

# Weston Park Primary School



## Health & Safety Guidance

(This policy should be read in conjunction with the Hamwic Education Trust Health & Safety Policy)

Date of last review: January 2019

Date of next review: January 2020

# HEALTH & SAFETY GUIDANCE

## Emergency Evacuation Procedure

An emergency evacuation is signalled by a continuous bell. Evacuation Procedures are displayed around the school with instructions specific to that location.

### **Teachers**

- On hearing the alarm, Teachers should calmly lead the children outside to the assembly point on the back field.
- The class should be lined up and children should be silent.
- The Teacher should take a head count of the children and if the number of children is correct, the Teacher should raise their hand to indicate all children are accounted for.
- If children are missing they should refer to the class list that will be provided by a Fire Warden and take a register. (Fire Wardens can be identified by an orange high visibility vest).
- The Teacher should report any missing children to the Fire Officer immediately and the Fire Officer will make contact with the Fire Wardens and assess whether it is safe to undertake a search.

In addition to the above duties, Teachers in classes 1, 8, 12, 17 and 18, have an additional responsibility as follows:

- Class 1 - check the Early Years toilet and take any children found there to the assembly point.
- Class 8 - check the intervention work space between Class 8 & 9.
- Class 12 - check ICT server room on exit.
- Class 17 - check the staff female toilets on exit.
- Class 18 - check the boys and girls toilets on exit and take any children to the assembly point.

### **Fire Officer (Headteacher or member of SLT)**

On hearing the fire alarm, the Fire Officer should collect their two way radio and walk to the assembly point on the back field to oversee the evacuation procedure and to account for all children and adults. The Fire Office is responsible for coordinating communication and assessing when it is safe for people to return to the building.

### **Fire Wardens**

On hearing the fire alarm, all trained fire wardens are to meet at the nearest fire control panel to ensure all essential duties are completed. The designated Fire Warden should:

- Collect the high visibility jacket, the key for the alarm panel and the detachable instructions from the evacuation procedure notice.
- Check the fire control panel to identify the location of the potential fire. (There are instructions on the fire alarm control panel.)
- Go to the indicated zone and ascertain if there is a fire.
- Report findings to the Fire Officer using a two way radio.
- If there is a fire, assess the situation and extinguish if confident to do so. Personal safety must take priority and Fire Wardens should exit the building if it is not safe to attempt to extinguish the fire.
- Check the break glass points and replace if broken. Once replaced, reset the alarm and notify Fire Officer using the two way radio.

### **Lower School Sweeper**

The lower school sweeper should put on a high visibility jacket before completing a sweep of the lower school corridor following instructions on the laminated sheet, checking rooms for children or adults who may not have found their way outside. Once satisfied the area is clear, meet the upper school sweeper at the fire doors by the lower school hall. Once the kitchen area has been checked, exit the building together and go to the assembly point.

### **Upper School Sweeper**

The upper school sweeper should put on a high visibility jacket before completing a sweep of the upper school corridor following the instructions on the laminated sheet, checking rooms for children or adults who may not have found their way outside. Once satisfied the area is clear, meet the lower school sweeper at the fire doors by the lower school hall. Once the kitchen area is checked, exit the building together and go to the assembly point.

### **Admin Team**

On hearing the fire alarm, the Admin Team should meet at the nearest fire alarm control panel and allocate the tasks. The tasks are as follows:

➤ **Admin 1 (Lower)**

Set the front gates to 'on' using the entry phones. (Instructions are attached to the entry phone.) Put on a high visibility jacket, collect a two way radio and the Admin 2 emergency box and check the toilet in the front lobby for any children, parents or staff. Exit to the fire assembly point on the back field and check all late children and visitors are accounted for.

➤ **Admin 2 (Lower)**

Print off visitor/late pupil/staff list from InVentry. Collect the red fire folder and exit to the fire assembly point on the back field and open the back field gates. Put on a high visibility jacket and hand out class and staff lists.

➤ **Admin 1 (Upper)**

Put on high visibility jacket. Take Admin 1 emergency box and exit through the upper hall checking for children, parents and staff. Open the KS2 playground gate and check if any children or staff are in the front playgrounds and report findings to admin staff 2. Hand out class lists to class teachers to check all pupils are present that are in the playground. Prevent anybody from entering the school. Await fire engine and await instructions.

➤ **Admin 2 (Upper)**

Put on high visibility vest. Print off visitor/late/staff list and take red fire folder. Exit through Butterflies room and proceed to the Reema block. Do a sweep of classrooms 28, 25 and toilets. Exit through the lobby and proceed to the fire assembly point on the back field. Hand out class lists to class teachers to check all pupils are present. Hand out staff lists to the phase leaders who then check their staff are present. Check all late children and visitors are accounted for.

