

BELMONT PRIMARY SCHOOL

HEALTH & SAFETY POLICY

January 2017

Date of approval by governors: 22/02/2017

Signed by Chair of Governors: _____ Mike Bloomfield.

Date issued to staff: / / 2017

| CONTENT | Page |
|---|-------------|
| PART ONE – STATEMENT OF INTENT | 3 |
| PART TWO – ORGANISATION | 4 |
| Responsibilities of: | |
| - Governing Body | 5 |
| - Headteacher | 5 |
| - School Health and Safety Co-ordinator | 6 |
| - Staff holding positions of special responsibility | 6 |
| - Class Teachers | 7 |
| - School Health and Safety Representatives | 8 |
| - All Employees | 8 |
| - Pupils | 8 |
| PART THREE – PROCEDURES AND ARRANGEMENTS | 10 |
| - Risk Assessment | 10 |
| - Emergency Procedures | 11 |
| - Needlestick Guidance | 12 |
| - Health and Safety Training | 13 |
| - Inspection and Testing of Plant and Equipment | 14 |
| - Health and Safety Monitoring | 14 |
| - Consultation and Communication of Information | 14 |
| - Premises Management | 15 |
| - Incident reporting and Investigation | 16 |
| - Review | 17 |
| Appendix 1 Fire evacuation procedures | 16 |

HEALTH AND SAFETY POLICY

PART ONE

STATEMENT OF INTENT

Belmont Primary School

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

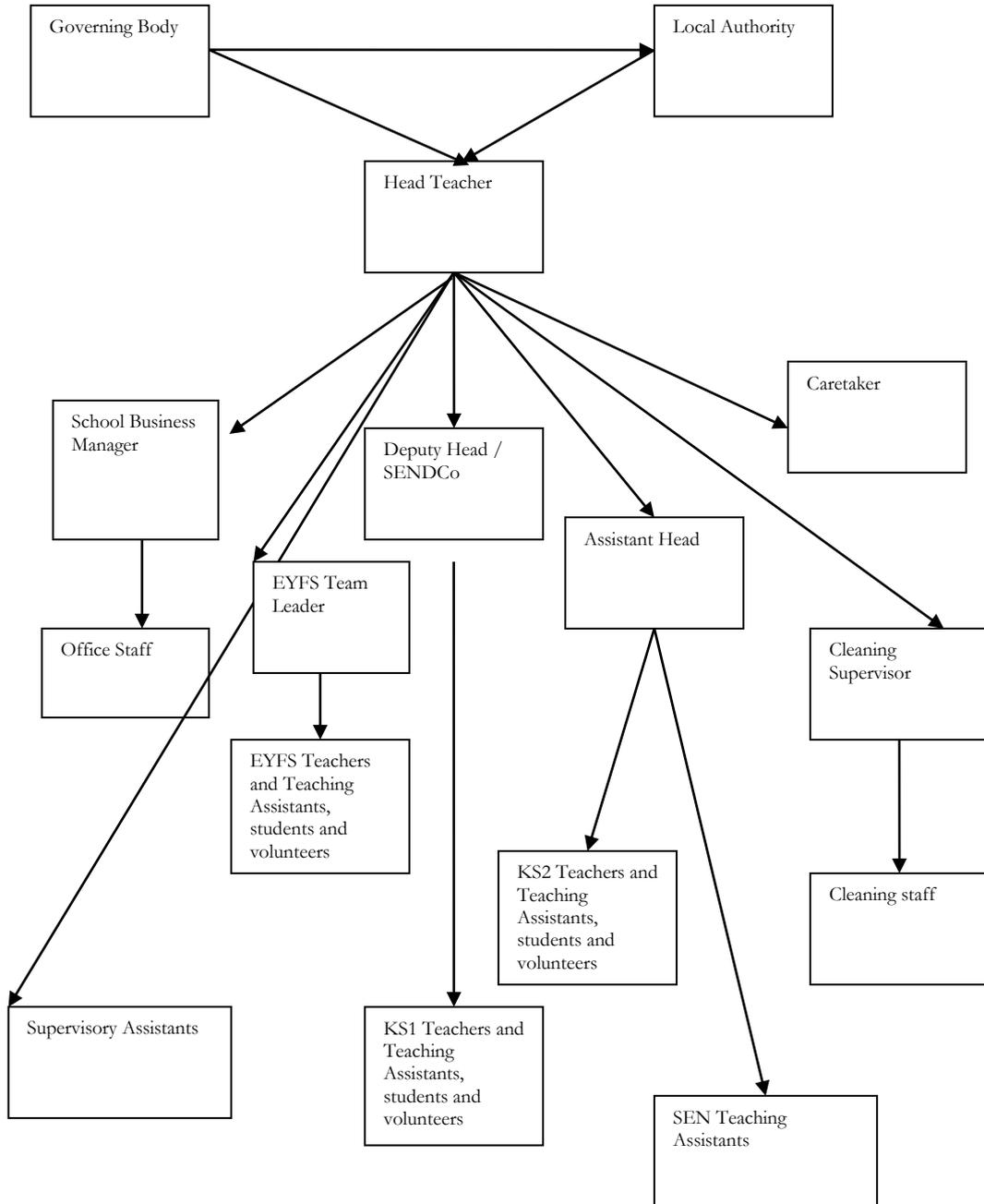
- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Policy with related procedures has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name : C Gibson Signature _____ Date: _____
(Head Teacher)

HEALTH AND SAFETY POLICY

PART TWO ORGANISATION AND RESPONSIBILITIES



THE GOVERNING BODY

The Governing Body has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

THE HEADTEACHER

The Headteacher has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Policy for Health and Safety is created.
- c) Ensure that the Policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.

