimum standard;
- (c) Adopting a planned and systematic approach to the implementation of the Department's Health and Safety Policy to ensure:-
  - (i) The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
  - (ii) Having in place arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
  - (iii) The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees;
  - (iv) Ensuring in so far as is reasonably practicable, as regards any place of work under the Department's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
  - (v) The provision and maintenance of a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work;
- (d) Identifying and assessing the risks associated with all activities of the Department with the aim of eliminating or controlling the risks, in so far as is reasonably practicable;

- (e) Allocating adequate resources to meet the requirements of the Department's Health and Safety Policy;
- (f) Planning for health and safety including the setting of realistic short and long-term objectives, deciding priorities and establishing adequate performance standards;
- (g) Monitoring and reviewing performance on a regular basis to ensure that high standards are maintained;
- (h) Developing a system of joint consultation with Trade Union and other employee health and safety representatives and providing them with facilities and assistance to enable them to carry out their functions.

## **ORGANISATION**

This Departmental Health and Safety Policy supports the Council's Health and Safety Policy and details the organisation and arrangements in place within Community Services to ensure that the aims of that policy are met.

An outline of the responsibilities of the Chief Executive, Director and Chief Officers is set out here.

### **CHIEF EXECUTIVE RESPONSIBILITIES**

The Chief Executive, in so far as is reasonably practicable, is responsible for ensuring the Health and Safety and Welfare at Work of all Council employees. This will be achieved by:-

- (a) Detailing the organisation in the Council through which the policy will be implemented and delegating the responsibility for implementation of the Policy within Departments to the Director of each department;
- (b) Ensuring that suitable and sufficient resources are made available to enable the Council's Health & Safety policy, support policies and procedures to be implemented and maintained;
- (c) Ensuring that Health and Safety is an integral part of the overall management culture and developing a positive attitude to Health and Safety among employees by visibly demonstrating commitment to achieving a high standard of Health and Safety performance;
- (d) Appointing a competent person to assist the Council to apply the provisions of Health and Safety legislation;
- (e) Ensuring the establishment and maintenance of Health and Safety Management systems within Departments, which will ensure the assessment of risks and the effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to control the risks
- (f) Prepare an annual Health & Safety Plan with targets and objectives for the year.
- (g) Arrange for quarterly reviews of the annual Health & Safety Plan to be carried out and for a report of each quarterly review to be compiled for the Strategic Management team
- (h) Arrange for a Corporate Health & Safety Group to meet 6 monthly and at other times as deemed necessary.
- (i) Keeping Elected Members informed of the current position within the Council in respect of the management of Health & Safety.
- (j) Arrange for a Risk Management & Governance Group to be established and supported through the Loss Control Groups within each Department.

## **HEAD OF IMPROVEMENT AND STRATEGIC HR'S RESPONSIBILITIES**

The Head of Improvement and Strategic HR has been nominated by the Chief Executive to administer the Council Health and Safety Policy.

## **DIRECTOR'S RESPONSIBILITIES**

The Director of Community Services, hereafter referred to as the Director is, in so far as is reasonably practicable, responsible for ensuring the Health, Safety and Welfare at work of all employees in Community Services. In particular he will :-

1. Prepare and revise, as often as necessary, the Departmental Health and Safety Policy;
2. Set out the organisation within the Department to enable the policy to be implemented;
3. Set out the arrangements, which detail the means by which the aims listed in the Departmental Health and Safety Policy will be met;
4. Ensure that suitable and sufficient resources are made available to enable the Departmental Policy and procedures to be implemented and maintained;
5. Ensure that suitable and sufficient information, instruction, training and supervision is provided to employees under his control.
6. Visibly demonstrate commitment to achieving a high standard of Health and Safety performance within their departments and develop a positive attitude to health and safety among employees;
7. Implement Health and Safety Management Systems within the Department, which will ensure the assessment of risk and the effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to eliminate or control the risks;
8. Prepare an annual report evaluating the Health and Safety performance of the department
9. Prepare an annual Health & Safety Plan which reflects the Corporate Health and Safety Plan targets and objectives and includes, in addition the Departmental targets and objectives.
10. Establish and support the Loss Control Groups within the Department and appoint representatives to the Risk Management Group.

## **HEAD OF PLANNING AND PERFORMANCE'S RESPONSIBILITIES**

The Head of Planning and Performance has been nominated by the Director to administer the Departmental Health and Safety Policy.

## **HEALTH AND SAFETY ASSISTANCE**

The Department shall be advised on health and safety matters by the Council Health and Safety Manager, who will be the competent person providing assistance within the meaning of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Within Community Services, the Training and Health & Safety Manager will manage the Health & Safety requirements of the Department.

