



Vanguard Learning Trust

As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. We have a collective purpose and responsibility to provide effective teaching, through a curriculum based on equality of opportunity and entitlement that allows our students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, and the common aspiration that all students can achieve their potential.

Health, safety and welfare policy

Part B: School specific (Ruislip High School)

Autumn 2024

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Part B: Ruislip High School: Local arrangements and procedures for health, safety and welfare

Summary

This document sets out the local arrangements and procedures for health, safety and welfare for Ruislip High School. The policy principles, including roles and responsibilities, are outlined in Part A of the policy.

This document outlines the specific contextual information for procedures.

Appendix A outlines the required number of trained staff to administer first aid and carry out the duty of a fire marshal safely within Ruislip High School as outlined in Part A, Sections 4.9 and 4.10 of the policy.

Appendix B specifies the locations of medical equipment on the premises and staff who are trained to use and administer such equipment is outlined in Appendix A as outlined in Part A, Section 4.10 of the policy

Appendix C outlines the role, responsibility and contact details for the persons responsible for each area of health and safety that has a significant risk.

Appendix D outlines the curriculum Leaders and areas of responsibility associated with risk and fire egress as outlined in Part A, Section 4.5 of the policy.

Appendix A: First aiders and fire marshalls 2024-25

First aiders 2024-2025

Name		Department	Certificate Date Expiry
Cooney	Laura	LSF	Jan-26
Peters	Dean	Premises	Jan-26
Hunter	Kim	LSF	Jan-26
Jeff	Haley	Science	Jan-26
Kotak	Bhavna	LSF	Jan-26
McGuigan	Ashlee	PE	Jan-26
Cimino	Judith	Reception/Office	Jan-26
Manjedadria	Gosia	Reception/Office	Jan-26
Penny	Maria	PE	Dec-25
Rutter	Craig	PE	Dec-25

Fire Marshalls 2024-2025

Staff Name	Area
Ceri Ohana	North Wing – ground floor; atrium; cuboid
Khaleel Lhadani	North Wing – 1 st floor
Tony Porther	North Wing – 2 nd floor
Haley Jeff	South Wing – ground floor
Luke Sills	South Wing – 1 st floor
Dean Peters	South Wing – 2 nd floor
Debbie Keohane	West Wing – 1 st floor; LRC; Drama Studio
Kim Hunter	Sixth form
Cucina Manager	Kitchen/Dining room
Dean Peters	Main Fire Panel
Dean Peters	Reception; medical

Appendix B: Locations of Medical Equipment

First Aid Boxes

- Welfare room
- Art, Craft & Design classrooms;
- Food Technology classrooms;
- Science laboratories;
- PE department;
- School minibus.

Spacers

- Art, Craft & Design office on cabinet;
- Notice board in the main staffroom;
- Mathematics staffroom on microwave;
- Science staffroom on shelf behind the door;
- English staff room notice board;
- Creative and Expressive Arts office on wall;
- Learning Resource Centre;
- PE department.

Defibrillators

There are five defibrillators located at Ruislip High school:

- Science staff room
- PE office
- Main office
- DT office
- Staff room

Staircase Evacuation Chairs

Twelve evac chairs are located on each landing of the staircases in:

- North Barn x5
- South Barn x5
- West Barn x2

Appendix C: Health and safety related specific duties and location

Role	Responsibility	Location (telephone number)
First Aid box locations	See Appendix B	
First Aiders	See Appendix A	
Senior Leader for Health and Safety (SLHS)	Senior Leader, Facilities manager	Richard Gould 6340
Accidents notification	Facilities Manager	Dean Peters 6356
Accidents records logbook	Welfare Officer	Judith Cimino 6311
RIDDOR notification	Facilities Manager	Dean Peters 6356
Fire Marshalls	See Appendix D	
Assembly points	See maps	
Emergency Evacuation Procedures	Facilities Manager	Dean Peters 6356
Risk Assessments	Facilities Manager; Director of Art, Craft & Design: Megan Hill Curriculum Leader for PE: Ashley McGuigan Curriculum Leader for Science: Laura Hide	Dean Peters 6356
Safety Representative	Facilities Manager	Dean Peters 6356
Occupational Health	HR Manager	Justine O’Driscoll, 6358
<i>H&S Assessments</i> COSHH Manual Handling Lone Working Working at Height Noise Workstation & DSE Electrical Safety	Facilities Manager/site supervisor	Dean Peters 6356
Site Buildings/Facilities	Facilities Manager	Dean Peters 6356
Catering	Facilities Manager	Dean Peters 6356
Caretaking & Cleaning	Facilities Manager	Dean Peters 6356