- k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) Ensure arrangements are in place to monitor premises and performance.
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- n) Report to the Governing Body annually on the health and safety performance of the school.

SCHOOL HEALTH AND SAFETY CO-ORDINATOR (Currently the Head teacher)

The School Health and Safety Co-ordinator has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the school.
- d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with NPS and other contractors.
- e) To advise the Headteacher (where not the school health and safety co-ordinator) of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- g) Carrying out any other functions devolved to her by the Headteacher or Governing Body.

TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY

This includes Deputy and Assistant Headteachers, Curriculum Co-ordinators, Team Leaders, Office Manager, Caretaker. They have the following responsibilities:

- a) Apply the school's Health and Safety Policy or relevant Borough Council Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.

- c) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Investigate any accidents that occur within their area of responsibility.
- h) Report as required to the Headteacher on the health and safety performance of his/her department or area of responsibility.

CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to their Headteacher or line manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- i) Report all accidents, defects and dangerous occurrences to their team leader.

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

ALL EMPLOYEES

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- b) Co-operate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with current incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Trade Union Health and Safety Representative(s).

PUPILS

- a) Pupils, allowing for their age and aptitude, are expected to:
- b) Exercise personal responsibility for the health and safety of themselves and others.
- c) Observe standards of dress consistent with safety and/or hygiene.

- d) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- e) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

HEALTH AND SAFETY POLICY

PART THREE

PROCEDURES AND ARRANGEMENTS

INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

RISK ASSESSMENT

General Risk Assessment

General Risk Assessment will be co-ordinated by the Head Teacher.

Maternity Risk Assessment

Maternity Risk Assessments will be carried out by The Head Teacher / School Business Manager.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant subject leaders and class teachers

Visits Risk Assessments

Risk assessments for off-site visits will be coordinated by the Educational Visits Coordinator

Fire

A fire risk assessment will be carried out by the Head Teacher.

Manual Handling

Manual handling risk assessments will be carried out by all staff as part of their general duties but no member of staff should put themselves at risk by attempting to lift or carry heavy or awkwardly shaped items. All staff must use suitable aids to transport heavier items, eg sack barrows, wheeled trolleys for the transportation of stacks of chairs. If in doubt the caretaker should be contacted.

Computers and Workstations

The school is committed to providing appropriate and effective equipment that complies with the "Display Screen Equipment Regulations 1992" and to ensuring

that employee's workstations also meet with the requirements of the regulations and that all risks to health are identified and controlled.

Display screen and workstation risk assessments will be carried out by the office manager and Head Teacher.

Hazardous Substances

As part of the normal school procurement process, items are checked before purchase for suitability for purpose. Very few substances used in school need a COSHH assessment. If staff bring items in from home these should be brought to the attention of the assessor (caretaker) before they are used.

Violence

Assessment of the risks of violence to staff will be carried out by the Head Teacher

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and evacuation procedures are detailed in Appendix 1

First Aid

First aid boxes are provided at the following locations: The administration office in the main building, the staffroom in the junior building. Portable first aid kits are carried by lunch supervisors when on duty.

The following staff are available to provide first aid:

Certificated (First Aid at Work qualified) First Aiders:

Mrs L Allen (Level 3) Mrs R Robinson (Level 2) Miss G Jackson (Level 2)

Certificated Paediatric First Aiders (required for children up to age 5):

Mrs E Simpson, Mrs M Hitchen, Mrs C Duncan

Certificated Emergency First Aid at work:

Mrs J Jones, Mrs A Turner, Miss G Jackson, Mrs S Swales, Mrs H Tebble,
Ms L Anderson , Mrs D Biles, Mrs A Brown, Mrs J Simpson, Mrs L Cairnes,
Miss A Docherty

Appointed Persons:

In event of needing first aid assistance, either: -

Locate the nearest first aider or phone either office for on call person who will locate the nearest first aider and cover their class if required.

Transport to hospital:

If an ambulance is required, call "999". It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they must have specific cover from their insurance company and have supplied the school with relevant documentary evidence of competence to drive / roadworthiness of their vehicle (according to LA requirements).

No casualty should be allowed to travel to hospital unaccompanied.

Needlestick guidance

The school follows council guidance for employees with regard to the risk of Needlestick Injuries. [Needlestick Corporate Guidance](#)

All Needlestick finds are recorded on the appropriate form.

Any injury caused by a needlestick must be reported immediately and all required medical assistance and support provided by the Head Teacher and Human Resources Advisor.

Bomb Hoaxes and Bomb Alerts

Responses to bomb threats will follow local Authority guidance.

The Headteacher, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident.

The control point from where such an incident will be handled is the school office.

The signal for evacuation of the building, should this be necessary, will be the fire alarm; unless a specific area has to be avoided in which case the phone system will be used to convey specific instructions.

The normal evacuation procedure should be followed.

