

St James' Church of England Junior School (Voluntary Controlled)



Management of Health and Safety in School Policy

Drawn up by	Health and Safety Coordinator
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A place where we aspire to excel in knowledge, faith and love

ST JAMES' C OF E JUNIOR SCHOOL

Health and Safety Policy Statement

INTRODUCTION

This policy is written in line with the framework of the Health and Safety at Work Act 1974 and its attendant Regulations and addendums as well as in line with the HSE national guidance.

It is to be read in conjunction with the school's Health and Safety and Critical Incident Management System and alongside the advice and guidance provided by the London Borough of Newham who supports our school's health and safety arrangements.

It will be reviewed, amended and modified over time as needed and may be supplemented in appropriate cases by further addendum related to the work of the school. Copies and subsequent amendments will be made available to employees at all levels of the school and to all stakeholders.

The success of this policy is heavily dependent on the active living of the attendant practice which the policy demands of all employees to achieve its objectives.

POLICY STATEMENT

The Health and Safety Link Governors, Head Teacher, SLT and H&S Leads and Site Supervisor (herein after referred to as the Leadership of H&S) of St James' CofE Junior Schools will be responsible to the DfE, Governors, and LA for the implementation, management and monitoring of the health and safety policies, practice and across the School.

The Leadership of the school recognises and accepts responsibility to, as far as is reasonably practicable, provide a safe and healthy workplace and working environment for all employees, pupils, visitors and others who may be affected by the work of the school, i.e. parents, volunteer helpers, school meals.

In discharging their collective responsibilities, the Leadership will pay due regard to relevant HSE Regulations, Codes of Practice, Guidance Notes and professional advice in relation to H&S practice and procedures. The Leadership will conversely require all employees to recognise their personal responsibilities to take conscious care for the safety of themselves, other workers, pupils, visitors and others who may be affected by their actions and relevant work of the school and to co-operate fully with the Leadership in achieving the aims of this policy.

The Head Teacher, SLT, Health and Safety Leads and Site Supervisor must accept full responsibility as far as is reasonably practicable for safeguarding and securing the health and safety of themselves, the staff, parents, pupils and visitors to the school and must ensure that the school's practice and procedures to this end - are applied daily. This is to ensure that all contractors and bought in agencies whilst working on school premises are in full compliance with the school's, LBN, DfE and HSE practice and procedures as much as is practicable and applicable to H&S requirements and standards.

The Leadership similarly requires contractors and all relevant agencies and visitors, when working on school premises, to take all reasonable care for the protection of their own, the employees, school staff, pupils, visitors and others who may be affected by their work and actions while on the school premises.

The Leadership will co-operate fully in the appointment of Safety Representatives by recognised Trade Unions as set out in the Safety Representatives and Safety Committees Regulations 1978. (as applies to the current staff employed in any capacity across the school).

GENERAL RESPONSIBILITIES

The Leadership will be responsible to the Governors, Diocese, LBN, DFE for the implementation, management and monitoring of relevant policies and procedures directly linked to the Health and Safety Policy and practice such as: The SEND and Safeguarding Policies, Inclusion and Equalities policies, The Critical Incidents Policy, The E-Safety Policy, The Prevent and Safer Recruitment.

The Leadership will approve and monitor any arrangements made by the Senior Leadership, SEND, Safeguarding & Inclusion, Premises and Maintenance and Premises Management Team to discharge their responsibilities, as well as monitoring the outcome of any arrangements they may make. The SLT/Phase Leaders, Health and Safety Leads and Team will take all reasonable measures to assist the Governors and Head Teacher with carrying out this health and safety policy. So far as is reasonably practicable, they will ensure that those under their control and the areas in which they work are safe and that those employees under their control fulfil their responsibilities.

All employees have the responsibility and an expressed duty to take reasonable care for securing their own health and safety and that of others who may be affected by their decisions, actions and/or omissions; they are to fully co-operate with the Leadership and Health and Safety Leaders to enable them to maintain a safe and healthy working environment for all stakeholders.

