



St Peter's Church of England Junior School

HEALTH AND SAFETY POLICY

Start Date: September 2024
Review Date: January 2026
Signed by Chair of Governors:
Mary-Jane Tinsley

GENERAL STATEMENT OF POLICY
for HEALTH, SAFETY and WELFARE

St Peter's C of E Junior School

The Governors and Headteacher acknowledge that:

1. DEMAT has the prime responsibility for Health and Safety and that the Governing Body and Headteacher have specific responsibilities to manage health, safety and welfare at the school level;
2. They have responsibilities to:
 - support the published policies and aims of DEMAT, and
 - promote continuous improvement in the health and safety performance of the education service;
3. The Headteacher, as Local Health and Safety Coordinator has principal duty in the school for ensuring the local implementation of guidance, codes of practice and other advice;
4. This duty extends to ensuring that:
 - working conditions and environment
 - substances used
 - equipment provided, and
 - working methods adopteddo not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This document is available to all staff in the school.

ORGANISATION

The Headteacher has **responsibility** for day-to-day management of health and safety issues and is known as the **Local Health and Safety Coordinator**. The Headteacher is assisted in these matters by staff as indicated below and on an 'as required basis' according to expertise and/ or qualifications.

All staff should have regard to their own **health and safety** and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that hazards can be dealt with quickly.

The Governing Body recognises that there is a School Premises Manager at St Peter's C of E Junior School.

Individual members of staff are responsible for the particular areas as follows:

Task Job title of person responsible
H&S Policy review Headteacher
Health and safety committee and/or governor Committees Headteacher / Gov
Communication and information management Headteacher / Assistant Headteacher
Critical Incident Management Headteacher / Assistant Headteacher

H&S Induction Training Headteacher / Site Manager/ Office Administrator
Programmed updating training Headteacher / Office Administrator
Personal safety procedures Headteacher / Office Administrator
Planned checks (procedures) Headteacher / CoG
Planned checks (equipment) Senior Officer Administrator / School Site Manager
Planned checks (premises) Headteacher / CoG Incident reporting/investigation Headteacher / Assistant Headteachers
Coordination of risk assessment work Headteacher / Assistant Headteachers
Fire procedures including personal emergency evacuation plans Headteacher / Assistant Headteachers
Locally organised premises maintenance, repair and improvement Senior Officer Administrator/School Premises Manager
First Aid (training and equipment) Headteacher / Senior Office Administrator
Vehicle control and pedestrian safety School Premises Manager
Stress and Wellbeing Headteacher / Assistant Headteacher
School Minibus Headteacher / School Premises Manager
Senior Designated Person for Safeguarding- Headteacher and Deputy DSLs
Supporting pupils with medical needs SENDCo / School Administrator
Premises Security Headteacher / School Premises Manager
Contractors on site Headteacher / School Premises Manager
Outside lettings Headteacher / School Premises Manager
Asbestos Log update / review Headteacher / School Premises Manager
Educational Visits Co-ordinator Headteacher
E-safety Co-ordinator Computing lead

Health And Safety Arrangements

1. Health and Safety Policy Review

- a) The school's Health and Safety policy is reviewed annually. The new policy is discussed and approved by the LGB who recommend the policy for ratification and is then signed by Chair of Governors.
- b) The review process includes
- Views of staff
 - View of pupils through the school council
 - Outcomes of assessments carried out by the LGSS Shared Services
 - Consultation with the DEMAT H&S representative as appropriate
 - Evaluation of procedures following any "incident", evacuation drill, parental complaint etc.
 - Adopting new Health and Safety guidance as it becomes available
 - During and following new building or maintenance projects
 - Adopting up to date advice from external advisors
- d) Smartlog, H&S reports and walks allow leaders, including DEMAT central team, to review actions and these are reported to the link governor for Health and Safety.
- e) There are clear links between the school's general policy and the policies of the individual departments within the school. Subject Leaders are identified as responsible for the subsidiary documents. Science, Design Technology, Art and PE carry specific risks associated with practical work and are the subject of extensive additional guidance for which subject Leaders are responsible and to which they must respond.
- f) Risk assessments for practical activities are included within planning and short term plans where appropriate.

