

St Matthew's Church of England Primary School



Health and Safety Policy

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HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY

1.0 GENERAL STATEMENT

- 1.1 The Governing Body aims to provide a safe and healthy working and learning environment for pupils, staff and visitors.
- 1.2 The Governing Body notes the provisions of the Health and Safety at Work Act 1974 and accepts that it has a duty to conduct the business of the school in such a way as to ensure, so far as is reasonably practicable, that persons who are not employed at the school but who are affected by it are not exposed to risks to their health and safety.
- 1.3 The Governing Body accepts that it has a responsibility to take all reasonably practical steps to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities. This responsibility extends to include any person who trespasses on school property.
- 1.4 The Governing Body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.5 The Governing Body believes that only the adoption of safe methods of work and good practice by EVERY INDIVIDUAL can ensure everyone's personal health and safety.
- 1.6 The Governing Body will take all reasonable 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 whilst on the school premises or while taking part in school sponsored activities.

2.0 DUTIES OF THE GOVERNING BODY

- 2.1 In the discharge of its duty the Governing Body, in consultation with the Head Teacher, will:
- a) make itself familiar with the requirements of the Health and Safety at Work Act 1974 and any other safety legislation and codes of practices relevant to the work of the school,
 - b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school,
 - c) periodically assess the effectiveness of this policy and ensure any necessary changes are made,
 - d) identify and evaluate all risks relating to (i) accidents (ii) health (iii) school sponsored activities,
 - e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others,
 - f) create and monitor the management structure.
- 2.2 In particular the Governing Body undertakes to provide:
- a) a safe place for staff and pupils to work
 - b) safe plant, equipment and systems of work
 - c) safe arrangements for the handling, storage and transport of articles and substances
 - d) safe and healthy working conditions which take account of all appropriate (i) statutory requirements (ii) codes of practice whether statutory or advisory (iii) guidance whether statutory or advisory,
 - e) supervision, training and instruction so that all staff and pupils can perform their school related activities in a healthy and safe manner. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then, within the financial resources available, such training will be provided. All training will be regularly updated,
 - f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision,
 - g) adequate welfare facilities.
- 2.3 So far as is reasonably practicable the Governing Body, through the Head Teacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:
- a) this policy,
 - b) all other relevant health and safety matters,
 - c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 DUTIES OF THE HEAD TEACHER

- 3.1 As well as the general duties of all members of staff the Head Teacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for all staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school.

- 3.2 The Head Teacher is required to take all necessary and appropriate action to ensure the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- 3.3 In particular the Head Teacher will:
- a) be aware of the basic requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes practice relevant to the work of the school,
 - b) ensure, at all times, the health, safety and welfare of all staff, pupils and others using the facilities or services or attending or taking part in school sponsored activities
 - c) ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the premises and facilities
 - d) ensure safe working practices and procedures throughout the school including those related to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled,
 - e) consult with members of staff, including the safety representatives, on health and safety issues,
 - f) arrange systems of risk assessment to allow prompt identification of potential hazards,
 - g) carry out periodic reviews and safety audits on the findings of risk assessment,
 - h) identify the training needs of staff and pupils and ensure that these are met within the financial resources available,
 - i) encourage staff, pupils and others to promote health and safety,
 - j) ensure that any defects in premises, equipment, plant or facilities which relate to or may affect the health and safety of pupils, staff and others are made safe without delay,
 - k) encourage all employees to suggest ways and means of reducing risks,
 - l) collate accident and incident information and, when necessary, carry out investigations,
 - m) monitor the standard of health and safety throughout the school, including all school-based activities, encouraging staff, pupils and others to achieve the highest possible standards and reprimand, as required, those who fail to consider their own well-being or the health and safety of others,
 - n) monitor first aid and welfare provision,
 - o) monitor the management structure, along with the governors.

