

WARDEN HILL PRIMARY SCHOOL

Health and Safety Policy

Member of staff responsible	Paul Hiatt
Governor responsible	K Taylor
Sub-Committee responsible	Resources
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1. It is the School's policy to ensure, so far as it is reasonably practicable, the health, safety and welfare at work of all its staff and pupils in accordance with the relevant statutory requirements and the Code of Practice "Safety in Schools".

2. Within the general policy stated in (1), it is the School's policy in particular:
 - (a) to provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;

 - (b) to make 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;

 - (c) to provide such information, instruction, training and supervision as is necessary to ensure, as far as is reasonably practicable, the health and safety at work of staff and pupils;

 - (d) so far as is reasonably practicable as regards any place of work under the School's control, to maintain it in a safe condition and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;

 - e) to provide and maintain a working environment for staff and pupils that is, so far as is reasonably practicable, without risks to health and adequate as regards facilities and arrangements for their welfare at work;

 - (f) to provide such protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its staff and pupils;

 - (g) to require staff to set a high standard of safety by personal example in order that pupils leaving the school should take with them an attitude of mind which accepts good safety practice as normal.

3. In pursuance of this policy, the Governors have established a Resources Committee. Any member of staff, pupil or parents who has reason to believe there is a problem with safety in the School should contact either the head teacher, chair of governors, chair of Resources committee or any member of staff or governor.

WARDEN HILL PRIMARY SCHOOL

HEALTH AND SAFETY PROCEDURES

STATEMENT OF INTENT

The arrangements for Health and Safety have been drawn up following an assessment of risk and are in accordance with the Management of Health and Safety Regulations (2006). Warden Hill Primary School accepts its responsibility to provide, as far as is reasonably practical, a safe and healthy environment for children, staff and all users of the premises.

The school will take all reasonable steps to meet this responsibility and expects appropriate support from children, staff and visitors.

RESPONSIBILITIES

1. Governing Body

The governing body and the head teacher have the overall responsibility for health and safety. For its part the governing body will:-

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult with staff and ensure relevant training is carried out
- Monitor and review the health and safety arrangements.

2. Head Teacher

The head teacher is responsible for day to day health and safety performance and will:-

- Develop a safety culture throughout the school
- Take day to day operational decisions
- Draw up safety procedures
- Ensure staff are aware of their responsibilities
- Update governors
- Monitor effectiveness of procedures

3. Staff

All staff will:-

- Support the implementation of health and safety arrangements as required by health and safety legislation
- Take reasonable care of themselves and others
- Ensure, as far as is reasonably practicable, that classrooms or work areas are safe.
- Report any concerns, shortcomings or near accidents immediately to the head teacher or caretaker.
- Read the attached policy and comply with the agreed standards

4. Caretaker

In addition to the above, the caretaker will:-

- Take responsibility for the security of the premises
- Ensure the safe condition of the floors
- Store potentially dangerous cleaning materials safely (see COSHH regulations)
- Ensure play and external areas are safe and clean from debris (see job description)
- Ensure cleaning staff are aware of safe working practices and the school health and safety policy.

FIRST AID AND MEDICINES

A first aid box is located in the Reception area in the Junior block and in the Hall and corridors in the Infant block and one is held in every classroom. It is the responsibility of the school secretary to maintain these, in addition to the equipment and supplies required for the treatment of minor accidents.

Accident treatment administered to a child should be recorded in a book kept with the first aid equipment. Children with minor head injuries are given a sticker with "I bumped my head today" written on (Juniors) or a bumped head letter sent home in the Infant bookbags.

There are nominated first aiders in each department.

At lunch time the supervisory assistants deal with accidents.

A list of children with medical problems is held in the school office and should be with each class register. All adults dealing with bodily fluids must wear disposable gloves. There are suitable containers for their disposal.

Medicines

Teachers must not keep or administer medicines.

Children should not generally be in school if they are still taking medicine. However, there may be occasions when this may happen. Parents wishing their child to receive medicines in school should contact the head teacher. If a child requires medicine at school, parents may come in to administer it. If they are unable to do so, they may nominate another member of their family or a responsible adult (well known to the child) who may supervise the child taking the medicine in school.

