



Health and Safety Policy

Contents

STATEMENT OF INTENT	3
1.0 ORGANISATION AND RESPONSIBILITIES	4
Responsibilities of the Governing Board.....	4
Responsibilities of the Headteacher.....	4
Responsibilities of Teaching Staff/Non-Teaching Staff holding posts of special responsibility (as named above)	5
Responsibilities of Employees	5
2.0 POLICY REVIEW.....	5
3.0 SCHOOL HEALTH & SAFETY COMMITTEES.....	6
School Governance Arrangements	6
4.0 Arrangements	6
a) Fire Updated to include COVID 19 Arrangements Appendix 7	6
b) Accident Reporting Procedure	7
c) Administering of Medicines	7
d) First Aid	7
e) Health Care Plans	7
f) Display Screen Equipment (DSE).....	7
g) Training	7
h) Managing Contractors.....	8
i) Asbestos	8
j) Electrical Installations	8
l) Control of Substances Hazardous to Health (COSHH)	8
m) Legionella	8
n) Health and Safety Monitoring and Inspections	9
o) Manual Handling	9
p) Lone Working	9
q) Offsite Visits	9
r) Work Equipment	9
s) Risk Assessments.....	9
u) Work at Height	10
v) Statutory Checks.....	10
Appendix 1 – 9 Related Health and Safety Policies, Procedures and Guidance	11-16

STATEMENT OF INTENT

This policy has been designed to complement and enhance existing procedures and guidance in respect of health and safety. It does not supersede any specific health and safety policy.

The school's Governing Board and Senior Management Team recognise and accept their responsibilities for health and safety both under civil and criminal law. Trust guidelines are also adhered to.

As responsible employers and/or persons in control of premises, the requirement to provide, so far as is reasonably practicable, a safe and healthy working environment for all employees, visitors and pupils is acknowledged.

In doing so, the school will expect all staff, parents, pupils and visitors to abide by the requirements of this policy.

In compliance with the Health and Safety at Work etc. Act 1974, this school's Governing Board will ensure so far as is reasonably practicable that:

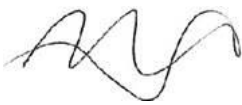
- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is sustained.
- All plant and equipment are safe to use.
- Appropriate safe systems of work exist and are adhered to.
- Sufficient information, instruction, training and supervision are available and provided.

The Governing Board will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.


Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

This policy statement together with the organisational structure and the following arrangements and procedures will be reviewed annually.

In addition to this general health and safety policy the school has a number of policies which relate directly to specific areas of health and safety. The detailed policies set out the responsibilities and arrangements for the management of the risks arising from these areas and are listed in the appendices.



Signed.....(Chair of the Governing Board) Date.....28/3/23.....

Sign(Headteacher)  Date.....28/3/23.....

1.0 ORGANISATION AND RESPONSIBILITIES

School level duties and responsibilities have been assigned to staff and governors as detailed below.

Responsibilities of the Governing Board

The Governing Board are responsible for health and safety matters at a local level including but not restricted to:

- Ensuring adherence to the Trust health and safety policy, procedures and standards.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment.
- Reviewing the establishment's health and safety policy annually and implementing new arrangements where necessary.
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the Trust's health and safety priorities, procedures and standards.
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to the Trust, or other body as necessary, any hazards which the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with.
- Promoting a positive health and safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions and takes account of local authority policy and procedures.

NOMINATED HEALTH AND SAFETY GOVERNOR:

Matthew Hartley

Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety in accordance with the Governing Board's health and safety procedures rests with the Headteacher.

As manager of the establishment and of all the activities carried on within it, the Headteacher will advise Governors of the areas of health and safety concerns which may need to be addressed by the allocation of funds.

The Headteacher has responsibility for:

- Co-operating with the Trust and governing board to enable health and safety policy and procedures to be implemented and complied with.
- Ensure effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing board and Trust where necessary.
- Communicating the policy and other appropriate health and safety information to all relevant people including employees, visitors and contractors.
- Carrying out health and safety and accident investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the Trust any hazards which cannot be rectified within the establishment's budget.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- Monitoring purchasing and contracting procedures to ensure compliance with local authority policy.

