

Larmenier & Sacred Heart Catholic Primary School

HEALTH & SAFETY POLICY

Date: March 2014
Next Review: March 2016
Responsibility: Governing Body

1. Introduction

1.1 The Governors of Larmenier and Sacred Heart Catholic Primary School recognise and accept their corporate responsibility as an employer for providing a safe and healthy working environment for the teaching and non-teaching staff in their employment, for the pupils attending the school and, where reasonably possible, for others who are users of the school.

1.2 The Governing Body will take all reasonably practicable steps within its power to fulfil this responsibility and will pay particular attention to:

- The provision and maintenance of facilities and equipment to ensure that they are safe:
- Safety arrangements especially in areas of high risk
- Imparting information and advice conducive to safety
- Provision of a healthy working and learning environment for staff, pupils and visitors.

1.3 The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot prevent accidents or guarantee safe and healthy working conditions. The Governing Body believes that only the adoption of safe methods of working and good practice by everyone can ensure the personal health and safety of all. The Governing Body will take reasonable and practicable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

1.4 It is the intention of the Governing Body to be within the Local Authority (LA) framework and structure for meeting the requirements of the 1974 Act and associated legislation in respect of Health and Safety within the school.

1.5 The normal operation of the school and the requirements of the Act involve the delegation of duties and functions. These Health and Safety duties are set out at *Appendix 1*.

1.6 The Governing Body will, with the support of the SLT, identify the health and safety training needs for staff and, so far as reasonably practicable, ensure that training needs are met.

2. The School Curriculum

2.1 At school pupils are taught about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate pupils in this regard in the normal school curriculum. For example, in all Key Stages, visits are planned from the Fire Brigade and the Police. Through these visits, pupils are taught about the danger of fire, and how to avoid accidents. In addition specific programmes of health and safety are in place, such as drug awareness in Year 6 and road safety in Year 3. Through the science curriculum pupils learn about hazardous materials and how to handle equipment safely.

2.2 Pupils are taught respect for their bodies, and how to look after themselves. These issues are discussed with pupils in PSHE lessons and key points are reinforced in design technology lessons, where they learn about healthy eating, hygiene and how to handle tools appropriately. Pupils are shown how to move and play safely in PE lessons.

2.3 Health and safety issues also arise when pupils are taught to care for the environment and learn about the dangers of litter. All pupils participate in education modules to support healthy growth in forming relationships. In addition, Year 6 participate in drugs education (see the Drugs Education Policy and the Relationships & Sex Education Policy).

2.4 The school promotes the spiritual growth and welfare of the pupils through the RE curriculum, through special events according to the Liturgical calendar, and through the daily act of collective worship.

2.5 Each pupil has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help pupils discuss and overcome any fears and worries that they may have. All staff handle these concerns with sensitivity.

3. Safeguarding & Child Protection

3.1 The school's policy on Child Protection is set out in the Safeguarding & Child Protection Policy. If a teacher or member of staff has reason to suspect that a child is/has been at risk of being abused or neglected, it is the responsibility of that member of staff to immediately inform the designated teacher for child protection (Safeguarding Officer). The referral/concern proforma must be completed by the teacher raising the concern and passed to the named teacher for child protection.

3.2 Any action that the named teacher takes when dealing with an issue of child protection must be in line with the procedures set out in the LA Safeguarding and Child Protection guidelines. The school's named Safeguarding Officer works closely with social services and the school's educational social worker while the investigation is taking place.

3.3 The school requires that all adults employed or working in a voluntary basis in the school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse. At least two members of the personnel committee are trained in safer recruitment.

3.4 Adults will not be left alone with pupils until they have been successfully cleared through the Disclosure Barring Service (DBS) checking system. Vigilance is called for at all times as having a clear DBS check is a minimal requirement.

3.5 In line with the school's Safeguarding & Child Protection Policy, all staff, students and volunteers are asked to read, sign and comply with the school's 'Safeguarding & Child Protection – Code of Conduct', which is based on the Tri-Borough's guidelines for safe practice (Attendance, Child Employment & Entertainment, Elective Home Education & Children Missing Education (ACE) Reference Manual).

