



# CONWAY PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

**Approved by:**  
Steve Piper –  
Chair of  
Governors

**Date:** 15<sup>th</sup> October 2020

**Last reviewed on:** 22<sup>nd</sup> September 2020

**Next review due  
by:** SEPTEMBER 2021

## CONTENTS

Background	Page 3
Responsibility for the Policy	Page 3
Responsibilities	
□ The Governing Body	Page 4
□ The Headteacher	Page 4
□ The School Business Manager	Page 4
□ The Health and Safety Coordinator	Page 5
□ The Premises Assistants	Page 5
□ The Teachers and Support staff	Page 5
□ The Pupils	Page 6
□ Visitors	Page 6
□ Contractors	Page 6
The Supervision of Pupils	Page 7
First Aid Procedures	Page 7
Safeguarding	Page 8
Curriculum Safety	Page 8
e-Safety	Page 8
Educational Visits	Page 8
Staff Safety	
□ Well-Being	Page 8
□ Stress Related Issues	Page 8
□ Violence in the Workplace	Page 9
Lettings	Page 9
Health and Safety Inspections	Page 9
Risk Assessments	Page 9
Accident Report	Page 9
Premises Security	Page 10
Fire Emergency Procedures	Page 10
The Use of Mechanical or Electrical Equipment	Page 10
The Use of Chemicals and Other Hazardous Substances	Page 11
Moving and Handling Items	Page 11
General Matters	Page 11
Response to Covid-19	Page 12
Model Annual Health and Safety Report to Governors	Annex A
Risk Assessment Request Form	Annex B
H&S Inspection Report Form	Annex C
Curriculum Based Health and Safety	Annex D
Fire Evacuation Procedure	Annex E

## **Background**

At Conway health and safety (H&S) is of paramount importance in everything that we do. There is a clear recognition that we must promote a culture where issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

The school's focus is to identify and mitigate risk by taking all reasonable precautions to ensure they are reduced to an acceptable level of safety to minimise or prevent harm. The school recognises that achieving and maintaining high standards of safety requires everyone on the premises to be aware of and accept their respective responsibilities. All members of the school community<sup>1</sup> have a responsibility for their own safety as well as having a duty of care towards others.

The Health and Safety at Work Act (1974) and other legislation requires everyone connected with the school to co-operate with the management in complying with their statutory requirements. They must not misuse or interfere with anything provided by the school in the interests of H&S. It is through the organisation and arrangements set out in the policy that we will be able to provide:

- ❑ A safe and welcoming learning environment for our pupils
- ❑ A safe workplace for staff
- ❑ Safe plant, equipment and systems of work
- ❑ Adequate information, training and supervision to support H&S procedures
- ❑ Adequate First Aid facilities
- ❑ Effective evacuation procedures
- ❑ Safe storage of all dangerous materials and substances

## **Responsibility for the Policy**

The School and Community Development Committee owns this policy on behalf of the governing body. However, the execution and the day-to-day procedures are delegated to the Headteacher and in her absence the Deputy Headteacher and/or School Business Manager. Unless driven by other factors the committee will review the policy as part of its review schedule.

## **Approved on behalf of the Governing Body of Conway Primary School**

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<sup>1</sup> For the purposes of this policy the 'school community' includes anyone who attends the premises including pupils, parents, staff, volunteers, visitors and contractors.

## **RESPONSIBILITIES**

### **The Governing Body**

The Governing Body is responsible for:

- ❑ Ensuring that the school has a rigorous and comprehensive H&S Policy and that it is monitored and reviewed on an annual basis
- ❑ Providing sufficient resources to ensure compliance with the school's H&S Policy, legislation and relevant codes of practice
- ❑ Ensuring that the schools responds appropriately to H&S incidents or 'near misses'
- ❑ Appointing a governor with responsibility for monitoring H&S related matters

### **The Headteacher**

The Headteacher is responsible for:

- ❑ The day-to-day co-ordination of the school's H&S policy.
- ❑ Ensuring the school complies with H&S directives issued by the LA or other relevant bodies
- ❑ Ensuring employees are provided with adequate H&S information, training and supervision
- ❑ Ensuring regular inspections and risk assessments are conducted
- ❑ Ensuring staff and pupils are fully trained in fire precaution and evacuation procedures in accordance with the Fire Precautions (Workplace) Regulations (1997)
- ❑ Ensuring that safe systems of work are established and operated.
- ❑ Ensuring all employees are aware of their H&S responsibilities and they follow H&S procedures
- ❑ Ensuring that accident and incident reporting procedures are followed
- ❑ Ensuring that specific H&S information and training is provided to the School Business Manager and H&S Coordinator
- ❑ Instigating an investigation and ensuring appropriate action is taken in response to reported risks, incidents or 'near misses'
- ❑ Informing the LA of all serious incidents and, when necessary, also reporting them to The Health and Safety Executive

### **The School Business Manager**

The School Business Manager is responsible for:

- ❑ Taking oversight for all H&S related matters relating to the school premises and responding as appropriate
- ❑ Ensuring that the Premises Officer maintains a high level of H&S awareness at all times
- ❑ Maintaining the school's official Accident log
- ❑ Reporting significant incidents, accidents or 'near misses' to the Headteacher
- ❑ Carrying out risk assessments in conjunction with the H&S Coordinator
- ❑ Ensuring that that school maintains a valid fire certificate
- ❑ Ensuring that the school meets the Health and Safety Executive's guidance on the use and testing of electrical equipment
- ❑ Ensuring that all H&S recommendations are implemented
- ❑ Undertaking such training that allows for the performance of the role
- ❑ Arranging H&S training for staff
- ❑ Ensure that all staff and pupils are aware of the school's First Aid provision
- ❑ Ensuring, as appropriate, that all visitors including contractors are aware of and comply with the H&S Policy
- ❑ Ensuring that individual(s) that hire any part of the school premises received an appropriately tailored H&S briefing
- ❑ Carrying out risk assessments in conjunction with the Premises Officer
- ❑ Undertaking a termly H&S review with the H&S Coordinator
- ❑ Advise Governors on action required to comply with relevant H&S legislation.
- ❑ Producing, in conjunction with the H&S Coordinator, an annual H&S report for the governing body's School and Community Development Committee (Annex A)
- ❑ Arranging the annual LA H&S inspection
- ❑ Reporting significant incidents, accidents or 'near misses' to the head teacher.
- ❑ Ensuring, with the Educational Visit Coordinator, that risk assessments are carried out ahead of educational visits.
- ❑ Ensuring that all staff read and sign the school's H&S Policy on an annual basis or when they take up their employment.