Appendix D: Curriculum Leaders and areas of responsibility

Curriculum areas

Department	Responsibilities	Member of Staff
Art, Craft & Design	Art, Craft & Design	Megan Hill
Social Sciences	CD Classrooms	Sheena McLoughlin
Cultural Studies/Business Studies	CS/Business Studies Classrooms	Joanne Brown
Drama	Drama studio	Peter Randall
English	English Teaching classrooms	Bhamika Bhudia
Geography	Geography classrooms	Duncan Alison
History	History classrooms	Ross Warrington
ICT	ICT/Computer classrooms	Sutapa Poddar
Learning Support	Learning Support rooms	Louise Ware
Maths	Maths Teaching Rooms	Khaleel Ladhani
Modern Foreign Languages	Teaching rooms	Tania Matias
Music	Music Rooms/Practise Rooms	Fay Natsou
PE	<ul style="list-style-type: none"> ● Gyms ● Changing Areas ● Playing Fields ● Food Technology and preparation room 	Ashlee McGuigan
Science	<ul style="list-style-type: none"> ● Science Labs ● Prep Rooms ● Science corridor 	Laura Hide
Sixth Form ground floor	Sixth Form Block (E block)	Ben Peacock
Sixth Form first floor	Sixth Form Block (E block)	Prav Vora
Sixth Form second floor	Sixth Form Block (E block)	Iain Elsby

Facilities areas

Responsibilities	Name staff member	
School Kitchens	Catering Manager	Cucina
Learning Resource Centre	LRC Manager	Melanie Austen
Hall and Boys Toilets	SLT H&S	Richard Gould
Exams & 6th Form Office	HR Manager	Justine O'Driscoll
Medical Room and Reception	Office Manager	Judith Cimino
Student medicines	Office Manager	Judith Cimino
Careers Room and Girls Toilets	Deputy Headteacher	Marie Coltman
All Corridors	Facilities manager	Dean Peters
Whole Site and Premises out of school hours	Facilities manager	Dean Peters

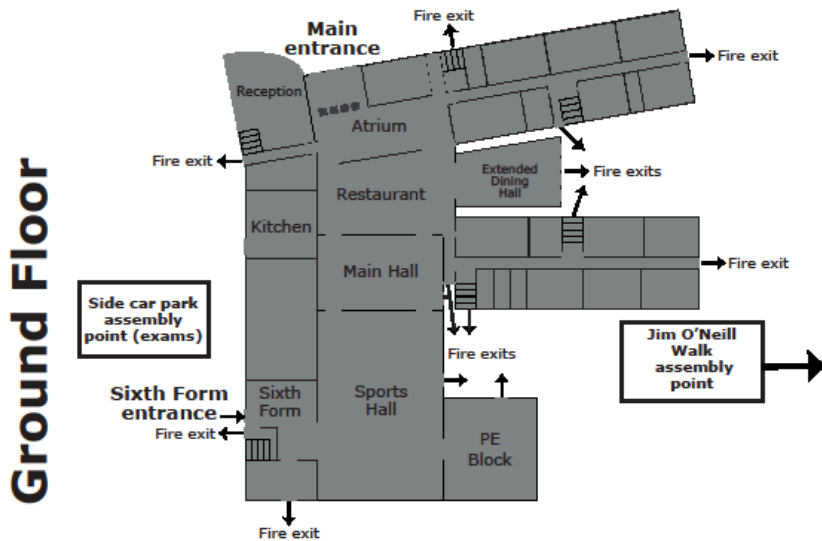
All staff are responsible for escorting students from the school building to the evacuation muster point MUGA.