Disregarding or failure to comply with Health and Safety Rules and Regulations shall be a breach of disciplinary policy and procedures. The Head Teachers will liaise with the HR/NPW, LBN and The Governing Body in matters where its responsibilities relate to the Health and Safety at Work Act/Laws. The school will comply with the stipulated/relevant actions to be taken in so far as is required.

ADVICE AND TRAINING

The Leadership will promote to all stakeholders the fact that Newham Partnership Working and the LBN provide a range of professional advice, information and training in support of health and safety knowledge and development- and will make available such

advice, information and training schedules to all members of staff as is appropriate and relevant to their remit.

GOVERNING BODY STATEMENT

The Board of Governors of James' Junior School, so far as is reasonably practicable, will ensure that all activities under its control are carried out in accordance with the Health and Safety at Work etc. Act 1974, relevant HSE and DFE regulations, approved codes of practice as well as any guidance notes, of Newham Partnership Working and paying due regard to advice and information provided by relevant advisers.

THE HEALTH AND SAFETY LEAD/TEAM AND PREMISES MANAGER

The H&S Lead alongside the Site Supervisor & SLT will ensure, so far as is reasonably practicable, that all means of entering or leaving the premises are safe and without risks to health. They will ensure that access to the premises is assured in line with the school's security, safeguarding and checking systems and procedures and, that any furniture, fixtures and fittings, grounds, plants or substances within the premises or provided for use there in; are similarly safe and without risks to health. In this respect, the school will comply with appropriate arrangements and procedures made to ensure that relevant health and safety arrangements are in place.

The School will review this H&S statement annually or if circumstances change in the interim - adjust the policy to reflect same as appropriate. It will ensure that the school will maintain, monitor and review the Health and Safety policy as needed, going forward inclusive of the necessary items of organisational arrangements and procedures.

MANAGEMENT OF HEALTH AND SAFETY IN THE SCHOOL

The head teacher will ensure that the following duties are carried out.

1. To assess the risk to the Health and Safety of employees and pupils and that of anyone else who may be affected by school activities.
2. To make arrangements for putting into practice Health and Safety Measures enshrined in statutory measures.
3. To appoint competent people to help devise and apply such measures needed to comply with the Head Teacher's duties under Health and Safety law.
4. To review and revise this document on an annual basis or as necessary.
5. To ensure that employees have adequate Health and Safety training.
6. To ensure that all employees are aware of their rights and responsibilities under Health and Safety legislation (see Communications section).

To fulfil these duties the Head teacher will delegate these tasks to the appropriate staff, principally, the Health and safety co-ordinator.

RESPONSIBILITIES

All members of the school community (teaching and non-teaching staff, parents, pupils and governors) work towards the school's aims by:-

- Being fully aware of their own responsibilities for maintaining a safe and healthy environment.
- Being familiar with all instructions and guidance of safety within the school.
- Ensure as far as reasonably practicable that their classroom or work area is safe.
- Using common sense at all times to take responsible care of their own safety and that of others.
- Reporting any unidentified hazards to the Head Teacher, H & S co-ordinator or site supervisor without delay.

GENERAL PRINCIPLES ABOUT TEACHING AREAS

1. All classrooms must be kept neat and tidy (clutter free).
2. Materials used should generally be those which are ordered through the school office. Any materials brought in by staff or pupils should be cleared with the Head Teacher before use.
3. Any materials which may be collected for practical activities (newspapers, plastic cartons, etc.) must be stored safely away in cupboards.
4. Any potentially dangerous equipment e.g. scissors or compasses should not be left out on tables but be stored safely and brought out for use as and when needed.
5. Clear passage must be allowed to exits and for easy access to all parts of the room.
6. Windows in the main building that open out onto playground space must be shut during playtimes and lunchtimes so as not to cause accidents with children playing outside. This refers in particular to rooms 4, 6, 7 and 8.
7. All teacher monitors need to be placed at right angles to the wall to ensure that the teacher's back is not towards the pupils. This enables the teacher to monitor the class as much as possible.