HEADTEACHER: Deborah Brown

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

The task of overseeing health and safety on the site has been delegated by the Headteacher to:

Business Managers Carol Roberts and Lisa Cox
Caretaker Earl Darraugh

Responsibilities of the above staff

- Apply the school's health and safety policy and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources.
- Ensure regular health and safety risk assessments are undertaken and that control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Resolve health, safety and welfare problems members of staff refer to them and inform the Headteacher of any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of the school and ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents, incidents and near misses occurring are promptly reported and investigated using the appropriate forms and procedures.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of Employees

Under the Health and Safety at work etc. Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their Line Manager.
- Report immediately to their Line Manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

2.0 POLICY REVIEW

The Headteacher will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Board.

Governors are required to take steps to ensure that they are kept informed of the Trust's advice and guidance on health and safety matters.

- Health and safety are a regular, termly, item on the agenda of the following meetings:

Governing Board
SLT
Staff weekly briefings

- The health and safety policy is reviewed on an annual basis. The review process is:

Updated policy to be submitted to the relevant governing board meeting.

- The policy is communicated/made available to all staff as follows:

Information provided at staff briefing and copies of the policy emailed to staff and displayed on the school website.

Staff are also advised on the health and safety policy during the induction process.

3.0 SCHOOL HEALTH & SAFETY COMMITTEES

School Governance Arrangements

The Governing Board has an oversight of on-going health and safety issues through their meetings. All minutes generated are approved at the relevant Governing Board meeting.

Any inspections, audits or incidents, policy or practice changes are reported and signed off by the Chair of Governors and Headteacher as an evidential audit trail which can be used by the school if any incident should occur.

4.0 Arrangements

a) Competent Persons

The school gets its competent health and safety advice from Tameside MBC health and safety team through the purchase of the SLA.

b) Fire

The school will ensure that a fire evacuation drill is completed at least once per term and will record the date, time taken to evacuate and any other relevant details on the school network.

The fire log will be kept up to date with entries for weekly fire alarm checks and fire door (means of escape) checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Arrangements are in place for evacuating disabled people. PEEP forms will be completed when needed.

The Headteacher/governing board will ensure a fire risk assessment is completed and reviewed at least annually or more frequently if there is a significant change to the building or number/types of pupils.

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

c) Accident Reporting Procedure

The school reports in accordance with the Local Authority's SLA accident/incident reporting procedure, which requires employees to report accidents, violent incidents, dangerous occurrences, and near misses using the required forms.

School accident reports are monitored for trends on a termly and annual basis and a report made to the Governors at the next scheduled meeting.

The Headteacher, or their nominee, investigates accidents and takes remedial steps to avoid similar instances recurring.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be completed using the HSE's on-line reporting system. <http://www.hse.gov.uk/riddor/>

Responsibility for RIDDOR reporting is delegated to the TMBC H&S team through the purchase of the SLA.

d) Administering of Medicines

The school follows DfE guidance on the dispensing of medicines within school.

Records of administration will be kept in the school office

See also the Supporting Pupils with Medical Conditions Policy.

e) First Aid

An up to date list of all first aiders is displayed in the school office and open areas around school.

First aid kits are located in the office reception area and in classes. Midday assistants and sports coaches also have their own kits.

Portable kits are available for off-site trips and visits.

f) Health Care Plans

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions.

The plans are reviewed annually by the Deputy Headteacher.

g) Display Screen Equipment (DSE)

The duties under the Display Screen Equipment Regulations 1992 require the employer to assess the risks to the health and safety of its employees from the use of DSE.

All staff who habitually use computers as a significant part of their normal work (continuous or near continuous spells of an hour at a time) will be asked, in the first instance, to complete a DSE Self-Assessment.

h) Training

The Headteacher will ensure that all staff have suitable and sufficient training to complete the tasks required of them.

All members of staff, as part of their Induction to the school, will receive training on the requirements of this policy.

The school will ensure that all training is recorded by the business managers and refresher training is completed where required.

i) Managing Contractors

The school-based staff appointed to liaise and monitor contractors on site are the business managers and site manager.

The school will ensure that pre-qualification checks are carried to verify that contractors have the appropriate insurances and competencies to carry out works.

j) Asbestos

Asbestos Responsible Person: Deborah Brown

The Asbestos Responsible Person has received Asbestos Awareness Training delivered by TMBC recommended contractor on 1st July 2019.

The Asbestos Responsible Person will ensure that:

- The asbestos register is maintained and that any changes are recorded and notified to the authority.
- Any person undertaking works on the site are shown the asbestos register and complete an asbestos permit to work.
- An annual visual inspection of asbestos containing materials on site is conducted and is recorded in the asbestos log.

The Asbestos Register is held in the school office.

k) Electrical Installations

Arrangements are in place for the testing of fixed wiring and fixed appliances by competent electrical engineers.

l) Portable Electrical Appliances

The school will have all portable appliances inspected and tested by a reputable company as per the schedule in the appendices.