Gas Leaks

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone National Grid on 0800 111 999.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided for all new employees.

The following staff have received or will receive health and safety training in the following areas:

Strategic Health and Safety Management and Premises Management Training

- Health and safety awareness (Head Teacher)
- Health and safety for premises managers (Caretaker and Head Teacher)
- Fire Risk Assessment (Head Teacher and Caretaker)
- Risk Assessment (Head Teacher)
- Asbestos awareness training (Head Teacher / Caretaker / School Business Manager October 2016)
- Education Visits (Education Visits Co-ordinator: update training January 2017)
- First Aid at work and appointed persons (as specified above under 'first aid')
- Paediatric First Aid (as specified above under 'first aid')
- Fire Awareness and Fire Extinguishers (Caretaker and School Business Manager: March 2012)
- Safe handling of medicines (Mrs L Cairnes and Mrs R Robinson: Feb 2012)
- Risk and insurance training (School Business Manager 2013)

Caretaking

- Manual handling (Caretaker)
- Working at Height (Caretaker)
- Use of ladders (Caretaker)
- COSHH (Caretaker)
- Refresher training for caretakers (Oct 2013)

Training records are held in the school office

The Health and Safety Co-ordinator, in conjunction with the CPD Co-ordinator, will identify on-going training needs.

INSPECTION AND TESTING OF PLANT AND EQUIPMENT

Statutory Inspections

All plant and equipment requiring statutory inspection and testing will be inspected by appropriate contractors.

Portable Electrical Appliances

Inspection and testing of portable electrical appliances will be carried out annually. Latest inspection - December 2016.

Ladders and Access Equipment

Caretakers will be responsible for inspection and maintenance of ladders and other access equipment.

HEALTH AND SAFETY MONITORING

Inspection of Premises

General Workplace Inspections will be co-ordinated by the Head Teacher

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The Resources committee meets a minimum of once per term. This governing body committee has designated responsibility for Health and Safety. This committee will discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Committee members are: detailed in the governing body committee structure document

The Trade Unions' appointed Safety Representative(s) on the staff is/are:
Mr D Wells (NUT)

Communication of Information

The premises manager will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.

The Health and Safety Law poster is displayed in the staffroom.

Health and safety advice is available from the Health and Safety department of Redcar and Cleveland Borough Council

PREMISES MANAGEMENT

Supervision of Pupils

Arrangements for supervision of pupils are: Minimum of two staff members on duty on the infant playground during playtimes and lunchtimes, minimum of one per junior playground. Children who are asked to work outside the building do so under direct adult supervision up to Year Five. Small groups of pupils in years Five and Six may work for short periods outside, providing their teacher has judged the risk to be low, with indirect supervision but no child should work alone without direct supervision. In school children work under direct or indirect supervision at all times.

Security and Visitors

Pedestrian and vehicle access gates are kept closed whilst the school is in session. The pedestrian gate at the far end of the school field and the nursery access gate are kept locked whilst school is in session. Access to the school during school sessions is electronically controlled from within school.

All visitors must report to the school office where they will be asked to sign the visitors' book and wear an identification badge.

Vehicles on Site/Parking

Cars and other vehicles visiting school must be parked in designated areas.

The risks of persons and vehicles coming into contact will be controlled by: closing the school vehicle access gates at times when children and adults are entering and leaving the site at the start and end of the school day. Children and all adults using the site will be expected to use designated pathways and these are separated from car parking areas by fencing or are clearly marked as pathways. Bollards are locked in position to prevent vehicles driving directly between the two buildings, across pathways.

Arrangements for Disabled Persons

Disabled parking spaces are available in both car parks. Automatic doors are fitted to the main entrance and drop kerbs, with sensory raised surfaces on all paths. Edges on steps are painted in a contrasting colour.

Building Maintenance

General building maintenance is carried out by various approved contractors and governors make an annual inspection of the site to ensure maintenance issues have been addressed.

Asbestos

The asbestos register is held at the office the person issuing an authorisation to work is responsible for drawing the contractor's attention to the register if they are likely to be working in an area where asbestos is or may be present.

Legionella

The school has undergone a Risk Assessment to establish the risk of the proliferation of the Legionella Bacteria. Monitoring and maintenance regimes are in place to reduce the risk to the lowest level.

Control of Contractors

All contractors must report to the main school office where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Comprehensive information will be provided and contractors must read and sign the document detailing local site rules for contractors.

The caretaker is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

Lettings

Lettings are managed by the School Business Manager.

OTHER PROCEDURES

Educational Visits

The school has a policy for the management of visits. The Educational Visits Coordinator is Mrs R Robinson.

INCIDENT AND ACCIDENT REPORTING AND INVESTIGATION

All incidents will be reported in accordance with local authority guidance. This includes incidents of assaults on staff.

The accident recording book is held in the main office and the office manager is responsible for ensuring that, to comply with the Data Protection requirements, individual incident reports will be removed from the Accident Book and stored securely to ensure that personal details remain confidential.

Minor accidents to pupils and visitors will be reported in the premises' 'Non-Employee Accident Record'. These books are held at the school office.

Investigation of Incidents and Remedial Action

Team leaders, or the Head Teacher will investigate all incidents and make appropriate recommendations to the premises manager to prevent a recurrence. Where LA guidance or legislation require a report of the incident will be made to the relevant authority.