8. No inflammable materials should be in contact with any heat source (including lights).
9. No materials may be stored on top of cupboards or at a height where their fall would cause injury.
10. Strings for display should not be low enough to constitute a hazard to cleaners.
11. Other areas of the school must be kept neat and tidy; eg: PE apparatus/equipment must be replaced safety after use and not left out in the hall, new orders of stock must not be left outside the main office, etc.
12. All hot beverages to be consumed and kept in the staff room during school hours.

CURRICULUM - USE OF RESOURCES

- Clear instructions should be given to children about the safe use of materials and equipment, particularly with regard to Science, PE, DT and Art (Refer to specific policies for guidance).
- Risk assessments will be made and reviewed annually for these subjects.

PE

Clothing

- All pupils will change into suitable clothing for the activity in which they will participate.
- Teachers will, where possible, change into appropriate clothing for PE lessons.

Jewellery

- The wearing of jewellery is not permitted. Small studs or sleepers may be left in, if children are able to provide and tape the earring securely themselves. Watches should be removed for PE.

Lifting and Moving

- Pupils should be taught how to lift and move equipment. Techniques should be revised each year with new classes.

EQUIPMENT

- Any equipment in school should be used safely and for its intended purpose only.

- Equipment identified as broken or defective, should be taken out of use immediately and labelled accordingly. Appropriate staff should be informed so that arrangements for repairs or replacements can be made quickly.
- Electrical equipment will be tested regularly in accordance with LA policy. Plugs and leads should be visually checked regularly.
- Electrical sockets should be switched off before a plug is removed.
- If electrical equipment is used, pupils must not plug it in to the socket or unplug it. Any electrical cables must not be left in such a position where they may be a tripping hazard; where this is unavoidable, they must be covered with a mat.
- Fire fighting equipment and alarm systems are regularly checked by Site supervisor and maintained via annual contract.
- Portable Appliance Testing (PAT) is the examination of electrical appliances to ensure that they are safe to use. These tests and checks are carried out annually by approved contractors obtained through the LA.

BREAKAGES AND POTENTIAL HAZARDS

Please report any breakages or potential hazards by:-

1. Record in Site Supervisor's Log book, kept in his labelled pigeonhole in staffroom; notify Office and H&S leader (Mrs Boland-Bourne)
2. If immediate action is needed, report the matter to the Head Teachers or Assistant Head.
3. Broken glass should not be put in bins but should be drawn to the attention of the site supervisor or the cleaner in charge.

COMMUNICATIONS

1. The Head Teacher will ensure that all staff is made aware of the normal communication channels within the school and the Authority for Health and Safety matters (through staff briefings and staff insets).
2. These will be used for notifying personnel of potential safety hazards for referring matters to a level at which they can be resolved (either within the school or at LA level).
3. The Head Teacher will ensure that the existence of all Health and Safety advice is:
 - made known throughout the school;
 - notified to teaching staff and non-teaching staff;
 - posted on notice-boards where appropriate;

- circulated to staff as necessary;
 - updated as necessary;
 - filed so that they are readily available to all employees or others with legitimate interests.
4. The Head Teacher will inform teachers via the staff diary and/or notice board of visitors to the school. Visitors will be required to log in at the front office (electrical log in) the detailing times of arrival and departure along with having their photo taken. They will be given a stickerlabel with photo to wear.
 5. The Head teacher will also inform staff of up-to-date information received via internal e-mail regarding potential safety issues, such as intruders.

SUPERVISION OF CHILDREN

1. There are adults supervising the playground at the start and end of the school day to ensure that pupils enter and leave the school safely.
2. Children must be supervised during all lesson time. If they have to be left in an emergency, the nearest available member of staff should be informed and a message sent to the office so that cover can be arranged.
3. Groups of children must be supervised when moving around the school and going to and from the playground.
4. Where children are split from their class, they become the responsibility of the receiving teacher.
5. On educational visits, the same rules apply for supervision (please see school's documentation on Health and Safety on Educational Visits). Powers may be delegated to other responsible adults, but the teacher-in-charge has overall responsibility.
6. During wet playtimes the children will be supervised by the teachers and by the supervisory assistants at lunchtimes.
7. No child is allowed to leave the school during school time without supervision or the written consent of a parent.
8. There are a number of members of staff on duty each day. It is the responsibility of the those members of staff to:
 - i) Be in the playground during the whole of the break time, i.e. from 10:45 - 11:00 am

