

# **St Peter's Catholic Primary School**

# **HEALTH & SAFETY POLICY**

**Autumn 2021**

**Review Autumn 2022**

**1) Statement of Intent:**

- a) The Governors of the school recognise their corporate responsibility under the Health and Safety at Work Act to provide a safe and healthy environment for all staff who work at the school, the pupils of the school and other people who come onto the premises.
  
- b) The Governors will take all reasonable and practical steps to fulfil their responsibilities. They will provide safe and healthy working conditions that take account of all appropriate statutory requirements, codes of practice, advice, and guidance, including those issued by Tameside Council.
  
- c) **The Governors shall:**
  - i) Appoint and maintain the responsibility structure set out in **appendix One**
  - ii) Appoint and record the name of the Health and Safety Officer(s) (if applicable)
  - iii) Record the name of and consult with the elected Health and Safety representative
  - iv) Provide plant, equipment and systems of work, which are safe
  - v) Provide supervision, training and instruction so that staff and students can perform their activities in a healthy and safe manner.
  - vi) All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities, and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the governing body will ensure within the financial resources available, that such training is provided.
  - vi) Provide necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision.

**REVIEW**

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health safety, and welfare of staff, pupils and others.

Signed.....(for the Governing Body)

Date.....

Signed..... Headteacher)

Date.....

## 2) Responsibilities:

### a) The organisational structure is set out in Appendix One

### b) The Headteacher's responsibilities are as follows:

- i) The Headteacher, will be responsible for the day-to-day operation of this organisational structure, the implementation of the statement of intent and the policies and procedures set out in this document.
- ii) The Headteacher will ensure that all areas of the School are inspected at least once per term.
- iii) The Headteacher will report to the Governing Body those instances where the Head's delegated authority does not allow the elimination or reduction of risks to a satisfactory level. The Headteacher will take all necessary short-term steps to avoid danger.
- iv) The Headteacher will ensure a system for reporting, recording, and investigating accidents is in place. All reasonable steps will be taken to prevent recurrences.
- v) The Headteacher will ensure a system for the recording of all visitors to the site and that they are briefed of any hazards on site. Asbestos register kept in Headteacher's office on bookshelf and in the cleaning office on bookshelf.
- vi) The Headteacher will ensure arrangements for the safe conduct of maintenance work so that the impact on staff and students is considered.
- vii) The Headteacher will ensure that new employees receive a copy of this policy before starting work at the school and that they are briefed on safety arrangements as part of induction.
- viii) The Headteacher will organise effective arrangements for the safe evacuation of the building in case of fire and other emergencies and that suitable fire fighting equipment is available and maintained. Appendix 7.
- ix) The Headteacher will ensure that systems of risk assessment are in place to enable prompt identification and control of hazards. See Health & Safety file school office and cleaning office.
- x) The Headteacher will ensure that all training needs are identified, and that staff are trained to the appropriate standards.
- xi) The Headteacher will ensure that risk assessments are carried out as appropriate

### c) Risk Assessments

- i) The Head is responsible for the maintenance of risk assessment records.

### d) All members of staff

- i) All employees will make themselves familiar with the Health and Safety policy and the procedures contained within it. They should take reasonable care of their own Health and Safety and that of any other persons who may be affected by their activities. Everyone should avoid actions that would put themselves or anyone else at risk.
- ii) **appendix two** contains a checklist of duties for all members of staff.

### e) The Health and Safety Committee

- i) The Health and Safety Committee will consist of the Headteacher, Governor responsible for Health and Safety, teaching staff Health and Safety co-ordinator and Site Manager. It will meet at least once per term.
- ii) Health and Safety will be reported at each full Governing Body meeting.
- iii) **See appendix eight.**

### 3) Working Arrangements

#### a) Accidents

##### i) **What to do when an accident occurs:**

- The following procedures are suggested but may vary according to the severity of the accident and the circumstances.
- Time should be taken to assess the situation and emergency first aid should be given only if you are fully confident of the correct procedure.
- Obtain assistance from another adult immediately.
- Do not leave the accident victim.
- Inform senior staff/office with accurate details and indicating the type of assistance that is required (this may be a First Aider or the Emergency Services).
- After the emergency has passed, procedures for reporting accidents should be followed.