If a child has asthma, then an asthma registration card must be completed by the parents and be updated regularly. Teachers should have access to these cards, which are kept in the school office. All inhalers and spacers should be named and kept where children can access them readily.

All staff should be aware of children with specific medical conditions (eg diabetes, severe allergies requiring epipens) and the location of their emergency treatment which is in a cupboard in the school office above child height in the Juniors and somewhere safe in the Infants where children cannot access. Children's names and photographs are displayed on a notice board in the office.

ACCIDENTS

Accidents, other than minor injuries, must be reported to the head teacher and, in the case of a child, the class teacher and parents.

Telephone numbers for the local surgeries and the hospital are kept in the school office. Before phoning a surgery, check the child's details in the information files in the school office.

If a child needs to go to the surgery or the hospital parents should be informed immediately. If a parent is unavailable, a member of staff should accompany the child acting 'in loco parentis'. In an emergency an ambulance should be called.

Injuries to children or adults requiring hospital treatment, must be reported to the LEA Health and Safety Officer and the Health and Safety Executive. Full details must be reported to the head teacher, or in his absence, to the deputy head teacher, so that a report can be completed. (Form - School Office).

If a child receives a bump on the head, they will be given a "I bumped my head today " sticker in the Juniors and sent home with a bumped head letter in the Infants. It is the responsibility of the person dealing with the accident to ensure that this happens. (These are kept with first aid equipment). The class teacher must be made aware of the incident so that the child can be monitored on returning to the classroom. The head teacher should monitor the accident book on a termly basis to assess any need for preventative action.

GUIDELINES FOR CLEANING AND DISPOSAL OF BODILY WASTE

Need: Disposable gloves, aprons and clothes. Yellow plastic bag for waste and "Bioman" emergency spillage compound to spread over. The caretaker may need to use further cleaning materials to disinfect areas.

Disinfectant Solutions: hard surfaces: 1 : 10 bleach and cold water (ie an egg cup full of bleach to 1 pint of cold water) Carpets and soft furnishings: 2 per cent solution of disinfectant in cold water.

Procedure:

- (a) Pour "Bioman" gently over spillage and allow to dry.
 - (b) Where possible, leave for 30 minutes
 - (c) Remove with paper towels and discard into yellow bags, together with gloves and apron.
- Bleach must only be used by the caretaker and must be kept out of reach of the children in the caretaker's cupboard.

FIRE SAFETY ARRANGEMENTS

1. Introduction

This emergency plan has been developed following completion of a risk assessment required under the fire Precautions (Workplace) Regulations '97. The plan specifies the action staff and other people need to take in the event of fire. It covers all operational phases of the school.

2. Fire Risk Rating

The fire risk rating of the school is low. The rating applies to all operational phases, ie term time, holiday periods and during the evening.

3. Alarm System

Type: Electric break-glass with bell sounders

Maintenance: Service contract arranged by the school

Routine testing: different call point tested weekly by caretaker

4. Fire Extinguishers

Located as below and serviced annually by contractor.

Location diagrams included in Appendices

5. Means of Escape and Emergency Exits

When the school is in session the designated exits (classroom external doors) must be opened from the inside without the use of a key. At other times staff will be responsible for assessing the level of risk and maintaining adequate means of escape.

6. Evacuation procedures

- Fire Drill must follow the procedure laid down for 'emergency evacuations' as listed in Appendix A. School evacuation (fire drill) should be carried out termly. The evacuation will take place at different times of the day. The time and length of the evacuation is recorded in the Fire Safety Manual, which is kept in the school office.
- The assembly points for fire drills are on the Junior and Infant playgrounds, away from the main building. This ensures that the main entrance is kept free for access by the fire brigade.
- Fire safety notices, giving details of evacuation procedures, must be displayed in all rooms and corridors in a prominent position. It is the responsibility of the Caretaker to check they are present.
- The management team must report to each other when they enter or leave the building during the day so that clear lines of responsibility are established in the event of an emergency evacuation.

7. People with Special Needs

Discussions will be held with people with special needs to see how their individual needs can be met.

