

# The Killigrew Partnership

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## **STATEMENT OF SAFETY POLICY FOR KING CHARLES PRIMARY SCHOOL MARCH 2017**

1. King Charles Primary School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.
2. The School is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of the School. The School will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the school's activities will be identified and removed or controlled through a process of risk assessment and management.
4. All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The school will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.
6. The arrangements for health, safety and welfare are detailed in the attached "Organisation and Arrangements" section
7. The School will ensure, as far as is reasonably practical, that this policy and its' supporting documents is kept up-to-date. A formal review and re-adoption of this policy will be carried out annually.

The Killigrew Partnership Full Governing Board adopted this statement and the following procedures for the provision of health, safety and welfare of pupils, visitors, employees and contractors involved with the activities of King Charles School at their meeting on the 22<sup>nd</sup> March 2017.

Signed:

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Chair of Governors

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Executive Head Teacher

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Date

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Date

## **Responsibilities**

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the School's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

## **The Employer**

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The employer is Cornwall Council / The Killigrew Partnership.

The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health safety and welfare of students, staff, visitors and contractors.

## **Governors**

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The Governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The Governors will receive regular reports to enable them, in collaboration with the Executive Head Teacher, to prioritise resources for health, safety and welfare issues.

The Governors have appointed a Safety Governor to receive information, monitor the implementation policies, procedures and decisions and feedback to the Governing Board on health, safety and welfare issues.

The Safety Governor is Doreen Varker.

## **Executive Head Teacher and Head of School**

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The Executive Head Teacher has responsibility for:-

- Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
- Ensuring regular inspections are carried out;
- **Head of School** will carry out the inspection each term and report any findings to the Executive Head and relevant persons.
- Submitting inspection reports to governors and/or the LA
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations;
- Chairing the school health and safety committee;
- Identifying and facilitating staff training needs;
- Liaising with governors and/or the LA on policy issues and any problems in implementing the health and safety policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health and safety matters;
- Where contracts are negotiated directly between the school and the contractor, the Executive Head Teacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.

**Jenny Lawford** is responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

**Jenny Lawford** is appointed with the authority of the Executive Head Teacher to request action from the Contractor where conditions are considered to be unsafe.

## **School Management & Year Group Leaders**

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Senior Management staff and Year Group Leaders have responsibilities for:-

- Day-to-day management of health and safety in accordance with the health and safety policy;
- Drawing up and reviewing safety procedures regularly as part of their coordination of subject areas;
- Carrying out regular inspections and making reports to the Health and Safety Officer when requested
- Ensuring action is taken on health, safety and welfare issues;
- Passing on health and safety information received to appropriate people;
- Acting on reports from staff, the Executive Head Teacher, Head of School and the LA or Governors.

## **All Employees**

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**All** employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular, employees have a responsibility for:-

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used, when needed;
- Participating in inspections and the health and safety committee, if appropriate;
- Ensuring that equipment is stored in the correct place and in a safe manner
- Bringing problems to the relevant manager's attention

In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

## **Volunteers**

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Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified teacher.

Health and Safety reminders for visitors and volunteers are displayed in the main entrance and shared at induction.

## **Safety Group**

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The Safety group for the Federation consists of;

The Executive Head teacher  
The Health and Safety Coordinators  
The Health and Safety Governor  
A Premises Governors  
The School Business Managers

The Safety Group will meet half termly and focus on the following four areas;

1. **The Health and Safety policy.** An area of the policy to be addressed at each meeting.
2. **First Aid.** An audit of the first aid logs, to identify patterns and highlight areas of need.

3. **Premises/Site Security.** A health and safety walk around. This will be to check perimeters, boundaries and any other issues.
4. **Safeguarding.** This covers areas of child protection and ICT

Any matters arising from these meetings will be forwarded to the relevant Governor Committee or Senior Leadership Team.

### **Competent Health and Safety Advice**

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King Charles School recognises that it must have access to competent health and safety advice. The school's competent advisors are The Health, Safety and Wellbeing Services Team, Cornwall Council

## **Organisation and Arrangements for Health Safety and Welfare**

The following pages contain the specific arrangements and organisational details for ensuring that King Charles School's Health and Safety Policy is fulfilled.

Specific Health, Safety and Welfare Policy Procedures:

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## **1. Arrangements for the Supervision of Students**

### **Opening Times**

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The school will be open from:-

**KS2 8.35 am - 3.15pm**

**KS1 8.45am - 3.10 pm**

on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times unless attending supervised school activities.