### **Evacuation when children are not in class**

The primary assembly point for evacuations is the back field. The secondary assembly point is the playground. If it is not possible to reach the back field or children are in the upper school hall or the playgrounds the children should line up in the secondary assembly point (playground).

If children are in the upper school hall they should be instructed to walk calmly out and line up sensibly until the gates have been unlocked by Admin 1.

## **Lunchtime evacuations**

At lunchtimes, Lunchtime Supervisors will be responsible for evacuating the children.

Children eating in the lower school hall will exit out of the back doors to the back field and children in the upper school hall are to walk out of the hall doors directly into the playground. Staff must ensure that each class has an adult who is taking responsibility for checking the registers and reporting any missing children to the Fire Officer.

The most important thing is that everybody gets out of the building quickly and safely, and the children are lined up, waiting silently in their classes, ready to be accounted for.

## **Emergency Lockdown Response Plan**

### **Lockdown Procedure**

If a threat is posed outside the school building it may be necessary to restrict staff and pupil movement around the site to secure their safety. The lockdown procedure is as follows:

- The signal that the lockdown procedure must be implemented will be five short rings of the bell. If this is not possible then there will be a verbal message from the Headteacher, Deputy head or Assistant Head or Office Staff
- All pupils and staff should remain in their classroom. If the lock down procedure is initiated during break time or lunchtime staff should collect pupils from the playground or hall quickly and calmly and return to their classrooms, unless unsafe to do so\*.
- All Staff should:
  - Lock the classroom door, close the windows, close the curtains/blinds and turn off the lights
  - If in kitchen, butterflies or other room lock the doors, close the windows, close the curtains/blinds and turn off the lights
  - Instruct the students to remain silent and ensure they are sat on the floor as far away from windows and doors as possible.
  - Monitor student movement.
  - Maintain a quiet and calm environment until notified to release the class.
  - All mobile phones should be turned on and set to silent and/or your laptop is open to emails
- Senior Leaders/the Site Manager/the Administrative Team should ensure that all other external doors and windows are secured and blinds/curtains are closed.
- The signal that the lockdown procedure has ended will be give short rings of the bell.
- \*Where a lockdown is initiated and the pupils are outside, and it is unsafe to bring the children back in to the building they should be walked calmly to the back field, and await further instruction.

### **Partial Lockdown Procedure**

A partial lockdown is a precautionary measure but puts the school in a state of readiness should the situation escalate and need to revert to a full lockdown

You will be informed of a Partial Lockdown by a verbal message from the Headteacher, Deputy Head or Assistant Head or Office Staff

- All outside activity to cease immediately, students and staff return to the building and remain there. All external doors and windows should be locked
- Movement may be permitted within the school building dependent upon circumstances but this must be supervised by a member of staff and you will be advised if this is possible

- All situations are different, senior staff will conduct an on-going risk assessment and this will be communicated to staff
- Keep communication open via mobiles, phones and /or computer email

### **Accident Reporting**

All accident reporting should be completed online using the links below.

Staff must also report a near miss in the same way as you report an actual accident or incident. Please be mindful of this definition: A near miss is an unplanned event/situation resulting in no injury or damage, but where there was potential for harm, injury or damage to individuals, or the site. It is important that near miss information is captured as it can be used to manage and reduce risks and the likelihood of future harm. If in doubt, please contact the School Business Manager immediately.

When completing the online forms please be aware of the following expectations:

- Wherever possible, forms must be completed on the day the accident/incident occurs.
- Forms must be completed by the person involved in the accident/incident and not delegated to another colleague (this is to avoid details being misunderstood, or misinterpreted by a third party).
- All parts of the forms must be completed and sufficient detail must be given to ensure all facts are clearly and correctly captured (this is to protect the school against any future legal action).
- Staff must report incidents and accidents that take place in school, or while offsite on school business i.e. trips, sporting fixtures and meetings.
- Once the online forms are completed, they are automatically submitted to the Trust and copies are forwarded to the Headteacher by the Hamwic Trust Health & Safety Manager.