2. Health, Safety and Welfare Task Group and Governor Committees

- The LGB monitors progress regarding any targets identified in the current edition of the school's H & S policy, School Development Plan, risk assessments and other relevant school documents or new legislation.
- The proceedings of the meetings are formally recorded and action points brought forward for review.
- The LGB reviews the school's incident records for each term, and for each year, to identify any patterns or other indicators requiring management attention.
- As a small primary school H&S matters are discussed regularly and included within staff meetings. Staff feel that due to the good internal communication network the need for a H&S sub-committee is not applicable at St Peter's.
- Governors and staff complete H&S training through smartlog. Staff who are deployed as First Aiders receive external training.

3. Communication and Information Management:

- Subject Leaders are responsible for the storage and maintenance of curriculum subject specific information. When they receive new information and guidance they are to keep the Headteacher, colleagues and LGB informed.

- The Headteacher, School Premises manager and Office Administrator maintain files for Health and Safety issues.
 - The School's Health and Safety Policy is made available to staff by posting an up to date copy on the staff shared folder under "Policies"
 - The Health and Safety Policy will be discussed on staff training day on an annual basis.
 - There is a noticeboard in the staffroom on which members of staff may find notices relevant to general health and safety matters at any time.
- Notices include:-
- Poster displays or other awareness raising, etc. campaigns
 - Childhood illnesses which may directly affect colleagues e.g. expectant mothers
 - Individual risk assessments produced for staff with particular medical needs
 - Incident reporting procedure
 - The Headteacher is responsible for updating the policy in line with new guidance and legislation.

4. Critical Incident Management and temporary staffing absences

- Critical Incidents Management Team and a Critical Incident Management Plan will be reviewed following staff changes. The existing plan was formulated to ensure County guidance is followed and staff have been briefed accordingly.
- In the event of occasional (but foreseeable) absence of key staff for maintenance of first aid provision, medical and security, the following arrangements are in place.
- The majority of support staff are First Aid trained.
- At least 1 member of staff is trained in Paediatric First Aid
- Support Staff attend 6 hours first aid training every 3 years
- Most recent 6 hour First Aid training took place on May 2022
- The Headteacher and School Premises Manager are responsible for the security of the school site. Short term assistance will be arranged with Clarkson Infant School in the first instance and other cluster schools as required.

5. Health and Safety Induction Training

Members of staff who are new to the school, are given a comprehensive induction by the Headteacher, this includes Safeguarding training. H&S updates take place for all staff at the start of each academic year and continue throughout the year via meetings, weekly bulletin and in response to an evaluation of any incident.

Check list of training / CPD available at St Peter's includes

- ☐ Overview of the school's health and safety policy and organisational structure
- ☐ Tour of the premises
- ☐ Current health and safety priorities for the school.
- ☐ Communication and relationships with other DEMAT schools.
- ☐ General health and safety advice, including the schools own guidance and that from the DEMAT.
- ☐ The use of the Incident Reporting form for incidents, hazards, work-related injuries and illnesses and fires.
- ☐ Where appropriate, curriculum specific guidance.
- ☐ For certain staff (Headteacher, School Premises Manager, School Administrator, the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the asbestos survey report is available.

- Initial advice to women of child bearing age about the need for 'expectant and new mothers' risk assessment
- Smoking restrictions
- Fire evacuation and emergency procedures
- Information on hazards that are specific to the school, and established controls or precautions (for example: ensuring all gates are locked re pupil safety.) □ Trained first aid personnel and first-aid facilities
- Trained first aid personnel and first-aid facilities – staff expected to undertake first aid duties must be advised that they are expected to deal with casualties including the staff, pupils, visitors to the site and any member of the public that may need assistance whilst on the school grounds.
- Fire extinguishers and blankets – location and use
- What to do in an emergency, including fires which start in class especially during Science, Art, Design and Food lessons where risk may be higher.
- What to do in an emergency – before and after school provision.
- Specific issues arising from mobility difficulties or other reasons giving rise to the need for Personal Emergency Evacuation Plans- these are written as risk assessments and parents sign them. They are reviewed regularly.
- Introduction to recognised unions and the local representatives
- Employee problems and concerns - specific duties and responsibilities for the management of staff welfare / well-being
- Access to well being advice, counselling and other staff support schemes
- Grievance procedures (as they relate to health & safety)
- Arrangements for visits and trips
- Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant)
- Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets □ Use and care of PPE (Personal Protective Equipment~ use of gloves, goggles etc) □ Housekeeping procedures for policy documents and local rules
- Legal responsibilities and rights
- Physical examinations relating to statutory maintenance requirements eg. electrical equipment, and other exhaust ventilation equipment, lifts, hoists and lifting equipment, pressurised systems such as autoclaves and air compressors
- Work Permit systems
- Security
- Restricted areas and equipment eg boiler room
- One-on-one instruction and supervision of young and inexperienced workers (and work experience students)
- Manual lifting and handling – general advice and risk assessment
- Working at height and working alone
- Safe stacking of materials
- Safety procedures for machines, including design technology equipment