### **Supervision Arrangements**

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KS1 pupils enter the school between 8.45am and 9.00am and go straight to their classrooms where the class teacher and teaching assistant are present.

KS2 pupils go to the lower playground between 8.35am and 8.50am where there is a teacher on duty. They can wait in the upper playground with their parents until the 8.50 bell goes.  
Playtimes

KS1 – ranges from 1:40 to 1:30 depending on TA working hours.

KS2 – ranges from 1:34 to 1:60 depending on TA working hours.

### **Lunchtimes**

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There are 13 Lunchtime Supervisors. Most teaching staff and approximately half of the teaching assistants stay on the premises at lunchtime.

### **Supervision Before and After School Regarding Drop Off and Collection by Parents**

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Parents are made aware that there is no supervision for KS2 pupils before 8.35am and no supervision for KS1 pupils before 8.45am. Parents can wait with their children.

If a pupil has not been collected at the appropriate time they are asked to wait in the reception area by the school office and the office staff are informed. If the parent still has not arrived 15 minutes after the school finishing time, then a telephone call is made to the parent.

## 2. First Aid

The school has assessed the need for first aid provision and has identified that **42** qualified first aiders holding either the First Aid at Work Certificate or the Emergency Aid (appointed persons) Certificate are required for adequate cover.

**Tina Venton** and **Teresa Gibbons** are the appointed First Aiders for the school and ensure that the First Aid Room is stocked.

Along with these First Aiders **8** members of staff hold the Paediatric First Aid Certificate.

### Coordinator:

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**Lee Moscato** is responsible for overseeing the arrangements for first aid within the school. Their duties include ensuring:-

- that a sufficient number of personnel are trained in first aid procedures
- that first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years) H & S officer holds up to date list in the H & S file.

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

The following tasks have been delegated to **Tina Venton and Theresa Gibbons** who is responsible for ensuring:-

- That first aid equipment is available at strategic points in the school - The First Aid room is in the reception area by the office. All classrooms have a first aid bum bag.
- that the correct level of first aid equipment is maintained in each first aid box

### First Aiders

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All year groups have at least one first aider (staff member) working in them at all times. The school aims to train all staff in emergency first aid and on induction, new staff are added to the rolling programme of trainees.

First Aiders will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for

- trips & visits
- extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents evenings, school-organised fund raising events, etc.)
- **First aid cover out of school hours\* is not provided for:-**
- Contractors
- Events organised by third parties eg ( fetes, evening clubs etc)

First aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section). First Aiders are also responsible for replenishing first aid kits should equipment be used.

*\*School hours are – Monday- Friday 08.00 – 5.30 Term time only*

## **Treatment of Injuries**

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The School will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with the Health Service helpline and in the case of pupil injuries, with the parents or legal guardians.

NHS HELPLINE: 111

## **Suspected Head, Neck & Spinal Injuries to Pupils**

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In the event of **any** knock or cut to the head, or a suspected neck or spinal injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupil's parent/guardian is contacted and informed of the injury.

The attending first aider will complete the accident/head injury first aid form and then call the parent or carer. The attending first aider will inform the parents that it is school policy to inform of any head injury and relay to the parents how the injured child is presenting. The parents will be invited to attend school to check the child should they wish.

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact NHS Helpline for advice or 'phone for an ambulance as appropriate.

## **Other Significant Injuries**

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Any other serious injury will be notified to the parents/legal guardian by the quickest means possible (normally by phone).

In addition to the procedures above, the School will notify parents/legal guardians of any other significant injury by way of a telephone call.

Records of notification by telephone to parents will be kept by Zoe Chambers  
Copies of written notification are held in the school office.

## **Escorting Pupils to Hospital**

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When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff – unless the pupil's parent or guardian is in attendance.

If travelling in a member of staff's car, two adults must be present, the driver plus one other.

The member of staff will stay with the pupil until a parent or guardian arrives and responsibility is "handed over".



### **3. Medicines in School**

The school follows Council and DfES guidance on the dispensing of medicines in school.

This school will dispense medication which has been prescribed by a medical practitioner with written instructions for its use.

This school will dispense non-prescription medication to pupils only if it is supplied by a parent or guardian with written instructions for its use.

However, the school recommends that wherever possible, the parent attends to administer medicine in person.

#### **Dispensing of Medicine**

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All requests for the dispensing of medication must be accompanied by a consent form completed, signed and dated by the pupil's parent or guardian.