- ii) To ensure that all three areas of the school grounds are supervised - i.e. the pitch area, the main playground and the area at the front of the school;
 - iii) Deal immediately with any incidents or accidents that arise;
 - iv) Ensure that no unsupervised child leaves the playground;
 - v) Prevent children playing in unsupervised areas out of sight of the main playground;
 - vi) Ensure that children line up in orderly fashion ready for entering school, (in a straight line and silent);
 - vii) Remain in the playground until all class teachers have appeared to collect their classes.
9. Teachers must ensure that children who are being disciplined or kept in to help at break or lunchtime are supervised.
 10. All adults are responsible for the good conduct and behaviour of the pupils in the school and anyone should be expected to intervene to enforce this.
 11. All gates will be locked with the exception of the main gate on Tower Hamlets Road. Access via this gate is controlled by the school office.
 12. All members of staff should ensure that children enter and leave their room in an orderly and quiet manner.
 13. At the end of the day all teachers should ensure that the pupils leave the classroom through the door into the playground or main area. All teachers should then follow pupils out into the playground and ensure that they leave the premises in an orderly manner.

Playground and Equipment

A range of resources and equipment are installed in designated areas in the playground. These are to be used by the children independently and routine inspections are conducted regularly. In considering the overall safety of all the children, teachers ensure that:

- the designated areas are supervised at all times when in use;
- children are made aware of the rules for the using the equipment. For example, trainers or shoes with a grip are to be worn.
- adults supervising the areas position themselves between the fence (Forest Lane) and the equipment, so that all children on the equipment can be observed.

In order for the equipment to function properly and correctly, maintenance must be carried out in accordance with the instructions provided by the manufacturer.

ACCIDENT AND ILLNESS

In the event of accident or illness:

- send for a first aider or, in case of minor injury, send injured child to the Medical room accompanied by another child;
 - if a child cannot be moved, an adult needs to stay with her/him and send for assistance;
 - if a first aider is not readily available, a message needs to be sent to the school office for another qualified first-aider to attend;
 - accidents will be recorded by the first aider according to LA policy;
 - if a child feels unwell (other than as a result of an accident) They are to be sent with another child to the first aider on duty;
 - In all cases where there is blood or other bodily fluids involved, disposable gloves must be used.
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- Where there is blood or other substances on surfaces or clothes, this must be dealt immediately and no-one else should be allowed to come into contact.
 - Sick or injured children must not be left unsupervised and not returned to the classroom where there is any danger to others.
 - Where there is any doubt about the severity of an injury or illness, the parent or guardian should be contacted immediately.
 - If an injury is so severe that a child needs immediate medical treatment, an ambulance should be called and the child accompanied by a member of staff if the parent is not available.
 - Prescribed medication may only be stored and administered by a first aider, according to written instructions provided by the parent/guardian. All medication must be labelled with the child's name, class and dosage/usage/ instructions. (see policy for Supporting Pupils with Medical Conditions)
 - In the case of suspected infectious diseases, please consult the Office Manager who will follow the procedures set out in the LA document entitled 'Control of Communicable Diseases in Schools and Other Educational Establishments' (2011) which is kept in the office.

Educational Visits

- Adults in charge of an educational visit are responsible for ensuring that the medication and any care plans of the children they are taking is collected.
- Before a visit takes place teachers must go on a prior visit and fill out a risk assessment 2 weeks before the visit. The form should then be handed to the Educational Visit Co-ordinator.
- All first aiders must carry a first aid kit with them on trips.
- First aid must check on groups periodically while on visit and report to the office any health issues attended to while on visit.
- All risk assessment given to adults on the visit must be given to the office at the end of the visit to be shredded.

FIRST AID

First Aid boxes must be kept fully equipped by the first aiders responsible for them, in accordance with council guidelines.

All first aid boxes are conspicuously marked with a white cross on a green background and their location is indicated in the School Premises Record Book.