### **The Premises Manager**

The Premises manager is responsible for:

- ❑ Ensuring compliance with the school's Health & Safety Policy
- ❑ Providing H&S information to relevant members of the school community
- ❑ Advising the School Business Manager on action required to comply with relevant H&S legislation
- ❑ Ensuring all relevant documentation (e.g. policies, works, and inspections) linked to health and safety are carried out, up to date and accessible.
- ❑ Reporting significant incidents, accidents or 'near misses' to the School Business Manager
- ❑ Undertaking such training that allows for the performance of the role.
- ❑ Undertaking a termly H&S inspection with the Business Manager.
- ❑ Producing, in conjunction with the Business manager, an annual H&S report for the governing body's School and Community Development Committee (Annex A)
- ❑ Carrying out risk assessments in conjunction with the Business Manager
- ❑ Ensure, through regular inspections, that all fire doors and accesses are kept in good repair; properly maintained and free from obstruction
- ❑ Ensuring that the general health and safety of the school's day to day running.

- ❑ Undertaking such training that allows for the performance of the role

## **The Staff**

Staff are responsible for:

- ❑ Ensuring they read and adhere to the school's H&S Policy
- ❑ Reporting existing or potential hazards to the School Business manager and Premises officer via e-mail. (Reference to Annex B)
- ❑ Ensuring that all reasonable steps are taken to ensure the health and welfare of pupils, their colleagues and other members of the school community
- ❑ Raising pupil awareness of H&S matters as they affect them and others
- ❑ Familiarising themselves with the requirements of the fire evacuation procedures
- ❑ Ensuring that all those under their supervision including volunteers and visitors are instructed on the need to maintain H&S awareness while on the school premises
- ❑ Ensuring areas are safe before commencing an activity and, when necessary, that personal protective equipment is used during the activity
- ❑ Checking that equipment is safe to use before commencing and activity
- ❑ Ensuring that safe systems of work are used
- ❑ Reporting any accidents, incidents, or 'near misses' to the School Business Manager or Premises Officer.

## **The Pupils**

The pupils are responsible for:

- ❑ Behaving at all times in a manner that shows regard for the health, safety and welfare of themselves and others
- ❑ Following H&S related instructions from any adult

## **Visitors**

Visitors are responsible for:

- ❑ Behaving at all times in a manner that shows regard for the health, safety and welfare of themselves and others
- ❑ Reporting to the school office on arrival/departure, signing the visitors' electronic sign in system (inVentry) and wearing a visitor's badge at all times

- ❑ Following all H&S related requests made by a member of staff

## **Contractors**

Contractors are responsible for:

- ❑ Behaving at all times in a manner that shows regard for the health, safety and welfare of themselves and others
- ❑ Reporting to the school office on arrival/departure, signing the visitors' electronic sign in system (inVentry) and wearing a visitor's badge at all times
- ❑ Following all H&S related requests made by a member of staff
- ❑ Providing the School Business Manager with Method Statements in accordance with the Management of Health and Safety Regulations (1999)
- ❑ Providing, when necessary, the School Business Manager with a copy of their Safety Plan in accordance with the Construction (Design and Management) Regulations (1994).
- ❑ Providing, when necessary, the School Business Manager with a copy of their company Health and Safety Policy
- ❑ Informing the School Business Manager of any specific requirements of the school
- ❑ Working in accordance with the Health and Safety legislation and not undertaking work in ways that may put the H&S of themselves or the school community at risk.

## **The Supervision of Pupils**

All staff are responsible for ensuring that pupils remain safe during the school day. In addition to classroom based supervision, staff ensure that pupils are collected safely at the beginning of the day and that an appropriate adult collects them at the end of school.

Staff supervise the playground during morning or afternoon breaks and again at lunchtime when the dining hall is also supervised. The school ensures that the staff: pupil ratio is appropriate for the needs of the children. In addition to ensuring all staff involved in supervision of pupils (including supply teachers) are aware of the school's H&S Policy, the H&S Coordinator highlights the following specific issues:

- ❑ How to report a H&S risk and request a risk assessment
- ❑ How to obtain First Aid assistance
- ❑ The school's emergency procedures (including emergency exits)
- ❑ The means of raising the alarm and location of firefighting equipment
- ❑ The need to report all risk, accidents or 'near misses' to the H&S Coordinator or School Business Manager

## **First Aid Procedures**

The school acknowledges its responsibilities for implementing the requirements of the First Aid regulations. First Aid is provided throughout the school day by a group of appropriately trained staff. Details of the First Aid trained staff are located at various points within the school. The school's Medical Room is located on the ground floor and there are suitably equipped First Aid boxes (marked with a white cross on a green background) at the following points around the school:

Smaller First Aid boxes are located in each classroom and the school office. First Aid items are replaced on use but a qualified First Aider also checks the contents of each First Aid box on a monthly basis and replaces used items as necessary.

Children who feel unwell or have hurt themselves are encouraged to inform the nearest member of staff. On doing so they are assessed and, when necessary, send to the Medical Room accompanied either by a peer, an older child or an adult depending on the assessed seriousness of the situation. Once there, the child is reassessed and if there is particular concern about their well-being, a second opinion is sort from another First Aider. In the case of a serious incident/injury the parent or carer is contacted in a timely manner and, when necessary, an ambulance called. When hospitalisation is not requited the First Aider will assess whether the pupil can return to their class or whether they need to be collected by their parent, or carer - a member of SLT will be consulted prior this decision being made. Parents will also be informed in writing if their child suffers a head injury even if it appears minor.

Procedures for pupils who require medication during the school day are covered in the school's Medical Policy.

## **Safeguarding**

The school has a separate Safeguarding Policy and the designated safeguarding lead(DSL) is to lead on these matters. However, in the event that a member of staff is informed or becomes concerned themselves that a pupil is at risk they will inform the Headteacher and DSL immediately. All matters of this nature are taken seriously and are dealt with in line with the school's safeguarding procedures.

## **Curriculum Safety**

Curriculum based risks in areas such art, food activities, science, sport and physical education and technology are the responsibility of the curriculum subject leader and this forms part of the relevant policy but Annex D highlights key risks and how they are mitigated.

## **E Safety**

The school's separate E-Safety Policy addresses all aspects computer and technology safety.

## **Educational Visits**

The school's Educational Visits Policy covers the H&S procedures including risk assessments for all off site activities.

## **Staff Safety**

### *Well-Being*

The well-being of staff is an integral part of the school's commitment to H&S. While the Governing Body and Headteacher have statutory obligations under their duty of care to staff they also wish to promote an ethos of mutual respect and support across the whole staff team. All staff have the right to a reasonable work-life balance and to expect appropriate support or

intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with their line manager and/or Headteacher but they also have access to a confidential counselling Service provided by the LA. Sickness absence or health related issues are dealt with under the school's Staff Attendance Policy.

### *Stress Related Issues*

The Health and Safety Executive defines stress 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. The school recognises the negative impact that stress can have on an individual's personal and professional life.

The school will respond with appropriate and targeted support when a member of staff reports that they are suffering from stress related symptoms. The relevant line manager and/or headteacher will work with the member of staff to identifying the individual stressors and, where practicable, take steps to minimise/eliminate them. Workloads and stressors will be monitored on an on-going basis as part of the review process. The school will also, when appropriate, liaise with the LA's Occupational Health Service as part of the support programme.