## **EMPLOYEES**

All employees shall be expected to co-operate in the implementation of the Department's Health and Safety Policy by:-

- (i) Acting in the course of their employment with due care for their own health and safety and that of others, who may be affected by their acts or omissions at work;
- (ii) Co-operating, so far as is necessary, to enable the Department to perform any duty or to comply with any requirements, as a result of any Health and Safety legislation which may be in force;
- (iii) Using correctly all work items provided by the Department in accordance with the training and the instructions they receive to enable them to use the items safely.

## **ARRANGEMENTS**

The under noted arrangements may be expanded or altered to meet the specific requirements of the Department. This shall be done in consultation with the Head of Improvement and Strategic HR and a copy of the amended version lodged with the Head of Improvement and Strategic HR.

### **1. SAFETY CULTURE**

The Department will ensure that Health and Safety is an integral part of the overall management culture and seek to develop a positive attitude to Health and Safety among staff by:

- (i) Visibly demonstrating a clear commitment to improving health and safety performance;
- (ii) Promoting co-operation by recognising that all staff have an important contribution to make towards effective health and safety management and providing opportunities for participation and involvement in health and safety activities, e.g. health and safety committees, quality improvement teams, risk assessment;
- (iii) Ensuring the communication of necessary information throughout the Department;

- (iv) Securing the competence of employees by:-
  - (a) Including health and safety in recruitment procedures;
  - (b) Implementing systems which will identify health and safety training needs arising from recruitment or changes in staff, procedures, or systems of work.

## 2. **PLANNING**

The Director shall prepare an annual health and safety plan which will outline specific health and safety objectives with realistic timescales for their accomplishment. These objectives will be developed in consultation with Heads of Services, the Council Health and Safety Manager, Trade Union Representatives and appointed employee representatives. This plan will be incorporated into the Council's Annual Health and Safety Plan.

These objectives shall be set out following an initial status review which will:-

- (i) Compare existing arrangements against requirements of relevant legislation dealing with health and safety management issues;
- (ii) Establish performance standards after a thorough analysis of the needs of the Department and of existing and potential risks,
- (iii) Assess the effectiveness of existing resources devoted to health and safety.

The status review will be updated annually following which the safety plan will be reviewed.

## 3. **MONITORING**

The effectiveness of the Departmental Health and Safety Policy will be monitored. The way in which monitoring shall be carried out, will include the following:-

### (a) **Accident Analysis**

Accidents at the following levels of severity will be analysed by the Council Health and Safety Manager with a view to determining and eliminating their causes:-

- (i) Fatal/Major injury/Dangerous occurrence/ Industrial disease;
- (ii) Lost time accidents (3 days or more);
- (iii) Other injury.

**Where appropriate the Training and Health & Safety Manager within Community Services shall participate with investigation of specific accidents.**

(b) **Legal Compliance**

Regular and systematic inspections will be carried out by management to ensure that the requirements of the Council Health and Safety Policy are being met;

Formal audits will be carried out by the Council Health and Safety Manager, in accordance with the Council Health and Safety Audit Programme.

**This will be supported by the Community Services workplace inspection programme.**

4. **RISK MANAGEMENT**

The Council will pursue progressive improvements which will lead to reduction in injury and ill health by the development and implementation of a risk management strategy in relation to health and safety.

Risk assessments will be carried out to identify potential hazards, evaluate the risks from these and implement control measures to minimise the risks.

Trained personnel will be involved in the risk assessment process which will be supported by the Council Health and Safety Manager.

A Risk Management Group will assist the Department in the management of strategic and operational risk and will assist with the maintenance of a Risk Register.

5. **EMERGENCY PROCEDURES**

Procedures, to be followed by a person at work if situations presenting serious and imminent danger arise will be established in accordance with the Management of Health and Safety at Work Regulations 1999. These procedures will set out the role and responsibilities of competent persons nominated to implement any detailed actions and will ensure that other employees know who the competent persons are and understand their own role.

Where appropriate, they will also contain special action required for the evacuation of disabled persons. Taking account of the recommendations of the Council's Policy on Disabled Persons.

6. **ACCIDENT INVESTIGATION AND REPORTING**

(a) **Appointment of Responsible Persons**

The Director has designated **responsible persons** who will notify the Health and Safety Executive of accidents, dangerous occurrences and diseases which are within the scope of RIDDOR 1995 and who will keep records of them. The responsible persons shall follow the Council's Policy in respect of reporting of accidents as defined in **PER/GEN/3**

(b) **Notification and Recording**

Every employee who suffers personal injury at work must give notice of any accident as soon thereafter as is practicable. The injured employee must ensure that details of the accident are entered in the **PER/S/100C-Internal Accident/Incident Report Form** which has been accepted by the Department of Work & Pensions as fulfilling the requirements of the BI 510 Accident book.

