The Queen's School

HEALTH AND SAFETY POLICY

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Section 1 STATEMENT OF GENERAL POLICY

The board of governors regards the promotion of health and safety at work to be of the utmost importance for all personnel that attend as pupils, work in and visit The Queen's School. It is school policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the school whether it is for pursuance of their employment or other activities. This is approached by:

- assessing and controlling risk as part of the day-to-day management of school activity
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities
- periodic review of the safety policy as school activities and the associated risks change

All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- reporting to the Head Teacher or School Business Manager any incident that has led, or could have led, to damage or injury
- assisting in any investigation with regard to accidents, dangerous occurrences or near-misses

In line with the safety organisation set out in part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the school.

Headteacher Chair of governors

Date

Section 2 STATEMENT OF RESPONSIBILITIES

Responsibilities

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

The Governing Body will:

- Ensure health and safety has a high profile throughout the school
- Monitor and review health and safety arrangements and issues through the Resources Sub-Committee
- Ensure adequate resources for health and safety are available.
- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable.

The Head Teacher will:

- Develop a culture of safety throughout the school.
- Report to Governors on pertinent issues through the Resources Sub-Committee.
- Report accidents and incidents of violence to the Resources Sub-Committee on a termly basis.
- Ensure that all staff fulfil their duties to co-operate with the policy.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Resources Sub-Committee
- Ensure relevant staff have access to appropriate training.
- Report to the Site Manager and Administration Officer any defects and hazards that are brought to her notice.

All Staff will:

- Ensure that they have read the Health and Safety Policy.
- Fully support all health and safety arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Use equipment safely.
- Ensure, as far as is reasonably practicable, that pupils use equipment safely.
- Report situations which may present a serious or imminent danger to the Head Teacher or School Business Manager.
- Report any defects and hazards to the School Business Manager or Caretaker.
- Report any concerns of abuse to pupils to the Head Teacher who is the child protection officer.
- Complete an ‘Accident / Incident / Violence Investigation’ form, available from The School Business Manager, in the event of a significant accident or incident of violence.
- Complete a supplementary information form (held in class registers to inform all staff of any pupils with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff. Supply staff are asked to familiarise themselves with this.

- Have read the supplementary information form for any classes they are teaching or supervising

Support Staff will:

- Report any health and safety concerns at lunchtime to the School Business Manager/ Head Teacher
- Organise first aid cover at lunchtime.
- Ensure that all medical records and emergency procedures for children requiring special treatment (e.g. anaphylactics) are kept up to date

Subject Leaders will:

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.

The School Business Manager will:

- Conduct a termly health and safety survey with the Head Teacher and Caretaker and report back to the Resources Sub-Committee.
- Report to the Head Teacher and Site Manager any defects and hazards that are brought to her notice.
- Ensure 'Accident / Incident / Violence Investigation' forms are completed for any serious incidents, file forms and send originals to the Corporate Health and Safety Unit of the LEA.
- Liaise with the Caretaker when organising health and safety works.
- Report to the Head Teacher on any financial implications for health and safety issues.
- Ensure persons booking the school for a letting will be sent a copy of the Health and Safety Policy.
- Liaise with outside agencies able to offer expert advice.
- Formulate and co-ordinate safety procedures.

The Caretaker will:

- Ensure that he is familiar with the school's Health and Safety Policy.
- Conduct a termly health and safety site check with the School Business Manager
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the Headteacher and/or School Business Manager any defects and hazards that are brought to his notice.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Test and record the fire bells and fire doors weekly.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.

- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

Parents are expected to:

- Support the school in any health and safety matters reported to them on newsletters.

Section 3 ARRANGEMENTS

3.1 Personnel Responsibilities and Accident Reporting

Accidents

a) All incidents, ailments and treatment are reported in the accident book.
b) More serious accidents or incidents of violence are recorded on 'Accident / Incident / Violence Investigation' forms obtainable from the Office or School Business Manager
c) Any pupil complaining of illness or who has been injured is sent to Welfare for the qualified First Aiders to inspect and, where appropriate, treat.
d) Parents are contacted if there are any doubts over the health or welfare of a pupil.
e) In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they are insured.
f) If staff are concerned about the welfare of a pupil they should contact Welfare immediately. If an injury has been sustained the pupil should not be moved
g) Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the School Business Manager. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Incident Reporting

a) The school business manager should monitor the accident book to assess any need for preventative action and use this information to compile the termly health and safety report. The board of governors should be informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.
b) All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the head teacher. An immediate investigation should be carried out into the incident in order to identify the cause of the accident and taken measures to prevent a reoccurrence.