### *Workplace Behaviour*

At Conway we aim to foster a welcoming and tolerant environment. We work with members of the school's community to overcome problems and difficulties and when necessary we will access additional professional support. However, we have a zero tolerance of aggression and/or violence directed towards our staff. The Headteacher records all incidents and will, depending upon their severity, deal with the matter or report it to the LA and Chair of Governors for further action. Sanctions are proportionate to the incident and include the exclusion of a pupil (fixed or permanent) and the banning an adult including parents and carers from the school premises. The governing body supports the prosecution of any individual involved in physical violence against a member of staff.

Staff have due regard to their personal safety at all times and will not put themselves in a position whereby accusations of a detrimental nature can be made against them.

### **Lettings**

Individuals who hire the school receive a H&S briefing including the fire evacuation procedures. Once the member of staff giving the briefing is satisfied that the hiring organisation will adhere to the H&S procedures and use the premises in a safe manner the letting agreement is signed. A copy of the agreement is retained in line with the school's Retention Schedule. A member of premises staff is on site throughout the duration of any letting.

### **Health & Safety Inspections**

The Premises Manager and School Business Manager carry out H&S inspections on a termly basis. Issues are prioritised and recorded using the appropriate proforma (Annex C), which is also retained in line with the school's Retention Schedule. A programme of work is then agreed with either the Premises Assistants or a suitably qualified person completing the work. The Premises Officer and School Business Manager are then informed when the work has

been completed. A safety practitioner from the LA carries out an annual H&S inspection of the school. The Premises Officer and School Business Manager presents an annual report to the governing Body's School and Community Development Committee (Annex A).

### **Risk Assessments**

The Headteacher, School Business Manager, or the Premises Manager can arrange H&S risk assessments, as necessary. Assessments are required for a range of known risks such as manual handling, fire precautions, hazardous substances and expectant mothers. However, they are also necessary for unknown risks that often emerge from staff referrals, the introduction of new equipment or processes within the school. Recommendations made following a risk assessment will be implemented in line with the procedures for a H &S inspection (described above).

### **Accident Reporting**

All accidents are reported immediately to the School Business Manager and the details are recorded on our management information systems. ITRENT for Adults, Members of the public, and visitors and within the Conway Accident Books for pupils. The Headteacher is only informed immediately of serious incidents but will see each accident report and will, when necessarily, instigate an investigation. All reportable accidents are submitted to the LA in accordance with the agreed procedures and in situations where the state of the premises or teaching activities resulted in hospital treatment, a report will be sent to the Health and Safety Executive.

### **Premises Security**

The security of the premises is key to meeting the school's H&S obligations. The school gate is opened between 08:45 - 09:00 and 15:00 - 15:15. Outside these times the only access to the school is through the administrative area. Staff enter the building using a swipe card system while parents, carers and other visitors enter the school via an electronic door release system operated by the staff on duty. All external locked doors are fire doors that can be opened from the inside. An alarm system linked to the local police and CCTV coverage provides silent hours security for the premises.

### **Fire Emergency Procedures**

When the fire alarm is activated, either as a result of a fire, force alarm or practice, the pupils, staff and anyone else on site will evacuate the building and congregate in prearranged positions in the school playground. On successfully exiting the building each teacher will take a register of their class. The School Business Manager or another member of the administrative staff repeats this process for visitors. When necessary the emergency services will be called during the evacuation process. The school community will remain in the playground until the Fire Brigade tells them that they can return. In the case of a serious incident the school community will leave the school site and move to Plumstead Common the secondary safe location.

All staff (including supply teachers) are informed of these procedures and details are displayed in every classroom and other key rooms around the school. Details are also provided to individuals who hire the school premises.

## **The Use of Mechanical or Electrical Equipment**

All school equipment is appropriately maintained to ensure that it is safe to be used. Only appropriately trained staffs operate mechanical or electrical equipment and, whenever possible, this is done away from the children. The school ensures that, where appropriate, machinery and equipment is fitted with guards and/or safety devices in compliance with statutory regulations. Staff visibly check machinery or equipment for obvious signs of damage before use. Any defects are reported to the School Business Manager and a decision will be made on whether it is safe to continue or if a repair is required. If a repair is required the machinery or equipment will be removed from use until the necessary work has been completed by a competent and authorised person.

The Premises Manager undertake a full visual examination of all electrical equipment at the beginning of each term. Staff do not use their own electrical equipment in the school unless this has been approved by the Headteacher and only then after it has been electrically tested. No child is allowed to plug in any item of electrical equipment. All electrical equipment is tested in accordance with guidance from the Health and Safety Executive. All earthed portable equipment is tested at least annually while double insulated equipment is tested at appropriate intervals. All fixed installations are tested every five years in accordance with the Institute of Electrical Engineers regulations. The School Business Manager keeps records of these tests and any other statutory inspection reports in line with the school's Retention Schedule.

## **The Use of Chemicals and Other Hazardous Substances**

Chemicals and other hazardous substances are stored and used in line with the COSHH regulations. No chemicals or other hazardous substances are used unless they have been risk assessed and staff are aware of the requirements of the assessment. Chemicals are not stored or used where children will have access to them. Chemicals will not be transferred into other containers unless they are correctly labelled. Flammable liquids will be stored in approved fire resisting cupboards or stores. Caps will be kept on the containers at all times except when the substance is in use. Protective gloves are worn when photocopier toner is changed and the machine is unplugged from the wall socket throughout.

## **Moving and Handling of Items**

All equipment must be moved safely and members of the school community will only carry loads that they are confident do so. Large pieces of equipment will only be moved by people who have received appropriate training. Pupils are allowed to move certain pieces of PE equipment but only after they have been given clear instructions on the correct way to lift and handle items.

## **General Matters**

The following general matters also contribute to developing a safe environment for the whole school community:

- ❑ Members of the school community do not run within the school building.
- ❑ Members of the school community do not climb on chairs and desks to gain access to walls etc.
- ❑ Stepladders are used up to a maximum height of 3 metres after which a tower scaffold is erected

- ❑ Members of the school community do not carry out their own equipment repairs but instead report them to the School Business Manager
- ❑ Members of the school community wear appropriate clothing when on the premises in order to prevent accidents
- ❑ Members of the school community do not carry hot drinks while children are on the premises, unless the drink is in a cup with a lid.
- ❑ Fridges, cookers and microwaves are regularly cleaned and maintained in good condition
- ❑ All drinking fountains are regularly cleaned.

### **Response to the Covid-19 Pandemic**

At Conway, our greatest priority is the safety of our pupils and staff and this has taken on an even greater focus during the Covid-19 pandemic. As a school and employer, we are committed to implementing all national and local procedures to protect our school community and then ensuring we amend and update them in a timely fashion. This enables us to protect our community, reduce the spread of the virus and respond in an appropriate manner to a positive test. Due to the fast changing and unpredictable nature of the Covid-19 environment, specific details of the school's response including its communication plan is incorporated in the Covid-19 Risk Assessment and not in this policy. The latest version of the Risk Assessment is published on the school website and is available from the School Business Team.