- General housekeeping and maintenance of access and egress

6 Routine Update Training

- Each year training needs for members of staff are reviewed as part of their annual Appraisal.
- The Headteacher will consider refresher training for the staff on Safeguarding, Health and Safety matters at least once every two / three years and provide regular reviews and advice
- Electronic records will be maintained for all safeguarding and H&S training attended by staff and governors. Historic training records are as accurate as records permit.
- All staff are aware of Health and Safety issues and are regularly updated by the Head teacher and School Premises Manager

7. Personal Safety procedures, Step On positive handling training

- Training is organised for all school staff, who may deal with anyone presenting challenging or threatening behaviour.
- The school follows policy guidelines in advising staff how they should deal with an incident where an adult has displayed aggressive behaviour or any kind of assault (including verbal abuse) and there is a clear policy on reporting and investigating such incidents.
- Visitors including contractors and people entering the building must report to Reception where they are issued with a badge and sign by recording their details and the purpose of their visit.
- All external gates and the main entrance into school is locked from 9 am – 3.15 pm each day.
- Staff, parents and pupils are all expected to ensure that all gates and doors to the school are closed at all times.
- The school car park is not accessible to children. The car park barrier to the main road is always down during the school day.
- A separate policy document covers all aspects of risks and risk management
- Recoded key holders have a key to access the main entrance at Reception and their own individual intruder alarm codes.
- A member of staff choosing to work in school during the school holidays or alone must ensure the Headteacher / School Premises Manager are aware, via email or phone.
 - Staff must ensure that a relative / emergency contact is also aware of this and their expected time of returning home.
- Follow school Lone Worker policy.

8. Planned Safety Checks

These can be broken down into 3 separate groups; procedures, equipment and premises

8.1 Procedures

- Staff and pupils are encouraged to report Health and Safety issues as well as general premises management matters. These are logged and discussed by the Headteacher and School Premises manager re: the appropriate actions and timescales appropriate to the urgency of the issue in terms of H&S.
- The Headteacher and Health and Safety Governor conduct a property survey of the school twice a year with a view to identifying work required and especially any

health, safety and welfare issues.

- All incidents are acted upon immediately. The governors monitor related issues each term.
- Daily procedures are listed within the staff handbook

8.2 Equipment

All equipment (not otherwise covered under other headings) is subjected to a **formal, appropriate, programmed** and **recorded** maintenance check. For example: • All

indoor and outdoor sports and play equipment

- The school's water system(s)- hygiene, temperature and legionnaires disease checks
- Clarkson Infant and Nursery School are responsible for arranging all maintenance checks of catering equipment, including ventilators.
- Toilets and clinical waste
- Mobile scaffolding is always hired from a contractor.
- Ladders and step ladders are checked visually by users each time they are used. • School staff undertake regular visual checks of door closers, reprographics machines and ICT, carpets and steps
- Each year the appointed contractor inspects and tests all electrical equipment including plugs, sockets and mains leads. Any failures are reported to the person responsible for the item(s) and follow up checks carried out to ensure that problems are resolved by repair or disposal and replacement.
- To ensure the high standards of safety, competence, record keeping, quality assurance and insurance cover, DEMAT advice is followed.
- Staff are aware (and are reminded periodically) to undertake a simple and informal visual inspection of any electrical equipment they (or their class) are about to use.