Staff Training and Induction

a) All employees will be asked to apply for a Disclosure Certificate issued by the Criminal Records Bureau on commencing employment. Supply workers and volunteers must also be checked by the Criminal Records Bureau.

b) Staff training is carried out where appropriate. It is the responsibility of the School Business Manager to ensure that any training is recorded including the date it occurs
c) New staff receive induction training on appointment. This is the responsibility of the School Business manager.
d) It is the responsibility of the class teachers to ensure that no work experience student is given a task which is deemed to be hazardous. Safety routines in the classroom should be outlined before the start of work experience.

Visitors and Contractors

a) It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.
b) Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the head teacher

3.2 Health and Safety during the School Day

Adventure Playground and Playground Supervision

a) At least two staff members should be supervising in each of the Key Stage 1 and Key Stage 2 playgrounds. At lunchtime, whenever possible 3 members of staff should supervise each playground
b) One member of staff closely supervises the use of the adventure playground at playtimes.
c) Staff should actively encourage pupils to play safely and discourage fighting or other rough games.
d) Pupils should not use the adventure playground until a member of staff or is in attendance.
e) Children are not allowed on the playground equipment out of school hours. The school cannot accept any liability for any injuries arising from a failure to supervise children outside school hours and school supervision
f) Pupils should not sit on the top of the monkey bars or stand on the tunnels.
g) Staff should regularly remind pupils of safe use.
h) Playground and PE equipment is checked annually by a Local authority recommended accredited contractor and repaired or removed as appropriate.
i) A set of playground rules is included in appendix D

Disability

The school has a Disability Equality Scheme. The disability equality scheme is available on the school website

Disabled access is available to most areas of the school. There is a toilet that can be used by wheelchair users next to the staff room.

Educational Visits, Off Site School Activities and School Journeys

The School Visits and Journey Co-ordinator is the Head Teacher

The school follows the LEA code of practice relating to off site activities practice. Copies are kept by the Head Teacher and School Business Manager. Please note the full policy on Educational Visits is in Appendix A. See Appendix A for a copy of the Risk Assessment form and a copy of a consent form.

No educational visits should take place with out the teacher responsible for the trip conducting a risk assessment. All completed assessments should be saved in the 'Risk Assessment' directory on the staff network (S:\Risk Assessment)

a) The school business manager will be responsible for monitoring the file and ensuring it is kept up to date and liaising with the Local Authority to ensure the school is aware of all changes to procedure.
b) No pupil will be allowed to go on a trip without a 'Consent form'. Parents must have full details of a visit prior to being asked to give their consent.
c) Any parent or member of staff who is transporting pupils in a privately owned car is responsible for ensuring they have the correct insurance and safety requirements are met.

First Aid Provision

Our qualified first aiders are

Debbie Harrison,	Wendy Hennessey	Sharon Turner
Victoria O'Neill	Miriam McEneaney	Richard Laming
Frances Lippiatt	Yvonne Fryer	

The following have attended a pediatric first aid course

Miriam McEneaney

Administration of Medicines in School

a) It is school policy not to administer medicine. If a child is on medication, then the parents are welcome to come and into school in order to administer the medication.
b) On an educational visit, a first aider may administer medicines if they have received written consent. Medicines can be only administered if it is clearly labelled with the child's name and information about dosage Staff record the time medication is given and sign the record sheet.
c) An exception to the above is medication for asthma sufferers. This medication is stored in an unlocked cupboard in Welfare. Pupils are supervised by a First Aider when taking their asthma medication. Parents are responsible for checking that inhalers are replaced when necessary.
d) Confirmation of the necessity to administer an Epipen must be received from the child's doctor. Parents are responsible for checking that Epipens are in date.
e) Portable First Aid kits are taken on educational visits and are available from Welfare. Welfare assistants will ensure the maintenance of the contents of the first aid boxes and other supplies

Head Injuries

a) Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.
b) The letter should be handed to the class teacher by the Welfare assistant. The class teacher will then be responsible for passing it onto the person collecting the child. If the child is going to an after school club then the welfare assistant should telephone the parents.
c) First Aiders contact parents by phone if they have concerns about the injury.
d) Parents are required to inform the school of any head injuries a child sustains outside of school.

Head Lice

a) If eggs are noticed in a pupil's hair a letter is sent home informing the pupil's parents.
b) A general letter is sent to the parents of all pupils in a class if there is a case of head lice in the class.