Responding to 'near miss' incidents

The council has implemented a protocol for the reporting of Near Miss incidents and the school follows this protocol.

[Near Miss Reporting Protocol](#)

The definition of a near miss is “***Something which could have occurred but did not due to one or more factors, such as a member of staff detecting an error or unsafe condition and taking appropriate action***”.

All near miss incidents should be reported to the Health and Safety Unit on the Near Miss Report Form.

REVIEW

These arrangements will be reviewed annually and revised as new topics arise which may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

FIRE EMERGENCY PLAN (EVACUATION STRATEGY ONLY)

| | |
|---|---|
| Name of organisation | Belmont Primary School |
| Address of premises | Lauderdale Drive Guisborough TS14 7BS |
| Building number/name (if applicable) | INFANT BUILDING |
| Date plan produced and/or amended | January 2017 |
| Name of person producing plan (print name) | CHRIS GIBSON |
| Job title | Head Teacher |
| Signature | |

| |
|--|
| Action to be taken by a person discovering a fire |
| Raise alarm by activating the alarm system (see plan for the location of break glass points) Evacuate the building by nearest exit point - closing doors behind you as you leave. If a member of the kitchen staff - turn off the emergency gas valve. |
| How the fire brigade (and any other emergency services) are to be called and who is responsible |
| A member of the office staff will dial 999 |
| Fire warning system (description of bells/sirens/voice, etc and types of signals and location of system panels) |
| The fire warning is a persistent bell. The fire system panel is located at the main entrance, adjacent to the school office |
| Evacuation procedures (description of procedures to be followed) |
| Most rooms have at least two exits. All classrooms have direct egress to the outside of the building and it is these that are normally used. PLEASE NOTE: Normally, due to the distance between buildings, only one building is evacuated |
| Key escape routes (how access can be gained, where they lead to, how they are protected from fire) |
| Evacuate by the nearest exit door. Children should be sent from the building as quickly as possible and in an orderly fashion. Doors SHOULD be closed as rooms are vacated. All staff should check that their evacuation routes are clear each day. The caretaker regularly checks that fire exit routes are clear |
| Assembly points |
| The assembly point for everyone except nursery is on the large Key Stage 2 playground. Nursery assemble on the infant playground If appropriate, children should be sent to their registration group. Children should lined up in class register order. Staff should insist on quiet and take both a head count and a register check |
| |

Duties and identities of employees with specific responsibilities

The most senior member of staff present will take charge of the evacuation.

THE PERSON IN CHARGE

- 1) Is responsible for accounting for everyone and passing on information to the fire brigade when they arrive. To achieve this they will need reports from the adult groups detailed below and delegate tasks to other adults (see Procedures for liaison with fire brigade)
- 2) Will receive reports from the various staff groups detailed below.
- 3) Will send someone to unlock and lower the bollard near the caretakers bungalow. This person should remain at this position to direct the fire engine.

OFFICE STAFF

- 1) On hearing the alarm, will collect and take class registers, the visitors book, bollard key and key for boiler room to the assembly point.
- 2) Nominate one of your number to distribute registers, account for office staff, teachers and teaching assistants, caretaker & visitors and report the outcome to the person in charge.
- 3) Nominate someone to dial 999

TEACHERS

- 1) At the assembly point, teachers should return children to their normal registration groups (if appropriate).
- 2) Registration teachers ensure that all pupils are accounted for (head count & register check) and report the outcome to the person in charge

TEACHING ASSISTANTS

- 1) Nominate one of your number to account for Teaching Assistants and report outcome to the office staff.

KITCHEN STAFF (If present)

The senior person must account for members of the team and report the outcome to the person in charge and whether the gas "cut off" valve was activated.

CLEANING STAFF (If present)

The senior person must account for other members of the cleaning team and report the outcome to the person in charge.

LUNCH TIME SUPERVISORS (If present)

The nominated person from the supervisor team must account for the other supervisors and report the outcome to the person in charge

| | |
|---|--|
| Duties and identities of employees with specific responsibilities (continued) | |
| <p>Kiddiwinks</p> <p>The senior person from Kiddiwinks must account for children and other members of staff and report that all are present or that someone is missing to the person in charge.</p> <p>NOTE:</p> <p>MEMBERS OF STAFF ARE NOT EXPECTED TO FIGHT THE FIRE, NO-ONE SHOULD BE EXPECTED TO PUT THEMSELVES IN DANGER.</p> <p>If the fire occurs at dinnertime the second building must be evacuated so that everyone can be accounted for. This is best done by activating the break glass near the control panel in the Key Stage 1 building or by one of the exit doors in Key Stage 2. INITIALLY ONE PERSON SHOULD TAKE CHARGE OF KEYSTAGE 1 & ANOTHER KEY STAGE 2. WHEN PUPILS, STAFF and VISITORS ARE ACCOUNTED FOR ONE OF THESE PEOPLE SHOULD TAKE OVERALL CHARGE.</p> | |
| Arrangements for safe evacuation of persons identified as being especially at risk from fire | |
| <p>Individual fire evacuation plans are in place for pupils known to be at specific risk. General plans to be used for visitors with a disability that affects their mobility are available in the school office.</p> | |
| Fire fighting equipment provided (locations and details) | |
| <p>See Fire Plan for details</p> <p>NB staff are not expected to fight the fire</p> | |
| Specific arrangements for high fire risk areas | |
| <p>SCHOOL KITCHEN</p> <p>Senior person present to ensure that the gas "cut-off" value is closed before leaving the building</p> | |
| Procedures for liaison with fire brigade on arrival (who, where, what, etc) | |
| <p>THE PERSON IN CHARGE</p> <p>1) Report the suspected location of the fire.</p> <p>2) Any unaccounted children, staff or visitors and their possible location.</p> <p>3) If the emergency gas "cut off" valve in the kitchen has been activated.</p> <p>4) The location of the main gas and electrical "cut off" switches/valves</p> | |
| Training needed by employees and arrangements for giving such training | |
| <p>Fire drills each term with follow-up on effectiveness / any revisions needed to procedures. Annual updates for adult groups on procedures and on fire safety requirements including the need to keep fire exits clear, storage of materials, location of break glass points and fire-fighting equipment. Fire marshal training completed by Caretaker and School Business Manager</p> | |
| | |

