

Stanton St Quintin Primary School



To Motivate Educate and Nurture

Langley Fitzurse C of E Primary School



**Amaze, Excite and Inspire
Let us help each other to love others
and do good. Hebrews 10:24**

**Stanton St Quintin Primary School
Langley Fitzurse C of E School**

Health and Safety Policy

Policy and Procedure: Health and Safety Policy

Date of Approval: 1st March 2021

Review date: 1st March 2022

1.0 STATEMENT OF INTENT

1.1 The aim of the Governing Body is to provide a safe and healthy working and Learning environment for staff, pupils and visitors.

1.2 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.

1.3 The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

1.4 The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2.0 THE DUTIES OF THE GOVERNING BODY

2.1 In the discharge of its duty the Governing Body will:

(i) make itself familiar with the Local Authority's Health, Safety and Welfare Policy (particularly Section 4.2 – Responsibilities of the Governing Body), the Wiltshire Scheme for Funding Schools and the advice and guidance provided by the LA;

(ii) take account of that policy and scheme within budget and other policy considerations;

(iii) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;

(iv) periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;

(v) establish an effective health and safety management structure within the school and monitor and evaluate the Executive Headteacher's performance on health and safety matters;

(vi) bring to the attention of the Director responsible for schools, any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.

2.2 So far as is reasonably practicable the Governing Body, through the Executive Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- (i) this policy;
- (ii) all other relevant health and safety matters;
- (iii) the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 THE DUTIES OF THE EXECUTIVE HEADTEACHER

3.1 As well as the duties which all members of staff have (see 5.0), the Executive Headteacher has the general and specific responsibilities as set out in Section 4.3 of the LA's policy statement on health, safety and welfare. These are;

- (i) To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;
- (ii) To comply with LA policy and duties under the Wiltshire Scheme for Funding Schools;
- (iii) To bring any health and safety concern outside of their own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body and the Director, responsible for schools;
- (iv) To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
- (v) To develop and distribute school-specific policies on local health and safety issues;
- (vi) To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
- (vii) To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LA and school health and safety procedures;
- (viii) To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;
- (ix) To arrange routine maintenance and servicing of equipment through the LA mechanism or other competent means;
- (x) To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
- (xi) To investigate all accidents, near misses and episodes of work-related ill-health;
- (xii) To monitor and evaluate the health and safety performance of staff;
- (xiii) To have and practise emergency and contingency plans;

(xiv) To provide the means for consultation with staff on health and safety matters;

(xv) To supply a health and safety performance report of standard indicators to the LA upon request;

3.2 The Executive Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

4.0 THE DUTIES OF SUPERVISORY STAFF

4.1 In addition to the general duties which all members of staff have (see 5.0), supervisory staff will be directly responsible to the Executive Headteacher, or the member of staff nominated by the Executive Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As such the supervisory staff accept the responsibilities set out in Section 4.4 of the LA's policy statement on health, safety and welfare.

4.2 As part of their day-to-day responsibilities they will ensure that:

(i) safe methods of working exist and are implemented throughout their area of responsibility;

(ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;

(iii) staff, pupils and others under their jurisdiction are instructed in safe working practices;

(iv) new employees working within their area are given instruction in safe working practices;

(v) risk assessments are conducted in their area of responsibility as required by the Executive Headteacher or as necessary;

(vi) regular safety inspections are made of their area of responsibility as required by the Executive Headteacher or as necessary;

(vii) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;

(viii) all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;

(ix) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;

(x) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;

(xi) they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;

(xii) all health and safety information is communicated to the relevant persons;

(xiii) they report any health and safety concerns to the Executive Headteacher.

5.0 THE DUTIES OF ALL MEMBERS OF STAFF

5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.

5.2 All staff have a responsibility to:

(i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;

(ii) follow agreed working practices and safety procedures;

(iii) report any accident, near miss, incidents of violence, including verbal abuse or any hazard;

(iv) ensure health and safety equipment is not misused or interfered with.

6.0 HIRERS, CONTRACTORS AND OTHERS

6.1 The Executive Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

6.2 When the premises are used for purposes not under the direction of the Executive Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.2 of this document.

6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

6.4 When the premises are hired to persons outside the employment of the LA, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:

(i) introduce equipment for use on the school premises;

(ii) alter fixed installations;

(iii) remove fire and safety notices or equipment;

(iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.

6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Executive Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

6.7 The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

7.0 STAFF CONSULTATIVE ARRANGEMENTS

7.1 The Governing Body, through the Executive Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

8.0 EMERGENCY PLANS

8.1 The Executive Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

(i) save life;

(ii) prevent injury;

(iii) minimise loss.

8.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey. This sequence will determine the priorities of the emergency plan and the outcome will be reported to the Governing Body.

9.0 SOURCES OF ADVICE AND TECHNICAL ASSISTANCE

9.1 Whenever required, the Governing Body, Executive Headteacher and other staff are to seek advice from the LA, the Council's occupational health and safety service or

other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

10.0 REVIEW

10.1 The Governing Body and Executive Headteacher will review this policy statement annually and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

11.0 SPECIFIC PROCEDURES AND FURTHER GUIDANCE

11.1 The Governing Body and the Executive Headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.

11.2 The written procedures required within the school are as follows:

- Storage and administration of medicines
- Provision of first aid
- Safety inspections
- School managed projects
- Fire and other emergency evacuations
- Stress and employee well-being
- Organising outdoor education activities
- Swimming
- Unexpected loss of utilities
- Site security
- Reporting of accidents, incidents, hazards and near misses
- Use of dangerous tools, equipment, machinery
- Use of or exposure to any hazardous substances or materials
- Maintenance of dangerous plant and equipment and electrical systems
- Access to any height liable to cause injury
- Violence to staff
- Lone working
- Use of contractors
- Out-of-hours use of school buildings and facilities
- Vehicular movements on site
- Use of minibuses
- Managing water hygiene
- Public Performances
- High risk activities associated with the curriculum, including PE Lessons, or school sponsored events
- Waste disposal
- Work experience for pupils/students

11.3 Further advice and guidance is available by referring to the online LA Health & Safety Manual for Schools on the Right Choice for Education system. This school adopts all of the guidance within the manual as applicable within the school and to all staff.