4.0 DUTIES OF SUPERVISORY STAFF

- 4.1 All supervisory staff will make themselves familiar with the requirements of the HASWA 1974 and any other relevant health and safety legislation and codes of practice which are relevant to their area of responsibility, they will have a direct responsibility to the Head Teacher for the implementation and operation of the schools health and safety within their respective department and help colleagues and pupils comply with its requirements.
- 4.2 As part of their day to day responsibilities they will ensure that;
- a) safe methods of working exist and are implemented throughout their work area,
 - b) health and safety regulations, rules, procedures and codes of practice are being applied effectively,

- c) new employees working within their department are given instruction in safe working practices,
- d) regular safety inspections are made, of their areas of responsibilities, as required by the Head Teacher or as necessary,
- e) positive corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others,
- f) all health and safety information is communicated to the relevant persons,
- g) they report, as appropriate, any health and safety concerns to the appropriate individual.

5.0 DUTIES OF ALL MEMBERS OF STAFF

- 5.1 All staff will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other legislation and codes of practice which are relevant to their work. They should:
- a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
 - b) co-operate so far as necessary to enable his or her employer to comply with or perform any imposed duty or requirement.
- 5.2 All members of staff are expected to be familiar with the health and safety aspects of their work and avoid conduct which could put them or others at risk.
- 5.3 In particular all members of staff will:
- a) be familiar with the safety policy and all safety regulations laid down by the Governing Body,
 - b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils,
 - c) see that all plant, machinery and equipment is adequately guarded and in good and safe working order,
 - d) not make unauthorised or improper use of plant, machinery and equipment,
 - e) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied,
 - f) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with current COSHH regulations (Control of Substances Hazardous to Health),
 - g) report any defects in the premises, plant, equipment and facilities which they observe,
 - h) take an active interest in promoting health and safety and suggest ways of reducing risks.

6.0 HIRERS, CONTRACTORS AND OTHERS

- 6.1 When the premises are used for purposes not under the direction of the Head Teacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in section 3.0 of this document.
- 6.2 The Head Teacher or principal person will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

- 6.3 When the school premises are being used out of normal school hours for a school sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 6.4 When the school premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the school premises and facilities that they are familiar with the relevant parts of this policy and that they comply with all safety directives of the Governing Body and that they will not without the prior consent of the Governing Body
- a) introduce equipment for use on school premises
 - b) alter fixed installations
 - c) remove fire and safety notices of equipment
 - d) take any action that may create hazards for persons using the premises, or staff or pupils of the school
- 6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees and must pay due regard to the safety of all persons using the premises under the provisions of the Health and Safety at Work, etc Act 1974.
- 6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Head Teacher or appointed supervisor will take necessary action to prevent risk of injury. In such circumstances the contractor may be held liable under 'breach of contract'.
- 6.7 The Governing Body draws the attention of all users of the school premises (including hirers and contractors) to section 8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance or any of the relevant statutory provisions.

7.0 ROLE OF PARENTS

- 7.1 It is not envisaged that parents will need to be fully conversant with the requirements of the Health and Safety at Work, etc Act 1974. However, it is expected that all parents should operate a 'duty of care'. This requires parents to ensure that during times when children are brought to, and collected from school that care is taken not to endanger the health, safety and welfare of fellow parents, staff and pupils in and around the school.
- 7.2 Parents can also be requested to ensure that their children conduct themselves, whilst on the school grounds so as not to endanger the health, safety and welfare of the other children, parents and school staff.

8.0 STAFF CONSULTATIVE ARRANGEMENTS

- 8.1 The Governing Body, through the Head Teacher, will make arrangements for the establishment of a health and safety committee by incorporating agenda items on health and safety matters into existing consultative groups. Representation on this committee will cover all appropriate areas of work or special hazards.

- 8.2 As a group, the nominated representatives of each accredited trade union or staff association will be offered places on this committee and should decide amongst themselves which individuals should sit on the committee.

9.0 CODES OF PRACTICE AND SAFETY RULES

- 9.1 In consultation with the Governing Body (where appropriate) and taking into account the requirements of this statement, the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in the school.
- 9.2 From time to time the Department for Education and Employment, the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice for the guidance of Heads and others who are in control of educational premises who will normally incorporate such codes into their health and safety policy procedures. If the Head Teacher considers the inclusion of any such documents into this policy to be inappropriate, he will be required to demonstrate to the satisfaction of the Governing Body that he has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

10.0 RISK ASSESSMENT

- 10.1 The Head Teacher will ensure that a risk assessment survey of the premises, methods of work and all school sponsored activities is carried out annually (or more frequently if required) by herself, together with a previously nominated competent person. This survey will identify all defects and deficiencies together with the necessary remedial action (if any) or risk control measures. The results of all such surveys will be recorded and reported to the Governing Body.