(c) **Investigation**

Every accident/incident will be investigated by the injured person's supervisor and a report submitted (PER/S/100C), containing, where reasonably practicable, recommendations to prevent a recurrence.

Serious accidents/incidents shall be further investigated by the Council Health and Safety Manager.

(d) **Action Required in the Event of a Death, Specified Major Injury or Condition, or a Dangerous Occurrence**

If any person, as the result of an accident/incident arising out of or in connection with the work in the Council, dies or suffers a specified major injury or condition, or where there is a dangerous occurrence, the responsible person shall notify the Council Health and Safety Manager, the departmental Training and Health & Safety Manager and the Health and Safety Executive without delay.

The responsible person must be informed immediately after one of the above incidents have occurred.

(e) **Action Required if, as a Result of an Accident at Work, an Employee is off Work for more than Three Consecutive Days**

If, as the result of an accident/injury at work, an employee is off work for more than three consecutive days (excluding the day of the accident but including days which would not have been working days), the responsible person will send a report of the accident to the Health and Safety Executive on the statutory **Form F2508 (Rev 1/96)**, within 10 days of the accident. One copy of the **F2508** form will be retained by the responsible person for three years, one copy will be sent to the Council Health and Safety Manager attached to the PER/S/100C Form and to the departmental Training and Health & Safety Manager.

(f) **Action Required in the Event of a Minor Accident**

The responsible person will ensure that an internal incident report form, **(PER/S/100C)** is completed for each incident which occurs in his area of control. One copy to be retained by the responsible person, one copy sent to the Council Health and Safety Manager and one sent to the departmental Training and Health & Safety Manager.

(g) **Action Required when an Employee is Known to be Suffering from a Reportable Disease**

On receipt of a written diagnosis from a doctor, (e.g. on a medical certificate) which specifies that an employee is suffering from a disease listed in Schedule 3 of the Regulations, the responsible person must ascertain if the employee's current job involved the corresponding work activity specified in the schedule. If it does, the responsible person must notify the Health and Safety Executive on the statutory form F2508A. One copy of the F2508A form must be retained by the responsible person for a period of three years, one copy sent to the Council Health and Safety Manager and one to the departmental Training and Health & Safety Manager.

7. **HEALTH & SAFETY CONSULTATION**

The Department will consult the relevant safety representatives, elected representatives of employee safety or individual employees with regard to: -

- (a) Introduction of measures which may substantially affect the Health and Safety of employees;
- (b) Arrangements for appointing competent health and safety advisers and persons to implement emergency procedures;
- (c) Provision of health and safety information required under the relevant statutory provision;
- (d) Provision of health and safety training required under the relevant statutory provisions.
- (e) The health and safety consequences of new technologies introduced into the workplace.
- (f) Provision of protective clothing under relevant statutory provisions.

Where requested trade unions will represent all employees union and non-union members alike for the purpose of health & safety consultation.

Where trade unions decline to represent a group of employees or an individual employee then the following arrangements for consultation will apply: -

- (i) through an 'elected representative of employee safety'; otherwise
- (ii) by consulting individuals

The Council will provide such facilities and assistance as safety representatives and elected representatives of employee safety may reasonably require to enable them to carry out their functions.

Employees or their representatives must be made aware of when their views are being sought: and how they may take part in such discussions.

### **Safety Representative Inspections**

Safety Representatives appointed by recognised Trade Unions are entitled to inspect workplaces every three months. The Department will encourage Safety Representatives to carry out these inspections at agreed frequencies and a representative of local management will accompany them.

### **Access to Information**

Safety Representatives appointed by recognised Trade Unions will be allowed to inspect any statutory document which the Department is required to maintain and will also be given on request any information necessary to carry out their functions.

### **Health and Safety Problems**

The following procedure should be followed as a means of solving problems involving health and safety for all employees.

- |                 |  |
|-----------------|--|
| <b>Stage 1</b>  | Employee raises problem with their Supervisor. <b>If it is not settled,</b>  |
| <b>Stage 2a</b> | Employee who is a Union Member raises problem with Safety Representative. The Safety Representative may be able to assure the employee that no hazard exists. If not, proceed to Stage 3.  |
| <b>Stage 2b</b> | An employee who is a Non-Union Member may seek the advice of a Trade Union Safety Representative where the union has agreed to represent them. Otherwise the employee may seek assistance from an 'elected representation of employee safety' or request that his Supervisor arranges a meeting with the next level of Management. |
| <b>Stage 3</b>  | Safety Representatives raises problem with Supervisor.   |

If it is not settled,

**Stage 4**

Safety Representative raises problem with the next level of management.

