



St Martin's Garden  
PRIMARY SCHOOL

## **Health & Safety Policy**

**ST MARTIN'S GARDEN PRIMARY IS A NUT FREE SCHOOL**

Approved : May 2018  
To be reviewed: May 2019





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## Health and Safety Policy Acknowledgement Sheet

(All staff to be instructed in this document layout and content)

I declare that I have read and understood this Health and Safety Policy.

I am aware of my duties and responsibilities contained within, and agree to abide by any relevant legislation, Local Education Authority guidance and school procedures that apply to the undertakings within my work activities/employment.

I agree not to carry out any activities I have not been trained in, or that are not part of my job role or delegated responsibilities.

I also agree to bring to the attention of the Headteacher any hazards, discrepancies or shortfalls in the school's health and safety arrangements I am, or become, aware of.

Signature.....

Print Name.....

Date.....

Please return this page to the Cindy Harris, Office Manager with Health and Safety responsibility.

## STATEMENT OF GENERAL POLICY.

The Headteacher and Governors of St Martins Garden Primary School believe that the health and safety of persons within the school is of paramount importance. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the Headteacher and Governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision are provided to ensure that staff can carry out their work safely.

The Headteacher and Governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition the Headteacher and Governors will undertake to ensure compliance with policy and guidance produced by Bath & North East Somerset Local Authority.

The Headteacher and Governors will ensure that adequate resources are identified and provided for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Headteacher and Governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised where necessary.

Signed..... (Headteacher)                      Date .....

This policy was first endorsed by the Full Governing Body at their meeting on Wednesday 6<sup>th</sup> February 2013 and reviewed and updated annually.

Signed..... (Chair of Governors)                      Date .....

## **1. Introduction**

### Policy statements relating to Health and Safety

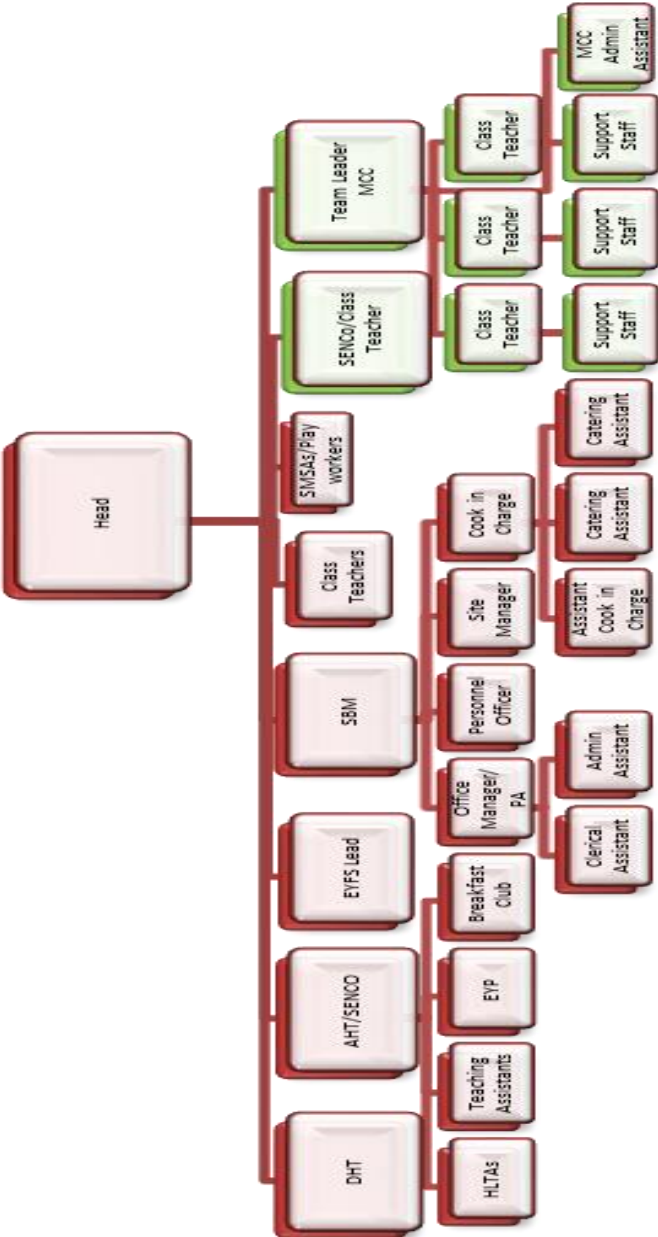
St Martins Garden Primary School works within the Bath & North East Somerset Health and Safety Policy and Procedures, and actions have been devised with this policy in mind.

The following statements underpin our view of Health and Safety at St Martins Garden Primary School.

It is important that everyone in the school, all adults, children and parents understand the procedures and responsibilities that relate to them and others, because it is only by the co-operation and teamwork of everyone involved that high standards of Health and Safety will be achieved. This will then allow children, staff and visitors to work in a healthy and safe environment.

Responsibility for Health and Safety is invested in all employees wherever they work. This requires all employees to act with due regard to their own and others safety, follow safety procedures correctly and to promote a healthy and safe environment in which they and others work. It also requires employees to bring to the attention of the appropriate person any cause they may have relating to Health and Safety procedures, activities or other hazards. It further requires all staff to co-operate with the Governing Body regarding Health and Safety. Tasks may be delegated to discharge responsibility, but responsibility remains with the person who delegated the task.