11.0 FIRE PRECAUTIONS/EMERGENCY PROCEDURES

- 11.1 The Head Teacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to

- a) save life
- b) prevent injury
- c) minimise loss

This sequence will determine the priorities of the emergency plan.

- 11.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The results will form part of the risk assessment survey and the outcome will be reported to the Governing Body.

Procedures are in Section 20 – Appendices

- Appendix 1 ... Fire Procedure
- Appendix 2 ... Fumes (toxic and non-toxic)
- Appendix 3 ... Bomb Scare
- Appendix 4 ... Dangerous Intruder

12.0 FIRST AID

- 12.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- 12.2 The number of certified first aiders will not, at any time be less than the number required by law.
- 12.3 At the discretion of the Governing Body, other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. The level and number will be determined by the Governing Body as that being sufficient to meet the needs.
- 12.4 Supplies of first aid material will be held at the designated locations. They will be prominently identified and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
- 12.5 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
- 12.6 A record will be made of each occasion any member of staff, pupil or person receives first aid treatment, either on the school premises or as part of school related activities.
- 12.7 The first aid boxes can be found in the following areas in school:
 - 1) Main Reception Area
 - 2) Each Classroom in School
 - 3) On the landing outside Year 6 class
 - 4) School Kitchen

13.0 Accidents

- 13.1 In the event of an accident, be it minor or major, requiring first aid or any description or not, a full record of the incident should be logged in the accident book located outside the school office

The log should include the persons:

Name
Date and time
Details of injury including location
Treatment given and by who

All accident statistics are reported to the Resources Committee to ascertain whether or not incidents are related in which case a risk assessment must be made.

Any serious accidents will be reported to the LA using the official reporting form. A Photocopy of this form must be filed and kept by the Head Teacher

- 13.2 Contact telephone numbers are kept in the school office. This information should be treated as confidential and should only be used by the Head Teacher, Deputy Head Teacher, secretary or class teacher.

14.0 HAZARDOUS SUBSTANCES

- 14.1 The Governing Body acknowledge that Control of Substances Hazardous to Health regulations, 2002 provide a framework to protect against health risks from hazardous substances. Further, the Governing Body accepts that failure to comply with COSHH may expose people to risk and is an offence under the Health and Safety at Work, etc Act 1974.
- 14.2 To comply with COSHH the Governing Body undertake to
- assess the risks to health arising from work;
 - decide what precautions are needed;
 - prevent or control risks;
 - ensure that controlled measures are used and maintained, and that any safety procedures laid down are followed;
 - monitor exposure to hazardous substances,
 - inform, instruct and train employees about risks and precautions needed.
- 14.3 No chemicals or other products categorised as “hazardous to health” should be issued to staff unless they are fully trained in the substances usage, conversant with appropriate safety guidelines and provided with appropriate personal protection equipment.

15.0 OFF SITE/EDUCATIONAL VISITS

- 15.1 The Head Teacher will take overall responsibility for the organisation of such events but will inevitably delegate certain tasks as deemed necessary, and liase with the Governing Body and L.A. when appropriate.
- 15.2 All routines and practices involved in such events are to be carried out in conjunction with the “Sandwell Guidelines for Offsite Education”, which briefly states
- one person to be nominated as co-ordinator to ensure the visit is planned and conducted safely and to ensure that staff, pupils and adult helpers are suitably prepared.
 - Parents must be informed by letter which includes specific details of the proposed visit, with a request for consent. At the beginning of the school year form SS 12a will be completed to give consent for local journeys. For distances over 25 miles and every activity involving a pupil being away from home at either a Residential Centre or for an overnight stay form SCH 12 must be completed.
 - The co-ordinator should be familiar with the area of the site visit and should have identified possible hazards and made necessary Risk Assessments. Requirements for specific guidance on health and safety with regard to ancillary activities will be considered. Any domestic arrangements pupils may have requiring special attention such as toilets, clothing, diet etc. must be addressed.
 - The Deputy Head Teacher who is the Educational Visits Coordinator or person with delegated powers for these trips should ensure that all appropriate insurances are in place by liaising with the L.A. insurance department.