All staff will visually inspect electrical equipment before use for obvious defects.

Personal items of electrical equipment will not be brought into school for use by staff or pupils.

m) Control of Substances Hazardous to Health (COSHH)

All substances which may be considered hazardous to health must have been assessed (except in Science – these are covered by CLEAPSS hazards).

A copy of the health and safety data sheet and COSHH assessment will be available in the location where the chemicals are used/stored.

Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

n) Legionella

The school has a legionella risk assessment which was undertaken during June 22.

The Headteacher is responsible for ensuring that any monthly temperature checks are completed by the caretaker and the weekly flushing records are completed.

o) Health and Safety Monitoring and Inspections

Regular visual inspections of the site and installations, from which defects are documented, are carried out by the caretaker and business managers.

A general inspection of the site, which is documented, is carried out termly by the Caretaker and Business managers.

The Health and Safety Governor will undertake an inspection of the premises and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing board meetings.

p) Manual Handling

The school completes risk assessments on any significant manual handling tasks.

Employees who complete manual handling tasks will have suitable and sufficient training. Where employees are required to lift a pupil, they will receive training in appropriate moving and handling techniques along with training in the use of any specific equipment they may be required to use, such as hoists and slings.

q) Lone Working

Staff are encouraged not to work alone in school. Where lone working is deemed necessary it is risk assessed and monitoring systems put in place.

r) Offsite Visits

The school follows the Trust's Educational Visits and Activities Guidance, with reference to OEAP National Guidance.

s) Work Equipment

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment, and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment requiring statutory inspection, testing and maintenance, (for example steam boilers, pressure cookers, lifting equipment, local exhaust ventilation) will be inspected by an approved contractor (if the school does not use an approved contractor, it will ensure a competent contractor is used).

Any personal protective equipment (PPE) required for the use of work equipment will be supplied free of charge by the school. All employees must wear the PPE when operating such equipment.

t) Risk Assessments

Risk assessments are completed for any significant risks. These cover curriculum-based activities in school, school visits and the running of the school building and grounds

Responsibility for ensuring risk assessments are completed lies with the Business managers.

Risk Assessments are held centrally in the school office and are available for all staff to view.

These risk assessments are working documents and will be viewed by staff carrying out the activity.

Risk Assessments will be reviewed on an annual basis or whenever there is a significant change to the activity/task /personnel or following an accident.

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by their line manager or teacher as required.

u) Work at Height

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task, and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment; with a formal written 6-monthly check (tower scaffolds require specialist and more frequent checks).

v) Statutory Checks

Information summarising statutory checks is contained in the Maintenance Schedule and copies of invoices and reports relating to them are held in the school office.

APPENDIX 1**Related Health and Safety Policies, Procedures and Guidance**

1. Accident Reporting Procedure
2. First Aid and related Procedure and Policies
3. Managing Medical Conditions
4. Asbestos Management Policy
5. COSHH Policy
6. Legionella Prevention Policy and Risk Assessment – June 2022
7. Manual Handling Guidance
8. Site Security Policy
9. School Journey and Visits Guidance
10. Risk Assessment Guidance
11. Work at Height Guidance
12. Health and Safety Audit 2019
13. Fire Risk Assessment – October 2020

APPENDIX 2**Phone No.**

All contactable via the school on 01457 833102

Organisational Structure**Name**

Chair of Governors

Mr N Whitbread

Headteacher

Mrs D Brown

Finance, Personnel and Premises
Committee

Mrs D Brown
Mr M Hartley
Mr N Whitbread
Mr A Leach
Mrs J Briggs

Health and Safety Officers
During holidays if Mr Darraugh is not on-site
Mrs D Brown will be contactable

Mrs D Brown/Mrs C Roberts/Mrs L Cox/Mr E
Darraugh
Mr M Hartley – Health and Safety Governor

Deputy Headteacher

Mrs K Quinn

Key Holders

Mrs D Brown
Mr E Darraugh (Mrs D Darraugh in Mr Darraugh's
absence)
ROC Fire and Security Ltd
Mr W Williams
Victorious Academies Trust

First Aiders

Mrs W Thompson- First Aid at Work
 Mr E Darraugh – First Aid at Work
 Mrs J Hague – First Aid at Work
 Mrs G Howard – Paediatric First Aid
 Mr D Phoenix – Paediatric First Aid
 Mrs D Lister – Paediatric First Aid
 Mrs L Metcalfe – Paediatric First Aid
 Mrs C Laycock – First Aid at Work
 Mrs V Reid – Paediatric First Aid
 Mrs a Hand – Paediatric First Aid

Fire Wardens/Officers

Mrs L Wragg
 Mrs K Quinn
 Mr E Darraugh
 Mrs D Brown
 Mr L Cox
 Mrs C Roberts
 Mrs J Brook
 Mrs J Aitken
 Fire warden training was completed for all
 Above except LW and JA Including SLT on 15/3/22.
 LW/JA to complete online training during Feb 23.

