



HEALTH AND SAFETY POLICY STATEMENT

SEPTEMBER 2023

<i>Date of Review</i>	<i>September 2023- further updates made Nov 23 following DFE Health and Safety audit</i>
<i>Date reviewed by Governors /trustees</i>	<i>29th November 2023</i>
<i>Cycle of review</i>	<i>Annually</i>

AS OUTLINED IN THE GUIDANCE, THE POLICY SHOULD INCLUDE:

- A GENERAL STATEMENT OF THE POLICY
- WHO IS RESPONSIBLE FOR WHAT (DELEGATION OF TASKS)
- ARRANGEMENTS FOR RISK ASSESSMENTS AND THE PRACTICAL CONTROL MEASURES TO REDUCE RISK
- HOW THE SCHOOL WILL ESTABLISH, MONITOR AND REVIEW ITS MEASURES TO MEET SATISFACTORY HEALTH AND SAFETY STANDARDS

THE POLICY SHOULD BE PROPORTIONATE AND RELEVANT TO THE SCHOOL. THE ELECTED COMPETENT PERSON IN THE SCHOOL SHOULD WORK WITH THE EMPLOYER AND ITS HEALTH AND SAFETY ADVISERS TO CREATE THE POLICY.

THE FOLLOWING LIST GIVES EXAMPLES THAT SCHOOLS COULD INCLUDE THEIR HEALTH AND SAFETY POLICY. THIS LIST IS NOT EXHAUSTIVE AND THE CONTENT OF THE POLICY WILL BE DETERMINED BY THE SCHOOL:

- PROPORTIONATE CONTROL MEASURES FOR HEALTH INFECTIONS
- LINE MANAGEMENT RESPONSIBILITIES
- ARRANGEMENTS FOR PERIODIC SITE INSPECTIONS
- ARRANGEMENTS FOR **CONSULTING AND INVOLVING EMPLOYEES**
- STAFF HEALTH AND SAFETY TRAINING, INCLUDING **ASSESSMENT OF RISK**
- RECORDING AND REPORTING ACCIDENTS TO STAFF, PUPILS AND VISITORS – INCLUDING **REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013 (RIDDOR)**
- **POLICY AND PROCEDURES FOR OFF-SITE VISITS**, INCLUDING RESIDENTIAL VISITS AND ANY SCHOOL-LED ADVENTURE ACTIVITIES
- DEALING WITH **HEALTH AND SAFETY EMERGENCIES**, INCLUDING PROCEDURES AND CONTACTS
- **FIRST AID FOR STAFF AND PUPILS**
- OCCUPATIONAL HEALTH SERVICES

- HOW YOU WILL INVESTIGATE ACCIDENTS AND INCIDENTS TO UNDERSTAND CAUSES
- HOW YOU WILL MONITOR AND REPORT PERFORMANCE AND EFFECTIVENESS OF THE HEALTH AND SAFETY POLICY

AGATE MOMENTUM TRUST

HEALTH AND SAFETY POLICY STATEMENT

INTRODUCTION

This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent Regulations. It notes advice given in the Government's Health and Safety Advice for Schools document which can be found on the Gov.uk website (<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>).

It is to be used in conjunction with the Safety Cloud portal where advice and guidance for schools in the Trust is available. Here is the login for Safety Cloud

[Safety Cloud 2](#)

This policy will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the school. Copies and subsequent amendments will be made available to all employees. The phrase 'employee' includes all staff whatever their management function.

The success of this policy depends on the active support of all employees to achieve its objectives.

THE POLICY STATEMENT

The Agate Momentum trust is accountable for the health and safety of school staff and pupils.

The Executive Head Teacher will be responsible for ensuring the implementation, management and monitoring of the Policies and Procedures of the Agate Momentum Trust.

As the Executive Head Teacher recognises and accepts her responsibility to, as far as is reasonably practicable, provide a safe and healthy workplace and working environment for all employees, pupils, visitors and others who may be affected by the work of the school i.e. parents, volunteer helpers and school meals service.

In discharging responsibilities, the Executive Head Teacher will pay due regard to relevant Regulations, Codes of Practice, Guidance Notes and professional advice.

The Executive Head Teacher will work closely with the Chief Financial/Operations Officer (CFOO) and the Head Teachers of each school to ensure health and safety is upheld and managed to the highest level. To support communication around Health and Safety, weekly Executive team meetings take place at each school. (These involve EX HT/ CFOO and the HTs)

The Executive Head Teacher similarly requires all employees to recognise their responsibilities to take care for the safety of themselves, other workers, pupils, visitors and others who may be affected by the work of the school and to cooperate fully with the Executive Head Teacher/ CFOO and the employer in achieving this policy.

The Executive Head Teacher accepts responsibility as far as is reasonably practicable for the effect of the school's activities on the safety of contractors and others whilst working on school premises working closely with the CFOO, site supervisors and office staff who are all trained on managing contractors on site.

The Executive Head Teacher similarly requires contractors and others, when working on school premises, to take all reasonable care for the protection of their own employees, school staff, pupils, visitors and others who may be affected by their work.

The Executive Head Teacher will cooperate fully in the appointment of Safety Representatives by recognised Trade Unions as set out in the Safety Representatives and Safety Committees Regulations 1978. (within the current staff).

Agate Momentum Trust Statement

The Trust Board and the Local Governing Body will, so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work etc. Act 1974, relevant regulations, approved codes of practice, guidance notes, the Safety Policy of the Agate Momentum Trust and paying due regard to advice and information provided by the advisers and trustees.

The Trust board and the Local Governing Body will ensure, so far as is reasonably practicable, that all means of entering or leaving the premises available for use are safe and without risks to health and, that any plant or substances in the premises or provided for use there are similarly safe and without risks to health. In this respect, the Trust Board and the Local Governing Body will comply with arrangements and procedures made by the Agate Momentum Trust and it will ensure that appropriate health and safety arrangements are in place.

The Trust Board and the Local Governing Body will review this statement annually or if circumstances change in the interim. It will ensure that the school maintains, monitors and reviews its health and safety policy including the necessary items of organisation, arrangements and procedures.

In order to assist in the discharge of its responsibilities, the Trust Board and Local Governing Body will receive copies of all Health and Safety reports made to the Agate Momentum Trust by the Head Teachers.

GENERAL RESPONSIBILITIES-WHO IS RESPONSIBLE FOR WHAT

Executive Head Teacher -

Oversees the management of Health and Safety across the Trust.

CFOO –

Maintenance of the Health and Safety Policy and risk assessments. Should always be notified of any potential hazard/problem.

Headteachers -

Management of day-day Health and Safety at the school. Needs notification of accidents or injuries, particularly injuries to the head

Deputy Head Teachers/Assistant Head Teachers

Deputise for the above.

Office Staff –

Informing parents when a child has bumped their head or needs further medical care.
Managing SCR (single central record) the safety of guests/ contractors on the premises

Site Supervisor -

Site maintenance and repairs, upkeep and cleanliness of the building. Removal of hazardous waste and breakages. Management of records regarding Health and Safety. Management of Legionella (Recording of water temperatures etc.) Controlling Asbestos register /actions.

First Aiders -

All staff (teaching and support) need a common-sense approach to school first aid procedures. Qualified first aiders are listed around the school and in the staff rooms.

