



Health and Safety Policy

Health and Safety Checklist

Evacuation Procedures
Infant corridor checklist
Junior corridor checklist
Central area checklist

Procedure for evacuation to the Blue School

2	09/03/2016	Formatting changes, update to designations
1	01/01/2014	Initial version

Introduction

Health and safety is the responsibility of all. All staff are required to do all that they can to keep themselves and others at Worple Primary School safe and to report any concerns to the health and safety representative. It is also part of our duty as educators to bring children up working towards the same requirement.

Health and safety representative	Donna O'Connor
Health and safety governor	Cordie Wingrove

Purpose

It is the duty of every one of us to take reasonable care of the health and safety of ourselves and others who may be affected by our acts or omissions at work. A poster showing health and safety law must be displayed in the main office and the guidance below is aimed at ensuring safe working conditions at Worple Primary School.

School security and visitors

Entrance to the building is restricted to the main entrance on Queens Terrace, except for children and parents at the beginning and end of the school day. The door is locked and is only opened on request. All visitors sign in and take a badge. The other two entrances are opened from 8.30 to 9.00 a.m. and from 3.15 to 3.45 p.m.

Visiting workers to the site are expected to ensure the safety of their equipment and take the correct precautions in order to protect themselves or anyone on the site. Where any visiting worker to the site appears to be working in a dangerous manner, leaves potentially dangerous equipment unattended or fails to safeguard the safety of children and adults by erecting barriers, notices etc., they should be reported immediately to the head teacher, deputy head teacher or school caretaker.

Fire and other emergency requiring evacuation

Ensure that all outside doors are clear to allow easy exit at all times.

The evacuation procedure is appended to this policy.

There will be an evacuation practice termly.

Smoking

The whole site is designated as a no-smoking zone.

Accidents and illness

All support staff are trained in basic first aid. The admin or welfare assistant is a certificated first aider. When an accident occurs the injury is treated in the first instance by a support assistant or lunchtime supervisor. More serious cases will be reported immediately to the first aider. If in doubt about the need for additional help, an ambulance will be called immediately. The parent or carer will be called and informed of any injury requiring more than the most basic of treatment.

First aid equipment is to be found in the medical room and in a playground trolley. It is checked and replenished every half term by the admin or welfare assistant.

In the case of minor accidents requiring treatment, names are entered in the accident books kept in the medical room and trolley.

Accidents where children or adults have needed hospital treatment, or where their parents have been informed, are recorded on the appropriate accident report form online.

Children's names and emergency telephone numbers for contacting parents are kept in the main office and are updated annually.

Any child that is feeling unwell is to be sent to the welfare assistant or lunchtime supervisor in the first instance.

Medication, apart from inhalers, is not to be brought to school under normal circumstances. If a child is in need of medication this must be taken at home whenever possible. When there is no other alternative but to keep the child in school, the medication must be in an original container with the dosage instructions and child's name as supplied by the chemist. The admin or welfare assistant will keep the medicine secure and will log the administration of it. Children who have a long term condition, such as asthma or diabetes, will be working towards self-administration under the supervision of the admin or welfare assistant.

Cleaning up sickness is the caretaker's responsibility if he/she is on duty; if not the admin or welfare assistant will help.

Stock cupboards and resource areas

Unaccompanied children are not allowed in these areas. The areas should be kept uncluttered and tidy with clear access to doorways.

Use of equipment

Televisions, pianos and computers must not be moved by children. Electrical equipment should generally be plugged in by teachers though responsible children from year two upwards can be trained to do this safely. Equipment should be plugged in without trailing leads, and when not in use electrical equipment should be unplugged and the leads secured by an adult. Electrical equipment will be checked according to recommended

schedules. From time to time equipment can suffer damage which would render it unsafe, such as damage to an electrical lead or plug. Such equipment must be taken out of use immediately, labelled and reported to head or caretaker. Report broken furniture, equipment, faulty lighting, electric sockets, cracked or broken windows to the head teacher or caretaker.