12.0 LOCAL RULES & GUIDELINES

Local Langley Fitzurse Appendices:

- Appendix LF/A – Staff/Governor list of specific responsibilities
- Appendix LF/B – Local issues/rules
- Appendix FF/F – Evacuation/Fire Procedures

Local Stanton St Quintin Appendices:

- Appendix SSQ/A – Staff/Governor list of specific responsibilities
- Appendix SSQ/B – Local issues/rules
- **Appendix SSQ/F – Evacuation/Fire Procedures**

Federation Generic Appendices:

- Appendix LFSSQ/C – Is an incident reportable?
- Appendix LFSSQ/D – Head injuries guidance
- Appendix LFSSQ/E – Asbestos guidance

13.0 SUPPORTING POLICIES & DOCUMENTS

- Emergency Guidelines from LA (in Admin and Executive Headteacher offices)
- Supporting Children with Medical Conditions including Administering of Medicines Policy
- Wiltshire Council School Health & Safety Manual
- School Security Policy
- School Trips / Visits Policy
- Safeguarding & Child Protection Policy
- Staff Wellbeing Policy

Langley Fitzurse and Stanton St Quintin Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Each school aims to be part of their wider community through fostered values, identity and character to enhance relationships.

This policy was approved by the LF SSQ Federation Finance & Resources Committee on 1 March 2021

Signed: _____ (Executive Headteacher)

Date: _____

APPENDIX LF/A

GOVERNOR / STAFF RESPONSIBILITIES

<u>Executive Headteacher</u>	Mrs Karen Winterburn
<u>Head of School</u>	Mr James Osler
<u>Health & Safety Governor</u>	Mrs Johanna Nathanson
<u>Designated First Aiders:</u>	
First Aid at Work (Schools):	Mr James Osler Mrs Rachael Flynn
Paediatric First Aid:	Mrs Karen Winterburn Mr James Osler Mrs Rachael Flynn Mrs Chiyo Porter Mrs Liz Howe Mrs Jude Whittock Mrs Beth Dixon Mrs Jo Svendsen Mrs Serena Butler
<u>First Aid Supplies</u>	Mrs Chiyo Porter
<u>Health & Safety Representative</u>	Mrs Lizzy Moor
<u>Defective PE Equipment</u>	All Staff
<u>Faulty IT/Audio Visual Equipment</u>	All Staff
<u>Risk Assessment Co-ordinator</u>	Mrs Lizzy Moor
<u>Educational Visits Co-ordinator</u>	Mrs Karen Winterburn
<u>Weekly Fire Alarm Testing</u>	Mrs Rachael Flynn / Mrs Lizzy Moor
<u>Fire Drills</u>	Mrs Karen Winterburn Mrs Lizzy Moor
<u>Fire Marshalls</u>	Mrs Karen Winterburn

Mr James Osler
Mrs Lizzy Moor
Mrs Rachael Flynn

Updated 23.02.2021

APPENDIX SSQ/A

GOVERNOR / STAFF RESPONSIBILITIES

<u>Executive Headteacher</u>	Mrs Karen Winterburn
<u>Head of School</u>	Mrs Sarah Matthews
<u>Health & Safety Governor</u>	Mrs Johanna Nathanson
<u>Designated First Aiders:</u>	
First Aid at Work (Schools):	Mr James Osler
Paediatric First Aid:	Mrs Karen Winterburn Mrs Sarah Matthews Mr Dan Carter Mrs Susan Todd Mrs Verity Anderson Mrs Louise Breen Mrs Helen Rimmer Mrs Yvonne Austin Mrs Claire Major Mrs Melanie MacKenzie
<u>First Aid Supplies</u>	Mrs Yvonne Austin
<u>Health & Safety Representative</u>	Mrs Gwen Pennington
<u>Defective PE Equipment</u>	All Staff
<u>Faulty IT/Audio Visual Equipment</u>	All Staff
<u>Risk Assessment Co-ordinator</u>	Mrs Gwen Pennington
<u>Educational Visits Co-ordinator</u>	Mrs Karen Winterburn
<u>Weekly Fire Alarm Testing</u>	Mrs Gwen Pennington
<u>Fire Drills</u>	Mrs Karen Winterburn/Mrs Sarah
Matthews	Mrs Gwen Pennington
<u>Fire Marshalls</u>	Mrs Karen Winterburn Mrs Sarah Matthews Mrs Gwen Pennington

Updated 26.03.2021

APPENDIX LF/B

LANGLEY FITZURSE SCHOOL - LOCAL ISSUES/PROCEDURES

ABUSIVE TELEPHONE CALLS

From parents/carers – end the call by saying we can't resolve any issues while this situation continues and inform them that the Executive Headteacher or Head of School will ring them back. Report the incident to the Executive Headteacher to log.

General calls – replace the receiver and report to the Executive Headteacher to log. If this happens three times, calls will be reported to the police.

ASBESTOS

The vast majority of asbestos was removed from the pratten building classrooms in July 2013 (classrooms 001 and 002). The only remaining asbestos is in the cleaners' cupboard, and by the outside stench pipe (Early Years Play Area behind playhouse).

Any incidents with asbestos must be reported to the Headteacher immediately who will then inform the Local Authority (LA) (see Appendix LF/E).

Any contractors on school premises carrying out maintenance or building works in areas where the asbestos remain, must be shown the Asbestos Register in the office filing cabinet. They should also sign in section 11 to say they have seen the register. They should also be referred to the Asbestos Information displayed in the foyer. The attached Asbestos Action Planner outlines steps contractors should take (Appendix LF/E).

Works being undertaken by the school that involve asbestos should be notified in writing to the Strategic Development Section of the Education Department. Contractors engaged to remove asbestos from the school have a duty to inform the Health & Safety Executive 14 days prior to work commencing.

ADVERSE WEATHER CONDITIONS

Grit/rock salt supplies will be maintained throughout the winter months. It is stored outside in the staff car park, at the rear of classroom #002, and further supplies are in the Roundhouse.

On icy days, grit/rock salt will be used as appropriate, ensuring that the driveway, pedestrian path and entrances and routes to classrooms are treated before the start of the school day. The Executive Headteacher or Head of School will decide if it is safe for the children to go out. In exceptional weather conditions, the Executive Headteacher will make decisions based on the LA Emergency Guidelines located in his/her office.

CONTRACTORS

Contractors and visitors are required to report to the School Office on entering the premises where identification will be requested. All visitors will be issued with a 'visitor' sticker. Regular peripatetic staff will be requested to wear identification at all times.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Executive Headteacher or Head of School will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

COOKERY

All children have the opportunity to cook throughout their school life. This activity can be used to teach the children about good hygiene, the need for safety whilst cooking and healthy eating habits. Under no circumstances should pupils enter the Children's Kitchen, use the cooker or kitchen utensils, unsupervised.

