

CARRICKFERGUS MODEL SCHOOL



HEALTH and SAFETY POLICY

**INCLUDING FIRE SAFETY / EMERGENCY EVACUATION / SUN
PROTECTION / RISK ASSESSMENTS
and the
PROTECTION OF PREMISES EA GUIDANCE**

CARRICKFERGUS MODEL SCHOOL

Health and Safety Policy

INTRODUCTION

The Board of Governors objective is to provide and maintain safe and healthy working conditions, so far as is reasonably practicable, for all our staff, pupils and visitors and to encourage a safety culture within the school.

LEGISLATION

This policy has been written in accordance with:

- The Health and Safety at Work Act (Northern Ireland) Order 1978;
- The Management and Safety at Work Regulations (Northern Ireland) 2000;
- Fire Precautions (Workplace) Regulations (Northern Ireland) Order 2001;
- The Fire and Rescue Services (Northern Ireland) Order 2006; and
- The Fire Safety Regulations (Northern Ireland) 2010.

OBJECTIVES

At Carrickfergus Model Primary School, we will endeavour to provide and maintain safe and healthy working conditions so far as it reasonably practicable by:

- Ensuring the school has an up-to-date and relevant Health and Safety Policy;
- Ensuring that effective arrangements and adequate resources are allocated to support the Health and Safety Policy and management system;
- Actively identifying health and safety hazards and unsafe processes/systems of work with a view to eliminating, controlling or minimising risk where practicable through a recognised assessment process;
- Providing suitable and sufficient health and safety information, instruction and training to enable employees to develop and improve their competencies within their working environment in order to carry out their work or activity in a safe and efficient manner;
- Engaging and consulting with all employees on providing a safe and healthy working/teaching/learning environment in compliance with, or improving upon statutory requirements;
- Actively identifying health and safety hazards;
- Maintaining the cleanliness and state of repair of the building;
- Providing safe systems of working to ensure, so far as it reasonably practicable, the health and safety at work of all staff, pupils and visitors;
- Managing and maintaining the use of personal protective equipment;
- Providing adequate information and training on health and safety at work and fire prevention and ensure that all employees, pupils, contractors, visitors and others follow the appropriate safety procedures;
- Providing safe storage for dangerous materials and substances;
- Providing adequate first aid provision;
- Establishing, practicing and maintaining effective emergency evacuation procedures;
- Carrying out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence;
- Liaising with the Council, The Education Authority and other official bodies with the aim of improving all aspects of health and safety at work.

All staff and, including supply staff and contractors working on the school premises, are required to conduct themselves in a manner in which they pose no risk to their own or any other person's health and safety, 'Other persons' includes staff, pupils and visitors to the school.

RESPONSIBILITIES: BOARD of GOVERNORS

The Board of Governors has a statutory responsibility under the Health and Safety at Work (Northern Ireland) Order 1978 for ensuring that the Education Authority's Health and Safety Policy is both understood and implemented in schools under their control and that risk assessments are carried out to address significant risks.

The scheme of Management and the Common Funding Scheme for the Local Management of Schools also places responsibility on the Board of Governors for a number of functions and duties in respect of health and safety.

The Board of Governors is responsible for:

- Ensuring that the Principal and School Leadership Team develop a safety management system throughout the school which should include an appropriate health and safety policy;
- Monitoring the effectiveness of the school's health and safety arrangements;
- Ensuring that arrangements are developed for the annual inspection of the school premises and the preparation of a report to be presented to the Education Authority;
- Ensuring that the Principal and School Leadership Team have procedures for the safety of all persons using the premises under their control;
- Ensuring that the Principal and the School Leadership Team have arrangements in place for the prompt and efficient maintenance of all non-structural repairs and equipment;
- Having appropriate delegated arrangements in place with the Principal to ensure that contractors who are carrying out work on behalf of the Board of Governors undertake the work in a safe manner;

The Board of Governors recognises that achieving and maintaining high standards of safety requires them to ensure that the school's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities. The Principal is the school's Health and Safety co-ordinator and is responsible for instigating an investigation and, where appropriate, authorising remedial work or action and reporting to the Board of Governors.