4. Risk Assessments

4.1 The Management of Health & Safety at Work Regulations 1999 requires every employer to make suitable and sufficient assessments of risks that work activities may present to:

- Employees (*e.g. teachers, teaching assistants, site manager, etc.*)
- Non-employees (*e.g. pupils, parents, visitors, contractors, etc.*)

4.2 The school follows and uses the LA guidance for undertaking and recording risk assessments, and has a number of risk assessments in place related to:

- Premises (*e.g. playground and equipment, site security*)
- Person (*e.g. administration of medicines*)
- Activities (*e.g. after school clubs, First Aid, school trips*).

4.3 See *Appendix 2* for the LA risk assessment format.

5. Safety of Children, Accidents, Medicine, Hygiene

5.1 During the school day pupils are not to be left unsupervised. It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, he/she should draw them to the attention of the Headteacher before the activity takes place.

5.2 In accordance with the established procedure, all accidents should be reported to the Headteacher who will be responsible for further action as appropriate. Any member of staff at the scene of an accident is responsible for the initial care of the pupil and for reporting the accident to the Headteacher. First Aid should only be given by persons who hold a valid First Aid certificate.

5.3 In the event of a major accident or incident an online report form should be completed by the member of staff who witnessed the event or who was responsible for the care of the pupil(s) involved, in accordance with the system adopted by the Tri-Borough (see *Appendix 3*). The Deputy Head/Senior Leaders are aware of the reporting procedure to be adopted and are responsible for overseeing the completion of the form. It is the Headteacher's responsibility that parents are notified of the accident. Any major accidents or incidents will be reported to the Governing Body each term in the Headteacher's Report.

5.4 Normal First Aid procedures should be followed when dealing with incidents involving the risk of blood-borne infections. Examples of minor accidents are: cuts and

grazes, human bites/scratches involving bleeding, contamination of abrasions with blood or body fluid, etc.

5.5 First Aid kits are kept in the medical room, Nursery and Classes 1G, 3B and 6B. There are five qualified First Aiders – Milagross Forrester, Susan Hartnett, Tracey Quilligan, Jane Spring & Sasha Cavanagh (two of which are trained in paediatric First Aid), who are responsible for checking the First Aid kits at the beginning of each half term and monitoring them on an ongoing basis, ordering replacement stock as necessary.

5.6 A First Aid box is taken to the playground each playtime. Disposable gloves should be used when dealing with the treatment of all accidents. Disposable aprons should be used where there is a significant likelihood of splashing and spreading of blood or body fluids into clothing. Aprons should only be used once. All cuts, grazes, abrasions and splashes into eyes and mouth should only be treated with water.

5.7 All incidents are noted in the accident books (Nursery, Infant and Junior accident books are kept in the First Aid boxes). Head injuries and accidents that result in a mark to the face are reported in writing to parents/carers on the day of the accident, and a signed copy is kept on record in the school office. Parents are contacted immediately by phone in the event of more serious injuries.

5.8 The school will do all it can to support and care for pupils with medical needs in order to ensure their attendance at school and their access to the curriculum. However, medicine will not be routinely administered by staff members.

5.9 When a pupil has a long term or complex medical need a Health Care Plan, which outlines the child's symptoms, medication and emergency procedures, is produced by the School Nurse, in consultation with parents. The medical needs of these pupils and pupils with specific dietary needs are displayed in 'staff friendly' areas around the school, e.g. the child's classroom, the staffroom and medical room. Inhalers, EpiPens and other prescribed medication are kept in the medical room cupboard which is known to the pupil's class staff.

5.10 To support the monitoring of asthma by parents and GPs, the school informs parents in writing if their child has had their asthma inhaler administered during the school day. A record is also maintained by the school.

5.11 All staff are given guidance about Universal Infection Control Procedures (UCIPs) as soon as they start working in the school. The principles of UCIPs include: *Hand Washing, Protective Clothing, Dealing with incidents involving the risk of blood borne infection, Spillages, Personal hygiene and Infected waste.*

- Staff should always wash their hands after any contact with blood or body fluids, before and after preparing/handling food and following the removal of disposable gloves
- Should staff have any cuts or grazes, these must be covered immediately with a waterproof plaster
- Sanitary towels and tampons should be disposed of in the appropriate bins
- Soiled waste products, e.g. disposable gloves and aprons should be bagged in yellow plastic bags and stored safely until they are disposed of. Syringes are to be disposed in the designated sealed disposal unit.