8.3 Premises

- Fire Audits are carried out in line with DEMAT guidance.
- The school site is inspected at least twice a year (tree inspection once a year) by the Headteacher and Health & Safety Governor who report to the LGB on both the fabric and use of the building and grounds.
- Visual checks on certain items are carried out daily. For instance, fire exits and all evacuation routes.
- The DEMAT Property Manager visits school about three times a year to provide advice and guidance on building / property matters in relation to H&S

9. Infection Control Arrangements in school

- All staff have access to guidance on infection control, intimate care arrangements and managing medicines and pupils with medical needs.

10. Incident Reporting/Investigation

- Incidents are recorded on Smartlog, the online management reporting system for H&S
- Injuries specifically to staff are also reported through Smartlog
- Serious injuries are reported further and investigations may take place, including RIDDOR.
- All staff are briefed on when and how to report incidents.
- The LGB will periodically review the incident history for the school and plan actions to reduce the likelihood of future incidents.

11. Coordination of Risk Assessment Work

Risk assessments (or guidance) have been / are completed for the following where required:

- A general risk assessment which indicates the areas for more detailed risk assessment and control work
- First aid arrangements, (numbers of trained staff, level of training and equipment)
- Working alone, including security checks and locking up
- In some cases individual children may present challenging behaviour for which the school will need to prepare a specific risk assessment (Risk Reduction Plan) ● Staff stress and well-being
- Educational visits and trips
- Tree maintenance
- Display screen equipment/workstations
- Manual handling
- Level of supervision in playgrounds and for play equipment
- Working at height
- Clinical waste
- School fetes, drama productions, fireworks displays etc.
- Pedestrian safety where vehicles may be moving
- New pupils, those returning after a previous exclusion or pupils transferring from other schools may present challenging behaviour (occasionally related to a medical condition).
A specific risk assessment is carried out identifying the appropriate action to assist the staff and the child on entry.
- New and expectant mothers
- Staff with specific 'considerations'
- New resources eg Use of Hot wax for Batik work
- Movement of food / dining equipment between kitchen and hall.
- Walking to the Church and visits to the town
- School grounds (including security and safeguarding)
- Managing Disruptive Pupils including de-escalation / use of restraint
- End of Day procedures
- Food Technology lessons
- Display screen equipment/workstations

12. Fire Procedures

- St Peter's C of E Junior School is a no-smoking environment:
- The Emergency Fire Plan is reviewed annually or earlier in response to changes to the building, unforeseen incident or evaluation following an evacuation drill.
- **Appendix 1: Emergency Fire Plan**
- Pupil friendly visual Fire Action Notices which all children can quickly follow, detailing the evacuation procedures and assembly points are displayed around the school, with one in every classroom.
- Disability arrangements: .
- A Personal Emergency Evacuation Plan (PEEP) is produced for any person (child or adult) who requires assistance to evacuate the building. This may also be incorporated within an individual child's Personal Risk Assessment.
- Evacuation procedures are revised with pupils on the first school day in September each year. An evacuation drill is also carried out this half term.
- An evacuation practice is carried out at least once per term.
- The fire risk assessment is reviewed regularly and following every 'drill' or 'incident'. 9
- All fire extinguishers are examined during annual maintenance checks in the autumn term.
- The School Premises Manager conducts the weekly fire alarm test or other tests (such as the emergency lighting checks as there is currently no automated fire brigade notification systems).
- Details of the alarm and other tests, evacuation drills and fire precautions training are recorded in a log book.

- All fire exits and doors are checked daily as the school is opened and locked each day. Every exit is used several times each day. However, if public events are being held (plays, parents' evenings etc) fire exit route doors are checked specifically for such events, as are emergency lighting.
- At the start of performances and LGB meetings after school hours, evacuation procedures are explained to all visitors before the event takes place.
- Any works involving 'hot work' are subject to consideration in completion of Form 13 and require a permit. If there is any 'uncertainty' at the school, DEMAT is contacted for advice at the 'planning stage'.
- Should return access to the school building be denied e.g. Gas leak, pupils will be walked to All Saints Church Walsoken. The Critical Incident Policy will be followed. • A whole school fire risk assessment is carried out by Fire Services
- Staff receive Fire Safety training regularly. This includes the use of fire extinguishers to enable them to escape in an emergency.
- Appropriate training is provided for staff in response to an individual child's specific needs.