RESPONSIBILITIES : PRINCIPAL (HEALTH and SAFETY CO-ORDINATOR)

The Principal, supported by the school's building supervisor is responsible for the day-to-day implementation of the school's Health and Safety Policy.

The Principal is responsible for:

- Liaising with the school's building supervisor regarding health and safety matters;
- Developing and implementing an effective safety management system for the school, which should include an appropriate Health and Safety Policy;
- Ensuring that health and safety forms an integral part of subject planning within the school;
- Ensuring the availability of resources to maintain and improve the safety managements; ensuring that all employees have appropriate experience and training to safely undertake their work or activity in a safe and efficient manner;
- Monitor the safety performance throughout the school during Senior Leadership Team Meetings;
- Ensuring that equipment and materials purchased by the school are safe and suitable for their intended use;
- Developing arrangements for ensuring effective maintenance of a safe working environment;
- Developing and implementing arrangements to ensure that prompt and efficient maintenance is carried out on all non-structural repairs and all equipment;

- Initiating a risk assessment process where there is a significant risk to health and safety, and communicating the results of those assessments to employees and other persons likely to be affected by the activity or process;
- Maintenance of procedures for the safety of all persons using the premises under their control;
- Appropriate fire and emergency procedures are established;
- Liaising with building contractors and ensuring procedures are in place to ensure that all contractors are presented with the school's asbestos register prior to any work or inspections are being carried out on the premises (in Carrickfergus Model Primary School this responsibility has been delegated to the Building Supervisor);
- Ensuring that portable appliance testing (PAT) is carried out in line with PAT guidelines;
- The school's fire alarm system is maintained;
- Ensuring that both teaching and non-teaching staff are issued a copy of the school's Health and Safety policy; and
- Monitoring the effectiveness of the school's Health and Safety Policy.

In the absence of the Principal, the Vice-Principal or the Head of Key Stage 1 will deputise.

RESPONSIBILITIES: TEACHING STAFF

Each member of the teaching staff has a responsibility to exercise care and attention regarding the safety of themselves and pupils under their control.

Each teacher is responsible for;

- Carrying out risk assessments where there is significant risk to health and safety and integrating the results into teaching practice;
- Ensuring that health and safety forms an integral part of subject planning within their teaching practice;
- Taking reasonable care not to endanger their own health and safety and that of other persons likely to be affected by their acts or omissions;
- Carrying out and teaching safe working during class lessons;
- Undertaking their tasks as instructed and in line with any training received;
- Ensuring that all protective clothing and equipment as required is both available and used by themselves and pupils;
- Reporting hazards or health and safety concerns to the Principal or building supervisor;
- Reporting to the Principal all accidents involving injury, damage to plant and equipment, or potential injury, damage or loss and as appropriate ensuring that Accident Forms are fully completed;
- Not interfering with or misusing any equipment provided to ensure safe working practice in the workplace; and
- Co-operating fully with the Principal on all matters pertaining to health and safety.

RESPONSIBILITIES: ALL STAFF

Each member of staff has a responsibility to exercise care and attention regarding the safety of themselves and others.

Each member of staff is responsible for:

- Taking reasonable care not to endanger their own health and safety and that of other persons likely to be affected by their acts or omissions;
- Undertaking their tasks as instructed and in line with any relevant training received;
- Reporting hazards or health and safety concerns to the Principal or building supervisor;
- Reporting to the Principal all accidents involving injury, damage to plant and equipment, or potential injury, damage or loss and as appropriate ensuring that Accident Forms are fully completed;

- Not interfering with or misusing any equipment provided to ensure safe working practice in the workplace; and
- Co-operating fully with the Principal on all matters pertaining to health and safety.

FIRE SAFETY AND EMERGENCY EVACUATION

In meeting the duties in the **Fire Precautions (Workplace) Regulations (Northern Ireland) 2001**, the Education Authority ensures that a fire risk assessment for all its premises is carried out (by a suitable qualified person), recorded and takes account of the requirements of the **Fire and Rescue Services (Northern Ireland) Order 2006** introduced and supported by; **The Fire Safety Regulations (Northern Ireland) 2010**.

The Board or school management as appropriate will implement recommendations arising from the fire risk assessment.