Competent person Executive HT/ CFOO

The Executive Head Teacher will be responsible to the Trust for the implementation, management and monitoring of the relevant policies and procedures. The Executive Head Teacher will approve and monitor any arrangements made by the school management team to discharge their responsibilities, as well as monitoring the outcome of any arrangements she may make. The Executive Head Teacher will be supported by the CFOO and the HTs. The Ex HT and CFOO are IOSH trained.

The day to day running of the school is delegated to the Headteachers of the Schools (competent person) who are supported by the leadership team and the CFOO for the Trust. The Headteachers are responsible for ensuring that risks are managed effectively. This also includes health and safety matters. Line managers will take all reasonable measures to assist the Executive Head Teacher in adhering to this health and safety policy. So far as is reasonably practicable, they will ensure that those under their control and the areas in which they work are safe and that those employees under their control fulfil their responsibilities.

Employees have a duty to take reasonable care for their own health and safety and of others who may be affected by their actions and/or omissions; they are to cooperate with the Agate Momentum Trustees, the Executive Head Teacher and line managers to enable them to maintain a safe and healthy workplace. Disregard or failure to comply with safety instructions shall be a breach of disciplinary rules and dealt with accordingly. The Executive Head Teacher will liaise with the trustees in matters where its responsibilities relate to the Health and Safety at Work Act. The Agate Trustees must comply so far as it is within their power to do so with the Agate Trusts safety policies. Should the Local Governing Body fail to discharge any responsibilities related to the Act, the Agate Momentum Trust trustees will take necessary action and, if appropriate, charge the school's delegated budget accordingly.

Pupils should be safe in school and when undertaking out of school activities. The risk management to keep them safe should be proportionate to the nature of the activities.

Head Teachers

The Head Teacher will be responsible for all aspects of Health and Safety in the school and will delegate to particular individuals specific functions for which they will be responsible to the Executive Head Teacher. In particular they will ensure the following:

- there are arrangements for playground supervision, before and after sessions, break times and lunchtimes and a RA has been carried out.
- there are procedures for Educational Visits. Staff asked to drive children to and from visits due to SEND needs must have 'business insurance' on their cars and seek parental permission.
- there are arrangements for [personal safety and security](#)
- that termly fire drills are arranged and recorded and reported to the board
- [occupancy numbers](#) on halls are calculated to ensure rooms are not over occupied during concerts / assemblies etc. It may be advisable to sell tickets to monitor numbers. (Appendix c and D)
- fire doors should be either kept closed or opened using a magnetic release or dorgards.
- All fire exits must be kept clear at all times unless door guards or magnetic fire door openers are used.
- All serious incidents involving a visit to the doctors or hospital involving staff and any other individuals are reported to the trust board and a copy given to the Executive staff- Ex HT/ CFO/operations manager.
- that, in the event of a bomb warning, the building is evacuated and the emergency services are called, that the police are met and informed of the situation and that the Chair of the Agate Momentum Trust is informed of the incident (Hallsville to go to Keir Hardie park. Scott Wilkie to go to Royal Docks Academy). [Critical incidents](#)
- that repairs needed to the building and equipment are reported and acted upon in a timely manner using the AMT premises form.
- that major aspects of school policy relating to Health and Safety at Work are reported to the Agate Momentum Trust trustees
- that the Health and Safety Policy statement is reviewed annually or as and when appropriate and that members of staff are notified of any changes to it during the year and are issued with an updated copy when necessary
- that staff are given appropriate training, updates and guidance using staff insets and the bulletin.

In general, the Executive Head Teacher will be finally responsible for the maintenance of a safe working environment and safe practice within the school in accordance with guidance received from the CFOO, Health and Safety Executive and the Department for Education.

The Headteachers have the responsibility of carrying out all the delegated functions identified and following the Executive Head Teacher's instructions while the Executive Head Teacher is absent. Whatever decisions the Headteacher makes which are outside this remit are ultimately the responsibility of the Executive Head Teacher and Headteachers together. The specific duties will be to assist in the conducting of a safety audit once a term and ensure that new members of staff including students on teaching practice and work experience students are inducted into the Health and Safety Policy of the school, and that volunteers who frequently visit the school are appraised of the relevant parts of the School's Health and Safety Policy. They will keep a record of all such training.

Every teacher will be responsible for:

- a) the general safety of furniture and equipment in use in their own classroom;
- b) deficiencies being reported to the member of staff with responsibility for the defective item and recorded on the premises sheet;
- c) the safe storage of equipment in their room when not in use;
- d) the safe use of equipment and furniture in whichever area they may be working; this includes checking P.E. equipment before the large apparatus lesson;
- e) ensuring equipment is stored away safely as appropriate in whichever area s/he may be working;

- f) ensuring that any materials etc., that have been used during a lesson are cleared away;
- g) training pupils in the safe use, movement and storage of equipment where appropriate;
- h) ensuring that work is displayed safely and that staff are aware of where asbestos lies; these areas should be clearly labelled and hence should not be disturbed;
- i) ensuring that pupils in their class know and understand the sections of this policy statement and any other instructions that are relevant to them;
- j) knowing the procedures in an emergency, evacuation or accident.
- k) being aware of the procedures for taking part in out of school activities including writing risk assessments
- l) ensuring fire doors closed and fire exits are kept clear
- m) ensuring windows are closed and aircons turned off (if applicable) when leaving the room at the end of the day
- n) Completing risk assessments for lessons that carry risks such as food tasting or printing etc.

Designated staff will have responsibility as follows:

P.E. equipment	- all staff, subject co-ordinator
Art equipment	- all staff, subject co-ordinator
IT equipment	- all staff, subject co-ordinator
Furniture	- class teacher, Head Teacher, Cleaning staff, Site Supervisor
First Aid	- designated 3-day trained and certificated First Aiders
Buildings and Grounds	Site Supervisor
Kitchens	Kitchen staff or staff using cooking appliances

It will be their responsibility to ensure that: -

- a) by regular inspection equipment has no obvious faults;
- b) if faults are found, equipment is withdrawn and repaired in accordance with procedures;
- c) new equipment is visually inspected on receipt to confirm that it is in working order;
- d) all staff are aware of safe practices concerned with such equipment and follow manufacturer's instructions where appropriate;
- e) where equipment is checked regularly by a contractor (as distinct from a day to day usage basis), this is done and a record kept of such checks - this record will involve noting the date of the inspection in the health and safety file and keeping details of the inspection.

First Aiders

Current First Aid qualifications are held by a number of members of staff (See points of contact). All accidents to, or serious illnesses of pupils, must be reported to them, and it will be their responsibility: -

- a) to inform the Executive Headteacher, Headteacher or other senior member of staff at once, if necessary;
- b) to deal with the accident or illness in accordance with their first aid training seeking a second opinion if necessary;
- c) to log all accidents or assaults to, or serious illnesses of pupils and staff on the Accident and Incident Reporting Form and to send to the Head teachers who will

report to trustees and the Head of Finance and Operations who will record, report and upload to the relevant platform.

- d) parents are informed if a child receives any bump or knock to the head- which includes the face.
- e) To be the responsible person for ensuring that their first aid equipment is well stocked

The nominated **Administration Officer** will be responsible for the following:-

- a) the safe use and storage of equipment in the office and all the office store rooms;
- b) ordering replacement items for first aid boxes as requested by the persons with current first aid qualifications. It is the responsibility of the first aiders to ensure they have appropriate stock ordered.