6. Sun Protection

6.1 The importance of taking adequate means of protection from the sun is incorporated into the curriculum for all ages. Pupils are encouraged to apply sun protection in the morning before they arrive at school and to wear a sun hat at break times, as appropriate. Parents are invited to send in a sun hat and sun protection cream (for self-application), labelled with their child's name, for use during the school day.

6.2 A sun protection strategy is in place, a copy of which is kept in the Health and Safety file and with the Health & Safety Coordinator. This is to encourage good health in line with national Healthy Schools programmes.

7. Fire Drill & Procedures

7.1 Fire drills are held once every term and reported to the Governing Body in the Headteacher's report. All staff must familiarise themselves with the school's fire drill procedure (displayed in each classroom) and detailed in the *Staff Handbook*. Total silence by the pupils is expected during a fire drill or alert.

7.2 Whether the drill is real or a practice, staff have the responsibility to vacate the pupils from the building immediately in a silent fashion. Each class has a fire escape route (and an alternate route) and a designated area in the playground for lining up. All entrances and exits should be kept clear and unobstructed. Staff must be aware of the fire escape route for each classroom. Parents should not congregate or leave buggies in corridors as this constitutes a fire hazard. See *Appendices 4 and 5* for actions and procedures to be undertaken in the event of a fire.

7.3 In the event of an evacuation, no member of staff or pupil should re-enter the building without the permission of the senior member of staff present who will seek permission from the fire officer or police officer in charge. In the event of a major disaster and total evacuation from the building is required, all will congregate in Holy Trinity Church or Nazareth House (depending on the location of the incident) – see *Appendix 6*.

8. Electrical Equipment & Maintenance

8.1 Electrical equipment used on the school premises must be of a type approved by DMEE. Items obtained through the Director of Supplies will have been approved. However, equipment brought onto the school premises from another source must be checked by DMEE prior to use. All portable electrical appliances are tested annually (PAT) Equipment or materials likely to give rise to risk or hazard should only be used by pupils under the supervision of a member of staff.

8.2 All sockets must be tested every five years in line with current health and safety regulations.

8.3 No child should be permitted to plug in or remove a mains plug on any electrical equipment.

9. Hazardous Substances

9.1 All hazardous substances, e.g. cleaning materials must always be clearly labelled and stored in a locked labelled cupboard.

10. Security

10.1 The school staff will do all they can to ensure that the school is a safe environment for all who work or learn there.

10.2 All visitors should sign the visitors book and be given a label/badge to wear. New visitors to the school should be escorted to their destination in the school by an adult. Pupils, if asked to accompany known visitors, do so in pairs.

10.3 Contractors, construction and maintenance workers must check with the Headteacher before commencing work, show identification and produce a "*Method Statement*" They must be informed that their equipment must not be left unattended or constitute a risk to the pupils or staff. Installation Certificates must be produced on completion of work.

10.4 Any person on the school site, not wearing the school's badge, and not known to the staff should be challenged as to the nature of their business. This incident should be reported to the school office immediately.

10.5 The school is fitted with an intruder alarm. For details about security procedures when locking up or entering the building see *Appendix 8*.

11. Parking in School

11.1 There are six car park spaces on the school site which staff may use at their own risk. The speed limit is 5mph and drivers must take extra care when driving on school property.

12. School Meals

12.1 The school provides the opportunity for parents to purchase a school meal for their child (parents in receipt of income support qualify for Free School Meals and all infants from September 2014). The Governing Body monitors the meals to ensure that the meals provided have a suitable nutritional value in line with the requirements of the Healthy Schools Act 2010.

12.2 It is school policy that all pupils eat a school meal unless they have a specific medical condition which is supported in writing by a doctor's letter. In these circumstances a pupil is permitted by the Headteacher to bring a packed lunch. A suitable place is provided for pupils to eat their lunch and they are supervised during this time.

12.3 Only kitchen staff (wearing the appropriate clothing) should use the school kitchen. No other member of staff should go into the school kitchen.