##### ii) **Accident Reporting:**

The system for reporting accidents is managed and reviewed by the Headteacher, working with the designated First Aiders. **(see appendix three)**

#### b) First Aid and Illness

##### i) Arrangements for first aid **(see appendix six)** will include the following:

- The number of first aiders
- Training arrangements where necessary
- First aid boxes: their contents and location and procedures for checking them
- Procedures for contacting a first aider, contacting emergency services and parents, covering classes in an emergency
- Rules on medication – **(see appendix six)**

##### ii) **Illness**

(1) **Pupils:** Teachers should assess the situation as to whether or not the pupil is capable of continuing the lesson / activity. If the illness is severe then follow the procedure for accidents.

(2) **Staff:** If you are taken ill and feel incapable of continuing with the lesson, obtain assistance from another member of staff.

#### c) Emergencies and Evacuation Procedures

i) An emergency is considered to be anything that unexpectedly disrupts the normal running of the school such as the sounding of the fire alarm or the occurrence of an accident. Here we deal with other possible emergencies.

ii) **Serious Service/Structural Malfunction.** This covers gas leaks, bursts, electrical faults etc. You should assess the seriousness of the situation and remedy it, if possible, without involving unnecessary risk to you or to others. If necessary, evacuate the teaching area and send for assistance.

iii) **Intruders.** In the event of a disturbance caused by intruders, you should, after assessing the situation, take steps to defuse the situation, seek assistance

from another member of staff, inform the office, and remember not to be a hero and risk the safety of either child or yourself.

- iv) **Child Absconding From Lesson.** Remain with your class. Inform the Headteacher /office/senior member of staff.
- v) **Emergency Evacuation** If for any reason, we are advised by the authorities to evacuate the school, the procedure should be as is set out in the Fire Regulations. The procedures for the safe evacuation of the building will be made known to all users of the building and plans will be displayed at all appropriate locations.
- vi) **Critical Incidents –** If for any reason, we are advised by the authorities to evacuate the school, then the Critical Incident Procedure will be put in place. A copy is displayed in the school office. The procedures for the safe evacuation of the building will be made known to all users. Information is discussed with teachers at the staff meetings / support staff e-mail or notice on staff board.

#### **d) Fire Precautions**

- i) The school is a **no smoking site**. This applies to all staff, pupils and contractors.
- ii) **See appendix seven.**

#### **e) Electrical Safety**

- i) The following procedures are in place to ensure electrical safety:
  - (1) **Portable electrical equipment** is tested on an annual basis and the report received is acted upon immediately. The date of inspection is recorded in the Health & Safety file number 2 section 6.2 which is kept in the school office.
  - (2) Rules on disposal of lamps will be made clear to all necessary personnel – see HSE guidelines WEEE 2013 kept in cleaning office  
<https://www.hse.gov.uk/waste/waste-electrical.htm#further>
  - (3) Members of staff are not permitted to bring portable electrical equipment onto the school premises without evidence of an approved PAT testing date.

#### **f) Hazardous substances and materials**

- i) Only substances or materials that have been assessed in accordance with the COSHH regulations may be used in School. Domestic products must not be brought on site. (see COSHH file cleaning office )
- ii) All substances or materials must be used in accordance with the hazard data sheets kept on file.
- iii) All substances or materials must be stored in the correct section of the COSHH locker.
- iv) Any hazardous substances that are unwanted or unused must be removed only by recognised disposal contractors.

#### **g) Contractors in School**

- i) All contractors who are due to carry out work on the school site or inside must report to the visitor's reception entrance where upon a permit to work will be issued.

#### **h) Infection control**

- i) A table giving guidance on exclusion from school for the more common or important infectious diseases is kept in the school office in the purple Medical and Asthma file, poster displayed (HSC Public Health Agency March 2017) on the side of the medical cupboard in school office, a copy also displayed in the infant kitchen area and nursery unit.