If the matter is still not settled the action which followed may depend on the nature of the problem and the urgency with which a solution is sought. The problem may be referred to the departmental Training and Health & Safety Manager, Departmental Safety Committee, the Council Health and Safety Manager may be consulted, or the Safety Representative may involve a full-time trade union official whereupon the problem will become a industrial relations issue.

8. **PRESENTATION AND REVIEW**

This policy and any revision of it will be drawn to the attention of every employee of Community Services. The contents of documents produced under this policy will be brought to the attention of all employees to which the contents are relevant.

This policy and any documentation produced under it will be added to or modified as required and will be reviewed annually.

Signed

A handwritten signature in black ink, appearing to be 'J. Gray', written in a cursive style.

Director of Community Services

Date .....30<sup>th</sup> September 2009.....

# ARGYLL AND BUTE COUNCIL

## INITIAL RISK ASSESSMENT FORM

**1.** Date of Assessment ..... Ref No.....

Department .....Section/Area .....

Task .....

Frequency of Task 

Annually		Monthly		Weekly		Daily		Constantly	
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Groups/Individuals .....No. of People Directly Involved .....

**2.** Potential/Hazards (Please tick) C = Controlled U = Uncontrolled N/A = Not Applicable

1) Machinery/Plant 2) Slip/Trip 3) Ventilation 4) Noise/Vibration 5) Lighting 6) Moving/Falling Obj 7) Work Below Ground 8) Handling/Lifting	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>C</td><td>U</td><td>N/A</td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>	C	U	N/A				C	U	N/A				C	U	N/A				C	U	N/A				C	U	N/A				C	U	N/A				C	U	N/A				C	U	N/A				9) Vehicle 10) Fire/Explosion 11) Hygiene 12) Pressurised Systems 13) Visual Display Equip 14) Violence 15) Work at Height 16) Dangerous Substances	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>C</td><td>U</td><td>N/A</td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>	C	U	N/A				C	U	N/A				C	U	N/A				C	U	N/A				C	U	N/A				C	U	N/A				C	U	N/A				C	U	N/A				17) Electricity 18) Work Equipment/Tools 19) Temperature 20) Weather/Environment 21) Work Related Stress* 22) Other (Please List)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>C</td><td>U</td><td>N/A</td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>	C	U	N/A				C	U	N/A				C	U	N/A				C	U	N/A				C	U	N/A				C	U	N/A				C	U	N/A				C	U	N/A			
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Other Hazards .....

Could an incident arising out of this task affect people not directly involved? .....  
 Maximum Number .....

**3.** List the means of control eg. Statutory, Departmental, Contract etc.

No.	Control Method	Ref.

Note\* Where Work related Stress is identified as a significant risk, a full assessment by a competent person may be required.

# ARGYLL AND BUTE COUNCIL

## INITIAL RISK ASSESSMENT FORM

**4.** List the items which have no means of control, or are not adequately controlled.

No.	Concerns	Ref *

\* Reference: Select the alpha/numerical phrases which best describes the probability of an accident occurring and the probable level of severity.

A) High Probability	C) Probable	E) Possible but unusual
B) Likely, only to be expected	D) Could happen	F) Unlikely
1) Fatality	5) Arm/Leg Injury	9) Burn/Scald
2) Head Injury	6) Eye Injury	10) Electric Shock
3) Back Injury	7) Hand/Foot Injury	11) Illness
4) Chest Injury	8) Ear Injury	

List any recommendations/comments which you feel may be helpful in resolving these concerns.

No.	Recommendations/Comments

Name ..... Designation .....

This assessment must be completed, signed and a copy returned to:-  
The Council's Health and Safety Manager

Final Assessors Action	Safety Section Use Only	Final Assessors Remarks:-
Immediate Action		
Follow Up Action		
No Further Action		

Note: Where additional space is required to record any part of the assessment, please attach a separate sheet identified with the Risk Assessment form No.