## **2. Responsibilities**

### **Organisation within the School to meet the requirements itemised under the General Policy Statement.**

Ultimately the responsibility for all School organisation and activity rests by definition, with the Headteacher. However all staff have a responsibility towards safety with the specific lines of delegation being set out as shown.

### **Specific Responsibilities of Groups and Individual Members of Staff are as follows:**

#### **The Governing Body**

The Governing Body in its role as controller of the premises will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, pupils, visitors) in accordance with Sections 2, 3 and 4 of the Health & Safety at Work etc Act 1974.

In order to discharge this responsibility, the Governing Body will:

- a. ensure that the Bath & North East Somerset Health and Safety Policy is complemented by the School's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with its contents
- b. ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School
- c. ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare
- d. receive updates on the school development plan for health and safety at each meeting from the Office Manager in order to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary
- e. to consider information, statistics and reports relating to health, safety and welfare matters
- f. to consider and make recommendations regarding individual health and safety issues which have not been resolved at management level

#### **Headteacher**

The Headteacher has overall responsibility for policy, organisation and arrangements throughout the School and in particular the Headteacher will:

- a. provide liaison with any Inspectors: Local Authority, Department for Education (DfE) and HSE with regard to safety aspects
- b. budget for safety and health matters
- c. review the Health and Safety Policy annually and when significant changes occur within the organisation of the school
- d. develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen

- equipment and manual handling
- e. nominate specific staff with designated safety roles, e.g. Office Manager, Site Manager, throughout the school
  - f. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
  - g. ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of the Fire Risk Assessment
  - h. ensure health and safety issues associated with major building projects are complied with
  - i. ensure that injuries, diseases and dangerous occurrences as classified under RIDDOR, are reported to the enforcing authority and to monitor incidents to identify methods of reducing accidents
  - j. to ensure the necessary records are maintained relating to accidents associated with the work of the school
  - k. make an annual report on health and safety matters including buildings and safety management to the Governing Body
  - l. ensure safety procedures are developed and adhered to for operations carried out within the School by her staff and by outside contractors under her control
  - m. ensure that health and safety is considered as an integral part of teaching
  - n. instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation
  - o. ensure that premises safety inspections are carried out at specified intervals, they are recorded and that necessary remedial action is carried out
  - p. ensure that health and safety is taken into account when considering any proposed or impending changes, e.g. building works, room allocation or usage, etc.
  - q. ensure that emergency procedures and fire evacuation practices are in place within the school
  - r. investigate and advise on hazards and precautions
  - s. have a general oversight of health, safety and first aid matters
  - t. monitor the general safety programme
  - u. publicise safety matters
  - v. ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities
  - w. to monitor student health records prior to entry and to report/advise on illnesses that need to be brought to the attention of specific staff (e.g. epilepsy)
  - x. ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
    - First aid
    - Fire and emergency evacuation
    - Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments

### **Deputy Headteacher**

Will assume the Headteachers duties in their absence and has the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breaches of the law.

### **Office Manager with Health and Safety responsibilities**

The Office Manager is responsible for the liaison of health and safety management throughout the School.

Additionally, the Office Manager will:

- a. make an annual report, in conjunction with the Site Manager on health and safety matters to the Headteacher and the Governing Body
- b. assist with inspections and safety audits
- c. investigate and advise on hazards and precautions
- d. develop and establish emergency procedures, and organise fire evacuation practices within the school
- e. monitor the general safety programme on behalf of the Headteacher
- f. make recommendations to the Headteacher for matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections
- g. make recommendations to the Headteacher on matters of safety policy in compliance with new and modified legislation
- h. publicise safety matters
- i. liaise with outside bodies concerned with health and safety e.g. Corporate Health and Safety team, Health and Safety Consultant
- j. monitor accidents to identify trends and introduce methods of reducing accidents
- k. to ensure the necessary records are maintained relating to accidents associated with the work of the school
- l. Send out medical alert notes to parents and compile a school list to be held by staff. Supply staff are asked to familiarise themselves with the form.
- m. keep records of hazards identified on site by staff and the remedial action taken and when
- n. ensure all accidents within the area of responsibility are recorded in line with the school policy

### **Teachers**

Teachers are responsible to their appropriate Team Leader or Deputy Head teacher for the immediate safety of the pupils in their classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- a. follow safe working procedures personally
- b. give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required

- c. ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary
- d. ensure that clear instructions and warnings are given to pupils verbally as often as necessary
- e. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed
- f. undertake a visual inspection of equipment prior to use
- g. report defects where necessary
- h. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy

### **Teaching Assistants**

The teaching assistant is immediately responsible to the Teacher they report to

Additionally, the teaching assistants will:

- a. follow safe working procedures personally
- b. be familiar with the general and particular safety rules that apply to their area of work
- c. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed
- d. undertake a visual inspection of equipment prior to use
- e. report defects to the teacher they report to or SENCo or HLTA.
- f. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy

### **First Aid Trained Personnel**

First Aiders are responsible for supporting health and welfare issues within the School and in particular:

- a. to be responsible for attending to and monitoring pupils or visitor illness/injury and to refer pupils to their own doctor or hospital as appropriate
- b. to maintain school medical equipment
- c. to monitor student health records prior to entry and to report/advise the Headteacher of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy)
- d. to assist in the monitoring of first aid equipment and boxes on School site
- e. to assist in the development and health promotion activities at the School
- f. to ensure the necessary records are maintained relating to accidents associated with the work of the school
- g. Organise first aid cover at lunchtime

### **Site Manager**

The Site Manager will:

- a. report on health and safety matters with respect to the School buildings and grounds
- b. ensure safety procedures are developed and adhered to for operations carried out within the School by his staff and by outside contractors under his control
- c. be responsible for the provision and maintenance of all 'fire' equipment

- and assist in the review of the Fire Risk Assessment
- d. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken
  - e. ensure appropriate management, testing and maintenance of the school's swimming pool and associated plant
  - f. undertake premises safety inspections and keep records of any faults identified
  - g. attend to defect reports and recommendations from the Headteacher, staff, Safety Representative and Office Manager
  - h. ensure that all portable electrical equipment is tested on an annual basis
  - i. ensure all accidents within the area of responsibility are recorded in line with the school policy
  - j. ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place
  - k. ensure that he is familiar with the school's Health and Safety Policy
  - l. conduct a termly health and safety inspection with the Headteacher and Health and Safety Governor
  - m. meet with the Office Manager on a weekly basis to manage site issues
  - n. ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
  - o. report to the Headteacher and Office Manager any defects and hazards that are brought to his notice
  - p. ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use
  - q. inspect, check, test and record, as appropriate at defined intervals, the fire alarm, fire extinguishers, fire doors, evacuation routes, emergency lighting, fixed play equipment and water temperatures
  - r. inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts
  - s. maintain a record of hazardous substances used for cleaning and similar purposes

### **Health and Safety Consultant**

Prepare and review the Health and Safety Policy, Fire Risk Assessment and general risk assessments.

Carry out an annual health and safety audit of the school, to include a walkthrough of the premises and the provision of a report to include an action plan for improvement.

To provide advice on the following:

- a. Legal requirements affecting health, safety and welfare
- b. Personal protective clothing and equipment
- c. Working methods, equipment or materials, which could reduce risks

### **Trade Union Safety Representatives**

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training.

The trade union safety representative will consult the Headteacher on any relevant health and safety matters.

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will, where appointed:

- a. represent the employees in consultation with the employer and with his/her representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace
- b. investigate complaints by any employee he/she represents relating to health and safety and welfare at work
- c. represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority
- d. receive information from Enforcement Inspectors
- e. attend meetings of safety committees to which he/she is elected
- f. inspect the workplace if they have given the employer or his/her representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. He/she may carry out additional inspections where there are substantial changes in work conditions

### **Staff Liaising with Contractors**

Staff liaising with contractors carrying out work at the School should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Office Manager and/or Site Manager for them to rectify or, failing that, reporting to the Headteacher.

Staff must ensure that any contractor arriving at site, reports to Reception and a nominated person ensures that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Headteacher to liaise with the contractors must undertake this activity.

### **All employees**

All employees are responsible for his or her personal safety and that of other persons in the School by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the school.)

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 within Sections 7 and 8:

*'It shall be the duty of every employee while at work*

- a) *to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,*
- b) *as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'*

*'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions'*

**Whenever an employee is aware of any possible deficiencies in the School's Health and Safety arrangements, they must draw these to the attention of the Headteacher or the Office Manager.**

Please note the following:

- a. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage
- b. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards
- c. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees

### **Governors Meetings**

A report on Health & Safety is an agenda item for each meeting of the School Governing Body.

The following will be included in reports:

- a. Discussion of recorded accidents since the last meeting, and of remedial action taken to prevent their recurrence
- b. The arrangement for the next inspection of the premises and consideration of any matters arising from the previous inspection
- c. Consideration of the implementation in the school of any new safety instructions advice issued by the LA, DfE, Health and Safety committee
- d. Consideration of progress on remedying any hazards which may have been identified since or at the last meeting
- e. To receive a report on fire drills and testing of equipment held since the last meeting, and to discuss any matters arising
- f. At each autumn term meeting, to review the content of the school's statement of health and safety arrangements, and to monitor its implementation

### **Overall Function and Objective**

To provide effective communication and consultation between management and employees in order that the health and safety policy is properly maintained and developed.

### **Specific Functions:**

- a. To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area generally and to



make recommendations and/or observations to the Governing Body accordingly.

- b. To consider and make recommendations to the Governing Body regarding individual health and safety problems which have not been resolved at operational management/safety representative level.

*Note: Before considering any individual health, safety and welfare problem, all possible steps must have been taken to resolve the problem at departmental/section level. The attendees shall normally not consider such cases until the above action has been taken. In the event of a safety matter not being resolved within the meeting, any representative is free to take the matter up with the Governing Body through his/her staff representative.*

- c. To develop policy to improve and maintain health and safety issues for staff and pupils.

- d. To encourage the implementation and maintenance of effective safety rules and practices at departmental level.

- e. To encourage effective communication regarding health, safety and welfare matters.