ELECTRICITY

Children must be made aware of the dangers of electricity and must be supervised if switching on computer or small equipment.

All electrical apparatus should be fitted with the correct fuse. Any loose wire at the cable entrance to a plug should be reported to the Health & Safety Representative who will arrange for the appropriate contractor to attend if necessary. **ISOLATE THE APPLIANCE IMMEDIATELY.** Cables must be anchored by cord grip inside the plug.

Report of heat in a cable, plug or socket calls for immediate shut down of apparatus and removal of plug and no further use until checked by an electrician. Portable appliances are safety tested annually by a qualified electrician.

EMERGENCIES

See the 'School Emergency & Critical Incident Policy' and 'Business Continuity Plan' for information needed in the event of an emergency.

EVACUATION PROCEDURES

When the fire bell sounds, all staff and children must evacuate the building and assemble on the common in front of the school as safely as possible. See Appendix LF/F for evacuation procedures.

FIRE

Children must be made aware of the procedure for fire drills (Appendix LF/F). Fire drills are carried out at least three times per academic year, in differing circumstances/time of day. Fire alarm call points are tested weekly on a rotational basis.

Fire doors are not to be blocked/propped open. Some doors have 'Dorgards' fitted to allow them to be kept open. Procedures for evacuation in the event of a fire are displayed in each classroom and throughout the school.

Fire extinguishers should be in specified places. The inspection labels should be in place and up to date. The contents of the extinguisher should be indicated and what sort of fire not to use them on. A visual check of the extinguishers is made monthly, and they are serviced and maintained annually.

FIRST AID – Injury and Accident Reporting

The arrangements for first aid provision will be sufficient to cope with all foreseeable minor incidents.

Supplies of first aid materials will be held at various locations through the school. These locations will be determined by the Executive Headteacher. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked by *see Appendix LF/A* and replenished when necessary.

Appropriate first aid provision will form part of the arrangements for all out of school activities.

Accidents/Injuries

- In some circumstances, an accident/incident is reportable to the Local Authority (refer to flowchart Appendix LF/C)
- All accidents must be recorded in the accident book (using pen) which are kept in the first aid boxes. The following information must be recorded:
- Full name of person injured
- Class

- Date and time
- Location of accident
- Brief description of cause e.g. "bumped into another child, tripped over own feet"
- First Aid administered e.g. "cleaned with antiseptic wipe, ice pack applied for 10 minutes"
- Name of person dealing with incident.

Names of other children must not be recorded on the accident report which goes home to parents to comply with our duties under GDPR.

Depending on the seriousness of the accident, an ambulance may be called. Parents/carers will be contacted in the event of an accident that is more than a minor bump, cut, graze.

Bumps/injuries to the head

See Appendix LF/D for Head Injuries guidance

- If the accident involves a bump or injury to a pupil's head, the details will be recorded in the Head Injury Record file in the School office by the First Aider. The relevant class teacher is informed. A "Bumped Head" letter must be completed (copies in file) and handed to the parent/carer upon collecting the child that day who is also asked to sign the Head Injury record in the file.

If the first aider deems it necessary, parents will be called in to assess the situation of the child.

HALL

All PE equipment to be in good order and well maintained. An annual inspection is carried out by approved specialists. Floors to be clean and free from any defects.

HAZARDOUS SUBSTANCES

A record of the hazardous substances held on site is kept in the Finance Office and is reviewed annually. All hazardous substances are kept secure and out of children's reach in locked cupboards/cabinets. Cleaning, caretaking and catering products are the responsibility of the contractors.

If there is more than a negligible risk, annual risk assessments will be carried out on any products located in the classrooms.

LONE WORKING BY STAFF

All staff working in school alone after hours and during school holidays must:

- Inform someone where they are and what time they expect to return home
- Carry a mobile phone with them in case of an emergency
- Ensure all doors are secure whilst they are on the property

- Staff are not permitted to use tall ladders when working alone

PHYSICAL EDUCATION (P.E) LESSONS

There are potential risks in many aspects of physical education. To counter these, schools are advised to adhere to the guidance given in the following document;

- Safe Practice in Physical Education, Sport and Physical Activity (2020 is latest edition)

A copy of this guidance manual is held by the PE Subject Leader.

PE lessons are also taught by a third party PE provider. The company has its own set of risk assessments and lesson plans.

PREMISES DEFECTS

All premises and equipment defects should be reported to the Health & Safety Representative who will arrange for them to be rectified. If they are not urgent, they are noted on the SNC Maintenance job list for the next scheduled Handyman visit. At present SNC Maintenance visit fortnightly. Any urgent defects are dealt with without delay.

RISK ASSESSMENTS

There are two main types:

- Risk Assessments for the school premises, including classroom areas, offices, kitchens, toilets, outdoor spaces etc., curriculum subjects such as science and PE lessons, specific activities/events (including PTA events), Display Screen Equipment, manual handling, etc. These are carried out at least annually and is co-ordinated by *see Appendix LF/A*. Some Risk Assessment forms are available on-line at <http://services.wiltshire.gov.uk/SchoolRiskAssessment>. The Co-ordinator examines all completed risk assessments and recommends action on any significant risks. Completed forms are kept in the Risk Assessment file in the Finance Office. Please see Health & Safety File for guidance on completion of forms.
- Risk Assessments for Educational Visits. Proposed offsite visits are logged onto the LA Evolve system by the Educational Visits Co-ordinator or relevant teacher, and a risk assessment completed and attached online. The Executive Headteacher can approve all visits except those involving adventurous activities, water, or overnight accommodation. The latter visits must be submitted to Wiltshire Council for approval.

For any new events or arrangements that occur throughout the year, specific risk assessments are carried out for these to ensure the safety of all children, staff, volunteers, contractors and visitors.

ROAD SAFETY

Regular risk assessments of vehicular access/traffic are carried out ensuring safe segregation of traffic and people on and around the school site.

The school site is extremely busy after school with parents' cars, and pupils should be reminded to take care on the roads. This will be done through assemblies, Road Safety Officer visits, reminding parents to park considerately in newsletters and staff supervision.

Pupils in Year 5 or 6 may walk home alone if permission has been given by parents. Permission should be in writing, either by letter or email.

When pupils are attending church, an adult will safely stop traffic using the Lollipop road safety STOP sign, in order for pupils and staff to cross the road safely.