The **Site Supervisor** will be responsible to the Headteacher for the following:-

- a) The cleanliness of the site. In the event of a breakage, the Site Supervisor will come and remove it as soon as possible. It will be cleared, wrapped up and disposed of. This also applies to the spillage of body fluids.
- b) Any maintenance needs and anything dangerously hazardous that occurs must be reported to the Site Supervisor immediately. Any broken furniture must be dismantled and taken away. During a substantial cleaning period, furniture is checked by the cleaning staff and the Site Supervisor for safety.
- c) Main services, fire equipment, frost danger, clearing snow from paths.
- d) Knowing the location of first aid equipment in the school and ensuring that staff and contractors are aware of its availability and who the first aiders are.
- e) Ensuring that all points of access and exits are clear at all times throughout the site when on duty.
- f) Working with the CFOO and the Network Manager to maintain an up to date inventory of the plant, including all forms of heating and ventilation and of electrical and caretaking equipment - this to be available when required for inspection.
- g) Preparing and making available plans showing the location of all fire appliances in the school.
- h) The Health and Safety files
- i) The maintenance of an up to date inventory of assets over £200. This must be available when required for inspection.
- j) Ensure all contractors on site are safeguarded and wherever possible work when children are not on site. In cases of an emergency the Site Supervisor is to ensure they are supervised at all times when they are working in vulnerable places such as children's toilets even if they do have a DBS.
- k) The safe management of COSHH

ICT Network Manager

- a) The maintenance of an up to date inventory of ICT equipment. This must be available when required for inspection.
- b) The removal of all digital photographs at the end of the year.
- c) The safe disposal of old ICT equipment.

Teaching Assistants will be responsible for the general safety of pupils in:

- (a) the classroom;
- (b) the dining areas throughout lunchtime;
- (c) the playground during lunchtime, or classroom in the event of wet dinner times.

All employees are responsible for the following:

- (a) Completing the appropriate accident/assault form if they sustain an accident/assault in the course of their employment and handing it to the Headteachers and CFOO who will sign it and send it to the Executive Head Teacher.

- (b) Advising the Site Supervisor of any dangerous substance they may order.
- (c) Exercising their own judgement in determining what is safe whenever there are no relevant regulations or advice.
- (d) Making themselves aware of Health and Safety at Work Act and other legislation, regulations, advice and safety principles relevant to their work, and observing recognised codes or practise etc.
- (e) Making themselves familiar with the safety policies of the Agate Momentum Trust.
- (f) Ensuring a safe working environment is maintained in the classroom.

Finally all employees must have regard to Section 7 and 8 of the health and Safety at Work etc. Act 1974, viz. -

“It shall be the duty of every employee while at work:-

- to take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- cooperate with their employers on health and safety matters
- do their work in accordance with training and instruction
- inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken

Employers should follow health and safety procedures put in place by their employer
 Teachers and other staff in schools have a common law duty when in charge of pupils to take the same care of them as they would as a parent.

ARRANGEMENTS AND PROCEDURES

See also Estate Management Tracker

Staff Training	<p>Training and guidance will be given to <u>all</u> new staff. Revision and updating of information will be given to existing staff as and when necessary.</p> <p>The Executive Head Teacher notes that the Agate Trust sources a range of professional advice, information and training in support of health and safety issues and will make available such advice, information and training to appropriate members of staff.</p>
Visitors	<p>Visitors must sign in and out of school through the front office where they will be issued with a DBS lanyard if they have a DBS. If they do not have a DBS, then the visitor will be given a lanyard that does not indicate that a DBS is held by the school and they should not be left unsupervised. They should also be given a school Health and Safety leaflet. Strangers not wearing a lanyard should be challenged (politely) and brought to the main office.</p> <p>Parents should be given a visitors sticker to acknowledge that they have been given permission to attend an event.</p>
Contractor Competency Vetting and Onsite Management	<p><u>Planned work</u> - prior to coming into school, companies provide us with either a letter of assurance of safe recruitment of their employees or the individual DBS certificate numbers. The individuals then have to provide photo ID on arrival on their first day at the school. All contractors must have sight of the asbestos survey and must sign the</p>

	<p>register to say they have read it. If an area that they are working on contains asbestos, their awareness must be provided in advance of the work starting.</p> <p><u>Emergency works</u> - photo ID and a DBS must be seen and where not possible, the individual must be accompanied.</p> <p>For planned works, all contractors are asked to provide their RAMS in advance of the work commencing in accordance with our risk assessment procedure and where applicable, a hot works permit should also be seen. Insurance is also requested where appropriate.</p> <p>The CFOO must ensure that a risk assessment and method statement is produced by any contractor working in the school, along with a copy of their liability insurance.</p> <p>Contractors working on site should report to the school office. They should not only follow health and safety regulations set by their company but also adhere to basic principles of safe practice notified to them by the Site Supervisor or the CFOO.</p> <p>Building projects will be overseen by the Site Supervisor and the CFOO. They will need notification of the following:</p> <ul style="list-style-type: none"> - Details of any planned work including availability of the school site. - Name and address of contractor with name and telephone number of contact person. - Dates of proposed work. - Number of operatives planned to be on site on the days of the contract. <p>The Asbestos Management Plan must be signed by a member of every company of contractors carrying out building work of any type at the school whether or not they are working in an area of the school where asbestos has been identified as being present. Work must not commence until the plan has been signed by all parties involved in any work taking place.</p> <p>Best practice would be to send the Asbestos Management Plan to the contractor prior to them setting foot on site to start the work.</p> <p>The Asbestos register and the AM plan must be held at all times in the main office for office staff to ensure contractors sign.</p>
Fire	<p>The control panel for the fire alarm is checked daily by the site supervisor and any faults reported.</p> <p>Site supervisor checks the fire extinguishers weekly on a rotational basis and he checks the call points weekly on a rotational basis also.</p> <p>On a monthly basis, the site supervisor checks the emergency lighting.</p> <p>SLA six monthly for emergency lighting and the fire alarm system.</p>
Legionella	<p>Site staff flush low outlets weekly</p> <p>The following are carried out by a SLA</p> <p>Monthly Temperature monitoring</p>