8. Fire Precautions

- Do not store inflammable materials near a source of heat.
- Ensure fire exits are always accessible, clearly marked and kept clear ready for emergency evacuation.
- Do not store spirits, paraffin, petrol or solvents (including "Tippex") within reach of children and keep them away from direct heat.
- Keep matches in a locked drawer or a high shelf in a cupboard.
- Do not use naked flames as part of any free choice activity.
- Always closely supervise any activity, such as birthday celebrations, which use lighted candles.
- Keep material displayed/stored in corridors to a minimum.

9. Staff Fire Training

See Appendix A

10. Contractors

The head teacher, supported by the caretaker, will liaise with contractors working at the school so that fire safety is not compromised during their activities. Contractors are expected to comply with the school's health and safety policy and any instructions in work orders/specifications issued by the County Council.

11. Records and Monitoring

Records are kept of routine fire safety checks, fire drills, maintenance of equipment and staff training. These are monitored by the head teacher once a term.

12. Review

The plan will be monitored following termly fire drills and if changes to the layout or use of the building occur.

13. Equipment Maintenance and Testing

The administrative officer will arrange for the fire equipment, as listed below, to be tested annually qualified contractors. The fire alarm system should be tested monthly by the caretaker, using random emergency call points. All tests will be recorded in the Fire Safety Manual. See Appendix B for the location of the following:-

- (a) fire exits
- (b) fire extinguishers and type
- (c) fire blanket
- (d) smoke detector alarms
- (e) fire bells

SMOKING POLICY

The school has a no smoking policy and all staff, contractors and visitors are expected to comply with this policy when on site.

CURRICULUM DEVELOPMENT AND HEALTH AND SAFETY

1. All children will observe safety rules (See Appendix B) and procedures and follow instructions from staff.
2. Children receive specific instructions within the Science, Design and Technology and PSHE curriculum but staff will also instruct them in general class safety rules, eg how to carry scissors safely, using electrical equipment with dry hands, tucking chairs underneath the tables.
3. Children should be made aware of potential hazards if equipment they are handling is improperly used.

SUPERVISION

1. The school day begins at 8.55 am but children may enter the school grounds before this time and school is responsible from 8.45 am. Staff must be present to supervise children as soon as they enter the building. School ends at 3.15 pm. Children being collected by After School Clubs should wait at the designated point by the front entrance in the Juniors and on the Infant playground or classrooms. Any child who is not collected at the end of the day should be supervised by a member of staff and the parents contacted by the teacher, head teacher, deputy head teacher or secretary.
2. Except in an emergency, no teacher must leave a class unattended. There are red triangles placed in each classroom and if a teacher requires urgent assistance they should send a child with this card to the nearest available adult.
3. One teacher will be on duty for morning playtime in the Juniors and in the Infants the teacher is joined by a classroom assistant in the morning and another teacher in the afternoon break. Staff should be vigilant at all times.
4. At lunchtimes the Mid-Day Supervisors (MDSs) will monitor the children in the playground and when they have their lunch.
5. All staff must exercise as much care and responsibility towards the children as that which would be taken by a caring parent.

SCHOOL JOURNEYS AND EDUCATIONAL VISITS

Preparations

1. The school follows the LEA code relating to "Educational Visits and Journeys - Guidance for Organisers."
2. Before any activity takes place, the approval of the Headteacher is required.

3. Staff must visit places for off-site activities, prior to visiting them with the children, to carry out an assessment of potential risks.
4. Parents must have detailed particulars of a visit before they are asked to give their consent.

Supervision

Ratio for supervision - please refer to section 3 of Educational Visits and School Journeys, Guidance for Organisers

Parents must have their role explained and appropriate preparation and instruction given.

Extra volunteers - please refer to Child Protection Policy.

Only police, traffic wardens and officially designated school crossing patrols have the right under law to control traffic. Therefore, if a teacher needs to see children across a road, "s/he must do so as a responsible person and to the best of his/her ability". (For further guidance, refer to LEA Off-site activities: Regulations and Guidance notes - P7)

Record of Groups going Off-site

Prior to departure teachers must ensure that:- accompanying adults have group lists showing:-

- (a) their own group responsibility
- (b) who is travelling in which vehicle
- (c) name and telephone number of the person at school who may be contacted in an emergency

The school secretary should be given a list detailing:-

- (a) the names of all adults and which children are in the groups they are supervising
- (b) the distribution, if travelling in separate coaches
- (c) contact numbers for all adults travelling with the group

Travel by Coach

Coaches and minibuses should only be hired from reputable companies identified from the LEA approved list.