Please use the links below:

Pupil Accident/ Incident Report Form

[https://docs.google.com/a/hamwic.org/forms/d/e/1FAIpQLSfDwuAxEtqvT8\\_jqwk100CokyGvW8Scekdji2wzJQJL3JnXoQ/viewform](https://docs.google.com/a/hamwic.org/forms/d/e/1FAIpQLSfDwuAxEtqvT8_jqwk100CokyGvW8Scekdji2wzJQJL3JnXoQ/viewform)

Non Pupil - Accident/Significant Incident Report Form

<https://docs.google.com/a/hamwic.org/forms/d/e/1FAIpQLScRmOaAT7k3XZt4aMtLbkme-SugSESKMxnRploVftGtmghc9Q/viewform>

Physical Restraint Incident Form

<https://docs.google.com/a/hamwic.org/forms/d/e/1FAIpQLSfYPCewg3UadXOPXYgCxywo-jiCXwEmNXNiX2mksZpSvVFq4A/viewform>

Racial Incident Reporting Form

<https://docs.google.com/a/hamwic.org/forms/d/e/1FAIpQLScj7jk96xm4kPIRn5ESOKJ7rwXKd6OGTg552zL0j6R5ZNvKZg/viewform>

Violent Incident Report Form

<https://docs.google.com/a/hamwic.org/forms/d/e/1FAIpQLSdAKiUYHdXTF8puS532hrfmhXYQHXd-d-vbErWwgmEmm0kd6Q/viewform>

## Drug Incident Report Form

<https://docs.google.com/forms/d/e/1FAIpQLSfNvR8Ze2Dw1yAqJaXB6eE8m40PJSyOdKTIhO9y3NbgqtQW0-A/viewform>

## All Other Incidents Form

<https://docs.google.com/forms/d/1EHPifQOew4HH8KTFRZ2rpinxeQGMQDiQtW-57Xw5oDU/viewform>

### **Personal Safety**

If you have a concern for your personal safety whilst at work:

- During school time: summon a colleague from an adjoining room and send a pupil to summon additional support from a colleague and member of SLT.
- Before or after school hours: summon the help of a nearby colleague or try to make contact by phone. If no one is available, telephone the emergency services on 999. The Headteacher does not need to be consulted regarding this last action if you believe yourself, a student, colleague, or school property is at a severe risk of harm.

### **Supervision of pupils**

Conscientious and vigilant supervision of pupils is a vital ingredient in creating a safe environment. Staff are reminded that they are required to supervise corridors at the change of lessons, and be on time for duties. Staff are also required to intervene and stop any activity that they judge might result in injury, either physical or emotional, to one or more of the individuals involved.

### **Security**

- All staff must ensure that they sign in and out of the building; this includes at the start, end and during the day.
- Please safeguard your staff ID badge and school keys. If your badge is mislaid, please report this to the Admin Team immediately.
- External doors should be closed securely after exiting/entering the building.
- If you plan to leave your car in the school car park outside of school hours, please make the site staff aware.
- All pupils on the school site outside normal school hours must be supervised by a member of staff or asked to leave.
- At the end of the day, please ensure you raise the blinds, close the windows in your classrooms/offices and turn off the lights and all AV equipment.
- Hot drinks should not be carried around the building during the school day unless they are in a cup with a lid.

### **First Aid**

- The Admin Team are qualified in First Aid. Support staff hold a basic first aid qualification. Please refer to the medical notices displayed around the school for names of current first aiders.
- All classrooms are provided with a first aid rucksack containing basic first aid supplies.
- The Medical Room for the Lower school is situated on the main corridor near the main reception area and holds first aid supplies and an AED (Automated External Defibrillator).
- The Medical Room for the Upper school is situated in the main reception area and holds first aid supplies

- Adults and children requiring first aid treatment should report to the Admin Team office. If a person is too unwell to travel to the office/Medical Room a message should be sent to the Admin Team requesting a first aider, stating the location of the patient.
- Relevant medical information about students is shared with staff throughout the school year, particularly highlighting those with serious and life-threatening conditions. This information is also displayed in the Medical Room. Staff must familiarise themselves with which students need specific first aid treatment in the event of accident/illness.
- Medical information is also collated for staff to ensure we provide staff with the right treatment and care in the event of illness. Staff must ensure they make the Senior Leadership Team aware of any new medical conditions (serious and potentially life-threatening) to help us ensure their safety and the safety of others in school.
- Please refer to the school's Managing Medicines Policy for more information about how the school supports pupils who are unwell.

### **H&S Training**

- All new members of staff should receive a Health and Safety induction briefing.
- All members of staff should read the H&S section within the Employee Handbook and relevant policies and procedures.
- Annually, all members of staff should undertake online Fire Safety and H&S training as directed by the School Business Manager.

### **Contact Information**

- H&S is everyone's responsibility so please make sure you report any hazards or concerns via the premises support email address: [sitehelp@weston-park.org.uk](mailto:sitehelp@weston-park.org.uk).
- Any non-site related health and safety concerns should be reported to the School Business Manager.