**Hayley George** is responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

**Suzi Dyke** will deputise where necessary.

All medication will be kept in a secure location:-

#### **Locked medical cabinet in school office.**

Medication for personal use by members of staff must also be kept in a secure location. E.g. handbags, etc containing such items must be locked away and not be left in the classroom where pupils could gain access to them.

#### **Medical Log**

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Consent forms will be kept in the Medical Log and will be kept for the duration of the pupil's attendance at the school.

The Medical Log will also contain a log of medications dispensed which will include:-

- name of pupil
- name of medication
- "use-by" date
- dose
- time
- date
- signature of dispenser
- Witness name and signature
- comments/reactions

#### **Medical Procedures**

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The school has provided a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual care-plans.

#### **Off Site Activities**

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The school has a policy and procedure for off-site activities which includes the assessment of medical needs of all involved in the trip.

## 4. Accidents/Incidents

### Reporting Officer

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**Zoe Chambers** is responsible for the collection of information and the completion of the On-Line Accident Report. In his/her absence, this role will be fulfilled by **Lee Moscato**

All accidents must be reported to the reporting officer.

The Reporting Officer will record all accidents. The following incidents will be recorded and reported using the On-Line Accident Reporting System:-

- Specified Dangerous Occurrences (refer to Education Handbook for list)
- Specified diseases (refer to Education Handbook for list)
- All employee accidents
- All contractor accidents
- All accidents to members of the public/visitors
- Accidents to pupils which result in a major injury or death
- Accidents to pupils which result in the injured person being taken from the scene of the accident directly to hospital
- Accidents to pupils which may have resulted from a premises/equipment defect

All other incidents will be recorded in the school's Day Book/Incident Log.

### Reporting Timescales

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	Reporting timescale
Students will report accidents/incidents to a member of staff	Straight away if possible and in any case on the same day as the incident
Staff will report accidents/incidents to a reporting officer	Straight away if possible and in any case on the same day as the incident
Reporting Officers will complete the online report	Usually within 48 hours and in any case within 7 days.

### Accident Investigation

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All accident reports will be seen by **Lee Moscato** who will decide if an investigation is necessary. Investigation reports will be entered onto the On-Line Accident Reporting System.

Major incidents will be investigated by the Executive Headteacher and the Health and Safety Governor.

All on-line reports are sent electronically to the Health and Safety Services section at County Hall and are reviewed by a Health and Safety Officer.

### Accidents Reportable to the Health and Safety Executive

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Reports of fatalities, major accidents and over-three-day incidents are automatically forwarded to the Health and Safety Executive (HSE) by the on-line system as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Council's Health and Safety Services section will liaise with the HSE on these incidents.

## 5. Risk Assessment

### **Risk Assessment**

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King Charles School will seek to identify all activities and situations where there is a likelihood of significant risk. Significant risks will be assessed and controls will be introduced to remove or reduce those risks.

### **Risk Assessment Process**

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The school will carry out risk assessments for all activities using the European Education Consultants Risk Assessment Software.

**Lee Moscato** is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors.

Copies of risk assessments are available from **Risk Assessment Folder in the staffroom and the Health and Safety Officers Folder.**

### **Staff Responsibilities**

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All staff are required to support the risk assessment process.

### **Safe Working Procedures**

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The risk assessments will be used to develop safe working procedures which must be followed by all staff. Safe working procedures are being developed by the Health and Safety Co-ordinator.

## **6. Fire**

### **Fire Officer**

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The person responsible for organising the school's fire precautions is **Lee Moscato**. In his absence, **Claire Fortey** will fulfil this role.

The fire officer is responsible for:

- Arranging a fire evacuation drill at the beginning of the school year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.) **Jenny Lawford** is responsible for this aspect.

### **All Staff**

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

Staff are also responsible for ensuring that they:-

- Do not store combustible materials in escape routes or against sources of combustion
- Do not leave fire-doors wedged open
- Do not misuse any equipment provided for fire safety
- Report any defect in equipment provided for fire safety
- Report any fire hazard.

### **Fire Fighting Equipment**

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Firefighting equipment has been positioned at appropriate positions around the site.

A number of staff will be given training in the use of firefighting equipment in accordance with the Regulatory Reform (Fire Safety) Order, however, in the event of a fire, the main priority will be safe evacuation.

### **Evacuation and Registration Procedures**

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See Evacuation Plan (Appendix 1)

## **7. Electricity**

### **School Owned Portable Appliances**

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The school will undertake to inspect and test all portable electrical appliances by a competent person annually.