The school's fire alarm system should be inspected and maintained at suitable intervals by qualified persons.

The Fire Safety Policy is included with this Health and Safety Policy.

RISK ASSESSMENT

To comply with the Management of Health and Safety Regulations (Northern Ireland) 2000, the Education Authority is required to make a suitable and sufficient assessment of the risks to the health and safety of persons not in its employment arising out of or in connection with the conduct of its undertakings.

Risk assessments are undertaken by the school Principal or a designated representative in consultation with affected employees. Where the risk is considered significant, this is recorded and appropriate controls put in place.

Controls are monitored regularly by the Principal or a designated representative and reviewed as necessary.

A risk assessment should be undertaken where a new activity or new equipment is introduced. Employees should be informed by the Principal or a designated representative of any risks involved in their daily work activities and of the safe system of work in place to mitigate, so far as is reasonably practicable, the risk of injury.

AREAS OF SPECIAL RISK

The school will follow any guidance issued by the Education Authority in relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment, perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged.

The school has an agreed Asbestos Management policy and Plan which must be followed to ensure the safety of all children and adults on the school premises.

HEALTH PROBLEMS/ACCIDENTS

Emergency contact names and numbers are requested for all pupils and staff. Pupils and staff health problems eg diabetes, asthma are also recorded. In the event of serious illness an ambulance will be called, parents/carers or next of kin will also be contacted.

SCHOOL VISITS AND 'OFF SITE' ACTIVITIES

The Board of Governors will comply with the guidance the Education Authority has issued on school visits and 'off site' activities.

Risk assessments will include;

- The transport arrangements;
- The arrangements for supervision of pupils (including the staff/adult : pupil ration);
- The arrangement for first aid cover; and
- The level of qualified instruction and supervision that will be available for activities of special risk.

Further details can be found in our '**Educational Visits**' Policy.

FIRST AID PROVISION

The Principal will ensure, through the risk assessment process that adequate provisions are made to administer first aid for any injuries sustained by employees or pupils whilst in school. Where it is assessed as being necessary, competent persons will be appropriately trained and supported to carry out their roles in accordance with the duties in the **Health and Safety (First Aid) Regulations (Northern Ireland) 1982**. Names and locations of the school's specific first aiders will be prominently displayed in the workplace. Further information is available in our First Aid Policy. **The First Aid Box is stored in the Medical Room.**

INSTRUCTION AND TRAINING

The school is committed to providing instruction and training for all employees on safe working practices and procedures. The school will ensure, through its internal and external training programmes that all employees have the appropriate level of competence to be able to safely carry out their roles.

The Principal must ensure that all new employees receive induction training and that all employees are competently trained in safe use of any equipment that they may use during the course of their employment.

All employees will receive refresher training in the safe use of any equipment that they may use during the course of their employment.

WORKING ENVIRONMENT

The Principal will monitor the general working environment as required. This will include the monitoring of noise, lighting, ventilation, fumes and dust levels. Any problems in these areas will be reported to the appropriate section for measurement and the implementation of remedial measures if necessary.

ACCIDENTS AND INCIDENTS

The Board of Governors and the Principal will monitor all accidents and incidents and implement the necessary control measures to prevent any recurrence.

All accidents and incidents must be recorded in line with the Board's accident reporting policy. The Principal will undertake initial investigations. Where required the Principal will report any accidents to the Education Authority.

HEALTH AND SAFETY INSPECTIONS (PROACTIVE MONITORING)

To improve health and safety performance and to assist in promoting a positive health and safety culture, the Board of Governors will ensure that health and safety inspections are carried out on a regular basis. It is their responsibility to take steps or make recommendations to eliminate unsafe acts, and unsafe conditions and take immediate corrective action to prevent recurrence. Health and Safety inspections, associated actions, recommendations, responsibilities and timescales should be recorded.

REPORTING, MONITORING AND REVIEWING SAFETY

To ensure this policy remains relevant and appropriate to the school, it will be reviewed every two years or more frequently should the need arise, eg on the publication of new regulations or on the receipt of new documentation from the Education Authority.

CARRICKFERGUS MODEL SCHOOL

Fire Safety Policy

INTRODUCTION

In accordance with our Health and Safety Arrangements, Carrickfergus Model Primary School seeks to ensure that certain areas in relation to Fire Safety are addressed.