- f. Inspections:

- These should take place at least twice a year with a Governors Health and Safety Meeting at the end of the session where findings and recommendations are produced for governors, staff or parents as appropriate
  - The Staff Governor should be prepared to attend a meeting before and after school hours to investigate children and staff's safety entering and leaving the premises
  - The management of the inspection will be at the discretion of the attendees
  - The purpose of the inspection is to identify, practices, hazards, and causes of concern relating to a safe and healthy work place. It is also to identify and promote good practice and ensure that written procedures are being followed and are relevant to any changed circumstances
- Standard inspection items:

The external site including fences, gates and paths.

The external buildings.

The internal buildings including classrooms, corridors, halls, toilets, offices and other rooms as appropriate.

All pathways.

Items will be considered a Health and Safety hazard or require attention if they do not meet procedures or are considered by any member of the meeting a hazard or potential hazard. This view will support and protect the views and integrity of the members and will provide a check on items being overlooked.

### **Visitors**

The Headteacher and Governors accept responsibility for health and safety of visitors to the school, including contractors.

Safeguarding children and staff is paramount at our school. We maintain rigorous child protection procedures to ensure our children are not put at risk.

On arrival, please report to the school office where you will be given a visitors' badge which should be worn and be visible at all times. Please return it to the office on departure. Local Authority personnel do not need to wear a school badge but should show their council ID badge on arrival which must be worn and visible.

Visitors must always sign the visitor's book on arrival and on departure.

Visitors should remain with their host at all times unless other arrangements have been previously agreed.

Visitors, unless they have had DBS clearance, will not be able to work alone with children.

In the event of a fire or emergency evacuation, please follow the emergency evacuation procedure which is displayed in prominent positions around the school. If the emergency alarm sounds (a loud, continuous siren, **not** a bell) you should leave the building immediately by the nearest emergency exit and gather outside the main school entrance (Lympsham Green).

Staff toilets may be used by adults – **children's toilet facilities must not be used.**

Any illness, injury or accident **MUST** be reported to the School Office. For First Aid facilities, please go to the School Office.

If you notice any Health and Safety issues whilst on site, please report them to the school office as soon as possible.

Contractors must inform the Headteacher or other Senior Leader prior to work commencing in any potentially dangerous machinery, materials or substances that are to be used on the site.

The Governors expect everyone in school to respect others, regardless of their age, sex, race, religion or any disability. We would respectfully ask all visitors to do the same. Any visitor who does not will be asked to leave the site immediately.

The relevant class teacher will ensure that volunteers have the necessary safety information.

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

Smoking is not permitted anywhere on the school site.

**School Meals Supervisory Assistants (SMSAs)**

Report any health and safety concerns at lunchtime to the Headteacher.

Ensure 'Accident / Incident / Violence Investigation' forms are completed for any serious incidents and passed to the Office Manager who will, file forms and notify to the Corporate Health and Safety Unit of the LA.

**Pupils**

Exercise personal responsibility for the safety of themselves and classmates

Observe standards of dress consistent with safety and/or hygiene

Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency

Use and not wilfully misuse, neglect or interfere with things provided for their safety

**Parents**

Support the school in any health and safety matters reported to them on newsletters.

### 3. ARRANGEMENTS

#### a. Fire

##### Arrangements

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

Fire exits are clearly labelled.

Plans showing exit routes are displayed by the door of each classroom.

Fire equipment is tested and/or inspected regularly by the Site Manager.

A fire drill is practised once a term and reported by the Headteacher to the Governing Body.

Fire appliances are checked monthly by the Site Manager, and serviced annually by a competent contractor.

The Site Manager will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards
- Checking all escape routes are clear
- Checking all fire doors can be opened quickly and easily
- Checking all fire resisting doors close properly
- Checking no fire resisting doors are wedged or propped open
- Checking that general housekeeping standards are adequate
- Checking that waste materials are not being allowed to accumulate
- Ensuring there is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Ensuring the waste containers are stored externally in a secure compound.

The named Fire Safety Co-ordinator is the Headteacher, or in their absence either the Office Manager or the Site Manager..

**Any pupil with special needs** must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be developed with the Headteacher, if the class teacher or SENCO identify a particular problem.

##### Procedures

The overall aim is to save life, therefore evacuation is of paramount importance. Staff are not expected to fight a fire nor should they go back into the building.

Please refer to Appendix A for detailed procedures

## **b. Bomb and Critical Incident Management**

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances.

Any member of staff who receives information regarding a bomb on-site must immediately inform the Headteacher or Deputy Headteacher in their absence.

## **c. First Aid**

Only those qualified should administer first aid. If the adult supervising the child at the time of the incident is not trained, a message should be sent to the office asking for immediate first aid support.

First aid should be administered according to the training.

A record should be kept of all first aid administered. This will generally be on the forms kept at the first aid posts.

Where an incident is deemed sufficiently serious, a Serious Accident/Incident Form, provided by the Local Authority should be completed and sent off.

Parent/Carers should be kept informed of any incidents causing concern. This may be by 'phone or by the green 'accident letters'.

It is the school's policy that a sticking plaster may be applied for 'comfort'. It must first be established, however, whether the child is allergic to them. The child may be asked whether 'mummy/daddy/nanny etc. has to buy you special plasters', although with young children their reply may not be reliable, in which case the emergency form in the office can be checked. If in any doubt do not apply a plaster.