**i) Supervision of pupils**

- i) All adults who work at the school should be aware of the arrangements for the safe supervision of pupils throughout the school day and when partaking in School activities. The current arrangements are set out in **appendix four**.

**j) Security**

- i) It is the responsibility of the Headteacher in consultation with the Governing Body to ensure the security of the buildings and grounds.
- ii) All visitors will wear a visitor's badge to aid identification and confirm that signing in has taken place. All visitors will read the emergency procedure and visitors sign prior to entering the building.
- iii) Staff should take care not to leave their personal valuables unattended in any area of the school at any time and should ensure that school equipment such as computers, videos, televisions, cameras and audio equipment is locked away out of sight when not in use. A visual check of classrooms should be made at the end of the school day to ensure that valuable equipment has been cleared away. Money should always be kept secure and should always be placed in the strong room overnight. **Thieves will cause extensive damage breaking in to steal even small amounts of cash.**
- iv) General security in the working day depends on all occupants of the building being vigilant and reporting to the office or a senior member of staff anything unusual, suspicious, or causing concern. Serious breaches of security may require the emergency procedures contained in this policy to be used.

**k) Smoking policy**

The school is a **no smoking site**. All staff who work at the school are expected to refrain from smoking on the school site.

**l) Out of School Activities**

- i) The following outline procedures should be applied to all educational visits and holidays. All risks will be assessed, recorded and controlled.
- ii) **A) Visits in the immediate locality of the school.** A Data Collection form is sent to all parents when their son/daughter joins the school as part of their Welcome Pack. A reply is necessary. This written consent covers the pupils to carry out visits within walking distance of the school for the duration of his/her education at our school.
- iii) **B. Planned educational visits for one day or less.** An individual letter of consent giving details of the trip and the transport required to get there, must be signed by the child's parent or guardian. See Educational Visits Policy along with Charging & Remissions Policy on the school website <https://stpetersstalybridge.co.uk/policies/> Copies are kept in the School Trips file (orange file) in the school office.
- iv) **C. For all other visits (holidays) and any visit involving hazardous activities.**  
Insert schools existing procedures – see Educational Visits Policy see above. Governing Body informed along with Tameside Governing Services.
- v) **Itineraries for School Visits and Holidays.** The required detail will vary depending on the nature and duration of the visit. Take the following points

into account when constructing your itinerary:- reference Educational Visits Policy (School Trips file -orange file) kept in school office

- times and point of departure/arrival/return
- approximate duration of travel
- all planned activities
- supervision arrangements, especially periods of intermittent supervision
- detail should be given for any evening activities and to supervision on residential visits

vi) Risk Assessments will be carried out for all visits. These take place at a very early stage before final approval for the visit has been given. Organisers should complete a School Trip Risk Assessment form kept in the School Trips file – orange file) in the school office.

#### **m) Manual Handling**

Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing, or moving that rely on bodily force. The employer recognises that such tasks have the potential to cause injuries. Where it is not possible to lift or move loads by mechanical means, tasks will be assessed, mechanical aids will be provided to reduce the amount of manual handling required and employees will be provided with training in safe lifting techniques. New employees to carry out on-line training as part of the induction process.

#### **n) Work Equipment**

For the purpose of this procedure work equipment includes plant, equipment and tools, whether owned by the school or obtained on loan or hire. The employer acknowledges and accepts its duties under the *Provision and Use of Work Equipment Regulations 1998 (PUWER)*. It will take all reasonably practicable steps to provide work equipment that will not put health and safety of any person at risk and that is suitable and properly adapted for the purpose for which it is provided.

All employees are responsible for using machines in accordance with the manufacturers' instruction. Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when the machine is running. Damaged equipment must not be used.

#### **o) Use of Ladders**

Always select a ladder which is suitable for the work which is being performed. Examine it before use to ensure that it is free from defects, of good construction, sound material and of adequate strength for the job. Ladders should be fitted with non-slip feet.

Ladders or Kick Steps should always be used when putting displays up of any kind. Staff should not stand on chairs or tables to put up displays. Staff made aware of risks through posters from HSE website.