	<p>Quarterly De-scale of shower heads & hoses</p> <p>Six Monthly 3 x Legionella Samples</p> <p>Six Monthly 3 x TVC, E-Coli Coliform Samples</p> <p>Six Monthly Servicing of Thermostatic Mixing Valves</p> <p>Six Monthly Flush & Purge expansion vessels</p> <p>Annual Inspection of Calorifier</p> <p>Annual Contract Review with Duty Holder</p> <p>A risk assessment is carried out every 2 years.</p>
Monitoring and Workplace Inspections (Premises and Facilities)	<p>Site staff carry out daily visual checks that are recorded and signed off weekly by SBM/HT</p> <p>Any areas that need improving or maintaining are recorded on the premises sheet and discussed at the weekly executive meetings.</p> <p>Health and safety gov carries out a site check every term</p> <p>Termly SP06 and annual SP06 are carried out by a competent person and checked by the governor responsible for Health and safety.</p> <p>An external health and safety audit is carried out (every 1 - 3 years)</p>
Accident and Incident Reporting, Recording and Investigation	<p>All accidents and incidents are recorded in the first aid log. An Agate Momentum Trust Accident/Incident form must be completed for any incident that is deemed serious (parents contacted; any child that has any part of their head injured that requires further attention; hospital/GP treatment required). All serious accidents and incidents are investigated by a competent person and outcomes are reported to the Trust Board. Accident/incidents trends are monitored.</p> <p>If the school is responsible for taking an injured child or adult to hospital then a report must be made to RIDDOR online.</p> <p><u>RIDDOR Reporting</u></p>
Asbestos	<p>The trust has an Asbestos management plan that is reviewed annually.</p> <p>An asbestos survey is completed annually</p> <p>Staff sign on induction to say they are aware of asbestos in the schools</p> <p>Contractors sign the asbestos register prior to starting any work</p> <p>Stickers are used to identify asbestos.</p> <p>Site staff and component person are trained in asbestos management.</p>
Electricity	<p>The trust carries out PAT testing annually.</p> <p>Personal items must not be brought into school by employees without the permission of the Headteachers. Items must be PAT tested or under 12 months.</p> <p>Fixed electrical wiring survey is carried out every five years and the Trust acts in a timely manner to complete any remedial works required.</p> <p>All members of staff have a responsibility to report any electrical defects (e.g. equipment not working, loose plugs, frayed wires) to the Site Supervisor immediately which should be actioned with outcomes</p>

	<p>reported to the Headteacher. Faulty equipment must not be used until it is repaired or replaced as necessary.</p> <p>Care should be taken that wires are not left trailing in dangerous positions.</p> <p>Pupils are not permitted to insert plugs into sockets.</p>
Stress	<p>The trust has a stress policy in place. Staff are informed to speak to a member of SLT if they are feeling stressed. A Risk Assessment will be drawn up to support the staff member.</p> <p>The trust plans social events throughout the year. Staff surveys are carried out to gather suggestions and ideas on how to improve working conditions for staff. The Trust offers free tea and coffee. The trust also offers occupational health and counselling through its wellbeing package if needed.</p>
safety and security	<p>The trust has a safety and security policy.</p> <p>Reports of theft and arson are reported to the trust board</p> <p>Staff working late and alone must inform colleagues and the site supervisor.</p> <p>SW has CCTV</p> <p>Both school have intruder alarms. The site is secured through the locking of the perimeter fencing</p> <p>intercon system</p> <p>Visitors must sign in at the office using the inventory system.</p> <p>The trust uses coloured lanyard system to identify visitors with and without an enhanced DBS.</p> <p>The school is protected with a perimeter fence. School gates are opened at the start and end of days. They are closed after the main traffic flow.</p> <p>The gates are closed at approx 4.30pm following the end of the usual after school clubs.</p> <p><u>After School Clubs.</u></p> <p>All clubs are released through the main entrance to the school at Hallsville.</p> <p>Clubs are released through KS2 classrooms, the car park entrance and the nursery gate at Scott Wilkie.</p> <p><u>Nursery Gates</u></p> <p>The nursery gates are supervised every time they are opened.</p> <p>Strangers</p> <ul style="list-style-type: none"> - All strangers should always be challenged. - At 4.30p.m. all gates will be locked. Please enter or exit via the automatic gates
Employment law	<p>HR policies in the drive</p> <p>HR support through education space</p> <p>Stoneking-</p> <p>RPA</p> <p>safe recruitment trained staff</p>

COSHH	<p>When COSHH is ordered it needs to be recorded along with safety data sheets and an inventory of COSHH products. Cupboards must be locked and labelled.</p> <p>The Control of Substances Hazardous to Health (COSHH) regulations make the following requirements of schools:</p> <ul style="list-style-type: none"> - An inventory of hazardous substances should be maintained. (Teachers and staff must inform the HT of COSHH materials they are using so it can be added to the inventory) - Regulations should be produced on the storage and use of these substances. All COSHH substances will be ordered from a reputable company and stored in a locked cupboard. Staff must carry out a risk assessment when working with COSHH - Appropriate training should be given to all members of staff in the use of these substances, this training comprises staff reading this Code of Practice. The Site Supervisor is responsible for enforcing the Code of Practice with regards to cleaning materials. <p>Substances used for educational purposes</p> <ul style="list-style-type: none"> - Tipp-Ex. Pupils are not permitted to use Tipp-Ex. Staff who wish to use Tipp-Ex must store it in a safe place out of pupils' reach. - Fixative. This must be used in a well-ventilated room when pupils are not present. - Glues. Manufacturers' instructions should be read and followed carefully. - Gold and Silver Sprays and Pens. Sprays are to be used only by adults in a well-ventilated room when pupils are not present. Pens may be used by pupils but should always be returned immediately to the teacher. - Carbon Toner. When replacing the carbon toner in the photocopier care should be taken not to touch it or breathe in the fumes. - Polystyrene. Some kinds of polystyrene fragments when cut are dangerous if inhaled
Working at Heights	<p>Prior to site staff carrying out work from heights a risk assessment must be carried out by a competent person. Staff must also attend training on working at heights</p>
Manual handling	<p>Staff that need to lift heavy items such as site staff and cleaners must be trained in manual handling to avoid injuries.</p>
Health and safety Audits	<p>The trust carries out internal termly site checks as well as an annual audit A health and safety audit is carried out externally every 2 years. Any areas of improvement are actioned as soon as possible.</p>
Servicing and maintenance of statutory equipment and specialist	<p>PE equipment and outdoor play equipment is inspected annually. Any areas identified that require fixing are done as soon as possible. Staff are responsible to report any concerns with equipment by adding it to the premises sheet and informing the HTs/ SBMs</p>

Equipment	
Gas / Heating Systems	Gas boilers are inspected annually and any faults are acted up as soon as possible.
Risk Assessments	<p>Competent persons have been trained on risk assessments. All SLT receive training on Risk Assessments. RA are stored in the cloud and reviewed annually. Risk assessments identify measures to control risks during school activities. Health and safety law requires the school to assess risks and put in place proportionate control measures. The law also requires it to record details of risk assessments, the measures taken to reduce these risks and expected outcomes. Schools need to record significant findings of the assessment by identifying:</p> <ul style="list-style-type: none"> ● the hazards ● how people might be harmed by them ● what they have in place to control risk <p>Records of the assessment should be simple and focus on the controls. Outcomes should explain to others what they are required to do and help staff with planning and monitoring.</p> <p>Risk assessments consider what measures you need to protect the health and safety of all</p> <ul style="list-style-type: none"> ● staff ● pupils ● visitors ● contractors <p>Schools need to think about the risks that may arise in the course of the school day. This could include anything related to the school premises or delivery of the curriculum, whether on or off the site.</p> <p>Risk Assessments <u>must</u> be carried out by school or staff involved in potentially hazardous activities for potential risks that may occur during:-</p> <ul style="list-style-type: none"> ● class visits out of school ● some Science activities ● using some DT equipment ● some PE activities ● new building works ● moving furniture ● working from heights ● food tasting - (medical lists should be checked and letters sent home to check for recent allergies) ● and prior to a visit by farm animals. ● cooking activities
Reporting of dangerous incidents and	All potential dangers must be reported to the Executive Headteacher. Risk Assessments are a necessary requirement and need to be completed in such circumstances.