These include:

- Alarm System
- Fire Fighting Equipment
- Provision and Maintenance of Extinguishers
- Evacuation
- Training
- Education

Alarm System

- Carrickfergus Model Primary School has an electronically operated bell system for alerting its occupants of the incidence of a fire;
- The fire warning system is tested regularly and a record kept of these tests. This is kept by the Building Supervisor;
- Any defects are immediately reported and repaired; and
- A Maintenance Contract is in place for all aspects of the Alarm System.

Provision and Maintenance of Fire extinguishers

- Annual Maintenance is a responsibility of the Education Authority and the contracts are managed by local maintenance officers;
- Extinguishers are inspected once every 12 months and a certificate of inspection affixed to the container; and
- During the interim any leakage, discharge or defect noted, would be reported and repaired immediately.

Evacuation

- Carrickfergus Model Primary School has a clear and simple evacuation procedure;
- This procedure is printed on A4 laminated card and prominently displayed in all rooms and circulation areas;
- A planned evacuation of the school takes place once a term;
- Whole School pupil lists are kept in the Main Office, Principal's Office, Vice Principal's Classroom, Staff Room and Dining Hall. These are updated on a Termly basis and should be brought out in the event of an emergency as appropriate; and
- The School secretary will bring the black box with her as this includes all the contact information for pupils.

The purpose of this evacuation is to:

- Let the applicants recognise the fire alarm system;
- Become familiar with the way out; and
- Practise roll-call procedures to account for all occupants.

Training

- All staff will be aware of emergency evacuation procedures and if appropriate additional training will be provided;
- All staff will receive instructions at the commencement of duties;

- Staff are required to keep a laminated class list in their classrooms for such procedures and evacuations;
- Learning Support Assistants, Classroom Assistants and Supervisory Assistants will be made aware of the location of Class Lists and the requirement to bring this list out in the event of an emergency evacuation.

Training will include:

- Fire Risks in our school;
- The Fire Safety Measures in our school building;
- General Fire prevention;
- The action to be taken upon discovering a fire;
- The method of raising the alarm, including the location of alarm call points and alarm indicator panel;
- The Action to be taken upon hearing the fire alarm;
- Identity of persons nominated to assist with evacuation; and
- Identity of persons nominated to use fire-extinguishing appliances.

Education

All classes in Carrickfergus Model Primary School will receive appropriate instruction re: General Fire Prevention, the action to be taken upon discovering a fire and the action to be taken upon hearing the fire alarm.

Portable Electrical Appliances

All portable electrical appliances must be certified. Staff are informed that personal portable electrical appliances should not be used in school until they have been certified.



EMERGENCY EVACUATION PROCEDURE

In the event of an **emergency evacuation**, all teachers should ensure that their classes leave the building in an orderly and efficient manner in accordance with the procedure outlined below. The **warning signal** for an emergency evacuation is a **continuous ringing** of the fire alarm on the bell system.

 In the event of a confirmed incident, the Building Supervisor, Office Staff or the Principal should ring 999.

 All classes / small groups should normally leave by their usual / nearest exit door. All pupils must walk and listen carefully to their teacher.

 All teachers should bring their absentee book with them so they know which children are present on that day.

 Mrs L Smythe will open the large gate leading to the playground. There is also a key near the side door if Mrs Smythe is absent or a fire is blocking the path to the office.

 Mrs H Beggs will bring the black box from the office containing class lists and all the pupil contact details.

 Classes / small groups in other parts of the school building eg Library, ICT Suite, Music Room etc should leave by the nearest safe exit, and as soon as possible, brought to their class line.

 Pupils must not try to find their coats or bags, even if the weather is inclement as this cannot be considered in an emergency.

 Classroom doors should be closed before leaving the building.

 Each class has been assigned a letter and this letter is clearly marked on the playground wall. It is the duty of the class teacher to make his/her class aware of that letter at the beginning of each school year.



Teachers should check that everyone present that day has been evacuated to the playground.



The Principal will bring an ipad so the SIMS emergency text service can be used to contact parents.