First Aid equipment must be taken on school outings.

In case of a serious accident, parents or guardians should be informed and if considered necessary an ambulance should be called.

In the event of an injury sustained by an adult or a child under supervision in the classroom the staff accident book must be completed.

## **Allergies**

It is the responsibility of parents to inform the school if their child has any allergies. The Admin staff produces a list of children and their allergies and treatments. It is the teachers' responsibility to make sure they have an up to date list and inform other adults working in their classroom of children at risk of allergic reactions.

#### **d. Accident and Incident Reporting**

Any pupil complaining of illness or who has been injured is seen by a qualified First Aiders to inspect and, where appropriate, treat.

All incidents, ailments and treatment are reported in the accident book.

More serious accidents or incidents of violence are recorded on 'Accident / Incident / Violence Investigation' forms obtainable from the School Office.

Parents are contacted if there are any doubts over the health or welfare of a pupil.

In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. A taxi maybe called and charged for using the school account. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.

If staff are concerned about the welfare of a pupil they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved.

Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the School Office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

As the school is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive (HSE) it is important that the Office Manager is notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

All accidents will be investigated to prevent re-occurrence. The Office Manager will monitor the accidents to identify trends. The Governors will also receive information on accidents at each meeting.

#### **e. Administration of Medicines**

Medicine will only be administered if the child's parent/carer has signed an indemnity form. Under no circumstances can this be altered.

Wherever possible the parent/carer should be encouraged to administer the medicine at home. For example, we have been advised that a three dose a day anti-biotic can be given before coming to school, on return from school and at bedtime, thus rendering administration at school unnecessary.

Medicines (except asthma inhalers – see below) should be handed to the school office and kept in a locked cupboard/safe in the school office, or if necessary, refrigerated. All medicines should be clearly labelled with the child's name and the dosage.

**Only prescription medicines, prescribed to the child can be administered.**

A record of when medicine is administered will be kept.

### **Asthma**

With the relatively high incidence of asthma, it is impractical for the school office to deal with this aspect of medicinal administration. For practical reasons they should be kept as close to the child as possible.

Inhalers should be clearly labelled with the child's name.

For KS1 children the inhalers are kept in the pupils classroom. Any adult at the school is allowed to give a child their named inhaler. If the inhaler is out of date or empty, the parent should be notified to bring in a new one. In an absolute emergency only (if the inhaler has expired or is empty), another child's inhaler should be used. An ambulance should be called. The child's parent/carer should be informed if this happens.

A record will be kept if an inhaler is administered to a KS1 child.

In KS2 the inhalers are kept in an unlocked cupboard in the child's classroom. Children should never be denied access to an inhaler, even if it means direct supervision whilst it is being taken.

### **'Epipen' Administration**

All staff should be made aware of children who have an allergy which requires an 'Epipen'.

The 'Epipen' is kept in the medical room and has a photograph of the child with it. The 'Epipen' should be carried by a trained member of staff who is likely to be near the child. An example may be a SMSA during lunchtime.

All staff should be trained by the school nurse to administer an 'Epipen'. This training should be regularly offered to all staff.

If the 'Epipen' is administered, the child should go to the hospital, using the 999 system.

### **f. Smoking or Vaping**

In an effort to reduce the risk to health from passive smoking, there is a No Smoking or vaping Policy in force within the School grounds.

## **g. Alcohol and Drug Abuse**

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long term solution. For help contact the Headteacher in the first instance for confidential help and support.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your immediate Team Leader so that additional arrangements may be made to safeguard you while at work.

## **h. Staff Wellbeing**

Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee’s personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone’s ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The Headteacher will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

Workloads and stressors will be monitored on an on-going basis as part of 1:1 reviews.

## **i. New or Expectant Mothers**

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect



the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

Staff (full and part-time) are required to inform the Headteacher as soon as possible and in writing when pregnancy has been confirmed.

The Headteacher will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept (in staff personnel files) and will be reviewed if circumstances surrounding the pregnancy alter in any way.

#### **j. Risk Assessment**

Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the school will have been completed, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to their area of work. Copies of these assessments are held by the Office Manager.

Please refer to the Normal operating procedures (NOP) and Emergency Operating procedures (EOP) (in file in pool building) when using the swimming pool

The Headteacher and Office Manager will ensure risk assessments are completed and reviewed as necessary.

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.

#### **k. Specific Hazards.**

Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

##### **Display Screen Equipment (DSE)**

All staff that use PC's for a significant amount of time must complete the Workstation Self Assessment Checklist, and return it to the Office Manager who will progress any corrective actions as necessary.

These staff are entitled, if they wish, to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it.

The optician's fee for the eyesight test will be reimbursed by the school on producing a receipt.

If the optician confirms that a member of staff requires new visual correction specifically for work with PC's, the school will pay a contribution towards the cost. It should be noted that some users who already wear glasses may or may not need special glasses for PC work.

### **Electrical Equipment**

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All portable electrical equipment is PAT tested annually under the terms of the maintenance contract. The Office Manager is responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment it must not be used.

Any potential hazards will be reported to the Office Manager immediately.

**Any item being brought into the school by a member of staff, volunteer or a pupil must be PAT tested, and the Headteacher must be aware of and approve the use of it.**

The Headteacher must be aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations, etc.