APPENDIX 3**ARRANGEMENTS FOR SUPERVISION OF CHILDREN**

School will make local arrangements to supervise children in all school activities including:

1. before school commences;
2. Break times;
3. Lunch time(s); and
4. After school closes until they leave the premises.

Parents are requested not to bring children to school before 8:45a.m as there is insufficient cover in the event of bad weather. The bell will ring at 8:55a.m when the doors from the playground will be opened and staff will collect classes from the playground. Another bell will ring at 9a.m when the doors from the playground will be closed. Children arriving after the doors are closed will come into school through the main reception and the reason for lateness recorded.

Children arriving at school early to undertake jobs, attend clubs, or receive 1-1 tuition will sign in on a sheet in the school reception area, or in the classroom so that their presence in the building is known in the event of a fire alarm.

At break times, two members of staff will be on duty on the playground throughout. Children must wait at the doors until a member of staff on duty informs them that they may go out. Children will be sent in to a First Aider with another child in the event of an accident.

At lunchtime, each class will be supervised by a midday supervisor and sports coaches. Teaching assistants will be on duty in the dining hall.

After school, children will only be released to the designated/identified person whom parents have planned with to collect their child and will sign the register before the child is released. Any change from this arrangement must be notified to school by parents by telephone, or preferably, in written format, e.g. letter or e-mail. In the event of non-notification, school will attempt to contact the parent for verification of any change. This may result in a child being kept at school until the parent can be contacted.

APPENDIX 4**ARRANGEMENTS FOR CONTROL OF VISITORS**

All visitors must report to school reception where they will be asked to sign in on the electronic signing in system and where the necessary checks will be made. Visitor badges will be issued to identify and verify their presence to all staff and children during their stay. Short term visitors such as delivery personnel or parents collecting pupils for appointments will be allowed access to the reception area where they will wait under supervision.

Access-controlled pedestrian and vehicle gates are in operation to further enhance the control of visitors to school. CCTV is also used in the vicinity. A pedestrian gate across from the school office was fitted with access control, intercom and camera during 2019.

No child will be allowed to open the locked entry doors located in the school reception area.

APPENDIX 5**EVACUATION PROCEDURES AND EMERGENCY PLAN DURING SCHOOL HOURS**

All rooms and corridors will carry a marked diagram indicating the escape routes in the event of an evacuation due to fire. Fire drills and lockdowns will take place each term to ensure that all stakeholders are practiced in, and familiar with, the evacuation procedures.

Mr Darraugh, Mrs Brown, Mrs Cox and Mrs Roberts have been trained on re-setting the fire alarm.

Bright Futures Nursery and other neighbours in the locality will be informed in the event of a security risk/evacuation.

APPENDIX 6**RISK ASSESSMENT FORMAT**

Risk Assessments will be undertaken for school trips, events, major projects and other school activities using a standard format.

Risk Assessments for fire risk, health and safety and COSHH have been undertaken and action plans resulting from them have been added to the maintenance programme.

APPENDIX 7**FIRE DRILL ARRANGEMENTS**

- On activation of the fire alarm all classes will, if possible, assemble on the school field. All other occupants of the building will also make their way using the nearest available exit onto the field.
- All children and staff must line up by class facing the building. It is unlikely that there will be any visitors on the premises but if they are, they must also assemble on the field.
- A headcount of pupils, staff and visitors will be undertaken and wardens will 'sweep' the building as detailed below. Wardens will appoint substitutes if they are aware that they will be absent from school.
- Wardens will report to the headteacher to confirm that the building is empty and office staff will confirm that all persons have been accounted for.
- The drill will be timed and logged on the system with a summary of observations and suggested improvements.
- Drills will be held once a term.
- In the event of an actual fire – senior managers will undertake a risk assessment on the current situation and seek advice from the fire service.

- If necessary, staff and pupils will make their way to the nearest Primary school where parents will be contacted as per the procedure adopted in the event of a power cut.