13. Locally Organised Premises Maintenance, Repair and Improvement

- Relevant staff (Headteacher, School Premises Manager) plus the Chair of Governors and Health and Safety Governor know the asbestos procedures and have been advised about the asbestos survey report. There is asbestos specific training on Smartlog.
- Following any work on site related to asbestos, any necessary alterations to the asbestos survey report are notified to DEMAT.
- The school employs cleaning staff. Quality assurance is monitored by the Head teacher and School Premises Manager.
- Risk assessments and safe systems of work are comprehensive and subject to periodic specialist audit. The Headteacher co-ordinates induction for Site Staff and ensures H&S matters are available to them.

14. First Aid – Training and equipment

- The main First Aid resource is located in the scullery
- Portable kits are also available in the staff room and each classroom has its own first aid kit.
- The Clerical Assistant monitors stock levels each month and ensures maintenance and replenishment is managed.

First Aid kit contents:

- Guidance leaflets
- Sterile dressings
- Triangular bandage
- Eye pads
- Plasters
- Compression bandage
- Safety pins
- Vent aid shield
- Finger bandage
- Crepe bandage
- Micropore tape
- Plastic gloves
- Freeze pads
- Wash pods
- Thermometer (forehead)
- Scissors

- Tissues

- The school is not obliged to administer prescribed medicines. Parents / carers must sign a medical disclaimer before such medicines are administered to children. (A letter covering the same information as on a disclaimer form is also acceptable). All administered medicines are recorded / logged. The Headteacher can refuse to administer any medication and request that parents / carers administer the medicines in the First Aid room.
- First Aid training takes place every 3 years, a list of trained staff is held on a separate tab within the Single Central Record
- A daily record is kept of First Aid incidents identifying injury, illness and actions taken. This information is also used to review patterns of visits to First Aid and to discuss exact actions with parents. Smartlog is updated daily and messages are automatically sent to parents, informing them of the incident.
- All parents receive a copy of the Accident / Incident / record sheet on the day of the incident.
- The cause of any injury is investigated and any necessary changes to practices made where the injury might have been avoidable.
- The Incident Log on Smartlog, is completed for injuries caused within school by any equipment or misuse or non-compliance to procedures etc. or which require referral to a GP or A&E and where amendments to existing procedures are made following a review of the incident
- A record of pupils' medical history / requirements / allergies etc is located in the School Office. Parents / carers are asked to update this information each year.
- Photographs of children with possible anaphylactic shock reactions and response actions are displayed in the School Office.
- A trained first Aider accompanies all off-site visits.
- A First Response or Paramedic response facility is available locally, an ambulance can take up to 30 minutes to arrive at the school. For the majority of injuries / illness :
- Each case is assessed individually
- Parents / carers are called if the child needs to go home or be taken to the GP or A&E
- The local GP surgery is located across the road from the school and can be contacted for advice, or to provide emergency assistance emergency (eg major bleed)
- If parents / carers cannot be contacted a member of staff will accompany the pupil to hospital.
- To support the parent and provide essential information to medical professionals, a member of staff will accompany a child and their parent to hospital for more serious injuries / illness.
- Staff will seek a second opinion from the SLT or other First Aider if there is any doubt about an individual child or the need to call an ambulance. A member of SLT will make the decision to call an ambulance. The person calling the ambulance must have all the information available to give the emergency services and be near the patient when the call is made. (Mobile phone to be used if a patient is on the field / playground / etc).
- A member of SLT will contact parents.
- Trip organisers will ensure that first aid boxes are taken on school visits ● Parents/ carers sign a consent form providing medical history and contact name and number of GP and emergency contact numbers

- A copy of the above forms are kept in the School Office and details are accessible during the visit.
- Medical disclaimer forms are signed by parents/ carers for individual pupils requiring medication on the visit.
- All medication is given to teachers' clearly named and appropriate dosage requirements identified.
- A 'Health Care Plan' for specific individual pupils is discussed in depth with parents/ carers and relevant health professionals. Where appropriate health professional input/ assistance is arranged at the visit destination (e.g. injections at the local health centre/ hospital etc.)