potential dangers	
Educational visits	<p>Staff planning an educational visit must do a site visit and carry out a RA. RA must be signed off by the HT. Staff must also sign to say they have read the generic risk assessments. reflections following a visit must be made and recorded where applicable.</p> <p>Parents will be advised well in advance by letter or by SchoolPing and their permission obtained. Pupils will be accompanied by adults in ratios in conjunction with the school's Educational Visits Coordinator's guidance. Teachers will plan their visits in conjunction with the office staff to ensure close liaison and advanced planning research. A Risk Assessment must be made of all such journeys identifying any potential hazard.</p> <p>The Trust is part of the DfE's Risk Protection Arrangement (RPA) and insurance for educational visits is covered by this policy.</p> <p>Teachers must sign to confirm that they have assessed and noted the appropriate risks for their educational visit. (See generic RA)</p> <p>Teacher must sign to say they have read generic risk assessments for the following activities:</p> <ol style="list-style-type: none"> 1. General considerations 2. Accommodation 3. Activities 4. Camping 5. Farm visits 6. Pond dipping 7. Supervision within a controlled environment 8. River studies 9. Swimming – Pools 10. Travel - Road 11. Travel - Tube/Train/Docklands Light Railway 12. Travel – On foot, near roads 13. Visits to the beach
Animals and plants	<ul style="list-style-type: none"> ◆ Animals can carry disease. All cages etc., must be cleaned regularly. Whenever they have handled animals or worked with them, pupils should wash their hands thoroughly, immediately afterwards. ◆ Bites - If a child receives a puncture wound or a bite from an animal the affected part should be cleansed thoroughly and the parent must be informed for possible referral to a medical practitioner. ◆ Plants - After working with plants, pupils should wash their hands thoroughly. Occasionally pupils may study poisonous plants e.g. toadstools. It is best to err on the side of caution. Such plants

	<p>should not be handled by pupils and they should be locked in stock cupboards when not being used. A complete list of common poisonous plants is available in https://www.woodlandtrust.org.uk/blog/2020/07/uk-poisonous-plants/</p>
<u>Vehicles</u>	<p>Any vehicle coming on to the site during the school day may only do so with the knowledge of the Executive Headteacher or Headteacher and with the Site Supervisor/office staff overseeing the movement of the vehicle. Drivers are to be made aware of this when reporting to the school office.</p>

ADDITIONAL HEALTH AND SAFETY INFORMATION

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any statutory provision.”

Critical Incident Procedures

The school must follow the Agate Momentum Trust guidelines on dealing with specific critical incidents, which include the evacuation process, educational visit incidents, dealing with intruders and other incidents which although seldom occur, must be prepared for.

The critical incidents plan is also available in the cloud and must be updated by the executive team.

The school has a Critical Incident Team and in the event of a critical incident, information will be cascaded down this list. All phase leaders are asked to keep contact names and numbers for their teams to hand for ease of passing on information in the event of a critical incident. The website will be updated accordingly by the CFOO/SBMs/Headteachers in the event of a critical incident, in the same way as it is in the event of bad weather.

Consultation

The HTs/senior leadership team will include health and safety updates regularly in the staff bulletin. Staff will have an opportunity to input thoughts and ideas for consideration of change where it is deemed necessary. Any changes must be signed as read by staff.

INSURANCE OF YOUNG PEOPLE ON EDUCATIONAL VISITS

STATEMENT FOR PARENTS/CARERS

This note sets out for parents/carers the position regarding the insurance of young people in relation to activities within the school and on educational visits, whilst under the care of school staff.

The Trust has public liability insurance through the Risk Protection Arrangement (RPA). This means that the Trust is covered for any actions of negligence by its staff, which result in injury to young people or loss of, or damage to, their property. In such circumstances of negligence by the Trust, the parents/carers of young people may claim compensation for the injury that has been suffered. This insurance covers all activities whilst in the care of school staff.

The RPA covers school journey insurance that may compensate for injuries or other loss which may occur in the course of an educational visit in the UK where there is no negligence by the Trust's staff. This insurance also covers medical expenses and cancellation where valid. Parents/carers who wish to have additional insurance must make their own arrangements.

Extended School

- A timetable of all clubs must be made available to office staff. This should be in the cloud or on the school website.
- A list of the children attending the clubs with the named adult must be handed to the class teachers.
- Registers of pupils who attend clubs must be kept at the start of the club and updated in the cloud.
- Any changes where children move from one club to another must be notified to the school office.
- A headcount needs to be recorded for Fire Procedures.
- Staff responsible for their clubs must ensure all their children are picked up safely by their parents.
- Adults must investigate why a child is absent from their club and phone home to inform parents.

Good Housekeeping

Instructions will be issued to members of staff from time to time on the storage of clothing, tools, equipment and waste. In general the Site Supervisor will ensure the maintenance of clean classrooms, social areas, toilets, washing facilities, corridors and other areas in accordance with standards approved by the Headteachers.

Receiving A Bomb Warning

- Be calm.
- Receive bomb warning, listening carefully to any instructions given.
- Find Headteacher or Deputy Head. If they cannot be found, a Senior Teacher will be responsible for actions. He or she will then contact the police.

During Lunch Times

The Headteacher will inform SLT to evacuate the pupils with their coats into the playground. Teachers are to check all pupils are accounted for.

There should be no need to put a notice on the door to say the school has been evacuated as there should be a police presence. Make sure the gates are locked once the school is vacated so no-one has access.

Do not use a fire alarm as it may cause panic. Use a whistle to summon pupils already in the playground into lines. Just speak to the people in the building.

Tell the neighbours if appropriate.

The school will evacuate altogether - not a class at a time - teachers and teaching assistants with each class. No-one is to go home. The whole school should leave quietly as directed by the emergency services and make their way to:

Hallsville: Keir Hardie Recreation Ground (St Luke's Primary)
Scott Wilkie: King George Park (Royal Docks)

During school time

Visit each class and tell the teacher to take the pupils and their coats and the teacher's own belongings into the playground away from the building.

Staff to check all rooms are empty as normal for fire procedures and carry out a headcount in the playground.

When satisfied that everyone is present, the whole school evacuates together.

Furniture and Furnishings

- All passageways, corridors and steps must be kept reasonably free of obstructions.
- Staff should look out for sharp edges which could cause injury and should report any dangerous equipment to the Site Supervisor.
- All spillages should be immediately cleaned up.
- Ordinary use of furniture should present no danger but furniture can be put under strain by misuse e.g. pupils rocking back on chairs. Such practices should be discouraged. Any defective furniture should be discarded.
- When mounting or taking down displays teachers should climb on stepladders. Under no circumstances should either pupils or adults climb on furniture for this purpose. Pupils are permitted to mount stepladders when directly supervised by an adult. Pupils are not permitted to remove staples from displays.

Health

- At the commencement of attendance at the school, parents are asked to complete a 'child information form' for their child including comments upon medical conditions. Each subsequent year a data check form is sent for parents to update. This information will be stored in the pupils file and on bromcom but teachers should make themselves aware of any special medical factors of pupils in their class.
- If a child's skin is broken by an implement the parent must be informed and warned of the need for up to date tetanus injections. The implement that broke the skin should be examined to check that it is intact. If not, the point of entry should be circled and the parents contacted to take the child to hospital.
- If a child bumps their head, the parent is informed. The teacher or other appropriate adult should monitor that child throughout the day. If the child feels sick and their pallor changes drastically this indicates possible problems and immediate contact with the parents is essential. If a child bangs their head at lunchtime a member of staff should inform the first aider and the class teacher. A first aider should check all head bumps. Parents to be informed that a child has bumped his/her head and given either a letter and advice or the child to wear a sticker.
- If a child is suspected of having broken a limb they should not be moved and the emergency services should be called immediately, and then the parents should be contacted. If the first aider assesses that the child can be moved then a cab can be called to transport the child to hospital.