**CONWAY PRIMARY SCHOOL**  
**ANNUAL HEALTH AND SAFETY REPORT TO GOVERNORS**  
**June 20??**

**Part One – Health and Safety Management**

**Health and Safety Policy**

Issues to consider:

- ❑ *Confirm whether the Health & Safety Policy has been reviewed (give review date)*
- ❑ *Highlight any changes to the policy either caused by changes in the law or internal school requirements*
- ❑ *Are employees aware of the content of the Health & Safety Policy?*

**Audits and Evaluations**

Issues to consider:

- ❑ *Report on the results of any inspections carried out by the Local Authority or other relevant body including confirmation of completion/update on any resulting recommendations/actions*

**Roles and Responsibilities**

Issues to consider:

- *List here the names of staff members who have Health and Safety responsibilities*

*and detail any changes since the last report. e.g. responsibility for managing risk assessments, water hygiene responsibilities etc*

### **Health and Safety Training**

Issues to consider:

- ❑ *Summarise which staff have attended H&S training courses and when*
- ❑ *Detail any future training needs*

### **Health and Safety Induction Briefings**

Issues to consider:

- ❑ *Confirmation at all permanent staff have read and signed the H&S Policy*
- ❑ *Details of all new/temporary staff, volunteers and others have been briefed*

### **Health and Safety Management**

Issues to consider:

- ❑ *Update Governors on management actions with regard to health and safety; this may include schedule of H&S meetings, SLT meetings and discussions on H&S within the School Improvement Plan*
- ❑ *Are there any issues identified by OfSTED with regard to H&S?*
- ❑ *Comment on any Health and Safety Management issues or future requirements*

## **Part Two – Premises Inspection Summary**

### **External**

*Summarise any significant **external** Health and Safety issues e.g. pathways and playground surfaces, pedestrian and vehicle hazards etc Include actions being taken to rectify the hazards identified and any recommendations.*

### **Internal**

*Summarise any significant **internal** Health and Safety issues. e.g. Lighting issues, movement of students/pupils etc. Include actions being taken to rectify the hazards identified and any recommendations.*

## Part Three – Review of Accidents (including ‘near misses’)

### Summary of Incidents

*Things to consider:*

- ❑ *Provide a summary of incidents/accidents during the period recording staff and pupil accidents separately*
- ❑ *Identify themes and/or ‘common causes’ of accidents including, locations and times and any action plans in place to reduce accidents*
- ❑ *If necessary, summarise the accident reporting process and comment whether it is working adequately within the premises.*

### First Aid

*Issues to consider:*

- ❑ *Record the First Aid trained staff and the details of the qualification(s)*
- ❑ *Is the current provision sufficient for the school’s needs?*
- ❑ *Record any issues around the First Aid procedures and whether they need to be revised*

## Part Four – Fire Safety

### Fire Risk Assessment

*Issues to consider:*

- ❑ *Confirm that the school has a valid Fire Risk Assessment (give date/details of who has carried this out)*
- ❑ *Detail the arrangements for Fire Marshals (numbers/areas of cover etc)*
- ❑ *Summarise fire drills (dates/times/locations) and detail positive/negative points from these and any developmental action taken*

## Reported Fires and False Alarms

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Issues to consider:

- ❑ *Summarise any fire incidents – dates and times and brief outline of the cause, time taken to return to normal etc*
- ❑ *Summarise any false alarms, dates and times, the causes etc*
- ❑ *Outline any plans to reduce the likelihood of both fires and false alarms*

## Part Five – Risk Assessments

### Review of Existing Risk Assessments

Issues to consider:

- ❑ *Confirm that Risk Assessments are in place for significant risks and have been reviewed and updated as necessary e.g. as a result of changes in working practices or legislation or as a result of accident investigations etc*
- ❑ *Confirm how these have been communicated to staff*

### New Risk Assessments

Issues to consider:

- ❑ *List any new Risk Assessments created over the report period*
- ❑ *Confirm how these have been communicated to staff*

## Part Six – Building or Construction Work

Issues to consider:

- ❑ *Confirm that the necessary Health and Safety documentation is in place for building or construction work*
- ❑ *Where contractors have worked on site has the appropriate Hazard Exchange Information been communicated between parties?*
- ❑ *Summarise any major Health and Safety issues arising from the building or construction work*

**Part Seven – Health and Safety Visits**

*Detail dates and reasons for any Health and Safety related visits e.g. the Local Authority, London Fire Brigade, St. John Ambulance, Paramedics, Health and Safety Executive, Environmental Health Officers etc.*

**Part Eight – Additional Information**

*Any further information that you feel would add the governors understanding of H&S issues effecting the school*

**Signed:** ..... **Date:** ..... **Role:**

.....

## Annex B

### Heading/Name of risk assessment

<b>Directorate/Department/Section name:</b>		<b>Date of risk assessment:</b>		<b>Name of Assessor:</b>	
<b>Description of task/activity/Hazard:</b>					
<b>Step 1 What are the hazards?</b> Walk around your workplace, speak to colleagues, check manufacturer's guidance, check accident records, contact the HSWS	<b>Step 2 Who might be harmed and how?</b> Consider those with special needs, working alone, members of public, other building users	<b>Step 3 What are you already doing, to mitigate the hazard?</b> List what is already in place to reduce the likelihood of harm or make any harm less serious. You need to make sure that you have reduced risks 'so far as is reasonably practicable'	<b>What further action is necessary?</b>	<b>Step 4 How will you put the assessment into action?</b> Who & by when Prioritise the high-risk issues	<b>Done</b>
<b>Step 5 Review date:</b>		Review: If tasks change, If notified of change in legislation, If there are accidents, If control measures failing & in any event annually			

### Manager's acceptance

Manager's name:	Manager agrees with risk assessment yes or no	Date
Team:		

**Monitoring**

<b>What To Monitor</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>

Initials of person carrying out the monitoring to be placed in the month that monitoring carried out.