SCHOOL TRIPS/VISITS

Details of the address and telephone number of the venue with a contact name, together with a list of children and adults attending the visit, should be left at school. The Educational Visits Co-ordinator will gather the information and ensure the trip is cleared through the Evolve website. See Appendix LF/A for who has responsibility for this.

Relevant Risk Assessments will be asked for and if practicable a pre visit inspection carried out. (Also see School Visits Policy).

- A first aid kit will be taken with the class.
- A mobile telephone and list of pupil's emergency contact details will be taken on the visit.
- A high standard of behaviour is expected on all visits, usually school uniform is worn.

SWIMMING

Comprehensive guidance on the precautions to be observed during school swimming lessons can be found in the publication 'Safe Practice in Physical Education and School Sport' (2020 latest edition) and the LA's Swimming Safety Policy and Responsibilities (Feb 2021). Other school swimming guidance is available on Wiltshire Right Choice.

Written permission is needed before children are allowed to wear goggles. Hats should be worn.

All school staff involved in teaching swimming attend County Water Safety Courses.

TRANSPORTATION OF CHILDREN

Children must not stand up in the coach or sit on the front seat or near passageway seat. All passengers to wear seat belts.

Children may be transported by minibus when appropriate, e.g. sports teams or other events. If a member of staff (or volunteer) is driving a hired minibus, their entitlement to drive must be checked (D1 category on their licence) and their driving record. If their driving record has any offences recorded, the Executive Headteacher must be sure the person is competent to drive the minibus.

Some members of staff may use their own private vehicles to undertake work activities including travelling from the school to another place.

Members of staff may only transport pupils in their own vehicles if they have the appropriate business insurance and if parental consent has been granted. There is a checklist to be completed before staff may transport pupils in their own vehicles.

All employees will be clearly instructed that they are not to use any sort of hand-held mobile communication device whilst driving. This is illegal and may also result in internal disciplinary action.

Parents will not be asked to transport pupils other than their own. Parents may make reciprocal arrangements to transport children to / from sports fixtures etc. – this will be a private arrangement between themselves in a similar way to them dropping off or collecting each other's children from school.

USE OF CAMERAS IN SCHOOL

Each class has its own digital camera/iPad for recording learning. Each class has a list of the children whose photograph may not be displayed in the class/school/newspaper or school website.

Adults must never use their mobile phones to take photographs of pupils.

Contractors are advised that they must not use cameras (including those on their mobile phone) to take photographs on the school site without permission from a member of staff. Under no circumstances may contractors take photographs of children.

During school events, e.g. the Nativity Play, adults will be asked to only photograph their own children during the performance wherever possible. Should photographs include other children, for example a group photograph of the cast, parents are asked not to share such photographs with others or on social media.

USE OF VILLAGE PLAYING FIELD / VILLAGE HALL / CHURCH

Adequate adult supervision is required when walking the children to and from the village playing field, church or village hall. A member of teaching staff must supervise such journeys. All adults should use the high visibility jackets available in each classroom. Children must walk in single file along the purpose built footpath.

A first aid kit, the walkie talkie and a mobile phone, should be taken by the teacher.

VILLAGE WELLY WALKS, FIELD AND FOREST LEARNING

The necessary risk assessments will be carried out by the teacher before the activity takes place. Staff will make pupils aware of any relevant hazards before the walk takes place, and a first aid kit, walkie talkie and mobile phone will be taken. All adults, including volunteers, will wear high visibility vests.

WORKING AT HEIGHT

Staff must always consider whether the work to be undertaken can be done from ground level or in another way. If not, access must be via a step stool or step ladder. There are two step stools and one step ladder located around the school for this purpose. Under no circumstances should staff be tempted to improvise by standing on chairs, tables or any other non-weight bearing objects.

Updated February 2021

APPENDIX SSQ/B

STANTON ST QUINTIN PRIMARY SCHOOL - LOCAL ISSUES/PROCEDURES

ABUSIVE TELEPHONE CALLS

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ASBESTOS

Any contractors on school premises carrying out maintenance or building works in areas where the asbestos remain, must be shown the Asbestos Register in the Main Office. They should also sign in section 11 to say they have seen the register. They should also be referred to the Asbestos Information located in the Main Office. The attached Asbestos Action Planner outlines steps contractors should take (Appendix LF/E).

Any incidents with asbestos must be reported to the Headteacher immediately who will then inform the Local Authority (LA) (see Appendix LF/E).

Works being undertaken by the school that involve asbestos should be notified in writing to the Strategic Development Section of the Education Department. Contractors engaged to remove asbestos from the school have a duty to inform the Health & Safety Executive 14 days prior to work commencing.

ADVERSE WEATHER CONDITIONS

Grit/rock salt supplies will be maintained throughout the winter months. It is stored at the front of school and under the canopy in the playground.

On icy days, grit/rock salt will be used as appropriate, ensuring that the driveway, pedestrian path and entrances and routes to classrooms are treated before the start of the school day. The Executive Headteacher or Head of School will decide if it is safe for the children to go out. In exceptional weather conditions, the Executive Headteacher will make decisions based on the LA Emergency Guidelines located in his/her office.

CONTRACTORS

Contractors and visitors are required to report to the School Office on entering the premises where identification will be requested. All visitors will be expected to sign in. Regular peripatetic staff will be requested to wear identification/visitor badges at all times.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Executive Headteacher or Head of School will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

COOKERY

All children have the opportunity to cook throughout their school life. This activity can be used to teach the children about good hygiene, the need for safety whilst cooking and healthy eating habits. Under no circumstances should pupils enter the Food Technology Room or use the hobs, cooker or kitchen utensils, unsupervised.

ELECTRICITY

Children must be made aware of the dangers of electricity and must be supervised if switching on computer or small equipment.

All electrical apparatus should be fitted with the correct fuse. Any loose wire at the cable entrance to a plug should be reported to the Health & Safety Representative who will arrange for the appropriate contractor to attend if necessary. **ISOLATE THE APPLIANCE IMMEDIATELY.** Cables must be anchored by cord grip inside the plug.

Report of heat in a cable, plug or socket calls for immediate shut down of apparatus and removal of plug and no further use until checked by an electrician. Portable appliances are safety tested annually by a qualified electrician.

EMERGENCIES

See the 'School Emergency & Critical Incident Policy' and 'Business Continuity Plan' for information needed in the event of an emergency.

EVACUATION PROCEDURES

When the fire bell sounds, all staff and children must evacuate the building and assemble on the common in front of the school as safely as possible. See Appendix LF/F for evacuation procedures.