**PER/S/200  
ARGYLL AND BUTE COUNCIL**

**INITIAL RISK ASSESSMENT GRID**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
1	H	H	H	H	M	L
2	H	H	H	M	M	L
3	H	H	H	M	M	L
4	H	H	H	M	M	L
5	H	H	H	M	L	L
6	H	H	H	M	L	L
7	H	H	H	M	L	L
8	H	H	H	M	L	L
9	H	H	H	M	L	L
10	H	H	H	M	L	L
11	H	H	H	M	L	L

H = HIGH RISK

M = MEDIUM RISK

L = LOW RISK

TO BE USED IN CONJUNCTION WITH THE INITIAL RISK  
ASSESSMENT FORM.

**LIST OF CIRCULARS AND GUIDANCE**

<b>REF.</b>	<b>DOCUMENT</b>	<b>DATE</b>
PER/GEN/1	General Statement of Health and Safety Policy	
PER/GEN/2	Fire Safety	
PER/GEN/3	Reporting of Accidents, Diseases and Dangerous Occurrences	
PER/GEN/4	Electrical Maintenance	
PER/GEN/5	Authorised Vehicle Operators	
PER/GEN/6	Smoking in the Workplace	
PER/GEN/7	Working Alone	
PER/GEN/8	Disabled Persons	
PER/GEN/9	Aids and Employment	
PER/GEN/10	Uplift of Hypodermic Syringes and Associated Material	
PER/GEN/11	Personal Safety and Violence to Staff	
PER/GEN/12	Communication with the Health and Safety Executive	
PER/GEN/13	Health and Safety Audits	
PER/GEN/14	Display Screen Equipment	
PER/GEN/15	First Aid	
PER/GEN/16	Manual Handling	
PER/GEN/17	Control of Substances Hazardous to Health	
PER/GEN/18	Audiometric Testing	
PER/GEN/19	Asbestos Management	
PER/GEN/20	Hand - Arm Vibration	
PER/GEN/21	Mobile Phone Use	

# **EMERGENCY EVACUATION PROCEDURES**

**The signal for evacuation of the buildings is a high-pitched siren.**

**The controller of evacuation is the Head Teacher.**

On evacuation the Whole School should assemble in the playground at the rear of the school in the areas sign-posted.

## **Primary and Pre-five Unit**

Class committed teachers / support staff should locate and take a roll-call of their class and report to DHT Primary.

All other primary staff should report to DHT Primary.

DHT primary will report to the controller on completion of successful evacuation.

## **Secondary**

Class committed teachers / support staff should locate and take a roll-call of their class and report to DHT secondary / Senior Clerical Assistant

All other secondary staff including office staff should report to DHT secondary / Senior Clerical Assistant.

All visitors to the school should report to DHT secondary / Senior Clerical Assistant.

DHT secondary / Senior Clerical Assistant will report to the controller on completion of successful evacuation.

## **Catering**

The catering supervisor should also report to the controller on presence of catering personnel.

## **Janitor**

The janitor should report to the controller.

## **Senior Clerical Assistant**

The Senior Clerical Assistant will take to the evacuation area:

- Period 1 or period 5 Pupil Register as appropriate
- Staff Checklist
- Pupils and Staff signing out sheets
- Visitor book

## **General Instructions**

Evacuation of pupils during meals will be supervised by teachers on dining room supervision duty.

Staff whose evacuation route takes them past the pupils' toilets are asked to ascertain that these areas are vacated. This should be done by vigorous knocking of the outer doors and loud vocal summons to leave the toilets. Male staff may enter the boys' toilets, female staff may enter the girls' toilets. No staff are asked to or expected to detour from their own exit routes to carry out these checks. The evacuation siren is clearly audible from all areas of the school.

Every member of staff is responsible for ensuring that his or her work area is clear.

The fire Officer has advised that evacuation be achieved by use of the "nearest available exit," rather than by designated routes.

### **Procedure for evacuation of disabled persons.**

Staff should note the following:

The Art stairway is designated a 'safe area' as it is enclosed by firedoors which isolate it from the rest of the school building.

A disabled person may take refuge here and if on the top floor, may use the area at the foot of the 'tower stair' as a refuge, until evacuated by emergency services personnel.

A disabled person may be evacuated from the top floor by means of the Evac-chair located adjacent to the lift to the foyer. Annual training in the use of the Evac-chair is available to staff. **ON NO ACCOUNT** should the lift be used **BY ANY PERSON** as an emergency evacuation route. It is not fireproof and may cease to operate in an emergency.

Instructions for evacuation are located in all classrooms and corridors and public areas of the school.

The emergency assembly point is the school playground adjacent to the railings at Hillfoot Terrace. Secondary should assemble in teaching groups with their teacher, and attendance taken by head-count. Period-by-period attendance checks are crucial to the success of accounting for the evacuation of the building. Teachers must indicate missing persons to DHT who will notify the controller of evacuation.