12.4 Pupils are expected to use their knife, fork and spoon in the appropriate manner and in a safe way to avoid accidents. All areas used by pupils are 'nut free

13. Security (Building)

13.1 The school entrance is in Brook Green. The school gates are opened at 8:30am. From 8.40am, parents/carers of EYFS and KS1 children should take their children directly to the classroom where they will be under the supervision of the class teacher. KS2 pupils wait in the courtyard, where two members of staff are on duty, and are collected by the class teacher and taken to class at 8.50am.

13.2 Pupils who arrive at school after 8.55am should report to reception where they will be issued with a 'Late' card which they give to the class teacher to confirm they have been registered.

13.3 No one is allowed into classroom areas after school has started without an appointment or permission from the Headteacher.

13.4 Pupils in the Nursery classes (part-time am/pm) are dropped off and collected directly from the Nursery at the start and end of their sessions.

13.5 At the end of the school day, the gates are opened at 3:00pm. Parents/carers of Reception, Year 1 and Year 2 children are expected to collect their child promptly at

3:10pm from their classrooms. KS2 pupils are to be collected from the playground (Years 3 - 5) or the courtyard (Year 6) at 3:20pm.

13.6 Year 5 and 6 pupils need written permission to go home alone. A central list of pupils with authorisation from the Headteacher to travel home alone is kept in the 'late book' in the reception area and a copy of the parent's letter is kept on file.

13.7 Parents are expected to inform the school if a friend or relative will be collecting the child on any given day.

13.8 Pupils who are not collected promptly will be supervised in the reception area (Years 3-6) or in their classroom (Nursery to Year 2) until they are collected. The parent/carer of the child is contacted by telephone and upon arrival at school is required to sign the 'late book' to record the collection time and explain the reason for lateness.

13.9 A Clubs Supervisor is responsible for overseeing the running of clubs (a member of staff with First Aid training). On days when '*after school clubs*' operate, (Mon-Thu), pupils are permitted to go directly to their club but must be collected promptly by their parent/carer at the end of the session. If the parent/carer is late collecting the child, they will be contacted by telephone immediately (as outlined in point 13.8). In the event of a child missing a club twice or being picked up late on two occasions the child will lose their place in the club.

14. School Journeys

14.1 The school has nominated the Deputy Head as Education Visits Coordinator (EVC) and she is responsible for undertaking the duties listed in the DfE document – 'Health & Safety of Learners Outside the Classroom' (HASLOC).

14.2 The Governing Body recognises the value of educational visits in the development of pupils. All educational visits will follow DfE guidelines. The risk assessment for residential school journeys is subject to the approval of the Governing Body.

14.3 Upon starting school, the parents/carers of each child are asked to sign a consent/permission form for all journeys and visits that do not involve public transport. Any future change to this permission must be notified to the school in writing, where the journey involves public transport, a separate form must be signed. Class teachers undertake a risk assessment for all trips, identifying possible risks and the control measures.

14.4 On all journeys the ratio of adults to children will be one adult for every ten children in Years 3 – 6, one adult for every six children in Years 1 and 2, with a higher ratio for Reception and Nursery classes. In all instances a full class of pupils is accompanied by a teacher. An experienced Teaching Assistant (TA) can accompany a small group of pupils. These ratios will be exceeded where an assessment of the risk identifies a need.

14.5 The teacher in charge of the visit should always take with them:
A list of all the pupils taking part in the journey, a mobile telephone, the school telephone number in case of emergency and an alternative telephone number, e.g. a member of SLT. The school will have two Oyster Cards available for staff travel.

14.6 The school administration staff should ensure that the parent contact list is kept up to date to allow for efficient and emergency communication. The staff next of kin emergency list should also be kept up to date.

14.7 When considering private coach travel, the school will only use reputable coach companies agreed with the Headteacher. All children should have their own seat with a fitted seatbelt.

14.8 When travelling on the tube, pupils must be counted at every point of entry or exit on the tube. Information on free travel in London for school groups can be found at the Transport for London website: <https://schoolparty.tfl.gov.uk>.

14.9 For residential visits, a senior teacher is appointed to take overall responsibility for the trip. Relevant information is disseminated to parents well in advance of the school journey so that they can make an informed decision as to whether they want their child to participate. All residential establishments must meet DfE guidelines and (if appropriate) be licensed for all activities. The ratio of children to staff should be as for other school journeys.