**Monitoring Results – Create a table for each month where monitoring takes place**

<b>What To Monitor</b>	<b>Comments</b>	<b>Action To Take</b>	<b>By Whom</b>	<b>By When</b>	<b>Date Completed</b>

## Annex C



# HEALTH & SAFETY CHECKLIST

## Daily

TASK	COMPLETE?	COMMENTS/ACTIONS
Briefly check rooms, corridors, toilets and kitchen for general cleanliness, repair and safety	<input type="checkbox"/>	
Check firefighting equipment visually and report any damage	<input type="checkbox"/>	
Check that all safety signs and notices are legible	<input type="checkbox"/>	
Ensure toilets are well stocked with toilet paper, soap and towels at the start of the day and after breaks and lunchtime	<input type="checkbox"/>	
Check sanitary disposal units are available and in good order	<input type="checkbox"/>	

Check buildings for slip, trip or fall hazards and obstructions	<input type="checkbox"/>	
Ensure disabled access routes and fire exits, escape routes and assembly points are clear of obstructions and relevant doors are unlocked	<input type="checkbox"/>	
Check no flammable materials have been placed or stored underneath stairways	<input type="checkbox"/>	
Ensure that access to the school for emergency services is clear and unobstructed	<input type="checkbox"/>	
In icy weather, ensure paths and walkways are treated with salt and grit	<input type="checkbox"/>	
Inspect for damage any folding table and chair units used by pupils at mealtimes	<input type="checkbox"/>	
Check for damage any adventure playground equipment or other outside facilities vulnerable to vandalism	<input type="checkbox"/>	
Ensure wastepaper baskets and bins in classrooms have been emptied into external recycling and waste bins	<input type="checkbox"/>	
Check that external waste bins and storage are covered, secured and located a safe distance away from buildings	<input type="checkbox"/>	
Ensure cleaning products have been stored safely and securely, out of the reach of pupils	<input type="checkbox"/>	

## End of the day

TASK	COMPLETE?	COMMENTS/ACTIONS
Lock and secure windows	<input type="checkbox"/>	
Draw blinds and curtains in ground floor rooms	<input type="checkbox"/>	
Lock and secure external doors and ensure doors to potentially hazardous areas, such as the kitchen, labs and workshops, are locked	<input type="checkbox"/>	
Set intruder alarm	<input type="checkbox"/>	
Ensure paper and other combustible material is stored safely or disposed of	<input type="checkbox"/>	
Ensure all non-essential electrical equipment is switched off	<input type="checkbox"/>	
Ensure no one is left on the site	<input type="checkbox"/>	

## Weekly

TASK	COMPLETE?	COMMENTS/ACTIONS
Check intruder alarm and report faults	<input type="checkbox"/>	
Check internal and external lighting and report faults	<input type="checkbox"/>	
Check CCTV system and report faults	<input type="checkbox"/>	
Visually inspect oil tanks and associated pipework	<input type="checkbox"/>	
Run any infrequently used taps and showers to reduce legionella risk	<input type="checkbox"/>	
Carry out a visual check of salt levels of base exchange water softeners and top up salt if required	<input type="checkbox"/>	
Test full fire alarm system before or after school	<input type="checkbox"/>	
Inspect firefighting equipment including fire extinguishers and sprinkler systems	<input type="checkbox"/>	
Competent person to inspect fire doors	<input type="checkbox"/>	
Check any highly combustible materials are correctly stored and secured	<input type="checkbox"/>	
External provider to empty sanitary bins and inspect for damage	<input type="checkbox"/>	

Empty medicine cabinet of out of date or unwanted stock	<input type="checkbox"/>	
Check all windows, including window locks and glazing, for damage	<input type="checkbox"/>	
Conduct a maintenance check of grounds, fences, boundary walls and gates	<input type="checkbox"/>	

## Monthly

TASK	COMPLETE?	COMMENTS/ACTIONS
Inspect boiler pipes, valves, insulation and general surfaces in boiler house	<input type="checkbox"/>	
Check flow and return water temperature for hot water calorifiers (flow temperature should be at least 60°C ; return temperature should be at least 50°C)	<input type="checkbox"/>	
Check water temperatures at point of use (POU) and combined water heaters are between 50-60°C	<input type="checkbox"/>	
Check water temperature in cold water storage tanks and cold water sentinel outlets (and a selection of other points	<input type="checkbox"/>	

on a rotational basis) to ensure a temperature below 20°C within two minutes		
Record meter readings for electricity, water, gas and oil	<input type="checkbox"/>	
Inspect and repair waste disposal system, including sewerage pumps and chambers	<input type="checkbox"/>	
Ensure safety and hazard signs are visible	<input type="checkbox"/>	
Test emergency lighting	<input type="checkbox"/>	
Safety-check electronic powered gates and doors	<input type="checkbox"/>	
Check and clean kitchen ventilation systems	<input type="checkbox"/>	
Check radon sump is working (extract fan should be audible)	<input type="checkbox"/>	
Conduct microbiological water test of swimming pool water	<input type="checkbox"/>	

## Termly

TASK	COMPLETE?	COMMENTS/ACTIONS
Check and replenish contents of first aid boxes and replace out-of-date items	<input type="checkbox"/>	
Health and safety inspection to be conducted by governor with responsibility for health and safety, site manager, business manager, and, if customary, a union representative responsible for health and safety; report to be made to relevant governing body committee	<input type="checkbox"/>	
Check names and contact details of keyholders are up to date	<input type="checkbox"/>	
Heads of department to review department health and safety arrangements	<input type="checkbox"/>	
Check for and record any outstanding maintenance issues	<input type="checkbox"/>	
Conduct and record whole-school fire drill; check that issues identified are resolved	<input type="checkbox"/>	
Check that fire risk assessment and procedures are up to date	<input type="checkbox"/>	
Test fire alarm call points (a different call point to be tested each week on a rotational basis)	<input type="checkbox"/>	

Check that regular tests of fire alarms and emergency lighting have been conducted and recorded	<input type="checkbox"/>	
Ensure new members of staff have received fire precaution briefing	<input type="checkbox"/>	
Check that personal emergency evacuation plans (PEEPs) are up to date	<input type="checkbox"/>	
Clean out kitchen grease traps	<input type="checkbox"/>	
Clean and de-scale taps, shower heads and hoses	<input type="checkbox"/>	
Flush through and purge expansion tanks	<input type="checkbox"/>	
Conduct detailed inspection of floors, stairs and corridors	<input type="checkbox"/>	
Inspect and repair roof coverings	<input type="checkbox"/>	
Contractor to inspect and repair external walls, ceilings, partitions and cladding	<input type="checkbox"/>	
Check that any removal or treatment of asbestos has been reported to asbestos managers and recorded on the asbestos management plan; removal and treatment of asbestos should only be carried out by a licensed contractor	<input type="checkbox"/>	
Specialist contractor to inspect trees surrounding school for disease, weakness etc. and to ensure they do not present a danger	<input type="checkbox"/>	

## Every 6 months

TASK	COMPLETE?	COMMENTS/ACTIONS
Inspect and repair gutters, roof outlets, rain pipes etc.	<input type="checkbox"/>	
Contractor to check and service security system	<input type="checkbox"/>	
Contractor to test and service emergency lighting	<input type="checkbox"/>	
Contractor to service oil boilers, including pumps, pipes, etc.	<input type="checkbox"/>	
Safety-check hot water blending valves	<input type="checkbox"/>	
Inspect air conditioning systems and duct hygiene	<input type="checkbox"/>	
Service all lifts and hoists used to move or carry people	<input type="checkbox"/>	
Check waste pipes and above ground drainage for blockages	<input type="checkbox"/>	
Clear debris and silt from traps below drain covers; this to be done more frequently if puddles are forming around the covers or if heavy rain is expected	<input type="checkbox"/>	
Test and service workshop machinery; use specialist contractors as appropriate	<input type="checkbox"/>	

Conduct a visual inspection of frequently-used portable electrical appliances	<input type="checkbox"/>	
Check all lifts and hoists used to move or carry people	<input type="checkbox"/>	