FIRE

Children must be made aware of the procedure for fire drills (Appendix LF/F). Fire drills are carried out at least three times per academic year, in differing circumstances/time of day. Fire alarm call points are tested weekly on a rotational basis.

Fire doors are not to be blocked/propped open. Some doors have 'Dorgards' fitted to allow them to be kept open. Procedures for evacuation in the event of a fire are displayed in each classroom and throughout the school.

Fire extinguishers should be in specified places. The inspection labels should be in place and up to date. The contents of the extinguisher should be indicated and what sort of fire not to use them on. A visual check of the extinguishers is made monthly, and they are serviced and maintained annually.

FIRST AID – Injury and Accident Reporting

The arrangements for first aid provision will be sufficient to cope with all foreseeable minor incidents.

Supplies of first aid materials will be held at various locations through the school. These locations will be determined by the Executive Headteacher. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked by *see Appendix LF/A* and replenished when necessary.

Appropriate first aid provision will form part of the arrangements for all out of school activities.

Accidents/Injuries

- In some circumstances, an accident/incident is reportable to the Local Authority (refer to flowchart Appendix LF/C)
- All accidents must be recorded in the accident book. The following information must be recorded:
 - Full name of person injured
 - Class
 - Date and time
 - Location of accident
 - Brief description of cause e.g. "bumped into another child, tripped over own feet"

- First Aid administered e.g. "cleaned with antiseptic wipe, ice pack applied for 10 minutes"
- Name of person dealing with incident.

Names of other children must not be recorded on the accident report which goes home to parents to comply with our duties under GDPR.

Depending on the seriousness of the accident, an ambulance may be called. Parents/carers will be contacted in the event of an accident that is more than a minor bump, cut, graze.

Bumps/injuries to the head

See Appendix LF/D for Head Injuries guidance

- If the accident involves a bump or injury to a pupil's head, the details will be recorded in the Head Injury Record file in the School office by the First Aider. The relevant class teacher is informed. A "Bumped Head" letter must be completed (copies in file) and handed to the parent/carer upon collecting the child that day who is also asked to sign the Head Injury record in the file.

If the first aider deems it necessary, parents will be called in to assess the situation of the child.

HALL

All PE equipment to be in good order and well maintained. An annual inspection is carried out by approved specialists. Floors to be clean and free from any defects.

HAZARDOUS SUBSTANCES

A record of the hazardous substances held on site is kept in the Main Office and is reviewed annually. All hazardous substances are kept secure and out of children's reach in locked cupboards/cabinets. Cleaning, caretaking and catering products are the responsibility of the contractors.

If there is more than a negligible risk, annual risk assessments will be carried out on any products located in the classrooms.

LONE WORKING BY STAFF

All staff working in school alone after hours and during school holidays must:

- Inform someone where they are and what time they expect to return home
- Carry a mobile phone with them in case of an emergency
- Ensure all doors are secure whilst they are on the property
- Staff are not permitted to use tall ladders when working alone

PHYSICAL EDUCATION (P.E) LESSONS

There are potential risks in many aspects of physical education. To counter these, schools are advised to adhere to the guidance given in the following document;

- Safe Practice in Physical Education, Sport and Physical Activity (2020 is latest edition)

A copy of this guidance manual is held by the PE Subject Leader.

PE lessons are also taught by a third party PE provider. The company has its own set of risk assessments and lesson plans.

PREMISES DEFECTS

All premises and equipment defects should be reported to the Health & Safety Representative who will arrange for them to be rectified. If they are not urgent, they are noted on the SNC Maintenance job list for the next scheduled Handyman visit. At present SNC Maintenance visit fortnightly. Any urgent defects are dealt with without delay.

RISK ASSESSMENTS

There are two main types:

- Risk Assessments for the school premises, including classroom areas, offices, kitchens, toilets, outdoor spaces etc., curriculum subjects such as science and PE lessons, specific activities/events (including FOSS events), Display Screen Equipment, manual handling, etc. These are carried out at least annually and is co-ordinated by *see Appendix LSSQ/A*. Some Risk Assessment forms are available on-line at <http://services.wiltshire.gov.uk/SchoolRiskAssessment>. The Co-ordinator examines all completed risk assessments and recommends action on any significant risks. Completed forms are kept in the Risk Assessment file in the Finance Office. Please see Health & Safety File for guidance on completion of forms.
- Risk Assessments for Educational Visits. Proposed offsite visits are logged onto the LA Evolve system by the Educational Visits Co-ordinator or relevant teacher, and a risk assessment completed and attached online. The Executive Headteacher can approve all visits except those involving adventurous activities, water, or overnight accommodation. The latter visits must be submitted to Wiltshire Council for approval.

For any new events or arrangements that occur throughout the year, specific risk assessments are carried out for these to ensure the safety of all children, staff, volunteers, contractors and visitors.

ROAD SAFETY

Regular risk assessments of vehicular access/traffic are carried out ensuring safe segregation of traffic and people on and around the school site.

The school site is extremely busy after school with parents' cars, and pupils should be reminded to take care on the roads. This will be done through assemblies, Road Safety Officer visits, reminding parents to park considerately in newsletters and staff supervision.

Pupils in Year 5 or 6 may walk home alone if permission has been given by parents. Permission should be in writing, either by letter or email.

When pupils are attending church, an adult will safely stop traffic, in order for pupils and staff to cross the road safely.

SCHOOL TRIPS/VISITS

Details of the address and telephone number of the venue with a contact name, together with a list of children and adults attending the visit, should be left at school. The Educational Visits Co-ordinator will gather the information and ensure the trip is cleared through the Evolve website. See Appendix LF/A for who has responsibility for this.

Relevant Risk Assessments will be asked for and if practicable a pre visit inspection carried out. (Also see School Visits Policy).

- A first aid kit will be taken with the class.
- A mobile telephone and list of pupil's emergency contact details will be taken on the visit.
- A high standard of behaviour is expected on all visits, usually school uniform is worn.

SWIMMING

Comprehensive guidance on the precautions to be observed during school swimming lessons can be found in the publication 'Safe Practice in Physical Education and School Sport' (2020 latest edition) and the LA's Swimming Safety Policy and Responsibilities (Feb 2021). Other school swimming guidance is available on Wiltshire Right Choice.

Written permission is needed before children are allowed to wear goggles. Hats should be worn.

TRANSPORTATION OF CHILDREN

Children must not stand up in the coach or sit on the front seat or near passageway seat. All passengers to wear seat belts.