### **Machinery and Equipment**

An inventory of all equipment is kept by the School Business Manager. All equipment is to be visually checked before use for any damage or defect. Any hand tools available are to be used under strict guidance and close supervision of teacher or teaching assistant, when used by pupils.

### **Manual Handling**

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handles items. There must always be at least 2 pupils per piece of equipment or mat. Close supervision must be observed at all times.

The Headteacher will be responsible for undertaking risk assessments for moving and handling tasks, including those activities carried out by pupils. Training will be offered to those staff who are expected to lift objects. If you are apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity.

Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

### **Housekeeping**

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Site Manager will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. He will report all hazards, obstructions, defects or maintenance requirements to the Office Manager. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

The school will be cleaned as per the cleaning schedule and will be monitored by the Site Manager. All waste will be disposed of according to appropriate health and safety guidelines.

### **Violence at Work**

All staff must report to the Headteacher any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence must be reported to the BANES Corporate Health and Safety team on the Incident/Accident Report Form.

Staff should always take steps to minimise the possibility of violence in school.

Parents who are known to be violent or aggressive should never be seen by staff unless another member of staff is present.

### **Educational Visits**

Staff must ensure that prior to planning or accompanying an educational visit, that they are aware of and follow the relevant steps within the School Trips and Visit Policy

### **Work Experience Placements**

This school works in partnership with secondary schools and colleges to provide work placements. Any proposed placement should be discussed with the Headteacher.

As the placement provider, risk assessments should be undertaken by the Headteacher/teacher as soon as the placement details have been agreed in conjunction with the secondary school or college and before the student takes up the work placement.

Providers should be informed in advance about any individual students who may be at greater risk, for example because of any specific medical needs/behavioural needs or learning difficulties.

Teaching staff must be aware of the risk assessment in order to ensure the safety of the work experience student whilst in the care of the school.

### **Hazardous Substances**

The school will keep an inventory of all hazardous substances on site and this will be kept up to date by the Site Manager, who will obtain all relevant material safety data sheets, and carry out CoSHH assessments for each product. These CoSHH assessments will then be communicated to those persons potentially at risk from hazardous substances.

CoSHH assessments take place to:

- Identify all substances used
- Assess the level of risk to health
- Eliminate the use of substances or substitute a safer alternative
- Introduce and monitor control measures to prevent risk

### **Noise at Work**

All members of staff need to be aware of “nuisance noise” and respect the needs of others in the school. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising.

Any member of staff or visitor detecting a potential problem will report immediately to the Headteacher.

### **Work at Height**

Staff and other supervising adults should use the safety stools when working at height (e.g. displaying work). **Chairs and tables must not be used for this purpose.**

Safety stools are located around the school. Any work that requires a step ladder should be completed in consultation with the Site Manager.

### **Lone Working**

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site. Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark. Staff should alert the Site Manager that they are staying late (after 6pm) so that he can ensure lights are on and staff are safe.

Anyone lone working on a regular basis, should be equipped with a personal mobile phone. When two or more people work late they should try to leave the building together. Cars should be parked as close to the access doors as possible.

If any member of staff is onsite and is concerned about people on or around the site, they should telephone the police on 101, or on 999 (or 112) if concerned about their own or the school's well being.

The school has in place contingency measures for critical incidents.

## **Asbestos**

Asbestos is managed by The Palladian Trust and will be identified on the school site.

The school will maintain the Asbestos Register, which will be kept up to date by the Site Manager

An asbestos management plan will be developed by the Palladian Trust/School, and updated at least annually

Any person required to manage or monitor asbestos in the school will be provided with suitable and sufficient training as appropriate

Information on the location of asbestos containing materials will be disseminated to all school staff

Any contractor who attends the school to carry out work that may disturb the fabric of the building must scrutinise the asbestos register and sign, to confirm they have read and understood it, before any work can be undertaken.

All new building work or maintenance will take into consideration regulations regarding the identification and removal of materials containing asbestos

## **Legionella**

The Legionella bacteria will be controlled within the school's water system by the appointment of a competent contractor to carry out inspections, flushing, temperature checking and sampling as appropriate.

In-house temperature checks and flushing will also be carried out by the Site Manager in accordance with the school's Legionella Risk Assessment.

## **Cooking**

Cookers must not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.

## **Hot Drinks**

Staff must ensure that they only transport hot drinks around school when it is quiet in the corridor areas, and using safety cups with screw top lids supplied. Hot drinks must not be transported when large numbers of pupils are moving around school. If a member of staff has a hot drink in the classroom, it must be in a screw top safety cup, they must ensure that a pupil cannot reach it, and that it is in a safe position.

## **Vehicles**

Staff cars should be parked in marked bays only. Other areas should remain clear.

Wherever possible deliveries should be made once the children are safely in the building.

Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

### **Cleaning of Bodily Fluids (i.e. blood, vomit, faeces, etc.)**

Inform others of the spillage, and obtain appropriate cleaning equipment from the Cleaner's cupboard.

Put on appropriate disposable Personal Protective Equipment (PPE), and clean spillage using the correct products as necessary. Do not use sanitiser powder on carpeted areas.