- HIV and AIDS. Contact with bodily fluids should always be avoided. Plastic gloves should be worn when dealing with cuts and spillages. These should be disposed of in a separate bag which is tied up, along with used plasters etc.
- Head lice – Procedures should be followed in accordance with Standard Procedure 105 and NHS guidance.
- Communicable Diseases. Differing exclusion periods operate. A complete list is available as set out in the [cloud](#). If rubella (German measles) is diagnosed then the Headteacher should be informed, who will then inform parents.
- First aid boxes are the responsibility of the first aiders who should regularly check that they are well stocked.
- Staff should not administer medicines to pupils. Very occasionally, an exception can be made, but a parent will be asked to sign a form absolving staff from any responsibility should they forget to administer the medicine. Medicines should only be administered by the first aiders or office staff.
- Pupils should be encouraged to practise high standards of hygiene. Hands should be thoroughly washed after using the toilet and before going to lunch.
- Asthma, see Appendix 1 at the back of this document.
- EpiPen, see 'Supporting pupils at school with medical conditions'

Art

- Art and craft equipment - Occasionally equipment which is potentially dangerous may be used in Art work. Pupils must be instructed in their safe use and particularly close supervision on the part of the teacher is necessary. Dangerous equipment such as Stanley knives, staple guns, fixatives etc. must be locked away. Teachers must use their common sense about what constitutes 'dangerous' in the context of their class.
- **Rechargeable batteries are not to be used**

Cookery

- When working with food, high standards of hygiene are vital. Pupils must wash their hands thoroughly and wear cookery aprons. All utensils and the cooker must be carefully cleaned after use.
- Particularly close supervision is needed when pupils are using utensils such as sharp knives, and appropriate instructions should be given.
- Pupils may not use the cooker without the continuous presence of an adult.
- Extractor fans **MUST** be 'on' in the cookery room when the cookers are in use.

Any adults who works with handling food must have completed the level 2 Food Hygiene Safety certificate.

Both staffroom kitchen areas must be cleaned daily. Every half-term, the fridges, microwaves and other appliances must be thoroughly cleaned. SLT will audit this.

Playground Procedures

At least 6 adults will be on the playground during playtimes at Hallsville when all the pupils are out. Adults will supervise play, engage with children and circulate. All adults and Year 6 peer mediators are trained in conflict resolution.

SLT will support supervision at lunchtimes on PPA days.

Physical Education

- ◆ Gymnastics apparatus is inspected annually.
- ◆ When pupils have erected apparatus in gymnastics lessons the teacher should check that it is safe before the pupils use it.
- ◆ Pupils and staff must always be dressed appropriately for physical activities according to school policies.
- ◆ All jewellery (except ear studs) must be removed before commencing any physical activities.
- ◆ New members of staff will be instructed in the correct methods of carrying apparatus and with regard to other particularly dangerous activities in P.E.
 - ◆ Occasionally, teachers and support staff 'join in' physical activities with pupils. There is nothing wrong with this but the member of staff should take particular care to avoid situations where their greater weight could pose a danger.
- ◆ Swimming. Particularly close supervision is essential. Staff at the pool are well versed with regard to issues of safety and established procedures should always be rigorously followed. Staff should not go in the pool unless they are working with pupils with Special Educational Needs.

Supervision

- ◆ When teaching a class, the teacher should never leave the pupils unsupervised, except in emergencies.
- ◆ The school is committed to developing pupil's independence and as part of this, pupils will be asked to work outside direct supervision e.g. carrying out measuring activities in the playground. Such activities should be presented to pupils as a privilege which will be removed if abused.

Design and Technology

- ◆ New members of staff will be instructed in the correct use of equipment.
- ◆ Close supervision of pupils is essential when they are using equipment.
- ◆ The Design and Technology Co-ordinator will inspect equipment at regular intervals.

APPENDIX A

Asthma

Introduction

The Agate Momentum Trust wishes to encourage and help all pupils with asthma to participate fully in all aspects of school life. The purpose of this policy is to assist in the achievement of this aim.

Inhalers

There are two types of inhalers called PREVENTERS and RELIEVERS.

Preventer inhalers are usually brown but sometimes white. As a rule they only have to be used two or three times a day and if three (in the morning, after school, at bedtime) they can be administered at home. If a child needs to use a preventer four times a day (lunchtime) then it will need to be brought to school.

New Legislation:- From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow schools to buy salbutamol (Relievers) inhalers, without a prescription, for use in emergencies

Reliever inhalers are blue and need to be kept as near to the child as possible so that they can be administered with the minimum possible delay. Our schools have chosen to obtain, without prescription, a salbutamol inhaler. This inhaler can be used if the pupil's prescribed inhaler is not available, for example, if it is broken or empty.

Two example letters now follow:-

1. Consent form re Salbutamol (reliever) Asthma inhalers.
2. Advice to parents of emergency Salbutamol inhaler use.



Executive Head Teacher Ms Keri Edge
Hallsville Primary School
Radland Road,
Canning Town

London, E16 1LN
Tel: 020 7476 2355
Fax: 020 7055 0183
Email: info@hallsville.newham.sch.uk

CONSENT FORM: USE OF EMERGENCY SALBUTAMOL INHALER

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma and has been prescribed an inhaler.
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed:

Date:

Name (print).....

Child's name:

Class.....

Parent's address and contact details:

.....
.....

Telephone:

E-mail:



Executive Head Teacher Ms Keri Edge
Hallsville Primary School
Radland Road,
Canning Town
London, E16 1LN
Tel: 020 7476 2355
Fax: 020 7055 0183
Email: info@hallsville.newham.sch.uk

LETTER TO INFORM PARENTS OF EMERGENCY SALBUTAMOL INHALER USE

Child's name:
Class:
Date:

Dear.....,

This letter is to formally notify you that.....has had problems with his / her breathing today.

This happened when.....

A member of staff helped them to use their asthma inhaler. They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given puffs.

Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given puffs. .

[Delete as appropriate]

Although they soon felt better, we would strongly advise that you have your seen by your own doctor as soon as possible.

Yours sincerely,

Keri Edge
Executive Head Teacher

The Asthma Card

Parents of pupils with asthma should inform the school and this information must be held by the SENCO. The SENCO will notify staff as necessary of pupils who need treatment with an updated list being circulated once a term. Parents are responsible for notifying the office when their child is admitted.

Administration

All inhalers should be clearly marked with the child's name

All inhalers are kept with the children at all times.

Parents are asked to ensure that the school has a spare reliever inhaler in case a child forgets to bring theirs to school.

Physical Education (including swimming)

Pupils with asthma are perfectly able to participate in PE lessons. Pupils who have exercise-induced asthma will need to take a puff of their inhaler at the start of the lesson. If pupils become wheezy they should take their reliever inhaler and rest.

Educational Visits

Children with asthma must be named on the Risk Assessment and the inhaler must be carried by the child.