Use of ICT suite

Staff and children are to take a ten minute break if using ICT suite for more than one lesson. Mirrors have been installed so that the teachers can see what the children are looking at on their screens.

Hall

Children may use and move the PE equipment and apparatus only under the supervision of a qualified teacher. All apparatus should be checked for safety and stability before the children use it and should be replaced after each session. Defects to the floor or equipment should be reported immediately to the head teacher

For PE children should wear shorts, tracksuit bottoms, t-shirts and plimsolls.

Long hair should be secured and no form of jewellery is to be worn. LA advice on the general issue of jewellery is given at the end of this section and in the PE policy.

For dance and drama, to change into plimsolls.

Liquids spilt in the hall should be mopped up quickly. Sickness should be covered immediately with sawdust and cleared away as soon possible.

Lunchtimes

Children should be encouraged to walk at all times; they must be supervised when carrying their meals from the serving hatch to the table (this is normally the responsibility of the lunchtime supervisors).

Spilt liquids should be mopped up quickly. Sickness should be covered immediately with sawdust and cleared away as soon as possible.

Those children who have school lunch or sandwiches must remain on the school premises during the midday break unless they have the permission of the head teacher. There is anti-bacterial gel available for children to clean their hands prior to eating lunch.

School kitchen

Children are not allowed to enter the school kitchen at any time for any reason. Meals are not cooked on the premises but are delivered from an outside source and served from the containers in which they arrive.

Food hygiene

Kitchen staff must ensure that all surfaces and equipment used to serve the meals is clean. Staff must ensure that their hands are clean and that they wear their aprons and hats when preparing or serving the meals.

Cooking takes place as part of the curriculum and ingredients used for this cooking must be kept in the fridges in the kitchen bases. Food must not be kept passed its sell by date and must be checked before use.

Both children and adults must wash their hands before cooking take appropriate hygiene measures (e.g. hair tied back). The tables on which the food is prepared must be wiped or covered before use and the equipment used in cooking must be washed and dried before being returned to storage.

Cakes or other items produced in cooking should be sent home in bags.

Playtimes and wet playtimes

See relevant entry in the Staff Handbook section.

Corridors

Children will be expected to walk in the corridors.

Dogs

Parents are strongly encouraged not to bring dogs into the playground; animals can be frightened by such a large group of children and act unpredictably.

Classrooms

Children must not be left unsupervised. If an emergency arises a child should be sent to obtain help. If the emergency makes leaving the class unavoidable the class teacher should alert the teacher in the nearest classroom that he /she is going to leave the room for a few minutes. Breakable objects, e.g. mugs, jars, milk bottles, should not be carried by children. Nor must they carry hot cups of tea / coffee or containers with hot or dangerous liquids, knives or staff scissors. Children should not be given hot drinks in school hours.

Children should not carry or push furniture or equipment except under supervision and with help of a responsible adult. Any table must be carried by at least two children.

In the interest of health and safety children should be encouraged to behave sensibly in the toilets, flush after use and wash their hands before returning to class.

At the end of the day, classrooms should be left tidy with chairs placed under desks. Sinks and surfaces should be left in a reasonable state, as should be the floor. Children should

be encouraged to tidy up and care for the equipment in the classroom.

Penknives and sharp implements

Penknives and other sharp implements should not be brought into school by staff or children. The use of school knives and other tools must be under strict supervision and children must be taught how to use them safely. Scissors, knives or other dangerous implements must not be left unattended.

Educational visits

See LA guidelines.

Use of motor vehicles for school purposes

Staff must ensure that they have adequate insurance before using motor vehicles for any school purpose whether carrying passengers or not. This generally requires more than the standard Social Domestic and Pleasure cover and must include cover for business use. This is particularly important when carrying children for any reason. The number of passengers carried must conform to the capacity of the car and each passenger must have and use an appropriate seat belt. An appropriate number of adults must be carried to supervise children in accordance with school trip guidelines (see above).