All test certificates will be kept in **Contractor's Folder in the Business Managers Office** for the duration of the life of the appliance.

### **Coordinator**

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**Jenny Lawford** (assisted by **Suzi Dyke**) is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

The coordinator is also responsible for liaising with contractor to arrange for a whole school fixed wiring inspection.

### **Personal Items of Equipment**

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

If a personal item is required to be used in school for a one off type event then permission must be sought from **Jenny Lawford** and the equipment must have a current portable appliance certificate and be used with a residual current device.

Where possible rechargeable battery type pieces of electrical equipment should be used .

### **All Staff**

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

Defective equipment will not be used and will be reported to **Jenny Lawford** (assisted by **Suzi Dyke**) for repair/replacement.

## **8. The Control of Hazardous Substances**

### **Hazard Assessment**

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All substances which may be considered hazardous to health have been assessed using the Council's COSHH Database (except in Science – these are covered by the CLEAPSS Hazard system). Assessments have been returned to the school and copies are available in the COSHH file from the H & S Co-ordinator's office.

### **COSHH Coordinator**

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**Lee Moscato** is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from the Council.

The coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the product/substance.

The coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the product/substance and that the COSHH file is kept up-to-date.

The coordinator is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc) where persons may be affected by their use on site or the storage of such substances / materials may need to be controlled.

In addition, any hazardous substances / materials being used by artists, crafters, etc. must have appropriate COSHH assessments before being used in the school.

### **All Staff**

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All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

Medication for personal use by members of staff must also be kept in a secure location. E.g. handbags, etc containing such items must be locked away and not be left in the classroom where pupils could gain access to them.

## 9. Work Equipment

**Jenny Lawford** (assisted by **Lee Moscato**) will be responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required.

Before purchase consideration must be given to

- the installation requirements,
- the suitability for purpose,
- the positioning and or the storage of the equipment,
- maintenance requirements (contracts & repairs);
- training and use of the equipment

Staff must not use new items of work equipment unless appropriate training has been given.



## **10. Personal Protective Equipment**

Personal protective equipment must be supplied to control the hazard as a last resort; i.e. where the hazard cannot be reduced to an acceptable level of risk by other means.

Where identified by the process of Risk or COSHH assessment, personal protective equipment will be supplied to staff or pupils.

Examples – eye protection, hearing protection, gloves, high visibility wear, helmets, footwear.

**The only equipment of this type used in school is for safety on trips. There are high visibility tabards and King Charles wrist bands**

### **Purchase and Storage of PPE**

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**Lee Moscato** will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer.

In addition, he will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE. (Replacement PPE must be readily available at all times)

### **Staff Responsibilities**

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When issued with PPE, persons are required to wear it where identified by Risk / COSHH assessments, keep it clean, store it correctly and report any faults so that replacements can be provided.

## **11. Working Alone**

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances, the school will assess the risk to these individuals using the EEC Risk Assessment Software and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in **the school office**.

Any staff wishing to work outside normal school hours must have prior agreement/permission from **Claire Fortey**

### **School Security**

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**William Thomas (Site Supervisor)** is the appointed person who is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc are secured. **KESTREL GUARDS** are responsible for carrying out checks of the premises during the school holidays.

### **School Staff/Governors Responding To Call Outs**

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Staff nominated as out of hour's key holders are sometimes required to attend site following the activation of the alarm.

When they are called out they will not know what situation they will find and consequently systems need to be established which reduce the potential for them to be harmed.

It is considered that it is foreseeable that when attending a call out there is potential for injury due to assault (which is rare) or as the consequence of an accident.

**Claire Fortey and Hannah Stevens** are the school's nominated representatives for Key Holders.

The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

### **Call Out Arrangements**

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The school will introduce call out arrangements that will reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided.

### **Security Firm Personnel Attendance**

Having a contract with a security firm who will respond to alarm activations without recourse to a school key holder or who will arrange for someone to meet and stay with the key holder whilst they check the site.

**The contract is with KESTREL GUARDS LTD.**

**No employee is expected to enter a building where it is believed that there is a significant risk.**

Employees are expected to follow the procedure laid down in the **Kestrel Guards Ltd Assignment Instructions and Site Specific Risk Assessments** which can be found in the **Contractor's Folder in the Finance Office**.

Following an event the risk assessment should be reviewed and further control measures implemented if appropriate.