What to do if a child has an attack

=====

A. Ensure that the reliever medicine is taken. (If the child has not got their reliever medicine then use the emergency inhaler held by the school available in the SENCO office, please inform SENCO that the emergency inhaler has been used, so a letter can be sent home).

A reliever inhaler, usually blue, should quickly open up the narrowed air passages.

B. Stay calm and reassure the child.

Attacks can be frightening, so stay calm. The child has probably been through this before. Listen carefully to what the child is saying.

It is very comforting to have a hand to hold but do not put your arm around the child's shoulder as this may be restrictive and hinder rather than help the child.

C. Help the child to breathe.

Encourage the child to breathe slowly and deeply.

Most pupils find it easier to sit upright or lean forward slightly.

Lying flat on the back is not recommended.

Loosen tight clothing around the neck and offer the child a drink of water.

After the attack

=====

Minor attacks should not interrupt the child's involvement in school. As soon as they feel better they can return to school activities.

CALL AN AMBULANCE IF:-

=====

- the reliever has no effect after 5 to 10 minutes
- the child is either distressed or unable to talk
- the child is getting exhausted

For further information please visit

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf

or please request a copy of the document in this link from the SENCO.

APPENDIX B - Emergency Procedures for Hallsville

The Headteacher is responsible for:

- ensuring the Fire Procedures are carried out;
- establishing the location of the fire;
- verifying that all pupils are accounted for by hand signals from **AHT KS2** (Y3,4 and 6) and **phase lead KS1** (Rec,Y1 and 2) and **Nursery Teacher** and **Y5 teachers**.
- advising the Fire Officer as required.

If the Headteacher is absent the Ex HT or named AHT Y6 or SENCO is responsible.

The Senior Leaders are responsible for ensuring all rooms in their phase are vacated and fire doors are closed.

The class teacher or person in charge of the class (cover supervisor, teaching assistant) is responsible for ensuring:

- a head count is carried out both morning and afternoon.
- the head count number is recorded on their boards.

Registers:

Nursery and KS1 children are registered in their base classes.

KS2 children are registered in their morning class. Teaching Assistants will transfer this onto Bromcom registers.

Admin staff will update and finalise the register including late children.

At 8.55am, KS2 children will enter their morning class.

At 1.30pm KS2 children will line up in afternoon class.

Office staff will record absent children on the board in the main office.

If you discover a fire:-

- Activate the fire alarm at the nearest 'break glass' point. These are situated near all fire exits and close to all fire extinguisher sites.
- Leave the building by your nearest safe route.
- **You may attempt to fight the fire ONLY if you have been trained in extinguisher use, and it is safe to do so.**

Responsibilities of admin officer:

To dial 999 on hearing the fire alarm

To take out after school club registers if the alarm sounds after 3.30pm.

Fire evacuation

- Key Stage 1
- EYFS
- Year 5, Music and Design/Technology mobile

Assembly Point:

On the school field lining up facing the Key Stage 1 building along the perimeter fence.

Fire Evacuation

- Key Stage 2

Assembly Point:

On the main playground lining up by the wall at the rear.

When the fire bell rings:

- ❖ In an orderly fashion make your way to your evacuation point.
- ❖ Teachers will leave classrooms last (with any reduced mobility children) and ensure all doors are closed.
- ❖ Fire Wardens will 'sweep' their zones.
Zone 1-AHT (SENCO) – Reception classrooms, soft play room, all of the spare classrooms, KS1 staffroom and the children's toilets.

Zone 2- Office staff - Year 1 and 2 classrooms, stage, hall, and classroom behind the stage

Zone 3 SLT member - Year 3 and 4 classrooms, INSET room, dinner hall, children's toilets, disabled toilets and adult toilets.

Zone 4 AHT/SLT member from Year 6 - Year 6 classrooms, KS2 hall, room behind the stage, small SEN room, ICT suite, Year 5 and 6 children's toilets and the staff room

Zone 5 Music teacher - music room, kitchen mobile, Year 5 classrooms and the Nursery.

(In case of an absence, Fire Wardens will nominate a person to cover. Where a member of staff is due to be absent on maternity or sickness leave, the Zone allocation must be amended in this policy to reflect the change of personnel.)

- ❖ On reaching the evacuation point, the class teacher must count the children and **indicate all present by raising one arm**
- ❖ Any discrepancy in numbers must be relayed to the Headteacher, / fire officer/ or most senior staff member in that wing and all children must be accounted for.
- ❖ Everyone must evacuate the building when the fire alarm sounds.

When is it safe to return?

- ❖ No one should re-enter the building unless instructed to do so by the Headteacher or a member of the fire service.
- ❖ In the event of a fire, this permission must be first sought from the fire service.

Hall Fire Evacuation

Children to be directed as appropriate, by the teacher in charge, out of the building by the safest route and to make their way to the designated place of safety.

Play

Children on the field or in the playground when the fire bell rings should join their class at the evacuation point. Do not re-enter the building.

Lunch

Staff are to guide children to the evacuation point according to what class they are in. Do not re-enter the building.

Children in the dining halls should be led out of the building by the safest route to the evacuation point for the head count.

Remember that some children may have taken a home dinner. Please contact office staff for dinner numbers from the dinner registers.

All teachers will meet their classes at the evacuation point and assist with the head count /register check.

Before School

Normal fire procedures are to be followed.

- ❖ When the fire alarm is sounded, exit by the nearest fire door and assemble at the evacuation points.
- ❖ Fire wardens to sweep the building.

School Clubs

- ❖ Registers are taken at school clubs and sent to the main office.
- ❖ On the sounding of a fire alarm, staff in charge of the club will lead the children out by the nearest exit and assemble at the KS1 or KS2 evacuation point.
- ❖ The adult in charge will do a head count and if there are any discrepancies will register the children.
- ❖ The admin officer will bring out the club registers - Ipad/ChromeBook

PROCEDURE IN THE EVENT OF A FLOOD (if applicable)

The school is within the flood risk area. As a precaution against the possible effect of flooding in the Newham area, the following precautions have been made for the school.

- Those pupils remaining at the school after the flood warning is announced whose parents cannot collect will be evacuated to Keir Hardie Park-Hallsville. King George's Park-SW. All parents will be notified of these arrangements.
- Emergency food stocks will be made available through the catering contractor.
- The Site Supervisor will be given the necessary instruction on the procedures to be taken in the event of flooding, including the need to ensure that services are turned off and boilers are damped down in those cases where schools are evacuated or affected by flooding.

APPENDIX C - Emergency Procedures for Scott Wilkie

The Headteacher is responsible for:

- ensuring the Fire Procedures are carried out;
- establishing the location of the fire;
- verifying that all pupils are accounted for by giving the hand signal herself from **KS2** (Y3,4,5 and 6) and **AHT KS1** (Rec, Y1 and 2) and **Nursery Teacher**.
- advising the fire officer as required.

If the Headteacher is absent the DHT is responsible. If both the Headteacher and the DHT are absent then the AHT in KS1 or SENCO would be responsible.

The Senior Leaders are responsible for ensuring all rooms in their phase are vacated.

The class teacher or person in charge of the class (cover supervisor, teaching assistant) is responsible for ensuring:

- a head count is carried out both morning and afternoon.
- the head count number is recorded on their boards.