Any waste will be collected in appropriate receptacles, and disposed of accordingly.

Any PPE will be disposed of, along with the waste.

Any soiled clothing will be appropriately bagged ready for return or disposal.

If you come into contact with any bodily fluids, wash the affected area thoroughly, and report the incident to the Headteacher for recording on the appropriate form.

Please refer to the appropriate risk assessment and safe system of work.

### **Lettings**

If any part of the school is let, the Headteacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

### **Training and Information**

A training needs analysis will be undertaken by the Headteacher, with assistance from the Office Manager, in identifying the mandatory health and safety training required for each member of staff and this will be reviewed annually. Appropriate training will be identified within job descriptions and at performance reviews, and the Headteacher will ensure that staff are released for this training.

All members of staff will receive a comprehensive health and safety induction when they commence employment with the school and the induction will include specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in school. Any induction will be documented, and kept in the school's training records.

The Headteacher will:

- inform staff of any changes in the policy
- assess the training requirements of the staff and integrate those needs onto the school development plan to inform governors
- assess the training needs of new members of staff

Every member of staff will be made aware of the Bath & North East Somerset Council Health and Safety Policy and will be shown how to access the document. If any member of staff feels the need for training they must alert the Headteacher.

## Temperatures in Schools

The **Education (School Premises) Regulations 1999** 1 set out the legal requirements for minimum temperatures in schools. These are:

- **18°C (64.4°F)** in areas of normal level of physical activity associated with teaching (ie ordinary classrooms)
- **21°C** in areas of lower than normal activity (e.g. sick rooms); and
- **15°C** in areas of higher than normal activity (e.g. gymnasias, washrooms).

The Regulations require that schools have heating systems capable of maintaining these minimum temperatures and also that school classrooms are actually heated up to at least these temperatures for as long as the rooms are used for their normal purpose. **Temperatures in school classrooms must therefore be at least 18°C (64.4°F).**

### What is the maximum temperature my classroom should be?

There are no specific legal maximum working temperatures for schools or for offices or other workplaces. However, there are some sources of legal protection for teachers and pupils :

- **The Health and Safety at Work Act 1974** requires employers to ensure the health, safety and welfare of their staff and others present in the workplace (e.g. pupils), thereby providing a need to seek to protect against excessive working temperatures.
- **Regulation 7 of the Workplace (Health, Safety and Welfare) Regulations 1992** requires employers to ensure that temperatures in workplaces should be 'reasonable' although it does not specify a maximum reasonable temperature.

These legal requirements can be enforced by **HSE health and safety inspectors** who may issue legally binding notices to employers obliging them to comply with the requirements.

### What is 'Reasonable'?

Clearly, very high temperatures can affect the ability of teachers and pupils to concentrate and to work effectively, and can cause physical discomfort and illness. Although there is no legal maximum in UK law, the World Health Organisation recommends **24°C (75°F)** as a maximum for comfortable working.

## I. Pupil Safety

### Movement around School

Pupils should walk around school.

## **PE Equipment**

Internal gymnastic equipment and external fixed play equipment is checked annually by an accredited contractor, is subject to a documented monthly visually inspection by the Site Manager, and is repaired or removed as appropriate.

## **PE Clothing**

All children will change into suitable clothing for the activity in which they will participate - details of clothing are listed in the school handbook.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

## **Jewellery**

The wearing of jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn but must be removed or taped over for P.E. A watch may be worn if it is named and not of any great value.

It is advisable to collect all such items prior to the lesson and store safely.

## **Playground**

Staff actively encourage pupils to play safely and discourage fighting or other rough games.

A suitable number of staff will supervise the playground during breaks.

## **Slips, Trips and Falls**

It is unrealistic to expect pupils never to fall, especially at playtime.

Staff or other supervising adults should report any conditions considered hazardous (e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables) to the Headteacher, Office Manager or Site Manager.

Classrooms are equipped with cable mats to put on overhead/data projector cables or extension leads to prevent trips.

## **Supervision of Pupils**

Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.

The same duty of care applies when staff supervise pupils in after school clubs.

If a member of staff knows that they are unable to undertake a duty, they must organise cover.

Other staff on duty should inform supply teachers of their duties regarding supervision.

If a parent fails to collect a pupil after school Admin staff should make every effort to contact the parent.



Children will only be allowed home with persons named on the contact details given by their parents or guardians.

Should an emergency arise where parents are unable or delayed in collecting their child, they must telephone the school immediately and advise staff of the arrangements that have been made for collection of the child.

### **Head Lice**

Head lice infection is not primarily a problem of schools, but of the wider community. Schools cannot solve it, but can help the local community to deal with it.

Head lice do not jump from head to head or indeed from head to objects. They are only transmitted by direct, prolonged (more than one minute) head to head contact.

Transmission of head lice in a classroom is relatively rare. When it does occur, it is usually from a best friend.

At any one time most schools will have a few children who have active infection. This is often between 0% to 5%, rarely more.

The school will provide regular educational information to parents and children about head lice, without waiting for a perceived "outbreak".

The school will provide additional information in confidence to parents in cases of recurring head lice infection. This will be kept confidential.

Standard "alert" letters to parents warning "we have head lice in the school" will not be sent out, as a matter of course, for the following reasons:

- Head lice are not easily transmitted widely in school.
- Most schools will at any one time have 0% to 5% of pupils infected, which would require letters to be sent out every day.
- Parents can become convinced that their child has head lice when in fact this is not so.