Mrs Morton (P1&P2), Mrs Johnston (P3&P4), Mrs Kirkland (P5&P6) and the Vice-Principal (P7) will check classes and report to the Principal.



The Principal must be informed immediately if any pupil is missing.



At all times, apply the rule – ‘NO GOING BACK!’



In the event of a suspicious device being found in the playground, pupils will be evacuated to the school field initially.



In the event of a real emergency which threatens safety and demands the removal of children from the premises and school grounds, emergency accommodation has been arranged for:

- Carrickfergus Sea Cadets premises (028 93 350300). A key is held at Carrickfergus Marina which is open 24x7
- St Nicholas' Primary School (028 93 351149)



The Building Supervisor or Principal will meet the fire and rescue service on arrival and provide relevant information.



When it is safe to do so, the Principal should apply the Critical Incidents Policy.



PLAN OF EVACUATION

R1 & R2 – via back door (or side door if incident obstructs the rear door exit)

Computer Suite - via back door (or dining hall emergency exit if incident obstructs the rear door exit)

R3 & R4 – via side door (or rear door if side door is unsafe)

R5 & R6 – via side door (rear door if side exit is unsafe)

R7 – via front door (or Room 9 emergency exit if front door is unsafe)

R9 & R8 – via Room 9 emergency exit

Mobiles – straight out to the playground



CARRICKFERGUS MODEL SCHOOL

EMERGENCY EVACUATION CONTINGENCY PLAN

Should a real * emergency occur which threatens safety and demands the removal of pupils from the premises, emergency accommodation has been arranged for:

THE CARRICKFERGUS SEA CADETS BUILDING

The following procedure will be followed:

1. The building will be evacuated as per fire drill/emergencies.
2. Carrickfergus Marina will be telephoned on 028 93 366666 and alerted that the school will be using the Sea Cadets Building and that the key to the premises will need to be immediately available. This will be the **responsibility of the Vice-Principal/Secretary. Downtown (028 91 815050 or 028 91 815555) and Citybeat (028 90 205967)** radio will be contacted to make regular emergency notifications. **Carrickfergus Police** will also be notified **(028 90 650222)**.
3. **SIMULTANEOUSLY the Principal will unlock the rear gate to the school and call at the Marina to collect the emergency key.** He will then proceed to the Sea Cadets Building and **open the premises.**
4. The teachers will bring classes from the playground, PRIMARY SEVENS FIRSTLY, THEN PRIMARY SIXES. Etc To PRIMARY ONES. The route will be to the gate of Legg Park, turn across to the other side of the road, keeping to that side the whole way to the Sea Cadet's Building.
5. RGH will direct classes to their places at the door of the building.
6. When parents call for children, DL, using selected Primary 7 pupils as runners, will co-ordinate release of pupils.

The type of incident which may cause evacuation will be chemical spillage on the main road, gas leak, bomb scare etc.....



CARRICKFERGUS MODEL SCHOOL

STEPS TO BE TAKEN IN THE EVENT OF INTRUDER ALARM ACTIVATING:

ON ENTERING THE BUILDING:

- **HOLD PROXIMITY FOB UP TO ALARM PANEL.**
- **ALARM WILL SILENCE AND PANEL WILL READ “ALERTS”.**
- **HOLD PROMINITY FOB UP AGAIN AND PANEL WILL SAY “PRESS ENT TO SCROLL”.**
- **PRESS “ENT” AND THE REASON FOR ALARM ACTIVATION WILL BE GIVEN.**
- **CHECK ON THE CAUSE FOR ACTIVATION AND, IF SATISFIED, PRESS “ENT” UNTIL SYSTEM IS RESET.**

HOLDING UP YOUR FOB AGAIN WILL SET THE ALARM SYSTEM FOR YOU TO LEAVE THE BUILDING. ONLY IF MORE THAN ONE SENSOR PICKS UP MOVEMENT OR NOISE, WILL IT BE NECESSARY TO CONTACT CENTRAL STATION IN ORDER TO RESET THE SYSTEM.

NB THE INTRUDER ALARM SYSTEM WORKS AS TWO SEPARATE AREAS ie SCHOOL AND KITCHEN.