FIRE EMERGENCY PLAN (EVACUATION STRATEGY ONLY)

| | |
|---|---|
| Name of organisation | Belmont Primary School |
| Address of premises | Lauderdale Drive Guisborough TS14 7BS |
| Building number/name (if applicable) | JUNIOR BUILDING |
| Date plan produced and/or amended | January 2017 |
| Name of person producing plan (print name) | CHRIS GIBSON |
| Job title | Head |
| Signature | |

| | |
|---|--|
| Action to be taken by a person discovering a fire | |
| Raise alarm by activating the alarm system (see plan for location of break glass points). Evacuate the building by nearest exit point - closing doors behind as you leave. | |
| How the fire brigade (and any other emergency services) are to be called and who is responsible | |
| Once outside the building, the teacher in charge should send a child to the school office to ensure office staff are aware (there is an alarm sound immediately outside the office but this may not be noticed). A member of the school office team will telephone the fire brigade as a back up, the alarm system makes automatic contact with the fire service | |
| Fire warning system (description of bells/sirens/voice, etc and types of signals and location of system panels) | |
| The fire warning is a persistent buzzer with a voiced message to leave the building by the nearest available exit . The fire system panel is located at the main entrance, adjacent to the entrance near the KS2 carpark. | |
| Evacuation procedures (description of procedures to be followed) | |
| Most rooms have at least two exits. All classrooms have direct egress to the outside of the building and it is these that are normally used. PLEASE NOTE: Normally, due to the distance between buildings, only one building is evacuated. | |
| Key escape routes (how access can be gained, where they lead to, how they are protected from fire) | |
| Evacuate by the nearest exit door. Children should be sent from the building as quickly as possible and in an orderly fashion. Doors SHOULD be closed as rooms are vacated. All staff should check that their evacuation routes are clear each day. In addition the caretaker regularly checks that fire exit routes are clear. | |
| Assembly points | |
| The assembly point for everyone is on the large Key Stage 2 playground. If appropriate, children should be sent to registration groups. Children should be lined up, in class register order. Staff should insist on quiet and take both a head count and a register check. | |

| | |
|---|--|
| Duties and identities of employees with specific responsibilities (continued) | |
| <p>NOTE: MEMBERS OF STAFF ARE NOT EXPECTED TO FIGHT THE FIRE, NO-ONE SHOULD BE EXPECTED TO PUT THEMSELVES IN DANGER.</p> <p>If the fire occurs at dinnertime the second building must be evacuated so that everyone can be accounted for. This is best done by activating the break glass near the control panel in the Key Stage 1 building or the "break glass" by one of the exit doors in Key Stage 2. INITIALLY ONE PERSON SHOULD TAKE CHARGE OF KEYSTAGE 1 & ANOTHER KEY STAGE 2. WHEN PUPILS, STAFF and VISITORS ARE ACOUNTED FOR ONE OF THESE PEOPLE SHOULD TAKE OVERALL CHARGE.</p> | |
| Arrangements for safe evacuation of persons identified as being especially at risk from fire | |
| <p>Individual fire evacuation plans for pupils identified as having a disability are available and general fire evacuation plans for visitors with a disability affecting mobility are available in the school office.</p> | |
| Fire fighting equipment provided (locations and details) | |
| <p>See attached Fire Plan for details.</p> <p>STAFF ARE NOT EXPECTED TO FIGHT THE FIRE.</p> | |
| Specific arrangements for high fire risk areas | |
| <p>Individual fire evacuation plans are in place for pupils known to be at specific risk. General plans to be used for visitors with a disability that affects their mobility are available in the school office.</p> | |
| Procedures for liaison with fire brigade on arrival (who, where, what, etc) | |
| <p>THE PERSON IN CHARGE</p> <ol style="list-style-type: none"> 1) Report the suspected location of the fire. 2) Any unaccounted for children, staff or visitors and their possible location, and, 3) The location of the gas and electrical "cut off" switches/valves. 4) The location of solar panels on the building roof, cut off switch in main switch cupboard with other 'cut off' switches. | |
| Training needed by employees and arrangements for giving such training | |
| <p>Fire drills each term with follow-up on effectiveness / any revisions needed to procedures.. Annual updates for adult groups on procedures and on fire safety requirements including the need to keep fire exits clear, storage of materials, location of break glass points and fire-fighting equipment. Fire marshall training completed for Caretaker and school Business Manager..</p> | |
| | |