15. PE Equipment

15.1 Large PE apparatus must have annual safety checks and be serviced / maintained regularly.

15.2 When setting out the apparatus, the teacher must check for faults and report any defects to the Headteacher/subject leader. They must ensure that the apparatus is deployed in a safe manner and that all equipment is properly positioned and secured.

15.3 When using the PE apparatus:

- Pupils should be dressed in appropriate clothing with bare feet
- Watches should be removed
- Pupils should work quietly
- Pupils should use planks and poles one at a time.

- Pupils should dismount from the equipment in a safe and orderly way, only jumping where there is a mat and only after instruction from the teacher
- Teachers should position themselves so that the whole class is under constant supervision
- Teachers should report any accident to the Headteacher immediately. If serious, send a pupil for help
- Teachers must ensure that the apparatus is dismantled and stored away in the appropriate area, ensuring that all locks are engaged.

16. General Safety Rules – summary

16.1 The following guidelines should be followed:

- Broken glass or china should not be handled by pupils but wrapped in newspaper by an adult and either disposed of directly into refuse bins or clearly labelled and placed in a wastepaper bin
- Small spillages of sand or water should be cleared up immediately whilst larger spillages should be reported to the site manager
- Only animals approved by the LA should be kept in school. Cages must be kept clean and litter wrapped in newspaper prior to disposal. Animals must be handled and kept in a befitting manner. No animal should be allowed to roam the classroom and pupils must wash their hands after handling animals
- Smoking is not permitted in any part of the school building or grounds.
- Dogs are not allowed on the school premises (with the exception of guide dogs)
- Pupils should use the toilet facilities correctly and leave them in a condition suitable for others. Pupils should wash their hands after using the toilet
- Pupils should never be left unsupervised in the classroom
- Pupils should never be left unsupervised in the playground at playtime (at morning play there should be at least 1 teacher and 4 teaching assistants on duty, at lunch play there should be at least 2 adults on duty (lunch sittings mean that not all classes are at play together), at afternoon play there should be at least 1 teacher and 3 teaching assistants on duty)
- No child may leave the school premises unless it has been cleared with the Headteacher or Deputy Head. All pupils who leave the school premises must have authorisation and be accompanied by a parent/carer (must be signed out)
- Pupils should not enter the school building at play or dinner breaks unless they have specific permission and are supervised
- At wet play, the class teacher should arrange an appropriate activity for the teaching assistant to supervise in the classroom
- There should be no running inside school
- Pupils are not permitted to wear jewellery in school. The exception to this is ear studs in pierced ears
- Long hair must be tied back away from the face
- Swimming caps must be worn during school swimming lessons
- Infant children must go around the school in pairs when taking messages
- Pupils must walk on the left in the corridors and when using the stairs
- Staircases in the school to enter/exit the building at the start/end of the school day are to be used as follows:
Year 6 - staircase 1 / library staircase
Year 3 - staircase 3 / staircase 2
Year 4 - staircase 3 / staircase 2
Year 5 - library staircase / staircase 2
- Pupils with a disability should be accompanied by a Year 5 or 6 pupil, member of staff or an adult when using the lift.

17. Monitoring & Review

17.1 The Governing Body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the Governing Body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.

Duties & Responsibilities

Headteacher

The Headteacher has responsibility for the day to day maintenance and development of safe working practices and conditions for all staff, pupils and visitors of the school and will take all reasonably practicable steps to achieve this end through senior members of staff, teachers, support staff and others, as appropriate.

The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular the Headteacher will:

- a) keep abreast of relevant health, safety and welfare legislation and guidance relevant to school activities
- b) ensure at all times, the health, safety and welfare of the staff, pupils and others using the school in any way
- c) ensure safe working practices and procedures are operational throughout the school
- d) consult with members of staff on health and safety issues
- e) ensure that risk assessments of significant hazards are carried out and reviewed regularly and ensure that all identified improvements have been actioned
- f) ensure that all members of staff who have been identified as leaders in Health and Safety practices receive appropriate health and safety training
- g) encourage staff, pupils and others to promote health and safety, and suggest ways of reducing risks
- h) collate accident and incident information and carry out accident and incident investigations
- i) monitor the standard of health and safety throughout the school, encourage staff and pupils to achieve the highest possible standards and use disciplinary procedures for those who consistently fail to consider their own well being or the health and safety of others
- j) ensure that there is adequate first aid and welfare provision
- k) report to the governors termly on health and safety successes and problems.