Ruislip High School

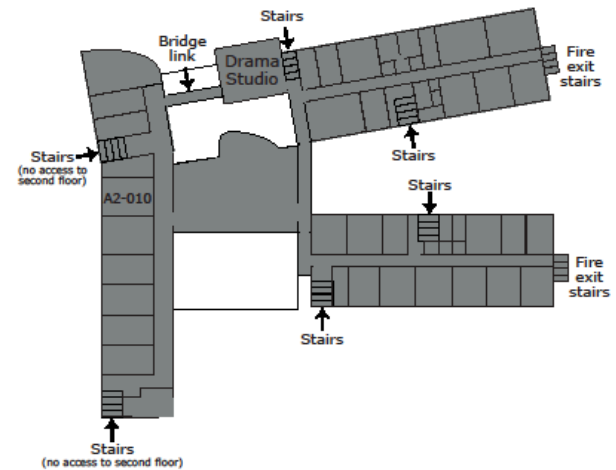
! Fire Action

1. Any person discovering a fire must raise the alarm by activating the nearest call point. Warning of a fire is given by a continuous sound of the alarm.
2. On hearing the fire alarm leave the building by the nearest available route and report to the Assembly Point (see plan for location details).
 - a. The assembly point for the school is Jim O'Neill Walk.
 - b. The assembly point for the kitchen area and the hirers is the side car park plus exam students (next to the bicycle parking area)
3. Wheelchair users and persons with mobility difficulties should proceed to the nearest Safe Refuse Area on the upper floors and stairwells.
4. Wait for the assembly point or safe refuse area for further instructions.

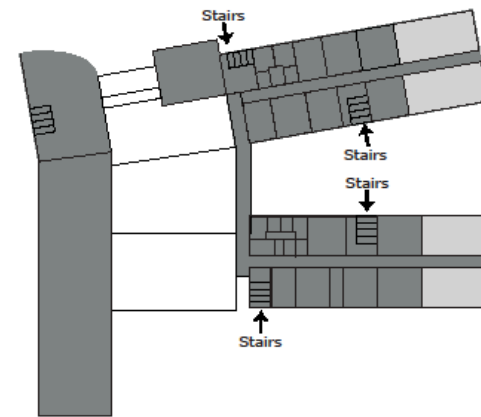
Do not attempt to fight the fire or take risks.
 Do not stop to collect personal belongings.
 Do not return to the building for any reason until authorised to do so.
 Do not use lifts.



First Floor



Second Floor



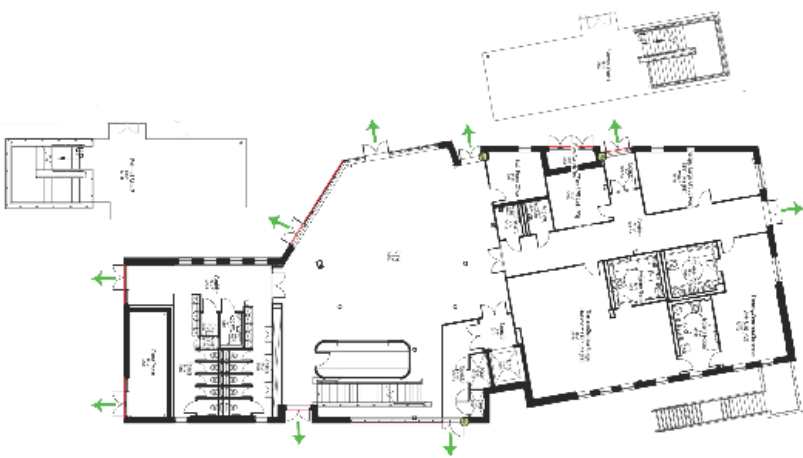
Ruislip High School

! Fire Action

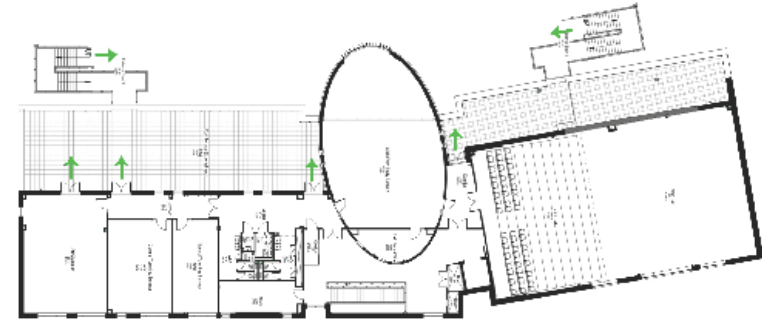
1. Any person discovering a fire must raise the alarm by activating the nearest call point. Warning of a fire is given by a continuous sound of the alarm.
2. On hearing the fire alarm leave the building by the nearest available route and report to the Assembly Point (see plan for location details).
 - a. The assembly point for the school is the MUGA pitch and the astro turf pitch.
 - b. The assembly point for the kitchen area and the hirers is the side car park (next to the bicycle parking area)
3. Wheelchair users and persons with mobility difficulties should proceed to the nearest Safe Refuse Area on the upper floors and stairwells.
4. Wait for the assembly point or safe refuse area for further instructions.

Do not attempt to fight the fire or take risks.
 Do not stop to collect personal belongings.
 Do not return to the building for any reason until authorised to do so.
 Do not use lifts.

Ground Floor



First Floor



Second Floor