## **12. Violence**

### **Zero Tolerance**

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Violence is not tolerated at King Charles school. Action and the appropriate sanctions will be taken against the perpetrator of any violence towards staff, students or visitors to this school.

### **Violence towards Staff**

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Violence towards staff from other members of staff, visitors or members of the public will be reported to the police.

Violence towards staff from students will be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

### **Violence towards Visitors**

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Violence towards visitors will be reported to the police.

### **Violence towards Students**

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Violence between students will normally be dealt with using the [school/academy]'s internal disciplinary procedures (which may include police involvement where appropriate).

Violence towards students from staff, visitors or members of the public will be reported to the police.

### **Responsible Person**

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**Lee Moscato** is responsible for ensuring:-

- All staff are aware of the policy which can be found in the H & S folder in the work folder on the school's intranet.
- All staff are aware of the procedures for avoiding violence at work
- All staff are aware of the procedures for dealing with violent incidents
- All staff are aware of the procedures for reporting violent incidents
- All staff are aware of the support facilities available to victims of violence at work
- All incidents of verbal and physical abuse to be recorded using the on-line accident reporting system.

### **Team Teach**

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Team teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. There are a sufficient number of personnel within this school trained in team teach techniques.

An explicit policy on the use of reasonable force to control or restrain pupils is incorporated into the overall Schools Behaviour Policy. The H & S Co-ordinator has a copy of the DfE guidance for schools on 'The use of force to control or restrain pupils' in the Behaviour Manual which is kept in the Senior Leadership Team office.

All incidences of restraint are logged in the Team Teach log which is located in the SLT Office. Trained staff know to complete this log and then ensure that this is seen by a member of SLT who will investigate the situation and decide upon whether further action is needed.

### **13. Display Screen Equipment**

Relevant staff will be issued with a DSE self-assessment form to be completed when starting employment in the School, together with DSE guidance. The assessment will be followed up by the school DSE assessor for comments and recommendations, and forwarded to the School Business Manager, who will note actions planned and taken.

Assessments will be reviewed following significant changes, incidents or cases of DSE-related ill health.

## Appendix 1

King Charles CE Primary School <b>FIRE EVACUATION PLAN</b> <i>September 2016</i>	
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**Health and Safety Coordinator: Lee Moscato (reporting to Claire Fortey)**  
**Premises Manager: Jenny Winn**

### **ASSEMBLY POINTS:**

***Foundation Stage, Years 1,2,3 and hall - Infant Playground***

***Years 4, 5, 6, kitchen staff and visitors – School Field (nearest PE shed when wet)***

### **ROLL CALL:**

Responsibility for roll call and numbers checks:

- |                     |  |
|---------------------|--|
| • Cathy Brokenshire | - Old Building (Susanne James in CBro's Absence)         |
| • Debbie Byrom      | - New Building (Alice Sendall in DByr's absence)         |
| • Zoe Chambers      | - Visitors and Kitchen staff (Suzi Dyke in ZC's absence) |
| • Hannah Stevens    | - Class 5M* (Theresa Gibbons in HSte's absence)          |
- \*meeting as class exit classroom enabling LMos to take on Fire Warden responsibility)

When pupils arrive at the assembly points, registers (laminated cards) must be checked and when all present, **hold the register card in the air** as a signal to Zoe.

It is important that **children are silent** so that orders can be heard.

**Teachers** will report to the **member of staff responsible for roll call (above)** whether all are present or who is missing.

**Zoe Chambers (Suzi Dyke** in her absence) will inform the Fire Wardens (**Claire Fortey and Lee Moscato** at Glass Corridor) on completion of roll call that all are present and correct or if persons are missing.

**Zoe Chambers** takes **Emergency Procedures Files** from the office.

**Suzi Dyke** takes Visitors, Governors and Pupil Signing-in books from reception

**Toilets and communal areas** will be swept by **Kirsten Spargo** and TAs whose evacuation route takes them past a toilet area.

**All visitors** should sign to say they are aware of the fire evacuation plan.

As pupils leave the building, **all doors** which will not need to be used again are closed behind them.

Adults should, if practically possible, take car keys as they may have to move cars to provide access for fire service.

**Lifts** are not to be used for evacuation.

**Tackling the fire** – under NO circumstances must any member of staff tackle the fire.

**Action in the event of a fire:-**

## RAISE THE ALARM

A pupil suspecting or discovering a fire should inform a member of staff, who will raise the alarm by breaking the panel on the nearest fire point. The alarm is the continuous sounding of the siren.