<http://www.hse.gov.uk/work-at-height/step-by-step-guide.pdf>

<http://www.hse.gov.uk/work-at-height/stepladders.htm>

#### **p) Lone Working**

Lone working does occur on occasions, and as this may place individuals concerned at 'increased risk', it is important that the issue is addressed within the risk assessment for the particular activity/task. In order to do this, situations need to be identified in advance so that assessments can be conducted and where necessary, appropriate measures put in place. Please see risk assessment in progress for lone working, which includes measures to address working practices such as working at height and the use of wet floors when carrying out cleaning duties. Examples of lone working:

- Cleaning staff / Site: Manager early start, late finish, school holidays, call-outs etc.,
- Teaching staff: preparation, meetings, etc., outside 'normal' hours
- Late meetings, weekend working
- The Headteacher is aware of any lone worker and regular contact amongst staff is advised.



### Appendix One : Organisation chart for Health and Safety issues

Named Governor for Health and Safety - E Birch (Chair of Health and Safety sub-committee)  
 Headteacher (day to day operation) - K Ryan (Acting Headteacher)

Designated Health and Safety - P Chadwick

Designated First Aiders with responsibility for medical cabinets prescribed medicines  
 P Chadwick / K Murray (office staff)

#### Other designated First Aiders:

Name	Duties	First Aid Qualification
Michelle Armstrong	Teaching Assistant (junior department)	Paediatric first aid – October 2022 <b>currently not on first aid rota</b>
Joanne Bancroft	Midday Assistant	Emergency first aid at work awareness On-line training completed November 2021
Kirsty Broadbent	Teaching Assistant (infant department)	Paediatric first aid – September 2022 First aid at work – November 2022
Joanne Callaghan	Teaching Assistant (infant department)	Paediatric first aid – September 2022
Patricia Chadwick	Business Manager	First aid at work - June 2024 AED training – April 2022
Katie Cooper	Teacher (infant department)	Paediatric first aid – October 2023
Sam Evans	Teaching Assistant	Paediatric first aid– October 2022 First aid at work – November 2023
Cath Green	Teaching Assistant (Infant department)	First aid at work October 2023 Paediatric first aid - September 2023
Heather Barton	Midday Assistant	Emergency first aid at work awareness On-line training completed November 2020
Marianna Malacrino	Teaching Assistant (nursery department)	Paediatric first aid – January 2024
Kirstine McClure	Teaching Assistant (infant)	First aid at work – October 2022 Youth Mental Health First Aider – August 2022
Kaye Murray	Administration Assistant	First aid at work – September 2023 AED training – July 2022
Audrey Pollitt	Teaching Assistant	First aid at work – September 2024
Michelle Taylor	Midday Assistant	Emergency first aid at work awareness On-line training completed November 2020
Karen Walker	Teacher	Paediatric first aid – June 2024

Key holders -	ROC Fire and Security	RESPONSE 0161 627 4664
	K Ryan	Headteacher
	N Leonard	Site Manager
	S Barber	Deputy Headteacher
	P Chadwick	Business Manager

Keyholders updated: 26<sup>th</sup> January 2022 with Advanced Security Systems - confirmation e-mail received.

## **Appendix Two: Checklist of duties for all staff**

### ***All members of staff should***

1. Take reasonable care of their own Health and Safety and that of any other person affected by their activities
2. Co-operate to enable any statutory duty or requirement to be met
3. Familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put them or anyone else at risk
4. Be familiar with the Health and Safety policy and the particular aspects which affect their work
5. Report any observed defects in the premises, plant, equipment and facilities
6. Take an active interest in promoting Health and Safety and suggest ways of reducing risk

### ***Where machinery or equipment is used, staff should***

1. Check that it is adequately guarded
2. Check that it is in safe working order
3. Not make unauthorised or improper use of the equipment
4. Use the correct tools or equipment for the job and adopt any appropriate protective or safety measures
5. Ensure that hazardous substances are properly used, stored and labelled