Other Members of Staff

All staff should become familiar with the Health and Safety Policy and all procedures relevant to them for ensuring health and safety within the school environment. In particular they should:

- a) take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions at work
- b) ensure that classrooms and work areas are safe
- c) check that all equipment is in good/safe working order prior to use
- d) ensure that protective equipment is used as appropriate

- e) ensure that toxic, hazardous and flammable substances are correctly used, stored and labelled
- f) report any defects to equipment and facilities
- g) ensure that all children under their supervision work and play in a safe and responsible manner
- h) be familiar with fire drill regulations and the positioning of fire alarms and fire extinguishers
- i) participate in health and safety inspections as appropriate.

Health and Safety Representative

The Health and Safety Representative will:

- a) review the Health and Safety Policy (with the Headteacher and Governing Body representative)
- b) ensure that safety procedures within the policy are being followed
- c) carry out inspections and risk assessments each term with the site manager, undertake training as required, and report back to staff
- d) investigate health and safety complaints.

Governing Body

In consultation with the Headteacher, the Governing Body will:

- a) make itself familiar with the minimum standards of legislation which are relevant to school activities and nominate a governor for health and safety
- b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- c) regularly assess the health and safety policy and ensure that any necessary changes are made
- d) ensure that the school is safe to work in and that staff have appropriate training, supervision and resources to work in a healthy and safe manner
- e) make arrangements (through the Headteacher) to ensure that all staff follow health and safety principles.

School Site Manager

It is the site manager's responsibility to ensure that the building and grounds are a safe environment for pupils, staff and visitors by making a daily routine assessment, dealing with any concerns or defects as follows:

- a) by resolving the problem through carrying out minor repairs and removing hazardous objects or materials
- b) by reporting defects or maintenance issues to the Headteacher
- c) by making regular whole school health and safety checks and reporting to the Headteacher and Health and Safety representative.

Hirers/Contractors/Others

When the school premises are used for purposes not under the direction of the Headteacher, the principal person in charge of the activities for which the premises are being used will be responsible for safe practices.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity, the organiser of that activity (even if an employee) will be treated as a hirer for the purposes of the policy.

When premises are hired to persons outside the employ of the Governing Body, it is a condition of all hirers that they are familiar with the Health and Safety Policy and that they do not without prior consent:

- a) alter fixed installations
- b) remove or move fire and safety notices and equipment
- c) take any action that might create a hazard for the persons using the premises or the staff and pupils of the school.

All contractors are required to ensure safe working practices by their employees under the Health and Safety at Work Act 1974 and must pay due regard to all persons using the premises.

No external contractor will intentionally or recklessly interfere with anything that is provided in the interests of health and safety.

LA Risk Assessment Format

Assessment Reference Number:			
School/Department: Larmenier & Sacred Heart Catholic Primary School		Location:	
Assessor/s:		Date of Assessment:	
Work activity/feature assessed:			
Hazards Identified		Risk Rating	Action Required
Assessor/s Comments:		Managers/Supervisors Comments:	
Further Details of Action Required		Person Responsible	Action Date
Assessor/s Signature:		Managers/Supervisors Signature:	
Review Date:			

Appendix 3

Tri-Borough Incident Reporting for Schools

To report incidents access the Tri-Borough site by following the web address below:

<https://tri-b.info-exchange.com/school>

* See LA PowerPoint document on 'Accident & Incident Reporting (Schools) for further guidance – access in the Health & Safety folder on the curriculum drive.

Action to be taken in the Event of a Fire

ON DISCOVERING A FIRE

- Raise the alarm by breaking the nearest break glass alarm point
- Exit the building

ON HEARING THE FIRE ALARM OR BEING NOTIFIED OF A FIRE

- FOLLOW EVACUATION PROCEDURES

THE FIRE ALARM WILL AUTOMATICALLY ALERT REDCARE WHICH WILL INITIATE THE FIRE SERVICE TO RESPOND TO THE CALL.

