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**Health & Safety Newsletter.**  
**Autumn Term 2014/15. Issue 1**

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Dear All

Welcome to the first H&S newsletter, designed to keep you up to date with all Health & Safety news and current priorities.

Grab a coffee and read on .....

Amanda

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### **Key Priorities: Safeguarding.**

#### Perimeter Security:

Due to the current behaviour of some of our most vulnerable students, it has become necessary to secure the school's perimeter at all times.

Combination locks have been placed on the external gates and access codes will be advised to all staff.

Please advise any regular school visitors, i.e. guitar/singing teachers of the combination code and kindly remind the main gates must be closed after access to the school grounds.

The combination locks serve only as a temporary solution as we are working to secure budget for a more permanent structure of electronic entry gates in the New Year.

## More Important News

### Entry doors to School, Reception & Internal hallway

**Modifications to the doors will be made to ensure a secure locking and entry system. This will eliminate the current activity of students being able to 'pull' the doors open to access or exit the building.**

The work is scheduled to be completed during the Christmas holidays. Access to the school will be via an entry buzzer/key fob system. This will support our quest to keep students safe and on-site at all times. Update: Work currently in progress January 2015.

### Fire Safety

Fire Doors: It is imperative we do not allow students to move around the school via the fire doors. Their purpose is to stop the spread of fire and must remain closed at all times. Please can you remind students not to use them unless in an emergency. The exception would be when accessing Phoenix from the double doors by P.E. If the exit is used, the doors must be closed immediately after.

#### Fire Marshals

We have appointed the following members of staff as Fire Marshalls:

Paul Billingham

Matt Hillman

Amanda Clewlow

Tom Tansey

Gareth McCarthy

Debbie Hawkes

I will shortly be walking through the fire evacuation procedures with Fire Marshalls and then all staff. In addition there will be an on-line training exercise for everyone to undertake and Fire evacuation notice for every classroom. The information will then form a cascade to all students, with a fire drill scheduled for the Winter Term.

### New guidelines around emergency inhalers

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New legislation allows us to hold a dedicated emergency salbutamol inhaler for use by anyone diagnosed with asthma. The inhaler will be kept in Miss Clark's room.

**And finally ...**

As a team we have a duty of care to be vigilant to keep students and staff safe and healthy, and we appreciate your continued support.