### Appendix Three: Accident Reporting

1. All employees are required to report any accidents which occur at work.
2. An accident report form must be completed for all accidents which result in medical treatment or absence to staff, students or third parties. All accident report forms should be submitted to the Health and Safety team at TMBC as quickly as possible. School retains a copy of the form and the original is sent directly to the health and safety team within four working days. Copies of accident investigation reports, written statements that may have been made by the injured party or witnesses must be attached to the form. Records should be kept for seven years.
3. A separate form must be completed for each individual who suffers injury. For trivial/minor/non-consequential incidents where the individual involved does not require first aid or medical treatment and where there is no apparent injury e.g. bumps to head. Ensure the incident is recorded in the Accident Reporting Book (red book) along with the individual index card (kept in the school office).
4. **If the accident is likely to be reportable to the Health and Safety Executive it should be reported immediately by e-mail to Kevin Rice [healthandsafety@tameside.gov.uk](mailto:healthandsafety@tameside.gov.uk), Health & Safety Advisor, Tameside One, Market Place, Ashton-under-lyne, OL6 6BH Tel. 0161 342 2891.** An Accident and Dangerous Occurrence Report Form is to be completed (\*\*blank forms are kept in the top drawer of the medical cupboard > Accident Reporting forms folder).
5. Staff who have witnessed an accident should co-operate fully with the Headteacher in supplying information to complete the form with special reference to Section 8. The form will be signed by the Headteacher or Nominated Person. Forms kept as above\*\*
6. All reasonable steps will be taken to identify the cause of the accident or dangerous occurrence and, wherever possible, remedial measures will be taken to prevent a recurrence.
7. **Violence or aggression**  
All incidents of violence or aggression must be reported using the approved *School's Special Initiative Package* (see Headteacher). We retain a copy of the form and the original is sent directly within four working days to Steve Gwilt, Services for Children and Young People. If as a result of a violent incident an accident occurs then a Tameside accident report form should be completed as above. \*\*

## **Appendix Four : see School Policies for Behaviour Management Policy and Procedures**

### ***The School day***

#### **1. Before**

Members of staff supervise the infant and junior playground from 8:40 a.m.

#### **2. Morning Registration for school**

Registration taken at 8:50 a.m. End of registration period is 9:10 a.m

#### **3. Break supervision**

10:30 – 10:45 a.m. 2 members of staff are present on the Infant playground and 1 member of staff on the Junior playground.

#### **4. Lunchtime supervision**

12:00 – 1:00 Midday Assistants and Headteacher (Deputy Headteacher in absence)

#### **5. Advice to Pupils on road safety**

Road Safety Presentations. Headteacher's Assemblies.

#### **6. Message to parents/carers re parking – Health and Safety issues re parking etc**

Continual reminders through newsletters to parents / carers. Governing Body agenda item.

## **Appendix Five : Security arrangements**

1. The Site Manager is responsible for opening the School in the morning. Gate restriction times for opening from September 2015. In the absence of the SM, the Headteacher and Deputy Headteacher arrange unlocking of the school premises.
2. The Site Manager is responsible for checking all doors and windows before setting the intruder alarm and locking the school.
3. **Visitors to the School**
  - (i) All visitors to school are registered at reception and issued with a visitor's badge along with a Visitors and Volunteers leaflet.
  - (ii) Contractors undertaking works to be issued with a TMBC Permit-to-Work – Site Manager
4. **Contact with the police.** A record should be kept of all contacts with the police. Crime book kept in Headteacher's office.

**Whole School Emergency Evacuation Procedure in place since July 2017**

**Appendix Six: Medical and First Aid arrangements**

**1. The designated First Aiders in school are:**

Name	Duties
Kirsty Broadbent	Teaching Assistant – First aid at work / Paediatric
Joanne Callaghan	Teaching Assistant - Paediatric
Patricia Chadwick	Business Manager - First aid at work / AED
Sam Evans	Teaching Assistant - Paediatric
Cath Green	Teaching Assistant - First aid at work / Paediatric
Marina Malacrino	Teaching Assistant - Paediatric
Kirstine McClure	Teaching Assistant - First aid at work Youth Mental Health First Aider
Kaye Murray	Administration Assistant - First aid at work / AED
Audrey Pollitt	Teaching Assistant – First aid at work from 3/5/21
Karen Walker	Teacher - Paediatric