ONLY THE PRINCIPAL KEYHOLDER (2) AND THE SPARE MASTER SET OF KEYS (4) CAN OPERATE BOTH AREAS AT ONCE. ALL OTHER KEYHOLDERS (EXCEPT KITCHEN STAFF**) HOLD ONLY SCHOOL FOBS 5, 6, 7, 8, 9, 10, 12 & 13).**

IF ACCESS TO THE KITCHEN IS REQUIRED A SPARE KITCHEN FOB (NUMBER 15) IS HANGING IN THE SECURE STORE.

CONTRACT NUMBER	-	U101890
CENTRAL STATION TELEPHONE	-	08706 001 008
LONGMORE (OFFICE HOURS)	-	028 28 270707
LOMGMORE (AFTER HOURS)	-	07703 437473



FIRE ALARM

- **LEAVE THE BUILDING IMMEDIATELY YOU HEAR THE FIRE ALARM AND GO DIRECTLY TO YOUR INITIALED POINT IN THE PLAYGROUND.**
- **IN EMERGENCY BREAK GLASS IN RED NOTIFIER BOX AS YOU LEAVE THE BUILDING.**
- **PHONE 999 FROM A SAFE PHONE.**

TO TEST FIRE ALARM

- **REMOVE GLASS FROM RED NOTIFIER BOX.**
- **ALARM WILL ACTIFIVATE.**
- **REPLACE GLASS.**
- **WHEN BUILDING IS CLEAR PRESS “RESET” ON FIRE ALARM PANEL.**
- **HOLD KEY FOB UP TO INTRUDER ALARM PANEL. PANEL WILL READ “ALERTS”.**
- **HOLD KEY FOB UP TO INTRUDER ALARM PANEL AGAIN. PANEL WILL READ “PRESS ENTER TO SCROLL”.**
- **PRESS “ENT” AND FOLLOW INSTRUCTION ON DISPLAY UNTIL PANEL IS RESET.**

NB IF INTRUDER ALARM IS NOT SET, BETWEEN MONDAY AND FRIDAY, NO FIRE ALARM IS SENT TO CENTRAL STATION IE WHEN THE SCHOOL IS NORMALLY OPEN – **SO IT IS IMPERATIVE THAT 999 IS PHONED IN THE EVENT OF A FIRE.**



CARRICKFERGUS MODEL SCHOOL

FIRE ALARM ZONES

- ZONE 1 OUTSIDE ICT SUITE, DINING HALL & KITCHEN**
- ZONE 2 BOTTOM CORRIDOR**
- ZONE 3 FOYER, BOTTOM OF STAIRS, OFFICE & MAIN CORRIDOR**
- ZONE 4 ASSEMBLY HALL, MUSIC STORE, PE STORE, CHAIR STORE, OUTSIDE GIRLS' TOILETS & CARETAKER'S STORE**
- ZONE 5 UPSTAIRS**

CONTRACT NUMBER U101890	ID NUMBER 6222
CENTRAL STATION	- 08706 001 008
LONGMORE (OFFICE HOURS)	- 028 28 270707
LONGMORE (AFTER HOURS)	- 07703 437 473



FIRE ALARM - TEST

***BEFORE TEST - PHONE CENTRAL STATION 0870 600 1008
AND REQUEST TO BE PUT ON TEST. ***

- **REMOVE GLASS FROM RED FIRE NOTIFIER BOX.**
- **ALARM WILL ACTIVATE.**
- **REPLACE GLASS IN FIRE NOTIFIER BOX**
- **WHEN BUILDING IS CLEAR PRESS “RESET” ON CRANE FIRE ALARM PANEL.**
- **ENTER PERSONAL CODE INTO LONGMORE INTRUDER ALARM PANEL – ALARM WILL SILENCE.**
- **ENTER CODE AGAIN – SYSTEM BECOMES ACTIVE AND MAY REPEAT ALARM.**
- **ENTER CODE A THIRD TIME AND SYSTEM IS OPEN.**