## Annually

TASK	COMPLETE?	COMMENTS/ACTIONS
Review log of maintenance issues and check whether issues have been resolved	<input type="checkbox"/>	
Inspect and repair outdoor play equipment	<input type="checkbox"/>	
Contractor to inspect fixed sports and gym equipment	<input type="checkbox"/>	
Check driving licenses of any staff operating school vehicles for any penalties that might affect insurance	<input type="checkbox"/>	
Send all school vehicles for MOT and servicing	<input type="checkbox"/>	
Service lightning conductors (including electrically tested by a competent person)	<input type="checkbox"/>	

A full duration test is carried out for lighting systems	<input type="checkbox"/>	
Inspect and repair all internal and external finishes, including tiling, masonry and paintwork	<input type="checkbox"/>	
Competent person to test any items of frequently used or high-risk portable electrical equipment (PAT testing)	<input type="checkbox"/>	
Competent person to service electronic powered gates and doors	<input type="checkbox"/>	
Inspect fixed wiring and all distribution boards and safety devices	<input type="checkbox"/>	
Inspect ladders (and other equipment used for working at height) and review ladder register and checklist	<input type="checkbox"/>	
Service fixed electrical installations in swimming pools	<input type="checkbox"/>	
Contractor to inspect and safety test all gas appliances, including gas boilers	<input type="checkbox"/>	
Clean and service boiler flues and chimneys	<input type="checkbox"/>	
Contractor to pressure-test gas pipework	<input type="checkbox"/>	
Contractor to test gas appliances and gas soundness for gas safety certificate	<input type="checkbox"/>	
Contractor to inspect oil supply pipes and tanks	<input type="checkbox"/>	

Contractor to inspect pressure vessels, such as gas cylinders	<input type="checkbox"/>	
Conduct visual inspection of liquefied petroleum gas tanks, including above-ground pipework, fittings and emergency control valves, for damage and corrosion	<input type="checkbox"/>	
Inspect and repair cold water distribution pipework, pumps, cold water storage tanks and insulation	<input type="checkbox"/>	
Check pipework is adequately insulated to prevent freezing	<input type="checkbox"/>	
Check water temperature in cold water storage tanks and incoming mains supply	<input type="checkbox"/>	
Drain and clean water storage tanks and cylinders	<input type="checkbox"/>	
Service and disinfect base exchange water softeners	<input type="checkbox"/>	
Inspect and service hot water blending valves and inspect hot water calorifiers internally for damage	<input type="checkbox"/>	
Check waste pipes, surface water drainage and above-ground drainage systems for damage and blockages	<input type="checkbox"/>	
Review water risk assessment and ensure previous actions have been carried out	<input type="checkbox"/>	

Carry out fire risk assessment or assessment review and check that actions have been carried out	<input type="checkbox"/>	
Competent person to inspect and maintain firefighting equipment (including fire extinguishers, sprinkler system, fire blankets, hose reels)	<input type="checkbox"/>	
Contractor to service fire alarm system	<input type="checkbox"/>	
Facilities for the fire service maintained and tested (including dry risers, access for emergency vehicles, emergency switches for installations)	<input type="checkbox"/>	
Check school evacuation plan is up to date	<input type="checkbox"/>	
Conduct accessibility audit and update access management plan	<input type="checkbox"/>	
Audit risk assessments to ensure they are fit for purpose; create, update or replace as necessary	<input type="checkbox"/>	
Review care plans for individuals with complex medical needs	<input type="checkbox"/>	
Deliver a general health and safety briefing to all staff	<input type="checkbox"/>	
Ensure that first aiders' training is up to date and ensure refresher courses have been completed by those that require them	<input type="checkbox"/>	
Service oil- and gas-powered heaters	<input type="checkbox"/>	

Service powered ventilation	<input type="checkbox"/>	
Service local exhaust ventilation such as fume cupboards and wood dust extraction systems	<input type="checkbox"/>	
Inspect air conditioning for 'certification inspection'	<input type="checkbox"/>	
Service catering equipment and check safety valves	<input type="checkbox"/>	
Review inventory of chemicals	<input type="checkbox"/>	
Asbestos surveyor to re-inspect school site and carry out risk assessment	<input type="checkbox"/>	
Ensure asbestos management plan is up to date	<input type="checkbox"/>	
Service goods lifts and hoists	<input type="checkbox"/>	
Inspect and repair outbuildings	<input type="checkbox"/>	
Inspect any residential accommodation, including caretaker's housing	<input type="checkbox"/>	
Check all relevant commissioning, testing and inspection certificates are stored safely and are up to date	<input type="checkbox"/>	
Review tree safety survey report for outstanding actions	<input type="checkbox"/>	
Review all storage arrangements, including those of gas bottles and highly flammable materials	<input type="checkbox"/>	

Conduct general health and safety audit and ensure actions from previous year's audit and governors' termly health and safety check have been completed	<input type="checkbox"/>	
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## Every 2 years

TASK	COMPLETE?	COMMENTS/ACTIONS
Review health and safety policy (to be signed by headteacher and chair of governors)	<input type="checkbox"/>	
Review lettings policy	<input type="checkbox"/>	

## Every 3 years

TASK	COMPLETE?	COMMENTS/ACTIONS
Asbestos authorised officers to attend refresher training courses	<input type="checkbox"/>	

## Every 5 years

TASK	COMPLETE?	COMMENTS/ACTIONS
Test fixed wiring and all distribution boards	<input type="checkbox"/>	
Contractor to pressure-test oil line pipework	<input type="checkbox"/>	
Air conditioning system to be inspected by an energy assessor	<input type="checkbox"/>	
Staff operating and managing swimming pool to refresh relevant training	<input type="checkbox"/>	

*Trevor Bailey has extensive experience in school leadership and management. He was a secondary school headteacher for 14 years.*

## Annex D

### Curriculum Based Health and Safety

#### 1.0 ART

The hazards associated with this practice include:

- damage to clothing
- creation of dust

These are controlled by the following:

#### 1.1 Paints and Glues

- Only using water-based paints and glues
- Only small quantities of powder paints are to be mixed at one time
- Tables are covered with newspaper to protect the surfaces and ease cleaning
- Cleanable aprons are worn by pupils involved in painting
- Paint pallets and brushes are washed up/out after use
- Wallpaper paste containing fungicide is not to be used in school

#### 1.2 Pottery

The hazards associated with the practice include:

- Cross contamination of surfaces
- Inhalation of dust

- Damage to clothing

These are controlled by the following:

### **1.3 Clay**

- ❑ Only premixed clay is used by pupils and the clay is pre-cut into workable sizes
- ❑ Tables are covered with newspaper to protect the surfaces and ease cleaning
- ❑ Newspaper is to be disposed of at the end of the lesson
- ❑ Spillages of clay are cleared up immediately using wet mopping or sponging techniques
- ❑ Brushing of dried clay is prohibited
- ❑ Only pre-mixed 'paint on' glazes are used and only by pupils in Key Stage 2, following individual risk assessments which identify if pupils are capable of understanding the risks associated with the use of the glazes