FIRE EMERGENCY PLAN
 OUT OF NORMAL SCHOOL OPENING HOURS
 (EVACUATION STRATEGY ONLY)

NOTE: To use this facility the group leader or designated person MUST have access to a mobile phone.

| | |
|---|---|
| Name of organisation | Belmont Primary School |
| Address of premises | Lauderdale Drive Guisborough TS14 7BS |
| Building number/name (if applicable) | INFANT BUILDING |
| Date plan produced and/or amended | January 2017 |
| Name of person producing plan (print name) | CHRIS GIBSON |
| Job title | Head Teacher |
| Signature | |

| |
|---|
| Action to be taken by a person discovering a fire |
| Raise alarm by activating the alarm system (see plan for the location of break glass points) Evacuate the building by nearest exit point - closing doors behind you as you leave. |
| How the fire brigade (and any other emergency services) are to be called and who is responsible |
| The group leader, or designated member will telephone for the fire brigade on hearing the alarm. |
| Fire warning system (description of bells/sirens/voice, etc and types of signals and location of system panels) |
| The fire warning is a persistent bell. The fire system panel is located at the main entrance, adjacent to the school office |
| Evacuation procedures (description of procedures to be followed) |
| Most rooms have at least two exits. All classrooms have direct egress to the outside of the building and it is these that are normally used. The hall is evacuated either through the main entrance or through the nursery onto the nursery play area. |
| Key escape routes (how access can be gained, where they lead to, how they are protected from fire) |
| The group leader or designated member should check that the evacuation routes are clear before each event. Evacuate by the nearest exit door. Doors should be closed as rooms are vacated. |
| Assembly points |
| The assembly point for everyone is on the large Key Stage 2 playground. |
| Duties and identities of employees with specific responsibilities |
| The group leader or designated member will take charge of the evacuation. 1) Will check that the appropriate evacuation routes are clear and open before the event. Including those which may be needed by a disabled visitor if appropriate 2) Will appoint other adults to check that assigned areas are clear as they leave the building (inc. toilet areas) 3) Will appoint someone to assist with the evacuation of a person with a disability if appropriate 3) Will send someone to unlock and lower the bollard near the Caretakers bungalow. This person should remain at this position to direct the fire engine. |

| | | |
|--|---|--|
| | <p>4) Is responsible for accounting for everyone and passing on information to the fire brigade when they arrive.</p> <p>NO ONE IS EXPECTED TO FIGHT THE FIRE OR PUT THEMSELVES IN DANGER.</p> | |
| | | |

| | | |
|--|---|--|
| | <p>Arrangements for safe evacuation of persons identified as being especially at risk from fire</p> | |
| | <p>The group leader is responsible for ensuring that they are aware of the specific needs of any members of their group or visitors who have a disability which might require modification of these plans.</p> <p>If the person with a disability is a regular member of the group an individual evacuation plan should be drawn up in consultation with the group member. Otherwise please follow the instructions on the general plan for the evacuation of people with a disability.</p> <p>The group leader will designate an assistant to help with the evacuation if required. He/she is responsible for ensuring that the assistant and the person with a disability are aware of the preferred safe routes (see plans) and that the assistant is capable of carrying out the additional duties required.</p> <p>The group leader will ensure before the event that all exits which may be needed by a disabled visitor in the event of an emergency are clear.</p> <p>The assistant if designated, or group leader if not, must ensure that information about the position of anybody with a disability who might be making their way slowly out of the building or who has been left in a safe place to await rescue is passed on to the emergency services. (Please note leaving a person in a safe place should be a last resort and not the planned means of evacuation).</p> | |
| | <p>Fire fighting equipment provided (locations and details)</p> | |
| | <p>See attached Fire Plan for details. NO ONE IS EXPECTED TO FIGHT THE FIRE</p> | |
| | <p>Specific arrangements for high fire risk areas</p> | |
| | <p>SCHOOL KITCHEN is never hired to a third party, as a consequence gas cut-off valves will already be turned off</p> | |
| | <p>Procedures for liaison with fire brigade on arrival (who, where, what, etc)</p> | |
| | <p>THE PERSON IN CHARGE</p> <p>1) Report the suspected location of the fire.</p> <p>2) Any unaccounted children, or adults and their possible location.</p> <p>3) The location of the main gas and electrical "cut off" switches/valves</p> | |
| | <p>Training needed by third parties using the building out of hours and arrangements for giving such training</p> | |
| | <p>Third parties using the school building out of hours will always be provided with a building plan showing the break glass points, location of emergency exits and fire-fighting equipment. They will be made aware of the location of the assembly point and have a copy of the appropriate evacuation/ fire emergency plan.</p> | |
| | | |

FIRE EMERGENCY PLAN
 OUT OF NORMAL SCHOOL OPENING HOURS
 (EVACUATION STRATEGY ONLY)

NOTE: To use this facility the group leader or designated person MUST have access to a mobile phone.