15. Vehicle Control and Pedestrian Safety

- Staff are allowed to park on the school car park which is secure and away from pedestrian access.(except for staff who walk from the car park) • Additional off road parking is available to the side of the staff car park for large vehicles.
- If the area to the side of the school is used for parking, it is essential space is left clear for emergency vehicles to access the playground via the large vehicle gate.
- A disabled parking bay is located in the car park in line with the entrance to school.
- Parents / carers are regularly advised and reminded about parking safely. • Pupils arrive at school either with their parents or by themselves. • Children may either come to school with their parents and again meet their parents on the school grounds or
- Walk or cycle to school each morning and home each evening provided the parents have confirmed this arrangement in writing with the head teacher.
- Pupils enter school via the hall (prior to 8:30 am) or by the doors nearest their classrooms.
- Pupils are supervised by duty staff on the playground and by classroom teachers / TA's inside.
- Each evening the school is locked, the alarm set and all exterior gates closed and padlocked.
- Refuse is generally collected early in the morning before the children are on site.

16. Education Visits Coordinator (EVC)

- Current county council advice being followed
- The Headteacher is the nominated school Education Visits Coordinator.
- The school adopted a policy which follows the model provided by the County Council.
- At least one member of staff on each off site visit to have attended the First Aid training.
- Staff will have emergency contact numbers already programmed into the 'contacts' list on their mobile phones .eg school office, Headteacher, CofG and DEMAT
- Off site visits are recorded by staff using the EVOLVE website. • No off site visit will take place without a risk assessment being completed by the Visit Leader and approved by the EVC. In addition a clear check list is left in the School Office and with EVC. Check list includes date, leader, staff names and contact numbers, time left, expected return time, number of pupils and copy of

Consent forms.

- **Visits on Site:** The EVC will co-ordinate appropriate risk assessments and H&S matters as for an off- site visit and relevant to the activities taking place.

17. Stress and Well Being

- The Governors and Headteacher recognise the value and immense goodwill of staff at St Peter's C of E Junior School and are committed to promoting and enhancing staff well-being and a stress free environment through:-
- A supportive management structure
- Beverages are provided for all staff and visitors
- Stress, work-life balance and workload management issues are discussed and recorded as part of the annual Appraisal Review process. Stress management questionnaires are completed where necessary.
- The Headteacher takes into account potential stress and workload when planning the school calendar and the balance of "events" throughout the year.
- Staff welfare and related matters are regularly discussed at Head Teacher and Chair of Governors meetings.
- The Headteacher will be sensitive yet vigilant in identifying signs of stress among colleagues and provide opportunities to discuss their observations and support options with individual staff.
- Following an absence from work, if a member of staff informs the school that they are suffering from stress, a return to work meeting will take place with the head
- A risk assessment will be undertaken
- Wherever possible the school will aim to reduce the factors causing the problem
- Will provide an opportunity for counselling (if appropriate) through the Employee Assist programme
- All details of reported stress will be recorded, including action undertaken by the school and employee.
 - There are trained mental health first aiders available to the staff and children as part of the school's commitment to wellbeing.

18. School Transport

- For visits involving the transportation of children, coaches are hired and are equipped with seatbelts.
- All passengers wear seatbelts on a school visit.
- Staff are expected to take seats along the length of the coach when on school visits to ensure pupils have easy access to staff and to support positive management of pupils.
(i.e; All staff do not sit at the front of the coach)

19. Safeguarding Procedures

- The current County Council guidance is followed and supported by the Safeguarding and Child Protection Policy which is reviewed annually.
- Safeguarding Policy is updated annually.

- All voluntary helpers and staff on a visit are provided with a guidance leaflet.