***BE SURE TO PHONE CENTRAL STATION AND EXPLAIN TEST IS OVER AND REQUEST TO BE MADE**

ACTIVE AGAIN*

**IN EMERGENCY BREAK GLASS IN RED
NOTIFIER BOX PHONE 999 LEAVE THE
BUILDING**



**CARRICKFERGUS MODEL SCHOOL
AREA CODE**

0001	<i>Fire Connection</i>	2031	Principal Office PIR
0002	<i>Front Foyer</i>	2032	Principal Office G/B
0003	Front Door	2033	Staff Room PIR
0004	Assembly Hall PIR	2034	Secretary Office G/B
0005	Assembly Hall G/B	2035	1 st Floor PIR
0006	Library PIR	2036	Back Corridor PIR
0007	Library G/B	2037	Back Door PIR
0008	Bottom Corridor PIR	2038	Back Door Contact
1021	<i>Kitchen Door</i>	2041	Side Door
1022	Not Used	2042	Corridor 1 PIR (Rm 5&6 Cor)
1031	Mobile 3 PIR	2043	Room 11 PIR
1032	Mobile 3 G/B	2044	Room 11 G/B
1041	Mobile 5 PIR	2045	Kitchen PIR
1042	Mobile 5 G/B	2046	Kitchen G/B
2011	Room 1 PIR	2047	Dining Room PIR
2012	Room 1 G/B	2048	Dining Room G/B
2013	Room 2 PIR	2051	Mobile 1 PIR
2014	Room 2 G/B	2052	Mobile 1 G/B
2015	Room 3 PIR	2053	Mobile 2 PIR
2016	Room 3 G/B	2054	Mobile 2 G/B
2017	Room 4 PIR	2055	Not Used
2018	Room 4 G/B	2056	Not Used
2021	Room 5 PIR	2057	Mobile 4 PIR
2022	Room 5 G/B	2058	Mobile 4 G/B
2023	Room 6 PIR		
2024	Room 6 G/B		
2025	Room 9 PIR		
2026	Room 9 G/B		
2027	Secretary Office PIR		
2028	Staff Room G/B		

PIR – Passive Infra Red
G/B – Glass Break



**STEPS TO BE TAKEN IN THE EVENT OF INTRUDER ALARM
ACTIVATING:**

- 1. ENTER BOTH CODES 5265 AND THEN 2116. ALARM WILL STOP.**
- 2. CHECK SCHOOL BUILDING TO FIND REASON FOR ALARM ACTIVATING.**
- 3. ENTER CODE 5265 AGAIN AND A FOUR DIGIT NUMBER IS DISPLAYED.**
- 4. CONTACT CENTRAL STATION AND GIVE REASON FOR ALARM ACTIVATING.

0870 600 1008 (NO REASON - NO RESET CODE).**
- 5. CENTRAL STATION WILL ISSUE RESET CODE.**
- 6. ENTER IN RESET CODE TO KEYPAD.**
- 7. PRESS ENTER.**
- 8. PRESS ESC. SYSTEM IS NOW RESET.**

IF PROBLEM ARISES CONTACT LONGMORE ELECTRONICS

**TEL NO: 028 28 270707 (Office Hours)
07703437473 (After Office Hours)**

**CONTRACT NUMBER U101890 ID NUMBER 6222
CENTRAL STATION 0870 600 1008**



FIRE ALARM - TEST

***BEFORE TESTING PHONE CENTRAL STATION 0870 600 1008
AND TELL THEM YOU ARE TESTING SYSTEM.**

- **REMOVE GLASS FROM RED FIRE NOTIFIER BOX.**
- **ALARM SOUNDERS WILL ACTIVATE.**
- **ALLOW BUILDING TO CLEAR/EXERCISE TO PROCEED.**
- **PRESS “RESET” ON FIRE PANEL (CRANE).**
- **PRESS 5265 ON INTRUDER ALARM PANEL.**
- **REPLACE GLASS IN RED FIRE NOTIFIER BOX.**

FIRE ALARM – REAL EMERGENCY

1. **BREAK GLASS FROM FIRE NOTIFIER (RED BOX).**
2. **ALARM WILL ACTIVATE.**

AFTER EVENT TO RESET:

1. **PRESS “RESET” ON CRANE FIRE PANEL.**
2. **PRESS 5265 ON INTRUDER PANEL.**
3. **BE PREPARED TO ANSWER CENTRAL STATION WHO
MAY CALL TO INVESTIGATE.**



CARRICKFERGUS MODEL SCHOOL

YOUR FIRE DRILL ASSEMBLY POINT CODE LETTER IS:

YOUR EXIT IS VIA –

TO THE PLAYGROUND



POLICY FOR SUN PROTECTION IN SCHOOL

INTRODUCTION

Media attention to global warming and the likelihood of warmer summers allied to the guidelines provided by Cancer Research UK for the management of safe practices in the sun have all been considered by the staff of Carrickfergus Model over a period of years and a decision was finally made to formally address the issue in policy.