The Head Teachers or SLT should be inform at once, if calling the ambulance or sending a member of staff or child home becomes necessary.

To deal with all incidents or accident or illness in accordance with any appropriate policy and procedural guidance linked to their "First Aid in Schools" training

The school has a sufficient number of First Aiders for the numbers of pupils and staff. First Aid certificates are updated every three years.

The school also has an Automated External Defibrillator (AED) and a number of staff has been specifically trained in its use. It is kept in the Medical Room. (see **Policy for Use of Automated External Defibrillators (AEDs)**)

ALLERGIES & MEDICAL CONDITIONS

Information about children who suffer from an allergy or medical condition is kept in the Welfare room. All staff will be informed of the individuals involved. Class teachers are issued with lists and care plans informing of any medical issues concerning children. The school has identified those able to administer adrenaline via an Epi Pen when necessary.

HEAD LICE POLICY

St. James' Junior School will follow the guidelines set out by the London Borough of Newham. Therefore, letters will not be sent to parents/carers when a case of head lice is reported or detected or diagnosed.

Information on head lice will be included in a newsletter to parent/carers regularly. If a case of head lice is reported to the school by a parent/carer they will be directed to the school office where they will be given a copy of the information leaflet about head lice.

The school nurse will keep a record of all reported cases of head lice. Parents can make an appointment at the school office to see the school nurse if they feel that they need further advice.

If a live louse is detected whilst at school the parent/carer is informed and asked to collect the child so that treatment can be applied. The child may return to school as soon as the treatment begins.

All staff should ensure that cases of head lice are dealt with sensitively and confidentially.

Further information is contained in the LA document 'Policy for the Prevention, Control and Treatment of Head Lice which is filed in the school office.

SAFETY IN THE SUN POLICY

At St James' sun safety is promoted in school to ensure that children and staff are protected from skin damage by the harmful ultra violet rays in sunlight. Although pale skinned people are at greater risk, excessive exposure to intense sunlight can harm all skin types.

As part of the Safety in the Sun Policy the school will:

- ◆ educate the children throughout the curriculum about the causes of skin cancer and how to protect the skin;
- ◆ during the summer months include information on safety in the sun in our newsletters to parents/carers;
- ◆ advise children to apply sunscreen before coming to school;
- ◆ encourage all children to wear hats and appropriate clothing during the summer months;
- ◆ discourage children from sunbathing during break times;
- ◆ work towards increasing the provision of adequate shade for everyone;
- ◆ encourage staff and parents to act as good role models by practising sun safety;
- ◆ regularly monitor this policy to assess its effectiveness by reviewing the sun safety behaviour of students and staff (use of hats, shade, etc.).

STAFF HEALTH AND WELFARE

- All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.
- Staff should not climb on chairs or tables. Ladders are available in school for use.
- Staff using Display Screen Equipment (DSE) for prolonged periods should vary their work routines and follow guidance on regular eye tests. Annual training for those staff members is carried out. This is followed by a risk assessment.
- All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.
- Where lone working is unavoidable, staff should ensure that all outside doors are locked and if possible blinds or curtains closed when it is dark.
- Lone workers should ensure that they have a charged mobile phone to hand.

- When two or more people work late they should try to leave the building together.
- Cars should be parked as close to the access doors as possible.

ASSAULT ON STAFF

1. In the event of an assault on a member of staff, the Head Teacher / Assistant should immediately be informed.
2. The incident must be fully documented by those who witnessed it.
3. The Head Teacher will then inform the Local Authority.
4. Where there is potential for conflict or where parents are known to be aggressive, they should be seen with another member of staff present.

Educational Visits

- Refer to educational visits policy

Fire Safety

A fire risk assessment is carried out annually by a qualified assessor.

Notices of fire procedures are fixed to visible sites around the school and in every classrooms

Emergency exit doors and routes are kept clear at all times and not obstructed by random storage at any time. All fire doors are kept permanently unlocked while the premises are in use.

The Site Manager checks all firefighting and detection equipment monthly to ensure they are within the "use by" date as is the statutory requirement. In addition there is an annual check of all fire extinguishers by an approved contractor.