Registers:

All children are registered in their base classes both a.m. and p.m.
by teachers/TAs using Bromcom.
Admin staff will update and finalise the register including late children.
When the alarm sounds all children will make their way to their class line.
Office staff will record absent children on the board in the main office.

If you discover a fire:-

- Activate the fire alarm at the nearest 'break glass' point. These are situated near all fire exits and close to all fire extinguisher sites.
- Leave the building by your nearest safe route.
- **You may attempt to fight the fire ONLY if you have been trained in extinguisher use, and it is safe to do so.**

Responsibilities of admin officer:

To dial 999 on hearing the fire alarm
To take out after school club registers

KEY STAGE 2 FIRE DRILL and Pupils in the Mobile Classrooms

Designated place of safety:-

THE KEY STAGE 2 PLAYGROUND LINING UP IN DESCENDING YEAR ORDER FROM THE MOBILE TO THE PAGODA FACING THE SCHOOL.

Please see School Fire map for your class/office for your primary and secondary escape routes marked in red.

KEY STAGE 1 FIRE DRILL

Designated place of safety:-

THE KEY STAGE 1 PLAYGROUND IN THE CORNER NEAREST TO THE GRASS AT THE FRONT OF THE SCHOOL.

Children will line up in class order beginning with Year 1 closest to the grass and they should face the nursery building. Teachers will raise their hands when they have counted their class.

RECEPTION AND NURSERY FIRE DRILL

Designated place of safety:-

THE PATH LEADING INTO THE SCHOOL FROM THE FRONT ENTRANCE ALONGSIDE THE PARK.

When the fire bell rings:

- In an orderly fashion, make your way to your designated place of safety
- Teachers will leave classrooms last (with any mobility children) and ensure all doors are closed.
- Designated teaching assistants will 'sweep' the extra rooms.
- On reaching the designated place of safety the class teacher must count the children and **indicate all present by raising one arm**
- Any discrepancy in numbers must be relayed to the Headteacher / Fire officer or most senior staff member in that Key Stage and all children must be accounted for.
- All people in the building must be evacuated including maintenance staff, kitchen staff, all teaching and support staff and parents.

When it is safe to return:

- All children **MUST** stay in line until permission has been given by the member of senior management in charge of the designated place of safety.

- In the event of an actual fire, this permission must be sought from the fire officer.

Out of Class Fire Drill

Children to be directed as appropriate, by the teacher in charge, out of the building by the safest route, then to make their way to the designated place of safety.

Playtime

All children on the field or in the playground when the fire bell rings, join their class **AT THE DESIGNATED PLACE OF SAFETY WITHOUT ENTERING ANY BUILDING.**

Assembly Points

Key Stage 1 assemble in their playground; Key Stage 2 assemble in their playground and the children in Reception and Nursery line up along the front path to the school.

Lunchtime

Available staff including lunch time assistants are to guide children to the designated place of safety for their class without entering any building and if it is safe to do so. Children in either of the dining halls to be led out of the building by the safest route to the designated place of safety for the head count/register check appropriate to their Key Stage and class.

Remembering that some children will have taken a home dinner, the Attendance Officer will bring the 'Children Leaving School' register with her to confirm this information.

All teachers on site will meet their classes at the designated place of safety and assist with the headcount / register check.

Before School

Children of staff who are on site before school are the responsibility of their parents. Normal fire procedures are to be followed.

- When the fire drill is sounded children will exit by the nearest fire door and assemble at the KS2 Fire Point (Key Stage 2 Playground).
- The Teaching Assistant in charge of breakfast club will count the children and inform the Headteacher / Fire Officer if there are any discrepancies.

After School Clubs

- Registers are taken at after school club and sent to the main office.
- On the sounding of a fire drill, staff in charge of the club will lead the children out by the nearest exit and assemble at the KS2 assembly point and the SBM (or SLT member if appropriate) will bring out the club registers.
- The adult in charge will do a headcount and if there are any discrepancies will alert the member of SLT in school.

Procedure in the Event of a Flood

Scott Wilkie is within the flood risk area. As a precaution against the possible effect of flooding in the Newham area, the following precautions have been made for the school.

- Those pupils remaining at the school after the flood warning is announced who cannot be collected by their parents will be evacuated to the Royal Docks Community School.
- All parents will be notified of these arrangements.
- Emergency food stocks will be made available through the catering contractor, Chartwells.
- The Site Supervisor will be given the necessary instruction on the procedures to be taken in the event of flooding, including the need to ensure that services are turned off and boilers are damped down in those cases where schools are evacuated or affected by flooding.

Appendix D**Hallsville Room Occupancy**

Room	Maximum Occupancy Subject to Register	
	Pupils	Adults
Nursery	40	8
Parent room	0	5
Year RP	30	5
Year RI	30	5
Year 1R	30	5
Year 1J	30	5
Year 2M	30	5
Year 2F	30	5
Year 3C	30	5
Year 3H	30	5
Year 4B	30	5
Year 4Z	30	5
Year 5A	30	5
Year 5G	30	5
Year 6P	30	5
Year 6N	30	5
Year 6R	30	5
KS2 ICT Suite	30	4
Intervention room in KS1 Hall	10	2
Library Mobile	20	2
SEND Hub KS1	8	2
SEND Hub KS2	6	2
Intervention room in KS1 near Lilly's office 1	20	2
Intervention room in KS1 near photocopier	20	2
Intervention room inside room 2	10	1
Intervention room KS2 Near Year 3 classroom 1	10	3
Spare classroom KS2	30	2
SLT office in KS2	0	3
School Office	0	5
KE and KJ office	0	10
IO Office	0	3
LG Office	0	3
Kitchen room mobile	30	3
Music Room	30	3
Medical Room KS2	1	2
Staffroom KS1	0	12
Staffroom KS2	0	8
KS1 Kitchen	0	3
KS2 Kitchen	0	3

* HALLS OCCUPANCY			
	Hall Size sq m	Minimum	Maximum
KS1 Hall	170 sq m	172	209
KS2 Hall	170 sq m	172	209
KS2 Dining hall	55 sq m	78	100
*Reference:			
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/905692/BB103_Area_Guidelines_for_Mainstream_Schools.pdf			

Appendix E

Scott Wilkie Room Occupancy

Room	Maximum Occupancy Subject to Register		
	Pupils	Adults	
Nursery	30	8	
Nursery 1	12	4	
Phonics Room	15	2	
Year RD	30	6	
Year RK	30	6	
Year 1H	30	6	
Year 1S	30	6	
Year 2R	30	6	
Year 2A	30	6	
Year 3B	35	5	
Year 3O	35	5	
Year 4P	35	5	
Year 4C	35	5	
Year 5J	35	5	
Year 6S	35	5	
Year 6R	35	5	
Mobile - SEND Hub	35	5	
Mobile - Music Room	35	5	
Sunshine	30	5	
Library	30	5	
Meeting/Intervention Room	15	25	
PPA/Intervention Room	25	8	
School Office	6	5	
Parents Room	4	6	
FQ Office		4	
KE office		4	
HC Office		3	
JE Office		6	
Welfare Room		2	
Staffroom		25	
Main Kitchen		6	
*HALLS OCCUPANCY			
	Hall Size sq m	Minimum	Maximum
KS1 Hall	176 sq m	175	213
KS2 Hall	185 sq m	184	223
*Reference:			
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/905692/B103_Area_Guidelines_for_Mainstream_Schools.pdf			