AIMS

The school has bought and distributed sun caps over the years but it was felt that inclusive practices should be:

- To educate our children on the dangers of over exposure to the sun. This will include **sunburn, skin reaction** and the potential for **skin cancer**.
- To **teach facts on protection** against exposure to the sun.
- To introduce the children to a **developing school environment** for sun protection.
- To **instil safety principles** which will be taken forward in life.
- Above all to **protect our children** against potential harm.

It is the policy of Carrickfergus Model School to manage the practice of sun protection under the headings of **Education, Protection, Collaboration**.

- **Education**
 - All pupils will have **at least one specific lesson on sun protection per year**.
 - Sun Protection will also be the subject of **at least one whole school assembly** at the beginning of the summer term.
 - **Parents** will be 'educated' on our policy and practices at the **beginning of the summer term each year**. A **standard policy letter** will encourage parents to provide their children with sun cream (See **Appendix 1**).
- **Protection**
 - It is the school's practice to order and supply **sun caps** to parents. These caps will bear the school's crest with the logo "Sun Screen Protect" printed below.
 - A **shade corner** has been set up on the periphery of the main playground. This will be developed over the years.
 - Both **trees** and a **living willow dome** have been planted.

- **Teachers** will be **encouraged** to wear **sun caps** on duty.
 - **Sun cream** will be **encouraged on school trips**. The school will supply some to cater for those who forget. Factor 15+ will be used and this will be kept in the first aid kit which is taken on trips.
 - **Daily** sun cream application will **not** be a **responsibility of the school**. It will be up to each family to cater for this at home.
 - The standard letter at Appendix 1 will have a reply slip requesting **permission for staff to apply sun cream if necessary on school trips** where there may be prolonged exposure to the sun or in individual cases where concern arises in school.
- **Collaboration**
 - The creation of this policy is the result of parental consultation, pupil involvement, staff input and advice from the “Sun Smart” project of Cancer Research.



CARRICKFERGUS MODEL SCHOOL SUN PROTECTION



Dear Parent

Now the summer term has started I want to write and tell you about the school's sun protection policy. As you'll be well aware, overexposure to the sun can lead to skin cancer later in life. Our policy aims to educate and protect our children against damage from the sun.

Your child's health and well-being are very important to us, which is why we have decided to:

- address sun protection in **assembly**.
- encourage pupils to **wear sun caps** when outside.
- encourage pupils to **use sunscreen on school trips**.

We have been providing sun caps in school over the years and this year we have ordered more caps. These are 'baseball' design. The cost will be **£3.00 each** and we would urge you to purchase one. A **note to your child's teacher with the correct payment** will suffice.

Your support is very important if our policy is going to work and you can help by:

- **talking to your child** about the importance of **sun protection** at home.
- **Sending sunscreen** on your child's **school trips**.
- buying your child a new school **sun cap**.
- returning the **permission slip** at the bottom of this letter to allow the application of school sunscreen if your child needs cream but has none with him/her on **school trips**.
- **You control daily sun care** by applying sunscreen when you consider it necessary **before** your child leaves for school. There can **not** be an arrangement for applying cream to all children in school!!
- Assist your own sun screen management by watching **the weather forecast**. It's really quite accurate!
- Together I hope we can have a very happy and safe term to come!

Thank you for your support.

Yours sincerely

Mrs J Miller
Principal

CARRICKFERGUS MODEL SCHOOL SUNSCREEN POLICY

Child's Name: _____ Class _____

I agree/do not agree to my child having sunscreen applied in school if necessary on school trips when there may be prolonged exposure to the sun or in school where concern arises.

Signed: _____ (Parent/Guardian) Please print name _____