Working at height

Kick-steps and step ladders are available for access to out-of reach areas. Training is available for the safe use of ladders. Staff must ask for help from the caretaker to reach anything higher than the top of a door, and must not use tables or chairs in place of the correct equipment.

Lifting

Training is available in the safe lifting of objects including children or adults. When lifting try to remember the following:

- Keep your feet apart (one foot in front of the other)
- Bend your knees
- Keep your back straight
- Keep the weight as close to your body as possible
- Hold weight securely
- Hold your head up - chin in

Safety inspections

The health and safety representative and governor will carry out a termly inspection.

Health and safety inspection checklist

Are health and safety regulations on display?	Yes	No
Is the secure entry system functioning?	Yes	No
Are all outside doors unlocked and uncluttered?	Yes	No
Is all fire extinguishing equipment correctly positioned and in good order?	Yes	No
Are all alarm points, smoke alarms and indicator boards functioning?	Yes	No
Date of most recent check of equipment:		
Date of most recent fire/evacuation drill:		
Has there been a fire in the last year?	Yes	No
Are smoking rules observed?	Yes	No
Has the list of emergency telephone numbers been checked this year?	Yes	No
Are flammable liquids kept in a safe area away from children?	Yes	No
Date of most recent check of AVA equipment:		
Is the state of the hall floor after lunch satisfactory?	Yes	No
Is PE equipment safe and stable?	Yes	No
Are there any reports in the building maintenance book for the hall or PE equipment?	Yes	No
Are there any reports in the building maintenance book for the school kitchen?	Yes	No
Is the storage of food for cooking satisfactory (e.g. sell-by dates)?	Yes	No

Number of reported accidents requiring hospital treatment in each area of the school

Hall:	Class:	Toilet:	Corridors:
Playground:	School kitchen:	Kitchen bases:	Offices:

Community room	Other areas
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Evacuation procedures

All staff, children and visitors should familiarise themselves with this procedure and with the position of the nearest fire alarm and exit.

On discovering a fire priority should be given to raising the alarm and to evacuating the building.

Raise the alarm by breaking the glass at the nearest fire alarm point.

On hearing the alarm:

- Class teachers and support staff line up the children that are with them and take them calmly, by the safest route, to the top playground
- Groups in the hall, staff room or library will exit to the car park and await collection by fire marshal 4.
- Collect children from the toilets if possible (but the evacuation of the whole class should not be held up for one child).
- Children who are detached from the class for a short time but are still in the charge of the class teacher, for example, those who have been sent on a message or are in the toilets, library or hall, should be trained, depending on their age, to rejoin their class immediately or meet them on the playground.
- Children working in groups with parents or part time staff will be taken by them onto the playground to rejoin their class.
- The teacher will call the register. Give the names of any missing children to the person in charge (the head teacher or deputy head teacher).

In the office:

- Fire marshal 1 (normally the school secretary) will:
 - allocate the other fire marshal roles to available staff
 - take and follow the office checklist
 - check the area
 - call the fire brigade and await their arrival outside the front entrance
- Fire marshal 2 will:
 - take and follow the infant checklist
 - check the area before exiting the building with the grab bag
 - act as contact point in the playground
- Fire marshal 3 will:
 - take and follow the junior checklist
 - check the area before exiting the building
- Fire marshal 4 will:
 - take and follow the central area checklist
 - exit via the car park, collect any classes there and feed them into the playground via the side gate.

Lunchtime

At lunchtime, the above procedure is followed with the following additions:

- SMSAs:
 - calmly take the children onto the top playground (if appropriate, otherwise to the car park, as above).
- Kitchen staff:
 - close the kitchen doors and help evacuate children.
- Teachers and support staff in the building:
 - go to the playground to assist the SMSAs.
- Members of staff on office duty:
 - allocate checklists to appropriate staff.