## FIRE WARDENS CHECK BUILDING

Claire Fortey and Lee Moscato (Fire Warden), accompanied by Jenny Winn, will check the building for signs of fire/alarm activation referring to the Zones board located in the main foyer alongside the Fire board. Claire Fortey and Lee Moscato will check the building and wait to greet the Fire Brigade at the main entrance.

## ALERTING THE FIRE BRIGADE

The member of staff discovering a fire must report the fire to the school office by telephone immediately. The office will inform the fire brigade by dialling **999**. The Designated Fire Warden(s) will await the arrival of the Fire Brigade outside the main entrance with the **Red Fire Folder located in the Office. The Fire Panel must not be reset before the Fire Brigade arrive.**

**A member of the office staff** will remain with a phone awaiting the instruction from CFor or LMos in order to relay the outcome of the unannounced alarm to EMS Control – ‘False Alarm’ or ‘Fire Service to Attend Site’. EMS will call on the activation of the alarm.

## EVACUATE THE PREMISES

On hearing the alarm pupils should stand where they happen to be: when instructed by the teacher/adult they should proceed in single file and in an orderly manner to evacuate the room using the following routes, (if the fire allows) to the designated fire assembly point. It is permissible for two classes to be walking alongside one another if unavoidable.

EXIT ROUTES	
<b>NURSERY</b>	Exit through the front door into the outside play area, walk through the gate to the infant playground
<b>NEW BUILDING</b>	
<b>Reception Classes</b>	Exit through garden double doors then through the gate to the infant playground
<b>Year One Classes</b>	Exit through class veranda doors, along the veranda (left) through the gate to the infant playground
<b>Year Two Classes</b>	Exit down the stairs nearest Y2 classrooms and exit through the fire exit and on to the infant playground
<b>Year Three Classes</b>	Exit downstairs to the double doors by the ground floor toilets. Take the path around the Nursery onto the infant playground
<b>HALL</b>	Exit through the hall double doors and through the main double doors. Turn right along path to infant playground (if Y4,5,6: from infant playground move to assembly point in field.) Assembly time in hall – KS 1 exit via main double doors at front. KS2 exit via veranda doors
<b>KITCHEN</b>	Exit into car park – make way to field via Western Terrace and Sunny Lane. Enter school field by Nursery gate on Sunny Lane.
<b>VISITORS</b>	Following green signs exit through nearest fire exit assembling on school field.

<b>SLT OFFICE &amp; PPA ROOM</b>	Following green signs exit through the nearest fire exit. Exit building through glass corridor exit. Assembly point is on the school field.
<b>OLD BUILDING</b>	
<b>Year Four Classes</b>	Exit via back stairs. Turn right and exit through main entrance. Turn right onto ramp and exit onto Western Terrace. Walk into Sunny Lane and wait at Nursery Gate to be let in. Assemble side by side on field.
<b>Year Five (5W)</b>	Exit via the Fire Door next to boys' toilets. Turn right up the ramp onto the top playground. Proceed to the field via the gap in the wall
<b>Year Five (5M)</b>	Exit via the fire door in the classroom. Turn right and cross the playground towards the ramp. Walk up the ramp and enter the field through the gap in the wall
<b>Year Six Classes (including those in annex room)</b>	Exit via the main staircase. Turn right through the double doors. Turn right up the steps on to the top playground. Proceed to the field across playground.
<b>Staffroom</b>	Exit via the fire door in the staffroom onto the lower playground. Turn right and cross the playground towards the ramp. Walk up the ramp and enter the field through the gap in the wall
<b>Library</b>	Exit into Year 5 Learning Zone and then exit under the main staircase. Turn right through the double doors. Turn right up the steps on to the top playground. Proceed to the field across playground.
<b>SENCo Room and Learning Zone</b>	Exit room and turn left. Proceed down main staircase and exit through Fire Doors under stairs. Turn right and into playground up the steps. Enter the field through gap in wall.
<b>School Office</b>	Exit through the new main entrance door and into the car park area. Turn right onto Western Terrace and right into Sunny Lane. Enter the field by the Nursery Gate on Sunny Lane.
<b>Breakfast/After School Club Room</b>	Exit into main corridor. Turn right into Glass Corridor. Exit onto lower playground and proceed to assembly point.
<b>Disabled and Wheelchair users</b>	Exit via the car park. Proceed along Western Terrace to Sunny Lane. Enter the field by the corner field gate at the end of Sunny Lane. <b>If a disabled child is admitted to the school an individual fire evacuation plan will be made.</b>