Seat or lap belts must be worn and it is the responsibility of the leaders to ensure that they are used. During the swimming season very occasionally a service bus is used and may not have seat belts. If there are no seat belts parents' permission to travel on such a coach must have been previously obtained.

Children should not occupy the front seats of a coach or the centre back seat. To ensure adequate supervision, it is essential that supervising adults are spread throughout the coach and are not sitting together.

Emergency Action

In the event of an accident the senior member of staff in charge of the off-site activity should contact the school immediately so that parents can be informed. A mobile phone should be carried on each coach for this purpose.

It is the responsibility of the head teacher to inform the LEA officers if a serious accident occurs. (For further guidance, refer to LEA Off-site Activities: Regulations and Guidance Notes - P12.)

Availability of Medical and Special Needs Information

Before going off-site staff must have, in advance, current information on children with specific medical or special needs problems. Prior to departure, teachers should ensure that inhalers, or any other medicines required for specific medical conditions, are given to the supervising adult.

The statement "In the event of illness or accident, I consent to any necessary medical treatment which might include the use of anaesthetics" should be included on the parental permission slip. For more details, please refer to the school policy on Educational Visits and School Journeys.

MAINTENANCE AND USE OF EQUIPMENT

1. Faulty or dangerous equipment should be reported to the head teacher or caretaker immediately.
- 2 The caretaker is responsible for entering serial numbers of new equipment into the school inventory.

SAFETY INSPECTIONS

1. The Head and Caretaker carry out safety inspections at regular intervals and record outcomes. Items for action are dealt with as soon as possible.
2. Portable electrical appliances are tested every year and a record of the assessment is kept in the school office. The caretaker arranges for a suitably qualified person to carry out this duty. In addition, he records new electrical equipment as it arrives.
3. P.E. equipment, both indoors and outdoors, is inspected annually by the LEA approved contractor

HAZARD REPORTING PROCEDURES

1. Staff should be alert to hazards at all times and report any concerns immediately to the head teacher or deputy head teacher and/or caretaker.

2. Slips, trips and falls account for a high percentage of injuries in many schools. It would be unrealistic to expect children not to fall, particularly at playtime. However, staff should be alert to, and report, any condition considered hazardous. Such conditions can include uneven surfaces, holes, wet or slippery surfaces, worn carpets and trailing cables.

CONTROL OF SUBSTANCES HARMFUL TO HEALTH (C.O.S.H.H.)

1. A risk assessment of substances hazardous to health is carried out on an annual basis by the Caretaker.
2. Data sheets, relating to the cleaning agents in use, are provided by the LEA. These are kept and maintained by the caretaker.
3. All harmful substances must be appropriately labelled and stored out of the children's reach.
4. In term time, the cupboard containing cleaning materials should be kept locked during the school day.
5. Protective gloves should be worn when using cleaning agents or substances which have been deemed hazardous.

BUILDING MAINTENANCE AND SECURITY

1. All contractors should report to the school office to sign 'in' and 'out' and wear a school visitor badge.
2. Relevant safety information (including the asbestos register) for building contractors to consult are kept in files in the school office.
3. Staff should ensure that access to fire doors is unhindered. This is monitored by the head teacher and caretaker.
- 4 Playgrounds and paths are cleared and/or salted by the caretaker in adverse weather conditions.
- 5 Thermometers are available to measure room temperatures to ensure they are maintained at an acceptable level.

INSURANCE AND LEGAL OBLIGATIONS

1. The governing body is responsible for the following insurance:-

(a) Public Liability Insurance

(b) Insurance cover for community use of schools which details:-

- (i) Professional indemnity and liability cover for school governors
- (ii) Employer's liability
- (iii) Personal accident insurance
- (iv) Third party claims
- (v) Hiring of County premises
- (vi) Buildings

(c) School journey insurance scheme from LEA is in place

2. It should be noted that the following are not covered by insurance:-

- (a) Equipment hired on loan
- (b) Equipment owned by staff/pupils/community users

3. School and unofficial funds are covered by the authority, within the limits imposed for keeping money on school premises overnight in the safe.