20. Supporting Pupils with Medical Needs

- The latest County and DFE guidelines are followed.
- The school has adopted a suitable policy documenting the arrangements for the administration of medicines and for the management of medicines within the school.
- The school liaises with a number of agencies to support children following operations, medical treatment, with visual, hearing or speech impairments or other diagnosis eg ASD agencies include~ School Nurse, EWO, County Inclusive Resource, Speech and Language Therapy, Specialist Teaching Team.

21. Premises Security and Visitor Safety

- Current DEMAT and County Council guidance is followed.
- During the school day all visitors 'sign in' on arrival at the School Office. They are directed to read the visitor information and to wear a visitor badge. They are then escorted to the appropriate office / classroom.
- Arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are present on site.
- Visitors to performances and intake or visit evenings are always informed of the domestic and evacuation procedures before the start of the 'event'. • During more informal settings e.g. performances and consultation evenings, fundraising events, staff supervise areas with parents/ carers being responsible for their own children. A senior teacher will speak to parents/ carers of children who require closer supervision.
- Parents are frequently reminded of their responsibility and supervision for their own children whilst still within the school grounds after 3:15pm

22. Contractors on Site

- Contractors are required to report to the School Office. Contractors must provide proof of identity before being allowed on site.
- Contractors employed directly by the school will be asked to provide photographic identification.
- All contractors are shown the Asbestos register and asked to sign the contractors form.
- The Headteacher, School Premises Manager or Administrator will brief contractors about the evacuation procedures, smoking policy, local management arrangements and vehicle movement restrictions etc.
- Restrictions on access to the site are dependent on the nature of the delivery/ work schedule and specific 'area' of the premises. These are negotiated with the contractor prior to work/ delivery taking place.
- In the event that work may pose a risk, the relevant area would be 'fenced' off. In addition all staff would be notified by briefing, staff notice board and pupils informed during assembly. Where possible 'work' will take place when pupils are in lessons. Other contracted workers and visitors would be advised by the School Premises Manager.
- The Headteacher and School Premises Manager are responsible for monitoring contractors' safety performance in order to prevent danger to people other than the contractor's staff. This includes checking the contractors' site is adequately fenced and materials stored reasonably

safely.

23. Lettings

- The school is not currently available for lettings, but should this change, the following practices will be followed:
- The areas being 'hired' will be checked for suitability and condition prior to use, including toilet arrangements.
- Specific security arrangements will be communicated to those taking out the letting.
- Hirers will be required to familiarise themselves with fire/ evacuation drills and may view the risk assessment on request (see Lettings Policy). ● Hirers may ask for and be shown, risk assessments for school use of equipment etc. However, the hirer will be made aware that they cannot rely on the school's risk assessments for the activities carried out during the letting.
- Information will be given to people who are booking the premises about any necessary health, safety or security information relating to the premises and any equipment that may be used. The hirer will have to sign to acknowledge receipt of the information.
- The school would enter into a written agreement with the lessee. Coordination will be in place in respect of first aid kits and equipment, fire procedure, telephone access etc
- The School Premises Manager or Headteacher will coordinate the locking up of school following a hiring.
- The school will raise a standard DEMAT booking form for all lettings and this must be signed by the lessee before the booking can proceed. ● There will be easy access to the school's First Aid kit
- The School Premises Manager's contact details will be provided to hirers in case of emergency.

24. New families to St Peter's C of E Junior School

- All are given a copy of the current information booklet for parents and a tour of the school.
 - Pupils joining mid-year are attached to a buddy for the first week at school.
 - Pupils are informed about H&S procedures e.g. movement around school evacuation, bus transport, etc.

St Peter's C of E Junior School

FIRE EMERGENCY PLAN

Appendix 1

ACTION ON DISCOVERING FIRE

- When school is in session every pupil and member of staff is regarded as an independent mobile fire detection system
- Report fire, smoke, smell of burning or gas to the nearest adult and press alarm bell
- Leave the building by the nearest accessible exit

WHEN THE ALARM SOUNDS

- Continuous bell signals the evacuation bell
- On the instruction of the teacher/ adult, pupils leave the classroom QUIETLY in an orderly line by the nearest accessible exit
- Chairs under tables to minimise risk of anyone falling over chairs
- All possessions are left in the room
- Teacher switches off IWB, checks the room and toilets are vacant and closes internal door on exit
- Everyone not in a classroom leaves the building by the nearest available exit