Children may be transported by minibus when appropriate, e.g. sports teams or other events. If a member of staff (or volunteer) is driving a hired minibus, their entitlement to drive must be checked (D1 category on their licence) and their driving record. If their driving record has any offences recorded, the Executive Headteacher must be sure the person is competent to drive the minibus.

Some members of staff may use their own private vehicles to undertake work activities including travelling from the school to another place.

Members of staff may only transport pupils in their own vehicles if they have the appropriate business insurance and if parental consent has been granted. There is a checklist to be completed before staff may transport pupils in their own vehicles.

All employees will be clearly instructed that they are not to use any sort of hand-held mobile communication device whilst driving. This is illegal and may also result in internal disciplinary action.

Parents will not be asked to transport pupils other than their own. Parents may make reciprocal arrangements to transport children to / from sports fixtures etc. – this will be a private arrangement between themselves in a similar way to them dropping off or collecting each other's children from school.

USE OF CAMERAS IN SCHOOL

Each class has its own digital camera/iPad for recording learning. Each class has a list of the children whose photograph may not be displayed in the class/school/newspaper or school website.

Adults must never use their mobile phones to take photographs of pupils.

Contractors are advised that they must not use cameras (including those on their mobile phone) to take photographs on the school site without permission from a member of staff. Under no circumstances may contractors take photographs of children.

During school events, e.g. the Nativity Play, adults will be asked to only photograph their own children during the performance wherever possible. Should photographs include other children, for example a group photograph of the cast, parents are asked not to share such photographs with others or on social media.

USE OF LOCAL AMENITIES – Big Woods, Church etc.

Adequate adult supervision is required when walking the children to and from locations. A member of staff must supervise such journeys. All adults should use the high visibility jackets available in each classroom. Children must walk in single file along specified walkways.

A first aid kit, the walkie talkie – if appropriate and a mobile phone, should be taken by the teacher.

WOODS LEARNING

The necessary risk assessments will be carried out by the teacher before the activity takes place. Staff will make pupils aware of any relevant hazards before the walk takes place, and a first aid kit, walkie talkie and mobile phone will be taken. All adults, including volunteers, will wear high visibility vests.

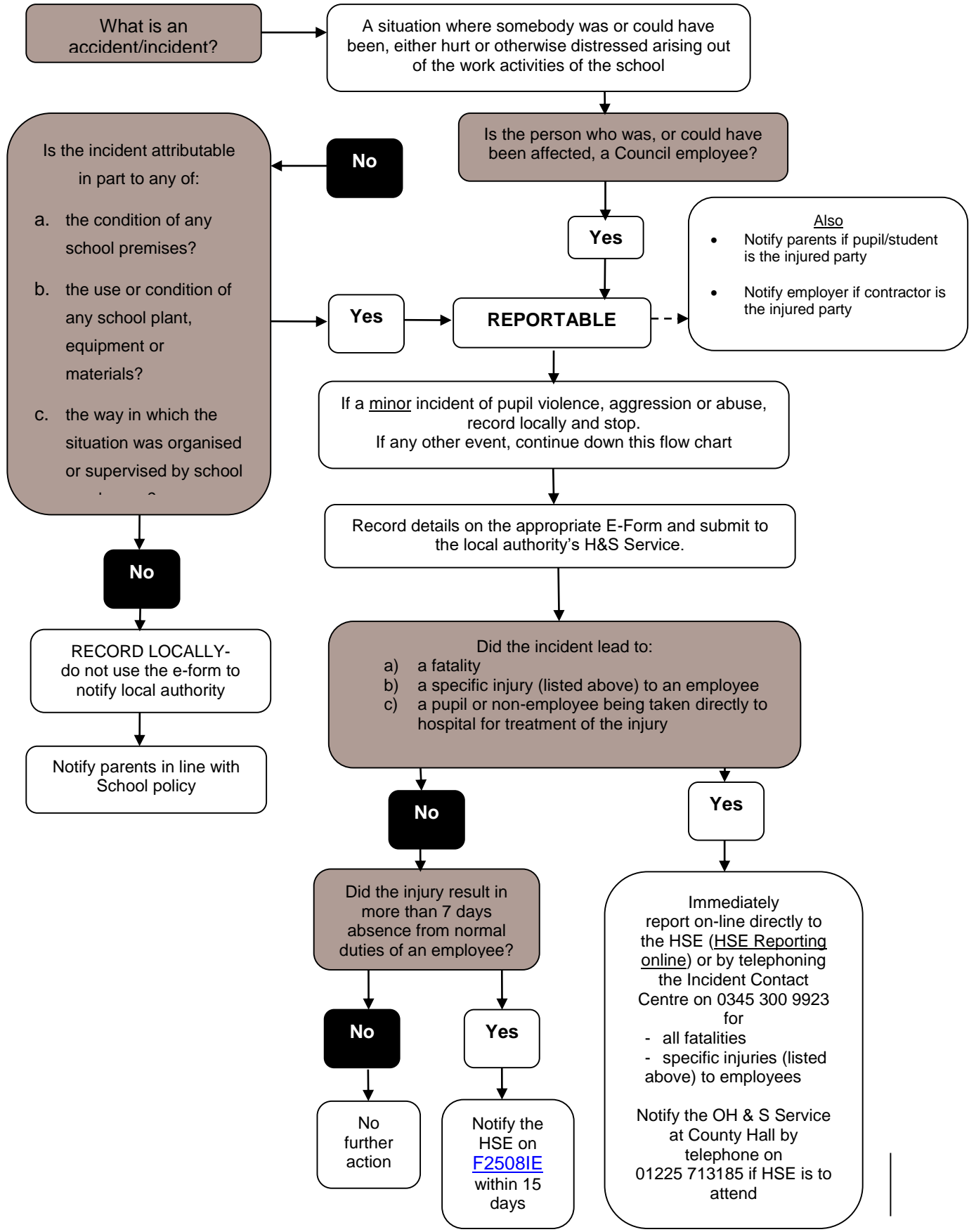
WORKING AT HEIGHT

Staff must always consider whether the work to be undertaken can be done from ground level or in another way. If not, access must be via a step stool or step ladder. There are two step stools and one step ladder located around the school for this purpose. Under no circumstances should staff be tempted to improvise by standing on chairs, tables or any other non-weight bearing objects.

Updated February 2021

Accidents & Incidents

Is an Accident or Incident Reportable?