DISABLED VISITORS, STAFF AND CHILDREN

1. Access is available to all ground floor areas of the school. There is no access to the first floor classrooms in the Junior block.
2. The toilet for use by disabled persons is situated in the Junior block opposite the Headteacher's room.

STAFF TRAINING AND INDUCTION

1. Employees currently in post are checked against List 99 and the Protection of Children Act by Payroll Services at the County Treasurer's Department. New employees must provide an up to date Disclosure Certificate issued by the Criminal Records Bureau. Supply workers and volunteers, including parent helpers, are also checked by the Criminal Records Bureau.
2. Staff training is carried out at the beginning of the academic year. It is the responsibility of the head teacher to ensure that this takes place and to record the date it occurs. In addition, LEA training programmes are used when appropriate.
3. New staff, both full and part-time, receive induction training on appointment. This is the responsibility of the head teacher.
4. Work experience students and supply staff are given a school leaflet, by the head teacher, which outlines procedures relating to health and safety.
5. It is the responsibility of the class teachers to ensure that no work experience student is given a task, which is deemed to be hazardous. Safety routines in the classroom should be outlined before the start of the work experience.

STRESS IN THE WORKPLACE

1. Staff have opportunities to attend courses (on an annual basis) through referral to the 'course directory'.
2. Contact numbers for the LEA counselling service and Teacherline are displayed on the staff room notice board.

VIOLENCE TO STAFF

1. All staff should take measures so that they are not in a physical position where they are alone with a visiting adult. Doors should have viewing panels and be left open whenever possible.
2. Staff should arrange to have another member of staff present if they are forewarned of a fragile situation.
3. All staff who experience violence against themselves must endeavour to leave the situation as quickly as possible, report it to senior staff who then implement the Critical Incident Management Plan.

MOVING AND HANDLING ACTIVITIES

1. Children and staff should only lift equipment and furniture within their individual capability. Training will be provided for any hazardous moving and handling activities, particularly if these relate to support for children with physical disabilities.
2. When working at height (eg putting up display), step ladders or kick-stools should be used.

GENERAL HEALTH AND SAFETY ARRANGEMENTS

1. Potentially dangerous substances must not be stored in class areas.
2. Water, clay or any other potentially 'slippery' material should not be left lying on the vinyl floors.
3. If staff have medicines in handbags, these are not to be stored in class areas where children could gain access to them.
5. Should any batteries begin to leak, dispose of them carefully

6. If any A.V.A. equipment is taken home by a member of staff, a form (kept in the school office) should be completed and then signed by the head teacher or deputy head teacher. This is necessary for insurance purposes.

RISK ASSESSMENT

Any activity which has a Health and Safety element shall be subject to risk assessment in accordance with Management of Health and Safety at Work Regulations 1999.

MONITORING AND REVIEW OF POLICY

The governors and head teacher will carry out an annual review of the health and safety policy to ensure that new regulations are adhered to and that the contents of the policy remain valid.

The views of staff will be sought.

Members of the Buildings committee and the head teacher will attend courses run by the LEA to assist them with effective monitoring.

APPENDIX A

EMERGENCY EVACUATION

The school has a 'flight, not fight' policy. Immediate evacuation of the building is paramount and staff are not required to attack fires with extinguishers. In the event of a fire the following procedure should be adopted:-

All Staff

If you discover a fire, raise the alarm using nearest call point. Staff should make themselves familiar with the various alarm points situated around the school. (See plan in Appendix C) On hearing the alarm, leave the building immediately using the nearest exit. Do not stop to collect personal belongings. Close the door behind you. Proceed to assembly point in the playground for roll call. Do not re-enter the building until told it is safe to do so by the fire officer or Headteacher or Head of Department. If it is safe to do so staff discovering a fire should phone the fire brigade directly or inform a senior member of staff as soon as possible so that they can do so. The important point is that the emergency service is called as soon as possible - it does not matter if they are called two or three times by different members of staff.