| | |
|---|---|
| Name of organisation | Belmont Primary School |
| Address of premises | Lauderdale Drive Guisborough TS14 7BS |
| Building number/name (if applicable) | Junior BUILDING |
| Date plan produced and/or amended | January 2017 |
| Name of person producing plan (print name) | CHRIS GIBSON |
| Job title | Head Teacher |
| Signature | |

| | |
|---|--|
| Action to be taken by a person discovering a fire | |
| Raise alarm by activating the alarm system (see plan for the location of break glass points) Evacuate the building by nearest exit point - closing doors behind you as you leave. | |
| How the fire brigade (and any other emergency services) are to be called and who is responsible | |
| The group leader, or designated member will telephone for the fire brigade on hearing the alarm. | |
| Fire warning system (description of bells/sirens/voice, etc and types of signals and location of system panels) | |
| The fire warning is a persistent bell with voiced instructions to leave the building. The fire system panel is located at the main entrance, car park entrance | |
| Evacuation procedures (description of procedures to be followed) | |
| Most rooms have at least two exits. All classrooms have direct egress to the outside of the building and it is these that are normally used. The hall is evacuated either through the front or rear entrances. | |
| Key escape routes (how access can be gained, where they lead to, how they are protected from fire) | |
| The group leader or designated member should check that the evacuation routes are clear before each event. Evacuate by the nearest exit door. Doors should be closed as rooms are vacated. | |
| Assembly points | |
| The assembly point for everyone is on the large Key Stage 2 playground. | |
| Duties and identities of employees with specific responsibilities | |
| The group leader or designated member will take charge of the evacuation. 1) Will check that the appropriate evacuation routes are clear and open before the event. Including those which may be needed by a disabled visitor if appropriate 2) Will appoint other adults to check that assigned areas are clear as they leave the building (inc. toilet areas) 3) Will appoint someone to assist with the evacuation of a person with a disability if appropriate 3) Will send someone to unlock and lower the bollard near the Caretakers bungalow. This person should remain at this position to direct the fire engine. 4) Is responsible for accounting for everyone and passing on information to the fire brigade when they arrive. NO ONE IS EXPECTED TO FIGHT THE FIRE OR PUT THEMSELVES IN DANGER. | |
| | |

| | |
|---|--|
| Arrangements for safe evacuation of persons identified as being especially at risk from fire | |
| <p>The group leader is responsible for ensuring that they are aware of the specific needs of any members of their group or visitors who have a disability which might require modification of these plans.</p> <p>If the person with a disability is a regular member of the group an individual evacuation plan should be drawn up in consultation with the group member. Otherwise please follow the instructions on the general plan for the evacuation of people with a disability.</p> <p>The group leader will designate an assistant to help with the evacuation if required. He/she is responsible for ensuring that the assistant and the person with a disability are aware of the preferred safe routes (see plans) and that the assistant is capable of carrying out the additional duties required.</p> <p>The group leader will ensure before the event that all exits which may be needed by a disabled visitor in the event of an emergency are clear.</p> <p>The assistant if designated, or group leader if not, must ensure that information about the position of anybody with a disability who might be making their way slowly out of the building or who has been left in a safe place to await rescue is passed on to the emergency services. (Please note leaving a person in a safe place should be a last resort and not the planned means of evacuation).</p> | |
| Fire fighting equipment provided (locations and details) | |
| See attached Fire Plan for details. NO ONE IS EXPECTED TO FIGHT THE FIRE | |
| Specific arrangements for high fire risk areas | |
| SCHOOL KITCHEN is never hired to a third party, as a consequence gas cut-off valves will already be turned off | |
| Procedures for liaison with fire brigade on arrival (who, where, what, etc) | |
| <p>THE PERSON IN CHARGE</p> <p>1) Report the suspected location of the fire.</p> <p>2) Any unaccounted children, or adults and their possible location.</p> <p>3) The location of the main gas and electrical "cut off" switches/valves</p> <p>4) Inform the fire brigade that there are solar panels on the roof of the building, cut off switch in main switch cupboard with other 'cut off' switches</p> | |
| Training needed by third parties using the building out of hours and arrangements for giving such training | |
| Third parties using the school building out of hours will always be provided with a building plan showing the break glass points, location of emergency exits and fire-fighting equipment. They will be made aware of the location of the assembly point and have a copy of the appropriate evacuation/ fire emergency plan. | |
| | |

FIRE EVACUATION PLAN for Visitors with a disability (mobility)

| | |
|---|---|
| Name of organisation | Belmont Primary School |
| Address of premises | Lauderdale Drive Guisborough TS14 7BS |
| Building number/name (if applicable) | INFANT BUILDING |
| Date plan produced and/or amended | January 2017 |
| Name of person producing plan (print name) | CHRIS GIBSON |
| Job title | Head Teacher |
| Signature | |