The duties of First Aiders are as follows: -

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at School
- when necessary, ensure that an ambulance or other professional medical help is called
- ensure all accidents are recorded in medical book / index cards

**2. First Aid boxes are located as follows: -**

Location	Responsible for checking
School Office	Patricia Chadwick / Kaye Murray
Cleaning office	Natalie Leonard
Year 3 / 4 junior corridor	Audrey Pollitt
Year 5 / 6 sink area	Kirstine McClure
Infant kitchen area	Kirsty Broadbent / Cath Green
Nursery Unit	Karen Walker / Sam Evans
School Kitchen	Zoe Murray

**The above mentioned first aiders are responsible for ensuring that medical boxes are sufficiently stocked with medical supplies and the contents are checked termly in the delegated area.**

**3.** The Headteacher / School Business Manager are responsible for maintaining records of training and ensuring that staff are booked on refresher courses as appropriate.

**4.** The Headteacher is responsible for checking and updating these lists:

List contents: -

Names and location of First Aiders

Red Emergency Contact file for pupils – kept in school office

Staff / parent / visitor emergency contact file – kept in school office

5. A termly meeting is held with the Health and Safety Officer and first aiders. Minutes filed in Health & Safety file (school office.)

## **6. Supporting Pupils with Medical Conditions Policy**

The policy can be found on the school's website <http://stpetersstalybridge.co.uk/policies/>

### **Supporting Pupils with Medical Conditions Policy**

#### **Aims and Objectives**

- to ensure that children requiring medicines receive the support they need consistent with Every Child Matters
- to ensure that everyone, including parents, is clear about their respective roles
- to put in place effective management systems to help support individual children with medical needs
- to ensure that medicines are handled responsibly
- to ensure that all school staff are clear about what to do in the event of a medical emergency

#### **Procedures for managing prescription medicines on trips and outings**

Children with medical needs should be enabled to participate in safely managed visits. School needs to consider what reasonable adjustments are needed to enable children with medical needs to participate fully and safely on visits. This will always include a risk assessment for such children.

Sometimes additional safety measures may need to be taken for outside visits.

It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency.

If staff are concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they should seek parental views and medical advice from the school health service or the child's GP.

#### **Procedures for managing prescription medicines when participating in sporting activities**

Most children with medical conditions can participate in physical activities and extra-curricular sport. There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan. All adults should be aware of issues of privacy and dignity for children with particular needs.

Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers.

Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

**Asthma Policy and Guidelines** –  
<http://stpetersstalybridge.co.uk/policies/>

The policy can be found on the school's website

## **Appendix Seven: Fire Prevention – School Fire Drill Procedure**



On hearing the fire bell, children and all staff should leave what they are doing and proceed immediately to the nearest exit.

**Do not stop to pick up personal belongings or coats, even if cold, raining etc. \*\*ASSEMBLE ON JUNIOR PLAYGROUND\*\***

- Office staff (PERSON 1 – fire marshal) to check alarm panel and zone. Ring 999 if a fire is discovered.
- Office staff (PERSON 2 – fire marshal) takes registers (in red ringbinder), signing-in book and staff attendance sheet.
- Office staff (PERSON 2 – fire marshal) to pass attendance register sheets to teachers. Junior children to line up in register order. Infant children – teacher to take head count and check computerised attendance register list.
- Office staff PERSON 2 to check all visitors in the sign-in book are accounted for and advise the Headteacher. Visitors in school to assemble underneath the pergola situated on junior playground.
- Office staff (PERSON 1 – fire marshal) will check staffroom, staff toilets and hall.
- Office staff (PERSON 1 – fire marshal) to wait outside the building to allow fire service access to the building.
- Office staff (PERSON 1- fire marshal) to open perimeter gate to meet fire service and to allow the access to the premises.
- Y6 Teacher (fire marshal) to check Y5/6 toilets. If Year 6 are being taught in another area, the Year 5 teacher to check toilets as they leave the building.
- Headteacher (fire marshal) to check Y3/Y4 toilets, along with infant toilets and tree house.
- Children to leave through fire exits in classroom. If there is a lesson in the hall or ICT room, exit through nearest fire exit.  
The nearest exit for the ICT room is through Y3/4 Cloakroom or Y1 Classroom. The nearest exit for the hall is through the blue fire doors. The key next to the hall fire door opens the perimeter gate to allow access to the junior playground.
- If fire alarm sounds at dinnertime, mid-days and children leave the building by the nearest fire exit. Children are not to continue eating! Staff will assist if possible and assemble on the junior playground. The headteacher will check all toilets.
- Children to walk in silence in a quick and calm manner. The building should be cleared immediately the alarm sounds.
- Once outside, teachers take registers.
- Office staff to check staff signing in book and visitor book and advise Headteacher.
- Headteacher will check all staff and visitors are present, including kitchen staff.