16.0 NAMED/KEY PERSONNEL

16.1 Head Teacher – Mrs Fiona Deakin

The Head Teacher will exercise day to day responsibility for implementing the Governing Body's policy and procedures and will need to act swiftly without resource to the committee in cases where persons may be at risk.

Most routine procedures and detailed interpretation should be delegated to the most highly trained person in the school or the "competent person".

16.2 Competent person - Head Teacher.

In compliance with the Health and Safety at Work Act, etc 1974 the Head Teacher and Governing Body will nominate a "competent person" who will

- a) be responsible for advising the Resources Committee and Governing Body on all matters of health and safety;
- b) seek expert advice from outside bodies;
- c) make recommendations to the Resources Committee
- d) identify health and safety training needs of staff and governors;
- e) monitor that training is suitable and effective;
- f) ensure that arrangements are safe for contractual work and maintenance work are in place;
- g) be aware of and report on implications of health and safety requirements;
- h) being responsible for auditing and ensuring regular termly inspections are completed with defects reported and rectified;
- i) assist in co-ordinating all health and safety work within the school;
- j) stay up to date with legislation through relevant training and research.
- k) off-site education planning to ensure all agreed procedures are observed and any statutory requirements are met;

16.3 Site Manager – Mr Brian Smith

The Site Manager must take responsibility for

- a) reporting identified hazards to the Head Teacher and/or the competent person;
- b) ensuring that everything received from suppliers has adequate information and that instruction is given 'prior to use'
- c) ensuring that all supplies comply with current COSHH regulations;
- d) ensuring that staff under his control are adequately instructed and trained in using all such items before actual use;
- e) being familiar with the L.A.'s and the Governing Body's procedures on health and safety and adhering to the same.

16.4 First Aiders – Miss Adele Robinson and Miss Katrina Edwards

The above mentioned persons have been trained and passed approved examinations and one of these persons at least is required to administer first aid at any incident, be it major or minor, within the school.

Other members of Support staff have been given Emergency First Aid at Work Training to administer first aid to pupils, staff and visitors.

First Aiders are required to carry out periodic checks of the first aid boxes to ensure that the contents are kept up to date and in full supply.

16.5 The Bursar – Mrs Marie Forker

- a) monitoring office safety, equipment, furnishings, heating and ventilation etc. and report any defect identified to the Head Teacher
- b) ordering of any first aid materials as and when required by the nominated first aiders.

16.6 The Head Teacher- Mrs Fiona Deakin

The Head Teacher will be responsible for

- a) all aspects of curriculum safety, monitoring agreed safety routines, procedures and practices
- b) auditing resources and equipment and their appropriate use:
- c) informing all staff about health and safety information relating to curriculum/offsite education and pupil supervision;
- d) in conjunction with the Head Teacher making any risk assessment relating to curriculum/off site education and pupil routines.

16.7 Principal Dinner Supervisor

The Principal Dinner Supervisor will be responsible for

- a) monitoring of dinner time safety and routines, reporting any deficiency to the Headteacher;
- b) monitoring health and safety issues relating to supervisory staff;
- c) first aid during dinnertime periods and/or ensuring that first aid is administered by the appointed first aiders.

16.8 Cook – Mrs Carole Neale

The Cook Supervisors will be responsible for

- a) monitoring health and safety routines and practices relating to the kitchen and the serving of meals;
- b) reporting any defects or deficiencies to the contractor and/or contract support Sandwell IPS.

17.0 Building and Equipment Defects

- 17.1 Should a defect in either the fabric of the building, internal fixtures or fittings and equipment then the Site Manager or Bursar in his absence should be notified verbally in the first instance. Should these defects cause concern or affect the health and safety of any pupil, member of staff or visitor, action should be taken to notify the Head Teacher as soon as is reasonably practicable with a written request using the Health and Safety Defects Report Form.