Teachers

Ensure children evacuate calmly and in silence to the class designated assembly point in the playgrounds. Call register and report outcome to Heads of Department. If it has not been possible to take register then teachers should do a number count. Children who are in music lessons or other group lessons should return to their class on the playground under the supervision of whoever is with them.

Head teacher (or in his absence the deputy head teacher)

Proceed to assembly point. Account for all children, staff and other persons. Liaise with fire brigade. At lunchtimes, check toilets and medical room and take occupants to assembly point in the playground.

Support Staff

Check toilets and take occupants to assembly point in the playground. If working with a group in another part of the school, take them calmly to their class assembly point and ensure this is done in silence.

Students/Helpers/Visitors/Contractors

Leave building by nearest exit following instructions given to you. Proceed to assembly point in playground.

Mid Day Supervisors and an alarm call at lunchtime

It may well be that a fire could occur at lunchtime. Many children will be outside on the playground and it will be the responsibility of the MDSs to blow a whistle and organise children into class groups. Children and staff in the buildings should exit in an orderly way to the playground assembly point under the supervision of the MDSs.

STAFF FIRE TRAINING

- As the school has a 'flight, not fight' policy, hands on training in the use of extinguishers will not be provided but staff will receive information about the location, type and purpose of extinguishers in the building. Please see Appendix C for plan locating extinguishers around the school.

APPENDIX B

General School Rules to ensure Safety

1. Jewellery should not be worn by children, particularly earrings (studs can be worn), necklaces or bracelets.
2. Children must walk in school
3. Children are not allowed to:-
 - (a) play with doors and windows
 - (b) climb on furniture
 - (c) shout and/or indulge in rough play
 - (d) move around the school with shoelaces undone
 - (e) play with water and/or sand in such a way that this becomes a danger to others

Guidelines for Safety in P.E. Lessons

If stud earrings are worn they are removed or micropore tape must be brought into school to enable them to be covered during P.E. lessons

During P.E. lessons, long hair should be tied back.

Staff should wear suitable footwear when taking P.E. or games lessons.

Children with long hair should have it tied back.

Children should not use any P.E. apparatus unsupervised.

Goggles are not permitted in swimming lessons unless written permission is provided by parents.

Guidelines for the use of the Playground and the Field

Children:-

- should walk in single file around the school on the left hand side, particularly on the stairwells in the Junior block.
- should not climb on any of the trees, fences or apparatus before, during, or after school
- should walk on paths around the school and not on the "road" areas inside the school grounds.
- must walk to and from the playground

Staff:-

- should take care to monitor children when playing near shrubs and trees so that they do not become hidden.

- must be vigilant and report to the head teacher with regard to dog faeces, broken glass or other dangerous objects.
- Should monitor the use of the adventure playground areas to ensure that they are being used correctly.

WARDEN HILL PRIMARY SCHOOL

CRITICAL INCIDENT MANAGEMENT PLAN

Appendix C of Health and Safety Policy and Procedures

Staff may be called upon to deal with an emergency either on the school site or away from the site during an educational visit or on a residential visit.

Teachers in charge of pupils have a duty of care to make sure that pupils are safe and healthy. Children should be supervised at all times.

Teachers have a common law duty to act as a reasonable parent would in any situation. In an emergency teachers should not hesitate to take appropriate action and to take life saving action if necessary.

If an accident happens, the priorities are to:

- Assess the situation;
- Safeguard the uninjured members of the group;
- Attend to the casualty;
- Inform the emergency services and everyone who needs to know of the incident.

Designated teaching and support staff are given first aid training every three years.

The following guidelines summarise what to do in the event of an emergency. They outline:

1. Emergency procedures on the school site.
2. Emergency procedures on educational visits
3. Emergency procedures at the site of the incident
4. Dealing with the media.

More detailed information and advice is given in:

- The LEA Health and Safety Manual
- The School Health and Safety Statement
- The Health and Safety of Pupils on Educational Visits, DfEE 1999
- Educational Visits and School Journeys Glos, LEA 1999
- School Security - Dealing with Troublemakers DfEE 1999

These are available from the Head or School Secretary.