The fire alarms are tested weekly by the Site Manager and emergency lighting monthly as required

- **Fire drills** take place every term. Details are recorded and notes made of any problems which needing remedying.
- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices. The primary responsibility of class teachers remains to evacuate the premises, which should NOT then be re-entered. See Appendix 1.
- The Fire Brigade will be summoned by the School Administrator but in circumstances where the Administrator is not at school, once everyone has safely left the building and moved to a place of safety. A delegated member of staff will ensure that the Fire Brigade is summoned.
- All Fire wardens will sweep their designated areas and report to the 'Person in Charge', see Appendix 2.

- All attendance registers will be properly marked for the morning and afternoon sessions. Members of the office staff will take the registers with them on evacuating the premises.
- A roll call will be taken when all have reached the place of safety.
- All visitors/contractors report their presence on site to the School Office and sign the appropriate 'Visitors' book and ensure they are familiar with the fire precautions. Office staff must remind visitors to read the emergency arrangements.
- Staff or others taking after school clubs must ensure they are familiar with the fire precautions.
- The school premises are organised in such a way as to ensure that adults and children can circulate in a safe manner.
- All access routes will be maintained

CRITICAL INCIDENTS AND OTHER EMERGENCIES

In the event of a Critical Incident the Senior Leadership Team will put the Critical Incident Plan in place. This will include taking advice from the LA, evacuating if necessary and informing parents.

If a warning has been given then the fire emergency procedure should be followed without delay. **The receiving school is Earlham Primary School.** Any suspicious object found should be reported to the Head Teachers but on no account should it be touched or removed. Personal belongings should not be collected before leaving the building.

For other emergencies, for example the spillage of chemicals or a gas leak, the affected areas should be evacuated if there is imminent danger. Appropriate remedial action will be taken and the relevant emergency service contacted.

Training

All staff will receive Health and Safety training annually, including fire awareness. In addition, the site supervisor will regularly undergo specific training such as: Control of Substances Hazardous to Health (COSHH); Manual Handling and Working at Height.

The School Health and Safety Leads and Team will be responsible for:

- a) Giving advice on the safe use and storage of equipment in the school.
- b) The access to, use of and replacement of Health and Safety files.
- c) Providing advice on the effective management of risk assessment
- d) Advising on appropriate health and safety training.

The H&S Leads in collaboration with the School Premises/Business Manager will be responsible to the Head Teacher for:

- a) Ordering replacement items for first aid boxes as requested by the Lead First Aid practitioners.

- b) The maintenance of an up to date inventory of H&S Logs and Inventories of, Relevant School Material, Equipment. This must be available when required for inspection.
- c) Knowing the location of first aid equipment in the school and ensuring that staff and relevant leads are aware of their availability.
- d) Preparing and making available plans showing the location of all fire appliances in the school.

The Site Supervisor will be responsible to the Head Teachers for:

a) The cleanliness of the site. In the event of a breakage, the site supervisor will come and remove debris as soon as possible after official action has been taken (calling the police, taking pictures etc.)

This also includes to clearance of any spillage of body fluids (blood) which might have occurred during clearance.

b) Any maintenance needs to be reported to the Premises Manager immediately. And to be available to be contacted via the office in the event that anything dangerously hazardous occurs-eg. to ensure any broken furniture is dismantled and taken away immediately. During all deep cleaning periods (out of term time), furniture is checked by the cleaning staff for safety and integrity and replaced as needed.

Additionally the Site supervisor must ensure:

c) Maintenance service is conducted for: fire equipment, to avoid frost danger, to secure the clearing snow from paths as and when required and relevant

d) Ensuring that all points of access and egress are clear at all times throughout the site.

e) Maintaining an up to date inventory of the school plant with the Premises manager, including all up-keep of heating and ventilation and of electrical and caretaking equipment - this to be available when required for inspection

f) Assist with demonstrating for and training of relevant staff in relevant safety precautions i.e. handling materials, equipment and turning on or off or adjusting the heating as needed etc.