18.0 Medicines/Infectious Diseases

- 18.1 As employees working under the School Teacher's Terms and Conditions of Employment have no contractual obligation to administer medicines, any agreement so to do can therefore only be a voluntary act. In view of this it is the policy of the school and its Governing Body that medicines will be self-administered or given by a parent. Any medicines that are brought in for self-administering will be kept in the

Deputy Head Teacher's office. A member of staff will oversee the self-administration of the medicine and a record will be kept of the :

- Date of self-administration
- Child's name
- What was administered and if applicable the quantity
- The time it was administered
- Signature of the overseer

In the case of inhalers which are kept in the classrooms a similar record will be kept by the individual class teacher so use of inhaler can be monitored. If there is a noticeable increase over a period parents can be informed in case further medical investigation is needed by the child's G.P.

18.2 Where a doctor has advised that a pupil should attend school while still needing medicine either because they are suffering from chronic illness or allergy such as asthma or diabetes, or because they are recovering from short-term illness and undergoing a course of treatment needing antibiotics these medicines may be administered by those persons named in 18.1. In such cases the above statement (18.0) would still apply with the exception of self-administered inhalers. (See below 18.3).

18.3 If the necessary medication takes the form of such things as an inhaler then self-administration of the medicine may be allowed. In the case of any other form of self-administered medicine written details from the parents must be provided giving the name of the child, the name of the medicine, dose and timing of the medicine and parent contact in case the child has any difficulties.

Written advice must also be provided on the storage of medicine (e.g. refrigeration). The smallest practical dose should be brought to school, preferably by the parent.

19.0 Monitoring and Review

19.1 Proactive monitoring will be achieved by the Resources Committee of the school meeting once a year to carry out a full health and safety audit the results of which will be included in the Governing Body's Report. The Committee will meet on a termly basis to carry out a shorter review. The following shall be covered:

- a) Policy
- b) Organisation and management
- c) Performance standards
- d) Details of all incidents and the outcome of the subsequent investigations
- e) Premises
- f) Methods of work
- g) Equipment

19.2 Reactive monitoring will be achieved by the Resources Committee of the school meeting once a term to consider information collected and collated regarding specific events. The information is likely to cover:

- a) Injuries
- b) School-related sickness and ill health
- c) Dangerous occurrences
- d) Near misses

- e) Failures to meet performance standards.

20.0 Procedures

Appendix 1

Procedures in Event of Fire

Any person discovering a fire should **immediately** raise the alarm by breaking the glass in one of the fire alarm switches.

The alarm is a continuous siren sound.. The switches to operate the alarm are situated at:

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- The main entrance
- Hall at each exit door
- Hall at entrance to Sen 2 classroom
- Bursar and Site Manager's office
- Kitchen
- Electric Mains Room
- Boiler Room
- Reception classroom
- Nursery classroom
- Sen 3 classroom
- Year 2 classroom
- Year 1 classroom
- Exit at the bottom of the ramp on ground floor
- ICT Suite
- Landing outside Year 3 and Year 4 classrooms
- Year 6 classroom

When the alarm is raised all children should be evacuated immediately in an orderly fashion through the nearest exit, which should be open during school hours.

The teacher in charge of the class will supervise the evacuation and secure all windows and doors.

Children not in a classroom or hall when the alarm is sounded should leave the building by the nearest convenient point and then make their way to their class evacuation point. Children should be made conversant with this instruction and the various exits pointed out.

The Head Teacher and Deputy Head Teacher or fire marshalls will check the toilets and the communal areas within the school.

The School Office Staff or Head Teacher will open the main gate to the school in readiness for the Fire Brigade and will be responsible for taking the visitor's book and any visitor seeing the Head Teacher or standing near to the office to the agreed meeting point at the back of the school

When the alarm is raised, the alarm point should be noted from the Control panel in the main reception area. Everybody should proceed to the fire assembly point and the member of staff/pupil/visitor should make themselves aware to the Head Teacher/Deputy Teacher/member of Senior Leadership Team and report the reason for raising the fire

alarm. Once the investigation is completed, a decision will be taken of the action to either to call the Fire Brigade to attend the fire at the school, inspect the area and take appropriate action or call the Fire Brigade and inform them that they do not need to attend.