In the absence of any member of staff for any reason, the person acting in their place shall assume the role.

If children are to be kept outside in poor weather conditions for any length of time, the school will be taken, via Worple Road, to the Blue School for shelter.

Fire marshal 1 checklist: offices

	✓
Allocate fire marshal roles	
Check office	
Check head teacher's office	
Check head teacher's meeting room	
Check gentlemen's toilets	
Check ladies' toilets	
Prepare grab bag, including register printout	
Prepare visitors' book, late book and signing-out book	
Call fire brigade	
Await fire brigade at front door and prevent entry of others during emergency	

Fire marshal 2 checklist: infant corridor

	✓
Check HLS room	
Check sick bay	
Check disabled toilet	
Check secure cupboard	
Check ICT suite	
Check nursery inside store	
Check nursery toilets, including disabled toilet	
Check cluster room	
Check reception toilets	
Check Year 2 toilets	
Check Year 1 toilets	
Take grab bag and exit to playground	
Act as contact point in playground, give register sheets to each class for checking	
Check visitors against visitor book	

Fire marshal 3 checklist: junior corridor

	✓
Check disabled toilet	
Check teaching room	
Check secure cupboard	
Check TAs' room	
Check boys' changing room	
Check girls' changing room	
Check PTA cupboard	
Check Year 6 toilets	
Check Year 5 toilets	
Check Year 4 toilets	
Check Year 3 toilets	
Check outside PE store	

Fire marshal 4 checklist: central area

	✓
Check meeting room	
Check disabled toilet	
Check staff cloakroom	
Check secure cupboard in staff room	
Check staff room (look carefully in computer area)	
Check hall	
Check table store	
Check PE store	
Check caretaker's room	
Check toilet	
Check resources room	
Check cleaner's room	
Check shower room	
Check library	
Check secure cupboard in library	
Check music store	
Exit via library doors to outside, collect any groups from car park and take along Queens Terrace to playground via side gate	

Additional procedure for evacuation to the Blue School

In the event of any evacuation, consideration should quickly be given as to whether the Blue School would be a more appropriate place for the children to be. Factors to be considered include:

- The length of time that the emergency is likely to last
- The weather conditions
- The clothing being worn (e.g. at lunchtime they are likely to have their coats on)
- The balance of risk involved in the transfer set against the risk of staying at Worple Primary School.

The decision to transfer will be made by the head teacher or most senior member of staff present.

Once the decision to transfer has been made, priority should be given to the safety of the children en route, over and above the other procedures that need to be followed.

The head teacher or most senior member of staff will accompany the school party; the deputy head teacher, or next most senior, will stay behind to liaise with the emergency services and give the all-clear for the school party to return if appropriate. The person remaining behind will be given school mobile 2.

As soon as is practicable the following calls will be made by the admin staff using school mobile 1.

- The Blue School to warn of impending arrival: 020 8560 6721
- The borough emergency number, giving details of the evacuation: 020 8583 2222

Classes will walk in pairs along Worple Road, crossing South Street using the pedestrian crossing lights.

Entry to the Blue School will be made using the entrance next to the Isleworth Public Hall which will have been opened by the Blue School. Year 6 children will be used as monitors to assist their link classes. Other Year 6 children will help with Nursery and Reception. SEN teaching assistants will supervise their children as appropriate to their needs; general teaching assistants will help with the youngest children.

On arrival at the Blue School, a roll call will be taken immediately. Administrative assistants will set up a communications base in the school and liaise with the person that remains at Worple Primary School and the Local Authority as appropriate. If the decision is made to contact parents then this will be done by Parentmail, text or phone call, keeping a record of those that have been contacted and taking advice from the Blue School as to which entrance to direct them to. If the decision is made to return to Worple Primary School, this will be conducted in the same manner as the evacuation.