1. Emergency Procedures on Site

Where an emergency or an accident occurs on the school premises the Head or the most senior member of staff will be responsible for assessment of the situation and will take charge of the incident.

The senior member of staff will report serious injury to pupils to parents immediately. Health and Safety forms must be completed. These are kept by the school secretary.

In the event of fire, gas leak, risk of explosion or other hazard, the person finding the hazard should sound the alarm and the building should be evacuated following the School Emergency Procedure.

Emergency Drill

- (a) On the FIRST DAY of every term the children should be reminded of the procedure to be followed in the event of an emergency. It is particularly important that they know how to respond if the alarm sounds when they are not under the direct supervision of a member of staff.
- (b) Once every term the alarm will be sounded at a pre-arranged time and a complete evacuation of the building is to be carried out.
- (c) At least once a year the alarm will be sounded without previous warning and emergency procedure should be carried out.
- (d) **WHENEVER THE ALARM SOUNDS IT MUST BE ASSUMED THAT IT IS A GENUINE EMERGENCY AND THE APPROPRIATE ACTION TAKEN**
- (e) When the alarm is sounded any person in the building should leave immediately by the **NEAREST EXIT** and proceed to the playground. Children who are not with their class at the time must not return to the classroom but should go directly to the playground. This should be carried out without noise and without undue haste.
- (f) Teachers should ensure that **AS FAR AS POSSIBLE** all doors and windows in their immediate vicinity are closed.

- (g) Unless instructions are issued to the contrary the **staff close to the incident** should telephone the appropriate emergency service after which they should proceed to the playground. If this is not possible they should ask a senior member of staff to do so as soon as it is safe to do so.
- (h) As soon as children are assembled **teachers** should check numbers against the registers and report any missing persons to the head, deputy head or person in charge of operations who will issue instructions for the search to be carried out. If registers are not available every effort should be made to ascertain if all children are present and accounted for.
- (i) No person is to re-enter the building and no fire fighting operations are to be undertaken without reference to the person in charge.
- (j) Teachers must be aware of children who, although marked as present on the register, are temporarily absent for any reason (eg visit to dentist) and children who go home at lunchtimes.

Safety Officers and other professionals may need to isolate services to the buildings.

Main isolation points are:

- Water** Outside school on pavement.
- Gas** Juniors only - Cupboard in costume cupboard off Junior Hall.
- Electricity** Infant Switch cupboard near caretaker's room
 Junior Switch cupboard outside Headteacher's office.

2. Emergency Procedures for Educational Visits

Whenever children leave the school premises, the party leader must have:

- (a) A list of children taking part in the visit/residential journey.
- (b) The LEA pack containing standard procedures to be followed in the event of an emergency (sample included).
- (c) *A mobile telephone.*

There **must** be a named contact person at the school base who will be available throughout the duration of the visit. The school contact's main responsibility is to link the group with the school, the parents and the LEA (where appropriate), and to provide assistance as necessary. The named person should have all the necessary information about the visit. See DfES - *A Handbook for Group Leaders* (DfES/0566/2002 - kept in the Head's office).

Before leaving the party leader will provide the named contact person and the school secretary with:

- (a) a list of names and telephone number of each child and each adult in the party.
- (b) anticipated dates and times of arrival and return.

The party leader will inform all those taking part in the visit of the name of the person who will take charge if an emergency occurs.

In the event of an accident or emergency the party leader should inform the school at the first opportunity.

The named contact person at the school should respond by:

- (a) ensuring that the group leader is in control of the emergency and establishing if any assistance is required from the school base;
- (b) contacting parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. The school contact should act as a link between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency;
- (c) liaison with LEA and/or governing body. The school contact should act as a link between the group and LEA and/or chair of governors and arrange for the group to receive assistance, if necessary.

(d) the reporting of the incident using appropriate forms, if necessary. Some incidents are reportable under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*.