EMPLOYEES AT ALL LEVELS

Must have regard to Section 7 and 8 of the health and Safety at Work Act 1974, which states:

Section 7:

"It shall be the duty of every employee while at work: -

a) To take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work;

b) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with."

Section 8

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any statutory provision."

Policy information

This school will develop and update other policies, in consultation with the Central Health and Safety Section through the Education Department Health and Safety Liaison Officer, as required in the Health and Safety Guidance to School Establishments. These supplementary policies will be kept in the school office for easy access to all employees.

FIRE PROCEDURE

- Office staff, If Headteacher is not in main office, responsible to take emergency bag and school bell
- Head teacher to check the front panel
- Mrs Davis to check Computing suite, Sunflower and Ivy class
- Mrs Grech to check medical room and collect diabetic medication. Check Lily and Iris class go through to the playground through side gate.
- Mrs LaTouche to take registers and Inventory lists, to playground, checks the ladies toilets next to office.
- Fire wardens to check and sweep all areas of the school and report to the 'Person in Charge'
- Where classes are in the hall, they will be directed to exit through the corridor and Computing suite.
- All children are to be assembled in class groups by the fence along Forest Lane
- Staff in the kitchen they are to leave via fire exit and assemble in the car park
- When the fire alarm sounds all classes should exit onto the playground as follows:
 - Headteacher ('Person in Charge') responsible for taking emergency bag and school bell. If the Headteacher is not in main office, office staff to deputise.
 - Headteacher to check the front panel
 - Miss Richard to check Computing Suite, Sunflower and Ivy Class
 - Mrs Grech to check the medical room and collect diabetic medication. Check Lily and Iris classes, go through to the playground through side gate
 - Mrs La Touche to take registers and Inventory lists to playground. Checks the ladies toilets next to the office
 - Fire wardens (Appendix C) to check and sweep all areas of the school and report to the 'Person in Charge'
 - Where classes are in the hall they will be directed to exit through the corridor and Computing Suite
 - All children are to be assembled in class groups by the fence along Forest Lane
 - Staff in the kitchen are to leave via fire exit and assemble in the car park
- When the fire alarm sounds all classes should exit onto the playground as follows:
 - Premises Manager to monitor fire panel and liaise with Emergency Services and Newham Security.

Iris and Lily Class - EXIT VIA THE EXTERNAL DOORS THEN PROCEED THROUGH GATES INTO MAIN PLAYGROUND (use code to unlock padlock on internal gate)

Sunflower, Ivy, Daisy and Poppy Classes - EXIT VIA EXTERNAL DOOR INTO THE PLAYGROUND

Teaching Room - EXIT INTO THE CORRIDOR, TURN RIGHT AND EXIT INTO THE PLAYGROUND

Staff room, Clover, Orchid, Violet, Intervention rooms A & B - EXIT VIA FIRE EXITS AND MAKE WAY TO THE PLAYGROUND

Ruby, Pink Room, Sapphire and Sensory Room - EXIT ONTO WALKWAY AND USE CAR PARK GATE TO ENTER PLAYGROUND

Once assembled, registers and Inventory list need to be checked. Count or call your register. Alert 'Person in Charge' if there are any discrepancies.

Once assembled, registers need to be checked. Count or call your register. Alert Fire Warden if there are any discrepancies.

FIRE WARDENS

***All fire wardens must take their mobile phones during fire warden duty**

***All fire wardens must wear their allocated hi-vis vests during fire warden duties**

<u>Name</u>	<u>Areas to Check</u>
Daniel Danquah	Check ladies and men's toilets, deputy head office, SENCO office, assistant head offices, Sapphire, Ruby and Sensory Room and teaching room
Lara Dempsey	Check Year 6 block (all classrooms), toilets, staffroom and outside classroom
Cecilia Richard	Check hall. Monday - Wednesday - check both Year 5 classes
Vanessa Maxim	Check Sunflower, Ivy class and computing Suite
Victoria Grech	Medical room and both Year 4 classes
Hisland La Touche	Registers and Inventory list to playground, checks ladies toilets next to office
Ranjana Davdra (Thurs & Fri)	Check both Year 5 classes
Farouk Khiar	Check Nurture room and performing art room