Head Injury Advice Sheet for Schools

Children frequently sustain minor head injuries. This advice sheet gives details of what symptoms and signs should be looked for in children who have hit their head whilst at school and when medical advice should be sought.

If the child has any of the following problems after the injury, medical advice should be sought. If the child remains unconscious, or fits, an ambulance should be called. In the case of other symptoms the child should be taken to see a GP or to A&E by the parents or if they are not contactable, by the school staff.

- Loss of consciousness
- Vomiting
- Sleepiness
- Fits or abnormal limb movements
- Persisting dizziness or difficulty walking
- Strange behaviour or confused speech

Symptoms may occur straight after the head injury. However, some children may appear well immediately after the injury but become unwell later. The child may show signs of complications up to 4 hours post-injury, so school staff responsible for the child in that period should be aware that the injury has occurred and take the appropriate action if the child develops a problem.

If a child sustains a head injury whilst at school, the following information should be recorded from any witnesses:

- Was the child behaving in an unusual way before the injury?
- What happened to cause the injury?
- If they fell, how far did they fall?
- What did they hit their head against?
- Did the child lose consciousness? If so, for how long?
- How did they appear afterwards?
- Did they vomit afterwards?
- Was the child observed to have any other problem after the injury?

Regardless of whether the school seek medical advice about the child, this information should be given to parents afterwards, where possible. It may be that the child becomes unwell after school and the information will be helpful to parents if they need to see a doctor.

ASBESTOS INFORMATION

This information must be read by EVERYONE undertaking any type of work in this building or any other buildings on this site BEFORE work starts.

BEFORE COMMENCING ANY WORK CHECK THE ASBESTOS REGISTER

- 1. If there is not an Asbestos Survey / Inspection Report available:**
 - Do NOT commence work.
 - INFORM the Headteacher
 - RING the FM Support Helpline on 0300 456 0101 to seek further advice.
- 2. If the Register shows there IS or MAY BE asbestos in the area where you are working:**
 - STOP and inform the Headteacher and the Contract Administrator. AGREE the necessary precautions needed to ensure the asbestos will not be damaged or disturbed and apply those precautions.
 - If in doubt RING the FM Support Helpline on 0300 456 0101
- 3. If the Register indicates there is no known asbestos in the area, then proceed with the work, but be vigilant for any unknown material you encounter.**
- 4. If during the works you discover an “Asbestos Warning Label” or suspect that a material MAY contain asbestos:**
 - STOP, inform the Headteacher and the Contract Administrator, and ring the FM Support Helpline on 0300 456 0101.
 - DO NOT continue until you have received advice.

IF ANY SUSPECTED ASBESTOS CONTAINING MATERIAL IS DAMAGED THEN THE FOLLOWING ACTIONS MUST BE TAKEN IMMEDIATELY

- 1. STOP work IMMEDIATELY and ensure everyone leaves the area [i.e. the same room area] closing the door(s) and window(s) as you go.**
- 2. INFORM everyone in the vicinity and prevent ANYONE from going back into the area:**
 - This can be achieved through signs, barriers, locking doors and issuing instructions to staff.
- 3. NO ONE is to attempt to make good the damage or clear up any damaged material or debris.**
- 4. If it is POSSIBLE that you may have been contaminated by asbestos fibres/dust then your movements outside of the affected area should be restricted in order to minimise further contamination**
- 5. CHECK THE ASBESTOS REGISTER to confirm if the damaged area DOES or MAY contain asbestos.**

If it does (AND IF IN DOUBT ASSUME IT DOES):

- SEAL the gaps around the doors to the area with tape (if possible)
- SWITCH OFF any heating or ventilation system that has outlets in the area.
- INFORM the Headteacher and RING the FM Support Helpline on 0300 456 0101.

- The Helpline operator will arrange for a return call and/or attendance on site by either a member of staff from FM Support or a Health and Safety Adviser to assist you in instigating the necessary remedial actions.
- Await the arrival of specialist personnel who will be able to advise and assist.

NOTE – OUT OF HOURS ARRANGEMENTS:

IF AN INCIDENT OCCURS OUTSIDE OF NORMAL OFFICE HOURS – RING THE FM

IF IN DOUBT ASSUME THE MATERIAL CONTAINS ASBESTOS AND ACT ACCORDINGLY

**SUPPORT HELPLINE
(0300 456 0101) WHERE YOUR CALL WILL BE DEALT WITH BY OUR OUT OF HOURS SECURITY SERVICE.**

IN THE EVENT OF A FIRE

APPENDIX LF/F

- **Sound the alarm – break the glass on the red alarm boxes**

The alarm boxes are located as follows:

- Foyer – by main front door
- Foyer – by door to playground
- Cherry Hall – one by each fire exit door leading outside
- Main kitchen – by fire exit door
- Classroom #001 – one by each fire exit door to Early Years Play Area
- Classroom #002 – by fire exit door to playground
- Classroom #003 – by fire exit door to Early Years Play Area
- Classroom #004 – by fire exit door at front of class
- Children's Kitchen - by fire exit door
- Old School Area - outside the Staff Room by side entrance door
- Old School Area Upstairs - on the landing by Resources Room

- **Call the Fire Brigade (during evacuation)**

Mrs Howe to dial 999.

Mrs Howe to take cordless/mobile telephone, pupil signing in/out file, visitor's book, red Emergency Bag and Pupil Contact Details book (5 items) to assembly point

In the absence of Mrs Howe - the Exec Headteacher, Head of School or Mrs Moor will do this - whoever is best placed at the time to do so. Swift liaison/communication between them will be required.

- **Evacuate the building**

All pupils, staff and visitors to walk to the nearest fire exit and make their way to the assembly point:-

Assembly point is on the grass common at front of school near gravel parking strip

<u>Classroom 001</u>	Use fire exit > through EYFS play area > green gate > side garden area > around to front of school
<u>Classroom 002</u>	Use fire exit > across the playground and through the far gate by the gazebo
<u>Classroom 003 (inc cloakroom)</u>	Use fire exit > through EYFS play area > green gate > side garden area > around front of school
<u>Classroom 004</u>	Use fire exit door at front of classroom
<u>Cherry Hall (Main Hall)</u>	Use fire exit double doors, across the playground and through the far gate by gazebo
<u>Admin & Head Offices</u>	Use main front door
<u>Foyer</u>	Use main front door
<u>Kitchen</u>	Use kitchen fire exit door > down steps > green gate
<u>Staff Room</u>	Use old school house external door
<u>Children's Kitchen</u>	Use old school house external door
<u>Upstairs Rooms</u>	Exit down stairs > use old school house external door

FIRE DRILL PROCEDURES

Note: You MUST know the current padlock combination for the gates

During ALL fire alarm activations:-

- All pupils, staff and visitors should leave classrooms/offices using their nearest external exit.
- All children should leave the premises quietly, in single file, and line up in their classes on the grass Common area at the front of the school near the gravel parking strip.
- Any children with a Personal Emergency Evacuation Plan (PEEP) will be assisted by a member of staff as stated in the PEEP.
- The Exec Headteacher or Head of School will check foyer, toilets x 3 and Cherry Hall. Any children located in these areas will be collected by the Exec Headteacher/Head of School and accompanied to the assembly point. These children are not to return to their classrooms.
The Admin Officer will action this in the absence of the Exec Headteacher/Head of School.