Children will not be excluded from school because of head lice infection.

The school will not recommend or support any mass action, including wet combing campaigns.

The school will not introduce routine head inspections as they are not effective.

School staff will not check children's hair as this is a parental responsibility.

#### **4. Monitoring and Review of Health and Safety**

Health and safety standards will be monitored by the Headteacher in conjunction with the school governors by the following:

- The Headteacher will include health and safety as part of the agenda of their regular meetings
- The Headteacher will conduct a termly premises inspection with the Office Manager and Site Manager.
- The Governors' agenda and Headteacher's report to the Governors will both have health and safety as standing agenda items.

##### **Inspections**

To maintain and improve standards throughout the school, premises safety inspections will take place with records kept, according to the details below:

- The Site Manager inspects the site as part of his daily routine, with urgent matters referred to the Headteacher and/or Office Manager who will take appropriate timely action. More routine matters will be discussed at the fortnightly premises meeting between the Headteacher, Site Manager and Office Manager and actioned accordingly.
- The Headteacher, Site Manager and Health and Safety Governor conduct a termly health and safety inspection, and report back to the Governors
- The Headteacher conducts Risk Assessments on an annual basis or as and when necessary.
- All significant matters are reported to the Governors

##### **Auditing**

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed, the Health and Safety Consultant will complete an annual health and safety audit. The action points identified through the audit will form part of the school development plan.

##### **Health and Safety Policy Review**

The school acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The school will constantly monitor and update the Policy as appropriate and will undertake a formal review on an annual basis with advice and assistance from the Health and Safety Consultant, and endorsement from the Governing Body.

## Appendix A - Evacuation Procedures

The Nursery and Children's Centre follow their own procedures.

It is important that all staff, children and visitors are aware of the procedures to evacuate the building. For this reason there should be at least three practices spread throughout the year. Further practices should be held if it is deemed necessary. Visitors should be made aware of procedures on arrival.

The three practices should be as follows

1. In Term 1 or 2, preferably at the beginning of Term 2 when the youngest children should have settled in. All staff and children should be warned of this practice so that procedures can be explained, and, if necessary, rehearsed.
2. In Term 3 or 4. Staff should be warned, but children should not.
3. In Term 5 or 6. Only the Headteacher and the evacuation officer should be aware that this practice will take place.

It is the responsibility of the Emergency Procedures Officer to keep a record of evacuation practices.

All children should be made aware of what to do on the discovery of a fire. They should also be aware of the importance of using the system and the dangers in misusing it.

On hearing the siren, which is loud and continuous, everyone in the building should make their way quickly and safely to the nearest exit.

Children, staff and visitors in the main part of the school in Foundation Stage, KS1 and KS2 should gather at the assembly point (marked with class markers) on the grassed area by the Oak Tree at the Lympsham Green Entrance. The Margaret Coates Centre should evacuate to the black squared area in their own playground

It is the responsibility of the Admin staff to take the attendance registers, pupil contact details, visitors' book and the fire mobile to the assembly point. On instruction from the person in charge, or the Emergency Procedures Officer, the office staff are responsible for calling the emergency services (if required as Fire Alarm automatically calls the Fire Service). Clear instructions should be given as to which entrance they should arrive at.

**Kitchen Staff and anyone using 'The Treehouse' should leave via their nearest Fire Exit and walk around the outside of the school and gather at the assembly point at Lympsham Green. Children should join their class and adults should make themselves known to Admin Staff.**

Children's centre staff will phone 07743821215 to confirm that everyone is safely evacuated.

In the classroom, the children should stand up in silence. On the instructions of the teacher they should walk to the nearest emergency exit and from there swiftly, silently and in single-file to the appropriate assembly point. The teacher should

lead the way, if there is another adult present, that adult should come at the end of the line. **The door should be closed by the last person to leave the room.**

At the assembly point the class teacher should ensure that all children are silent while the register is taken. Any children missing should be reported immediately to the person in charge.

In common with LA advice, children in wheelchairs, with their carer, should be the last to leave the room.

If children work away from the classroom, with or without direct adult supervision, it should be made clear where the nearest emergency exit is and what the procedures are to evacuate the building.

If the swimming pool is in use the children should be removed from the pool and taken to the exit door by the girls changing room in the YR3/4 corridor, stopping only to put on shoes and a jumper (they should not stop to dress).

If it is deemed safe to do so, the children should be kept inside the door and a supervising adult sent around the building to the meeting area to tell the person in charge how many children are there. The teacher should stay with the children. If the children need to evacuate that part of the building they should be taken to the assembly point (Space blankets are available)

The teacher's first responsibility is to the children in their immediate charge. It is the responsibility of the person in charge, together with the Site Manager to ensure that the remainder of the building is empty.

Groups which use the school site but are independent of the school's management, are responsible for ensuring that records are kept of who is on the site. That record should be taken to the assembly point, and, once the whereabouts of all those on site is established, a nominated person should report to the Emergency Procedures Officer.

Once the building is evacuated no-one should return until permission is given by the person in charge.

**No-one should fight a fire unless they have been properly trained in the use of equipment.**