#### **1.4 Personal Protective Equipment**

- ❑ All staff and pupils working with clay wear protective aprons

### **2.0 FOOD ACTIVITIES**

The following hazards have been identified with this activity:

- ❑ Burns, scalds etc. from the use of hot water/oven/dishes/food
- ❑ Electric shock relating to the use of electric equipment
- ❑ Fire associated with burning food or faulty equipment
- ❑ Cross contamination of food leading to food poisoning
- ❑ Slips, trips or falls due to spillages/obstructions on floors/uneven surfaces
- ❑ Cuts through use of knives and other equipment, i.e. graters

These are controlled by the following:

#### **2.1 Location**

- ❑ The oven is positioned/used where pupils and staff do not have to pass close by it. (This will either be in a designated work area or by positioning the mobile unit away from walkways.)
- ❑ Tables on which food is to be prepared are positioned to allow easy access around them
- ❑ The floor area where food activities are undertaken is level, easily cleanable and is kept free from obstructions
- ❑ Any spillages that occur are to be wiped up immediately and pupils are advised accordingly and will/can assist in mopping them up

#### **2.2 Equipment**

- ❑ A visual inspection of all electrical equipment is carried out by staff prior to use. This includes mixers, kettles, ovens, microwaves etc
- ❑ All portable electrical equipment is also subject to an annual portable appliance test
- ❑ Equipment is used in line with manufacturers' instructions and/or training received
- ❑ the prohibition on pupils using metal graters, portable electrical equipment and, dependant on age, sharp knives is enforced
- ❑ All equipment provided for food activities is kept in good condition and only used for food activities

#### **2.3 Hygiene**

- ❑ Everyone including the adults in charge, helpers and pupils, wash their hands before and after handling food
- ❑ Hands are washed after going to the toilet and prior to return if anyone leaves the area

- ❑ The tables on which food is prepared are cleaned prior to and after use or that the table is covered with a cleanable cover that is cleaned prior to and after use
- ❑ Staff and pupils wear the protective clothing provided and that the protective clothing is only used for food activities. All staff/pupils will wear aprons and use oven gloves when handling hot dishes.

## 2.4 Emergency Provision

- ❑ A suitably stocked first aid box and the names of First Aid trained staff are kept in each classroom
- ❑ A fire blanket and carbon dioxide (or powder) fire extinguisher is kept in the classroom - The fire blanket is used for smothering fires, i.e. burning pans or if clothing is set alight. The carbon dioxide extinguisher is safe for use with electrical equipment
- ❑ If a carbon dioxide extinguisher is used the room is to be evacuated

## 3.0 SPORT and PHYSICAL EDUCATION

The main risks associated with this curriculum area and many relate to personal injury as a result of falls, collisions and being hit by objects. Following the general requirements below in part controls these risks:

- ❑ Before any lesson pupils will change into appropriate clothing/footwear and remove any jewellery
- ❑ Staff will remove jewellery and change into appropriate footwear but it is acceptable for staff to wear watches where necessary to time lessons
- ❑ Pupils assisting in setting out apparatus will be shown correct methods for lifting/moving equipment and the teacher in charge will check equipment prior to its use to ensure that it is safe to proceed with the activity
- ❑ Pupils are given clear guidance and instructions on the use of equipment
- ❑ Safety is reinforced to pupils during throughout activities especially during contact sports
- ❑ Staff will undertake a manual handling assessment on behalf of the pupils, i.e. ask themselves - *Can the pupils move the objects where they have been asked to safely and without risks to their health?*, before allowing them to undertake any manual handling task. In particular staff will ensure that where two or more pupils assist with a task the pupils are roughly similar in stature so that one individual does not carry a disproportionate part of a load mats are only to be positioned to identify landing areas or routes to be taken. They are not to be used to try and soften impacts from falls
- ❑ Staff will only to use equipment they are familiar and/or they have been trained to use

## 4.0 TECHNOLOGY

The hazards associated with the practice include:

- ❑ Exposure to hazardous substances, e.g. glues/dusts
- ❑ Damage to clothing
- ❑ Personal injury, e.g. eye injury due to flying particles when materials being worked and cuts relating to use of equipment

These are controlled by the following:

### 4.1 Location

- ❑ Work is only to be undertaken on suitable surfaces. Suitable surfaces are those that are large enough to accommodate the work, and which are flat and stable

#### **4.2 Personal Protective Equipment**

- ❑ Where appropriate, staff/pupils wear personal protective equipment in the form of aprons and goggles/spectacles
- ❑ Personal protective equipment is stored to minimise damage and ensure easy availability
- ❑ Aprons are hung up and goggles/spectacles stored in cloth pockets

#### **4.3 Equipment**

- ❑ Equipment is kept clean and stored so as to minimise damage and help pupils to find the correct tool. (Shadow boards or tool racks.)

#### **4.4 Hazardous Substances**

- ❑ Risks associated with hazardous substances are addressed as part of the school's COSHH assessment and procedures.

## FIRE EVACUATION PROCEDURE

It is the overall aim of Conway Primary School to minimise the risks to staff and employees, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

If a fire bell sounds in the main building, the School Business Manager or an Administrative Officer will call the fire brigade and alert classes in the Outside Buildings and Rising Stars Building. All occupants will then proceed to evacuate all buildings from the first available exit, The Office Team will bring the class registers and visitors Inventory System with them.

### Arrangements for fire/alarm in **Main School Building:**

- School Business Manager/Premises manager/Headteacher to meet and liaise with firebrigade.
- Children with physical disabilities should be escorted from the building by their appointed LSA/TA.
- KS2 to exit building from the West & East Stairwells and go immediately to muster point B
- KS1. to exit the building from Door 1, 2 & Door 4 and go immediately to muster point A
- EYFS to exit the building from Door 4 and go immediately to muster point B
- Teachers/LSA/TA/EYP will shut the classroom door
- Fire Marshalls & SMB will check all toilets and First Aid areas and do a final sweep of building before exit.
- If children are not in their usual classrooms, they should exit the building via the nearest fire exit.
- All actions taken by LSA/TA/EYP should be reported to the School Business Manager, Premises Manager or Headteacher.
- Visitors/Support staff and other adults should rendezvous with the Office Team in their appropriate area Fire Assembly Point A

*A member of staff may tackle the fire if they have been trained, if they can do so safely and are not required to assist in the evacuation*

### Arrangements for fire/alarm in the **house Building:**

- If you discover a fire and the fire alarm has not activated, raise the alarm using a call point and call office to inform of situation,
- Evacuate the building
- Do not return to the building for any reason until authorised to do so.
- Following evacuation sheltered can be sought in the main school building if necessary.