3. Emergency Procedures at the Site of the Incident

In the event of an emergency:

1. Ascertain the nature and extent of the emergency.
2. Render first aid and attend to the casualty (ies).
3. Make sure all other group members are accounted for, are safe from danger and are well looked after.
4. Ensure emergency services are called. The police will take statements. An adult in the party should accompany any casualties to hospital.
5. Collect the remainder of the group and arrange for their return to base.
6. Arrange for one adult to remain at the accident site to assist or liaise with the search/rescue/emergency services.
7. Contact the centre where you are staying and inform them.
8. Contact the Headteacher and designated contact persons. Give them the following information:

Your name
Nature, date and time of the incident
Location of the accident
Details of the injuries
Names of all involved
Actions taken so far
Telephone numbers for future communication - for serious incident, try to identify alternative phone numbers as lines could become jammed.
9. If the press is involved before you have time to contact base, make no comment and refer them to the Headteacher or named contact person or to the local police.
10. The Headteacher/designated contact person should rapidly appraise the situation. Where the accident is clearly serious, he/she should immediately contact the Director of Education. Phone numbers of senior LEA staff are in the file - 'Educational Visits and School Journeys' - in the Head's office.
11. The Headteacher will arrange to contact parents as soon as possible and establish all necessary links locally.

12. Record names and addresses of witnesses and names of emergency service officers.
13. Restrict telephone calls to the essential and keep emergency lines as clear as possible.
14. Legal liability should not be discussed or admitted.

4. Dealing with the Media

In the case of an accident or other incident, only the Head or the Chairman of Governors should deal with the media.

If the press is involved, make no comment.

If the emergency arises at school, the press should be referred to the Chairman of Governors or the Governing Body's designated press officer.

If the press is involved on a visit, refer them to the contact person at the school who will then refer them to the appropriate body.

Advice can be sought from the LEA press office - 01452 425226

Create thinking and action planning space. Tell the press that you will call back. Contact the appropriate people. Decide who is going to handle the media. Get your information together - write it down. **Stick to it.**

FIRE INSTRUCTIONS FOR STAFF

INFANT BLOCK

If you discover a fire....

Sound the fire alarm or, if you are responsible for your children, try to ensure that another adult does so.

Evacuate the building through the nearest outside exit and **assemble the children on the playground in an orderly fashion in front of the climbing frame.**

Children in After School Club Room and the Music Room should assemble on the path over the roadway outside these rooms. A member of staff should go around to the main playground to inform the teacher on duty that all children have been accounted for.

Call the register as soon as possible and notify the teacher in charge (normally the Head of Infants) immediately if any children are not present.

Wait until you are given the all clear before re-entering the building. If there has been a fire and the fire brigade have been called, only the fire officer in charge can give permission to re-enter the building.

A plan indicating where each alarm is situated is printed overleaf. It would be helpful if staff could familiarise themselves with their locations.

Staff should not use fire extinguishers unless they have been trained to do so and are not in danger of putting themselves at risk. **Evacuation of the building is to be the first priority - "flight not fight"**

A notice should be displayed in every room in the building which indicates what should be done in the event of a fire.

FIRE INSTRUCTIONS FOR STAFF

JUNIOR BLOCK

If you discover a fire....

Sound the fire alarm or, if you are responsible for your children, try to ensure that another adult does so.

Evacuate the building through the nearest outside exit and **assemble the children on the top playground in an orderly fashion.**

All children on the ground floor should leave the building through the nearest and safest outside exit.

Children on the first floor should use the external fire exits in a safe and calm manner. Children in classrooms closest to the stairway should use this as their first means of escape, but, if this is where the fire is located, staff should take them through the cloakroom and adjoining classroom and use the external fire exit to the ground floor.

Children in the Elliot Building should leave the building through the safest exit and assemble on the top playground with the other children.

Call the register as soon as possible and notify the teacher in charge (normally the Head of Juniors) immediately if any children are not present.

Wait until you are given the all clear before re-entering the building. If there has been a fire and the fire brigade have been called, only the fire officer in charge can give permission to re-enter the building.

A plan indicating where each alarm is situated is printed overleaf. It would be helpful if staff could familiarise themselves with their locations.

Staff should not use fire extinguishers unless they have been trained to do so and are not in danger of putting themselves at risk. **Evacuation of the building is to be the first priority - "flight not fight"**

A notice should be displayed in every room in the building which indicates what should be done in the event of a fire. A copy of this sheet should be kept inside the class register to assist supply teachers.