| | |
|---|--|
| Action to be taken by a person discovering a fire | |
| <p>Raise alarm by activating the alarm system (see plan for the location of break glass points)</p> <p>Evacuate the building by nearest suitable exit - closing doors behind you as you leave. If a member of the kitchen staff - turn off the emergency gas valve.</p> | |
| How the fire brigade (and any other emergency services) are to be called and who is responsible | |
| A member of the office staff will dial 999 | |
| Fire warning system (description of bells/sirens/voice, etc and types of signals and location of system panels) | |
| <p>The fire warning is a persistent bell. The fire system panel is located at the main entrance, adjacent to the school office</p> | |
| Evacuation procedures (description of procedures to be followed) | |
| <p>All visitors, including those with a disability. Must sign in at reception on arrival at school.</p> <p>Visitors with a disability are asked their requirements for evacuation when signing in. If the assistance of an adult is required to enable evacuation to take place, one will be agreed and allocated at the point of signing in. This may be another visitor, volunteer or a member of staff.</p> <p>Office staff will ensure that the visitor and assistant are both aware of the safe evacuation routes and that the assistant is capable and available to assist with evacuation, unless to do so would put themselves at risk. The assistant should check that the exit route is clear.</p> <p>Most classrooms have at least two exits. Reception class, Kiddiwinks day care and nursery classrooms have direct egress to the outside of the building without steps and it is these exits that are normally used and should be used by visitors in a wheelchair or having other mobility difficulties. The assistant may be required to help with the doors.</p> <p>In two of the infant classes the direct exit is down several steps. From those classes the visitor in a wheelchair or with other mobility issues will need to exit through the interior door and main school entrance. Assistance will be required to open the internal lobby door and classroom doors.</p> <p>PLEASE NOTE: Normally, due to the distance between buildings, only one building is evacuated when the alarm sounds</p> | |
| Key escape routes (how access can be gained, where they lead to, how they are protected from fire) | |
| <p>Evacuate by the nearest external door from Reception and nursery classes and from Kiddiwinks day care.</p> <p>From the two classes with a stepped exit, the hall and offices, exit via interior doors through the corridor, interior lobby door and the automatic external door. (see palm) The designated assistant will open the classroom and interior lobby doors.</p> <p>Doors SHOULD be closed as rooms are vacated.</p> <p>Staff should check that their evacuation routes are clear each day. The caretaker regularly checks that fire exit routes are clear.</p> | |

| Assembly points | |
|------------------------|--|
| | <p>The assembly point for everyone except nursery is on the large Key Stage 2 playground.</p> <p>If the visitor with a disability is making slow walking progress to the assembly point the designated assistant may leave them, once safely clear of the building, to tell the responsible person where he/she is.</p> <p>In the event that the visitor with a disability has been left in a place of safety because the planned exit could not be made the assistant is responsible for ensuring that the emergency services are made aware of the location on arrival.</p> <p>Nursery children and staff / visitors assemble on the infant playground</p> <p>Staff will make a head count of pupils and adults. Office staff will match the adults present to the list of visitors.</p> |
| | |

FIRE EVACUATION PLAN for Visitors with a disability (mobility)

| | |
|---|---|
| Name of organisation | Belmont Primary School |
| Address of premises | Lauderdale Drive Guisborough TS14 7BS |
| Building number/name (if applicable) | JUNIOR BUILDING |
| Date plan produced and/or amended | January 2017 |
| Name of person producing plan (print name) | CHRIS GIBSON |
| Job title | Head Teacher |
| Signature | |

| | |
|---|--|
| Action to be taken by a person discovering a fire | |
| Raise alarm by activating the alarm system (see plan for the location of break glass points) Evacuate the building by nearest suitable exit - closing doors behind you as you leave. If a member of the kitchen staff - turn off the emergency gas valve. | |
| How the fire brigade (and any other emergency services) are to be called and who is responsible | |
| A member of the office staff will dial 999 | |
| Fire warning system (description of bells/sirens/voice, etc and types of signals and location of system panels) | |
| The fire warning is a persistent bell with a voiced message to leave the building The fire system panel is located at the main entrance, adjacent to the school office | |
| Evacuation procedures (description of procedures to be followed) | |
| All visitors, including those with a disability. Must sign in at reception on arrival at school. Visitors with a disability are asked their requirements for evacuation when signing in. If the assistance of an adult is required to enable evacuation to take place, one will be agreed and allocated at the point of signing in. This may be another visitor, volunteer or a member of staff. Office staff will ensure that the visitor and assistant are both aware of the safe evacuation routes and that the assistant is capable and available to assist with evacuation, unless to do so would put themselves at risk. The assistant should check that the proposed exit route(s) are clear. PLEASE NOTE: Normally, due to the distance between buildings, only one building is evacuated when the alarm sounds | |
| Key escape routes (how access can be gained, where they lead to, how they are protected from fire) | |
| Evacuate by the nearest suitable external door. Classrooms have at least two exits but these may not be wide enough for an adult wheelchair to pass through. If the wheelchair user has indicated that in the event of an emergency they are able to walk, they should exit by the exterior classroom door. The designated assistant should help as required. From the hall, corridors, staffroom, ICT suite or library; exit should be via the nearest external fire exit (see plans). Assistance with doors may be required and should be provided by the designated assistant. Doors SHOULD be closed as rooms are vacated. Staff should check that their evacuation routes are clear each day. The caretaker regularly checks that fire exit routes are clear | |
| Assembly points | |
| The assembly point for everyone except nursery is on the large Key Stage 2 playground. If the visitor with a disability is making slow walking progress to the assembly point the designated assistant may leave them, once safely clear of the building, to tell the responsible person where he/she is. In the event that the visitor with a disability has been left in a place of safety because the planned exit could not be made the assistant is responsible for ensuring that the emergency services are made aware of the location on arrival. Staff will make a head count of pupils and adults. Office staff will match the adults present to the list of visitors. | |
| | |