Nobody is to return to school until all personnel are accounted for and permission granted by Headteacher.

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**Nursery Fire Drill Procedure**

On hearing the fire bell, children and all staff should leave what they are doing and proceed immediately to the nearest fire exit.

Do not stop to pick up personal belongings or coats – even if cold, raining etc.

- FIRE ASSEMBLY POINT - junior playground.
- *On hearing the alarm sounder in the admin office (main school building), one member of office staff and the headteacher will move calmly and quickly to the Nursery unit. A member of office staff to bring a mobile phone along with the red **Emergency Contact file** (kept in school office.)*
- Children should be moved calmly but quickly.  
The building should be cleared immediately once the bell has sounded.
- Teacher and teaching assistant(s) to act as fire marshalls.  
On hearing the bell, a member of the teaching staff to ensure the visitors' book is taken to the playground.
- Member of teaching staff to check the computer area / office / indoor playroom / quiet room / staff toilet / pupil's toilets / kitchen area / stockroom.
- As the teacher directs the children out through the main exit door or outside gate whichever is relevant at the time, a headcount is to be carried out to ensure all children have exited the premises.
- Once outside the children will sit on the junior playground benches whilst the teacher takes the register (*an up-to-date Fire Class listing is kept in the back of the visitor signing-in-book.*)
- Once outside, another member of the teaching staff to check visitors against the signing-in book.
- Once outside a member of staff will inform the office staff to call 999.
- If there is a fire drill at the time of outdoor play, then no one must re-enter the building. Children and staff in the outdoor play area, must exit using the outdoor gate and assemble on the junior playground.
- Nobody is to return to the nursery unit, until all personnel are accounted for and permission granted by headteacher.

Nobody is to return to the nursery unit, until all personnel are accounted for and permission granted by Headteacher.

## **Appendix Eight : Health and Safety Committee**

### ***Membership***

Chair – Health and Safety Governor – Mrs E Birch  
Headteacher – Mrs K Ryan  
Health and Safety – Mrs T Chadwick  
Site Manager – Ms N Leonard

### ***Remit***

Termly meetings  
Keep policies up-to-date

Check policy in operation  
Spread health and safety awareness

### ***Outline agenda***

Site management  
Safeguarding  
Development  
Buildings  
Policy and risk assessment reviews

**Role of competent persons** is to advise on health and safety needs / priorities / problems  
In addition there are additional members of the committee: Mr P Murphy, Mrs AM Worrall,  
Mrs E Wills.

### **Useful contacts:**

**Jackie Sharpe / Diane Parsons / Alison Glover, TMBC, Tame Street Depot, Tame Street,  
Stalybridge, SK15 1ST – 0161 342 3671 / 2523**

**Greater Manchester Health Protection Unit – 0161.786 6710 (Infection and Control)**  
**Further Information on policies and guidance go to:-**  
**TMBC website Education - support net**

Report to approved by Governing Body 18<sup>th</sup> October 2021

Report produced by K Ryan / P Chadwick  
Report last updated: February 2022

To be reviewed Autumn 2022 by:

K Ryan                      Headteacher

P.Chadwick              School Business Manager

*Any other business:*

*Amendments:*