In the unlikely event of this system failing the following contingency plan will be actioned:

ADMIN OFFICER ON DUTY

- Ensure that the Fire Service is called and the information below is given
- Dial 999 ask for the FIRE SERVICE when connected state slowly and distinctly:

THIS IS LARMENIER & SACRED HEART CATHOLIC PRIMARY SCHOOL
100a Hammersmith Road
LONDON W6 7JP
Telephone: 020 8748 9444

STATE: "WE HAVE A FIRE"

**DO NOT REPLACE THE RECEIVER UNTIL THIS INFORMATION HAS BEEN
ACKNOWLEDGED**

Then personally evacuate the building.

Fire Evacuation Procedures

ON DISCOVERING FIRE, RAISE ALARM BY BREAKING THE NEAREST BREAK GLASS POINT.

- The class teacher is responsible for evacuating the classroom.
- All classes report to the playground.
- Peripatetic teachers and teaching assistants/special support assistants working with individuals or small groups of pupils outside their designated classrooms are responsible for the evacuation of those pupils. They must then report to those pupils to the class teacher, so that the pupils can be registered as safe.
- Registers will be given to class teachers by the admin officer. All pupils are checked against the register.
- Class teachers and admin officer report to Headteacher/deputy on register records.
- The Headteacher will liaise with the Fire Department regarding any missing persons and the location of the fire.
- The Headteacher will agree with the Senior Fire Officer on the next procedure to be taken.
- The Headteacher will keep the class teachers/staff fully informed.
- The admin officer checks the staff/visitors against the 'signing in' sheet and 'visitors' book.
- The admin officer on duty is responsible for taking the 'Fire Exit Pack' out to the meeting point. It contains:
 - Gate bleeper
 - Mobile phone
 - First Aid kit
 - Pupil emergency contacts by class
 - Pupil emergency contacts by club membership
 - Staff emergency contacts
 - Club registers
 - Club provider emergency contacts (not employees of school)

Do not re-enter building until Fire Brigade tells you it's safe to do so.

Contingency Planning

In the event of a major incident

The school evacuation arrangements are either with:

HOLY TRINITY CHURCH

or

NAZARETH HOUSE

(dependent on location of incident)

* Information presented to school personnel in the Staff Handbook.

Security Arrangements

Operating Instructions for Intruder Alarm:

1. CHECKING THE BUILDING

Prior to setting the intruder alarm a physical check of the building will have to take place. This check must include the following:

Ground Floor

- All external ground floor doors must be closed and locked. All are connected to the intruder and fire alarms. This includes the fire doors for the toilet pods and the external Nursery store.
- All ground floor windows must be closed, including classrooms, staff room, etc.
- All internal corridor doors must be closed as the majority are either connected to the fire alarm or intruder alarm.
- All classrooms to be locked.

First Floor

- All classroom windows are to be closed. The ventilation windows to the rear of the classroom are to be closed on the manual switch by the classroom door marked *ventilation*. The classroom should then be locked.
- All internal corridor doors are to be closed for reasons as stated above.

Reception

- The reception automatic doors are to be set to 'night operation'. This is achieved by pressing the crescent shaped moon button on both control pads on the front desk.

2. SETTING THE ALARM

The intruder alarm can either be set from the reception area or at staircase 1 exit (Blue Corridor). It is far easier to set the alarm from the Blue Staircase.

Ensure that the physical check is complete and close the Blue Staircase door. Open up the alarm key pad and enter the security code for exiting the building.

If the alarm operates outside of school hours 'Chubb Emergency Response' (CER), the company responsible for monitoring the system, will contact a named key holder (on the list provided) and will attend the site. When the CER engineer enters the building they will check the security panel to ascertain where the alarm was activated and the alarm will be reset if the building has passed the relevant security checks. An 'Attendance Report' will be left on site.

In the event of a break in the CER key holder will contact the police and the named school key holder will be asked to come on site.

3. DEACTIVATING THE ALARM

Upon entering the building via the Blue Staircase open up the alarm key pad and type in the relevant security code. The alarm will then be deactivated.