Fire Wardens with Area Responsibility

Mrs D Brown (Headteacher)
 Mrs L Cox (Business Manager)
 Mr E Darraugh (Caretaker)
 Mrs C Roberts (Business Manager)
 Mrs J Brook (Admin Assistant)
 Mrs L Wragg (Teaching Assistant)
 Mrs J Aitken (Teaching Assistant)
 Cook

The following are names of the wardens conducting the building sweep, and the zone for which they are responsible:

The cook will check the Kitchen area; this is to include the toilet.

Mrs Cox /Mrs Brook will check hall, rear door in the kitchen area, caretaker's room, and all toilets in reception area and across from the staff room, staff room, deputy headteacher's room and headteacher's room. Will also collect the fire pack, registers, late book and in/out book and will start to verify class, staff and visitor numbers. Mrs Cox will assist Mrs Roberts when the above has been completed.

Ms L Wragg will check the ICT Suite, reception class, reception/yr1, both year 2s and yr3 classrooms; this is to include toilets in all areas and all storage rooms.

Mrs J Aitken/Mr Darraugh is to check Years 3/4, 4, 5/6, 5 and 6 classrooms; this is to include all toilets and storage rooms in these areas.

Once all have been accounted for and the building has been confirmed as empty Mrs Roberts/Mrs Cox will inform the headteacher.

Wardens will appoint substitutes if they are aware that they will be absent from school.

APPENDIX 8

LOCKDOWNS

There may be times when the above procedure needs to be activated. The following incidents are examples of situations that would trigger the procedure:

- A reported incident, disturbance in the local community
- An intruder on site
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity
- The close proximity of a dangerous dog
- Helicopter landing on the school field
- Power cut

Any member of staff made aware of any possible threat should alert the headteacher or deputy headteacher via the school office. A risk assessment will then be made of the potential threat.

A paging system was installed throughout the building and grounds in October 2020. Staff are aware of the 'safe word' and on hearing it will immediately close and barricade classroom doors and release the shutters. On hearing the announcement any persons located on the school playground or field will make their way to a safe area inside or outside and implement the above procedure if indoors. Notifications will be made via the Walkie talkies.

Advice on whether to return to the building or to assemble elsewhere will be provided by office staff depending on the type of threat. This arrangement also applies to children and staff located inside the building.

Class registers will be taken and all staff and visitors will be accounted for by office staff. Office staff will ensure that the grab bags are accessible. Further grab bags will be available in Years 6 and 2.

The relevant emergency services will be called by the office staff by dialling 999. The local authority and Trust will be also be notified. At no time should the children be allowed to leave the building without an adult being present.

Parents will be contacted in a sensible and supportive manner by the text messaging service. Children will only be released from school if their parents, or a nominated representative, are there to collect them. The school will update the local authority on developments. Following an incident staff and children, via their parents, will be advised of the support offered by the local authority if they are affected in any way by the event.

In the event of a power cut

- Staff and pupils will assemble in the hall or classrooms, those outside will be asked to enter the building.
- All staff and pupils will be accounted for.
- A risk assessment will be undertaken and advice sought from the energy provider using available mobile phones.
- If the power is likely to be off for a long period of time, parents will be notified of how to collect their children by text by logging onto the messaging service using available mobile phones. Children and staff will make their way to the nearest school with power ready for collection. This decision will be made following the risk assessment undertaken by senior staff.

APPENDIX 9

FIRE PROCEDURES FOR OUT OF HOURS EVENTS

Examples of out of hours events are:

Discos, Fairs, Parent Forum, Workshops, Booster Classes, Elections, Christmas Productions.

- Risk Assessments relating to these events will be carried out prior to them taking place.
- Fire wardens will meet prior to any event to ensure that one will be in attendance.
- All shutters in the areas used will be left open during the events; those in areas not in use will be closed unless they are fire exits.
- A fire warden who is a member of the Senior Leadership Team will be on site for all events involving pupils. Those events for parents only such as Parent Forums will be attended by the members of staff concerned and a fire warden.
- For events where numbers are controlled, for example, parent meetings, the members of staff in attendance will make all aware of fire exits and procedures at the start of the session. For events such as discos and fairs where people are constantly entering and leaving the building no register of people will be taken. However, the Fire Warden and/or staff in attendance at the event will lead those present out onto the playground in the event of an alarm. Gates to the playground will be left unlocked to ensure that people can leave the area if smoke or fire places them in danger.
- In all cases the fire warden in attendance will then sweep the building.
- In the case of a nativity an assessment of numbers using the standard calculation and available fire exits will be undertaken.