The person in charge should not cancel the fire alarm before ascertaining that everyone is out of the building and accounted for. The evacuation point is in the Back playground in school.

It is important that the children are taken well away from the building because of danger from flying glass.

DAILY PRECAUTIONS AGAINST FIRE

Fire drills

Although school buildings generally provide reasonable protection against fire, the premises can quickly become dangerous unless there is some foresight and attention to detail in their day-to-day use. Only the teachers can ensure that everyone knows what to do if there should be a fire. Periodic fire drills should be carried out in school.

Stairways and doors

Stairways and doors must never be obstructed, and all exit doors must be capable of being opened easily and immediately from the inside while there is anyone in the building. Stairways and exit doors should be kept in good repair. Nothing should be stored or allowed to accumulate in the stairway enclosures.

Storage

It is important that accommodation for stores of all kinds should be adequate and used in an orderly manner. This applies particularly where combustible materials are stored, craft areas and where quantities of stationery and books are kept.

Rubbish and combustible waste

Rubbish and combustible waste matter should not be allowed to accumulate, particularly in craft areas and the boiler room.

Temporary decorations

Paper or flimsy materials should not be suspended from light fittings; fire occurring in suspended and highly flammable materials spreads rapidly and blazing pieces may drop over a wide area before everyone in the room has a chance to escape. Cotton wool should never be used for these purposes.

Fancy dresses and costumes for school dramatic productions are often, by their very nature, highly flammable, and wherever possible flame resistant fabric should be used for their construction. The greatest care should be exercised when school plays or parties are being held.

Electrical supply and fittings

Fuses that have blown must be replaced only with fuse wire of the correct rating, never with wire of a higher rating or, as sometimes happens, with thick copper wire. Flexible cable to fittings should be as short as possible and should be inspected regularly and replaced immediately if worn. Additions or alterations to wiring should be undertaken only by a competent electrician. Special care should be taken when fairy lights or other types of lighting are used for decorative purposes.

Fire extinguishers

Fire extinguishers should be maintained and recharged according to the manufacturer's instructions. When in position they should be well away from any radiator or heat producing appliances and should not stand in direct sunlight. Spare extinguishers and refills should be stored in a cool, dry place.

Appendix 2

Procedures in response to fumes (toxic and non-toxic)

Toxic fumes outside school

In the event of the identification of suspected toxic fumes, all staff and pupils will remain inside the school. All doors and windows should be tightly closed until otherwise instructed by the relevant emergency service. Children will be assembled in the classrooms and the registers called. Toilet areas will be checked by the nominated persons.

Advice must be sought from the relevant emergency service as to any necessary medical checks.

Toxic and non-toxic Fumes within Building

The fire-bell is to be rung and the same evacuation procedures for fire (see appendix 1) is to be followed. No one will re-enter the building until it is declared safe to do so. In the event of a major incident, all persons will be assembled in the adjacent field and parents will be alerted through the police and local radio to collect their children. The school will remain closed until clearance is given by the relevant emergency services.

Appendix 3

Procedures in the Event of A Bomb Scare

The same evacuation procedures as for fire (Appendix 1) will be followed with advice from the nominated persons to assemble at a safe distance from the building. The fire service and police are to be notified immediately and the L.A. as soon as possible thereafter.

Appendix 4

Procedures in Response to Dangerous Intruder

Inside the Building.

If possible, a message should be relayed to the school office so that the police can be informed. The Head Teacher/Deputy Head Teacher or School Office staff will inform teachers of the intruder and after receiving the alert on their mobiles should assemble their class in their classroom and lock the door. If the fire bell is sounded then the building should be evacuated as in the case of fire (Appendix 1).

Action taken will obviously vary depending on the nature of the threat. The main need is to isolate the threat and summon police assistance. On no account should the intruder be approached.

On school grounds.

If the intruder appears during playtimes or games lessons the children should be signalled to gather around the supervising adults and taken inside the school building. On no account must the intruder be approached. The police will be contacted and no one should leave the building until the threat has been removed.