- Admin Officer will take cordless/mobile telephone, pupil signing in/out file, visitor's book, pupil contact details file, and red emergency bag to the assembly point (5 items).

In the absence of the Admin Officer - the Headteacher, Head of School or Finance Officer will do this - whoever is best placed at the time to do so. Swift liaison/communication between them will be required.

- Children and staff (including peripatetic teachers, etc) who are located upstairs should exit down the stairs and out of the old school house external door. NB. No children permitted upstairs without adult supervision.
- Finance Officer to check upstairs rooms x 4, Staff Room and Children's Kitchen.
- At assembly point, teachers do a pupil head count for their classes. They refer to pupil sign out book if necessary for any children attending appointments, etc off site.
- Admin Officer to do an adult head count by checking staff and visitors signing in/out book.

NOTE: If the fire alarm bell rings during break time or lunch time:-

- Exec Headteacher or Head of School to check toilets, classrooms, Cherry Hall, and ensure children and staff in the playground have heard the fire alarm (ring hand bell and verbally inform staff in the playground if necessary). All children inside the school should exit via the nearest fire exit under supervision of a member of staff.

In the absence of the Exec Headteacher/ Head of School, the Admin Officer will action these checks.

- All children outside on the playground to exit via the playground far gate by the gazebo, following the duty teacher/TA and in front of the duty TA/ MDSA.
- All children having lunch in Cherry Hall to push in chairs and exit via the fire escape doors, down the steps onto the playground and via the far playground gate by the gazebo. They will be directed and supervised by the duty MDSAs.
- All children having lunch in classrooms to evacuate under the direction and supervision of the duty MDSA.
- Any children upstairs will always be supervised by an adult and will evacuate under the adult's direction.

Updated Oct 2020

In the event of a fire

- **Sound the alarm – break the glass on the red alarm boxes**

The alarm boxes are located as follows:

- Reception Front door
- Hall Exit door
- Amazon Cloakroom door
- Reading Garden door
- Amazon Classroom fire escape door
- Mississippi Classroom fire escape door
- Kitchen exit
- Meeting Room
- Mississippi Cloakroom
- Boiler Room

- **Call the Fire Brigade (during evacuation)**

Mrs Pennington to dial 999.

Mrs Pennington to take:

- mobile telephone
- pupil class list
- visitor record print out
- Emergency Grab Bag (4 items) to assembly point

In the absence of Mrs Pennington - the Exec Headteacher, Head of School or Mrs Matthews will do this - whoever is best placed at the time to do so. Swift liaison/communication between them will be required.

It will also be necessary for a member of the Senior Leadership Team to ring the hand bell so that the people in Rhine Class, the furthest mobile can hear the fire alarm alert.

- **Evacuate the building**

All pupils, staff and visitors to walk to the nearest fire exit and make their way to the assembly point

At all times act quietly

Do not stop to collect personal belongings

Assembly point is on the playground

Darling Classroom

Use fire exit > through EYFS play area > onto playground

<u>Nile Classroom</u>	Use main classroom door > if obstructed through large window closest to playground
<u>Amazon Classroom</u>	Use fire exit > through canopy area > onto playground around front of school
<u>Reading Garden</u> playground	Through gate at back of building > onto playground
<u>Rhine Classroom</u>	Use fire exit door at front of classroom > onto playground
<u>Mississippi Classroom</u>	Use fire exit door > onto playground
<u>Hall</u>	Use fire exit doors > onto playground
<u>Admin & Head Offices</u>	Use main front door > onto playground
<u>Kitchen</u> playground	Use kitchen fire exit door > down steps >
<u>Staff Room</u> onto playground	Use main front door or through hall >
<u>Food Tech Room</u> onto playground	Use main front door or through hall >

FIRE DRILL PROCEDURES

During ALL fire alarm activations:-

- All pupils, staff and visitors should leave classrooms/offices using their nearest external exit.
- All children should leave the premises quietly, in single file, and line up in their classes on the playground.
- Any children with a Personal Emergency Evacuation Plan (PEEP) will be assisted by a member of staff as stated in the PEEP.
- The Exec Headteacher, School Bursar or Head of School will check foyer, toilets, Nile Classroom, Hall and Food Tech Room in main building. Any children located in these areas will be collected by the Exec Headteacher/Head of School and accompanied to the assembly point. These children are not to return to their classrooms.
The School Bursar will action this in the absence of the Exec Headteacher/Head of School.
- Mrs Pennington to take mobile telephone, pupil class list, visitor record print out and Emergency Grab Bag to assembly point.

In the absence of the Admin Officer - the Headteacher, Head of School or School Bursar will do this - whoever is best placed at the time to do so. Swift liaison/communication between them will be required.
- At assembly point, teachers do a pupil head count for their classes. They refer to pupil sign out sheet if necessary for any children attending appointments, etc off site.
- School Bursar to do an adult head count by checking staff and visitors signing in/out book.

NOTE: If the fire alarm bell rings during break time or lunch time:-

- Exec Headteacher or Head of School to check toilets, classrooms, Hall, and ensure children and staff in the playground have heard the fire alarm (ring hand bell and verbally inform staff in the playground if necessary). All children inside the school should exit via the nearest fire exit under supervision of a member of staff.
In the absence of the Exec Headteacher/ Head of School, the School Bursar will action these checks.
- All children outside on the playground will assemble in class lines, following the duty teacher/TA and in front of the duty TA/ MDSA.

- All children having lunch in Hall to push in chairs and exit via the fire escape doors onto the playground. They will be directed and supervised by the duty MDSAs.
- All children having lunch in classrooms to evacuate under the direction and supervision of the duty MDSA.