EVACUATION OF THE WORKPLACE INCLUDING THOSE PARTICULARLY AT RISK

- Everyone WALKS QUIETLY to the ASSEMBLY POINT on the playground at the back of school playground
- Classes leave by the emergency exits via the classrooms ASAP and walk to the Assembly Point
- Each class MUST line up in silence
- Each class lines up in year group order
- Office staff to check staff toilets are vacant and bring out vehicle gate key
- Office staff bring out all registers, staff / visitor registers, mobile phone and barrier phone
- TAs will bring first aid kits and tend to sick / injured persons if necessary
- Class teachers report to HT that all pupils are present or names of missing pupils
- Office staff to check all adults are present and report to HT
- NO pupils should be sent back into school if feeling ill etc. Once registered by class teacher they can be cared for by TAs
- Headteacher to speak to school at end of an evacuation, prior to dismissing pupils from the playground
- Staff escort pupils back to class

LUNCHTIME EVACUATION:

- Hall: TAs direct pupils to leave by nearest exits to line up at the ASSEMBLY POINT:
- Hall - exit by Fire Exit doors nearest the playground.
- Staff / pupils in school leave by the nearest exit point and walk to the ASSEMBLY POINT. Staff check toilets are vacant if passed on route to nearest exit.
- TAs on outside duty direct all pupils to line up at Assembly Point

ESCAPE ROUTES AND FIRE EXIT USE: see Map

CALLING THE FIRE BRIGADE

Obvious fire: Immediate evacuation of building and 999 phone call

- HT authorises call to emergency services using mobile phone as soon as staff safely outside the building
- HT authorises call to DEMAT using second mobile phone and then Chair of Governors

No obvious fire: following evacuation of building

- Walk round outside of school first prior to entering school to identify obvious signs of fire (Smoke, smell, heat, flames)
- HT plus TA to check control panel for source of alarm. Must have mobile phone with them at all times
- Check identified area for fire or gas leak etc.
- Walk through school to check for other fire indicators making sure there is always a clear exit route
- Headteacher authorises phone call if required e.g. potential gas leak or smoke seen/ smelt

RESPONSIBILITIES AND DUTIES TO ASSIST IN CASE OF FIRE

Action	Responsibility
Sounds alarm	First adult /pupil to identify the fire
Classrooms evacuated	Every class teacher checks room is vacant
Toilets evacuated	Class teachers en-route to exit Office Staff check staff toilets TA checks hall toilet
First Aid Bag	TA / teacher when staff room is checked
Register of all persons	Class teachers: pupils
	Office Staff: All school employees + visitors
	Catering Manager: Kitchen staff
Isolation of power: electricity / gas Calls fire brigade: obvious fire Calls fire brigade: gas / smoke Calls to Local Authority / chair of Governors: Checks control panel / source of alarm Checks outside of school building	All present / missing: reported to Headteacher Headteacher Headteacher / Office Administrator Headteacher / Office Administrator Headteacher/ Office Administrator Headteacher / School Premises Manager As above with mobile phone
Checks inside building Meets emergency services	As above with mobile phone Headteacher / Office Administrator
Evacuation of site	Decision made by Headteacher / Emergency Services HT / AHT authorises calls to:- DEMAT & Chair of Governors
First Aid Response	Staff trained in emergency first aid
Class group supervision	Class teachers

Appendix 2
PERSONAL EMERGENCY EVACUATION PLAN

NAME:

LOCATION:

Building:

Floor:

AWARENESS OF PROCEDURE

I am informed of an emergency evacuation by:

existing alarm system ☐ pager device ☐

visual alarm system ☐ other (please specify) ☐

DESIGNATED ASSISTANCE: (The following people have been designated to give assistance when I need to get out of the building in an emergency).

METHODS OF ASSISTANCE: (eg: Transfer procedures, methods of guidance, etc.)

EQUIPMENT PROVIDED:

EVACUATION PROCEDURE: (A step by step account beginning from the first alarm).

SAFE ROUTE(S):

Signed: _____

Line Manager: _____

Signature of 'Evacuation buddy/buddies'

Health and Safety Advisor