### Arrangements for fire/alarm in the **Outside Classroom Buildings:**

- If you discover a fire and the fire alarm has not activated, raise the alarm using a call point and call office to inform of situation,
- Evacuate the building assisting visitors and children
- Leave the building by the nearest safe route (all exit doors will be unlocked).
- Close doors behind you
- Report to the assembly point B at the main school playground adjacent to the Fitness Area. If this assembly point is not useable due to the nature or location of the incident an alternative locations such as assembly point A.
- The most senior member of staff on site will call the fire brigade by dialling 999 from the classroom phone, the main school reception or from a mobile.
- The most senior member of staff will inform the School Business Manager or Office Team immediately via classroom phone.
- The most senior member of staff will advise the School Business Manager or Office Team the roll call and nature of the incident.
- Do not return to the building for any reason until authorised to do so.
- Following evacuation sheltered can be sought in the main school building if necessary.

*A member of staff may tackle the fire if they have been trained, if they can do so safely and are not required to assist in the evacuation*

## **FIRE MUSTER**

When the fire bell rings please observe the following procedure:

- Leave the classroom or work area by the nearest exit as indicated on the fire notice in your classroom. Please familiarise yourself with the fire notice so that you know what exit route to take.
- Encourage the children to move quietly and without panic.
- The class registers will be taken out to the playground by the admin team.
- Fire Marshalls will ensure the buildings are empty
- Assemble the children in class lines in the playground at your designated area.
- Complete a Headcount and Name check against your register, the School Business Manager will ask each class teacher if the children in the line and the number of children marked in the register are the same

Visitors/Support staff and other adults should rendezvous with the Office Team in their appropriate area Fire Assembly Point A

## **IMPORTANT**

Talk to the children about the procedure and stress that they must leave by the nearest exit and do not need to return to the classroom to put on outdoor shoes/coats etc.

Fire Wardens are to report to School Business Manager & Headteacher. Office staff to collect registers from teachers. Teachers to report missing children to the School Business Manager & Head of School immediately.

In the event of a large scale fire, once everyone has been accounted for, school community under the direction of the School Business Manager/Head teacher/Premises Manager to move away from the source of the fire, towards Glyndon Community Centre, which is our muster points. School Business Manager or Office staff to phone Glyndon Community Centre to advise them of our imminent arrival

Fire safety management

Main duties are:

- To minimise risk from fire through thorough risk assessments
- To ensure adequate staff/ fire manager training has taken place
- To produce an emergency plan and put up fire notices
- To conduct fire drills
- To check adequacy of fire fighting apparatus and its maintenance
- To implement recommendations from the Fire Risk Assessment
- To consult with the LA Fire Risk Assessment officer on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure Fire Safety Log Book is kept up to date and accessible

*Notices displaying the fire procedures are displayed at each fire alarm call point and within classrooms.*  
Persons responsible for fire safety

Responsible Person	Mrs Y Carlsson-Ruban – Head Teacher Mr K Robertson – School Business Manager
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Competent person	Mr M Farah – Premises Officer Mrs L Greenlees – Designated Safeguarding Lead
Fire safety training, induction and revision	School Business Manager/Premises Manager
Fire risk assessments	School Business Manager/Premises Manager
Fire drills	School Business Manager/Premises Manager
Updating of log book / recording	School Business Manager/Premises Manager
Checks on call points	School Business Manager/Premises Manager
Checks on emergency lighting	School Business Manager/Premises Manager
Fire escapes unobstructed	All members of staff
Check all fire detection and protection systems are maintained	School Business Manager/Premises Manager

The School Business Manager, Premises Manager & Headteacher will remind staff of:

- The need to understand the emergency plan/ fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- the use of relevant fire fighting equipment eg fire extinguishers, fire blankets – to protect escape route (Fire Marshalls)
- Reporting to the assembly area
- Exit routes including alternatives
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building

All records of training and induction are to be recorded in Fire Safety Log Book located in the Premises Manager's office.

Fire Risk Assessment appraisal

To be carried out every 3 months by the School Business Manager & Premises Manager.

Fire Risk Assessment form and procedure.

Risk assessment reviews will be carried out by the Headteacher, School Business Manager and Premises Manager.

Evacuation Drills

The procedure for emergency evacuation is displayed at the Fire Call points throughout the school. The alarm is set off by the Premises Manager, and the School Business Manager & Headteacher will monitor the drill, reporting results back to the Full Governing Body.

Evacuation drills are carried out termly to ensure all persons regularly using the building are familiar with the procedures. Different times and days of the week are used, drills are spontaneous and unplanned to ensure that the staff are fully aware of the necessary procedures.

Staff roles and responsibility in the event of an evacuation alarm

Action	Person responsible	In case of absence
Evacuation of all staff and pupils	Mr K Robertson School Business Manager Designated Fire Warden's	Mrs Y Carlsson-Ruban – Headteacher Miss J Greenlees – Deputy Headteacher
Collection of registers and staff/visitor InVentry Ipad/ sheets	Mrs K Fairclough – Senior Admin Officer	Mrs Claire Morgan – Office
Checking of toilets (all areas)	Designated Fire Warden	Another Fire warden
Checking rooms	Designated Fire Warden	Another Fire warden
Calling the fire brigade	Mr K Robertson – School Business Manager	Mrs Y Carlsson-Ruban – Headteacher Miss J Greenlees – Deputy Headteacher Miss K Fairclough –Senior Admin Officer
Meeting the fire brigade	Mr K Robertson-School Business Manager	Mrs Y Carlsson-Ruban – Headteacher Miss J Greenlees – Deputy Headteacher Miss K Fairclough –Senior Admin Officer

In general all staff will assemble at the assembly point, unless the source of the fire makes this impossible. Should this be the case all staff will follow the instruction of the Headteacher, School Business Manager & Premises Manager

Nominated personnel will immediately do a head count and if appropriate call the register. Absentees will immediately be reported to the School Business Manager & Headteacher

**Fire Doors and exits**

All doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage. All fire exit routes are clearly signed.

**Follow up to evacuation drills**

Drills must be recorded in the Fire Safety Log Book located in the Premises Managers office. Timing of each evacuation must be recorded accurate, The School Business Manager will update the Headteacher with immediate feedback on the timing and success of the evacuation.

As part of Health and Safety monitoring, the School Business Manager & Headteacher will periodically check the Fire Safety Log Book.

**Maintenance of fire doors, fire exit doors, fire equipment and systems**

Fire extinguishers, fire alarm systems and emergency lighting are maintained by the Premises Manager & professional consultants.

**Systems Tests**

Carried out by the Premises Manager

System	Frequency	Method of test
Fire alarm	Checked daily	Visual check of panel for fault indications
Fire alarm	Weekly	Test key operation of different call points each week in rotation
Fire alarm	At least 6-monthly	Servicing/ Battery test
All external and internal doors	Daily	Confirmation that doors open and that they aren't obstructed
Fire extinguishers, fire blankets	Weekly	Check that seals are intact, equipment has not been removed or tampered
Fire extinguishers	Annual	Service (extended service)

Records for these tests are kept in the Fire Safety Log Book located in the Premises Managers office.

Disabled pupils/ members of staff

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan. Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.