Hygiene Procedures

Gloves

Disposable gloves put an extra layer of protection between your hands and other people. It is a good idea to use them if:

- You have an uncovered cut or sore on your hand
- You have eczema
- You are using bleach or other chemicals
- You are cleaning up blood, faeces or urine.

a) No person must treat a pupil who is bleeding, without protective gloves.
b) Protective gloves are stored in Welfare

Cleaning up blood, faeces and urine

a) Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.
b) When cleaning up hard surfaces:
   - Cover spillage with paper towels
   - Use freshly diluted bleach (roughly 1 part bleach to 9 parts water)
   - Pour the bleach over the spillage and leave for 30 minutes if safe to do so
   - Wipe up with disposable towels
   - Put immediately into the external bin
c) If splashes of blood get onto anyones skin,eyes or mouth wash them off immediately with lots of cold water

Hot Drinks

Staff should ensure that they only transport hot drinks around school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school. If a member of staff has a hot drink in the classroom s/he should ensure that a pupil cannot reach it and that it is in a safe position. Cups should not be used in the playground unless they have a lid.

Movement around School

Pupils

a) Pupils should walk around school in single file and stand in single file when waiting.
b) No pupils should remain unsupervised in classrooms.
c) Keep corridors and passageways unobstructed.
d) Do not obstruct emergency exits

On Site Vehicle Movements

a) Contractors can come onto the premises when loading/unloading equipment They can only gain access by contacting a member of staff to open the gate for them.
b) If a vehicle is present during playtime, it is supervised by a member of staff and remains stationary until all pupils are clear of the playground.
c) No staff or contractors should park on the drive so that emergency vehicles cannot have full access to the school.

Health and Safety within the Curriculum

PE

Risk assessments are conducted for PE and should be used by all members of staff teaching PE. Standard risk assessments should be adapted by the class teacher to take into account the age , abilities and numbers of the pupils

Swimming

a) We use Brentford Leisure Fountain for swimming lessons and follow the LEAs Policy Guidance Note.
b) Swimming instruction is provided by qualified swimming instructors.

Science

Risk assessments are conducted for Science and should be used by all members of staff teaching PE.

Scissors

Scissors should be kept out of reach of children and only used by children when they are being supervised by an adult.

Slips, Trips and Falls

It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables.

Supervision of Pupils

a) Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
b) No pupil should be left unsupervised.
c) Staff should be in class when pupils come into class in the morning.
d) Staff should be punctual in collecting pupils from the playground.
e) The same duty of care applies when staff supervise pupils in after school clubs.
f) If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.
g) Other staff on duty should inform supply teachers of their duties regarding supervision.
h) If a parent fails to collect a pupil after school staff should make every effort to contact the parent. If a parent cannot be contacted, the emergency procedure displayed on the School Office notice board should be followed.

3.3 Health and Safety of Premises

Asbestos

a) An asbestos register is held by the School Business Manager

b) It should be made available to contractors working on site.

Building Maintenance

The SBM is responsible for ensuring that all building projects conform to The Construction (Design & Management) Regulations 2007 (CDM 2007).

Control of Hazardous Substances

The Caretaker completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances

All hazardous substances must be appropriately labelled and kept out of reach of children

Data sheets relating to cleaning agents in use, are provided by the LEA. These are kept in the caretaker's office.

In term time the caretaker's storage areas should be kept locked during the school day.

Protective gloves should be worn when using cleaning agents or harmful substances.

Electrical Testing

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually. A record of the assessment is kept by the SBM. The SBM is responsible for arranging this.

Faulty or dangerous equipment should be reported to the SBM immediately

Staff should not bring into school their own electrical equipment unless it has been PAT tested first.

Fire

Please also refer to the fire risk assessment in appendix B. A copy of this document is available in the staff room or from the School Business Manager

Evacuation of the Building

a) Fire exits are clearly labelled.
b) Plans showing exit routes are displayed by the door of each classroom.
c) Fire bells and fire doors are tested monthly by the Caretaker and twice a year by a service company
d) A fire drill is practised once a term and reported by the Head Teacher to the Governing Body.
e) Fire appliances are checked annually.

Insurance

The LBRUT is responsible for the following insurance:

a) Public liability insurance
b) Officials Indemnity
c) Employer's liability

It should be noted that the following are not covered by the insurance

a) Equipment hired or on loan

b) Equipment or possessions owned by staff/pupils/community users unless there is visible sign of a break in

Legionellosis

The primary aim is to prevent the build-up of the Legionella pneumophilla organisms in water systems and to prevent inhalation of infected water droplets.

Control measures are as follows.

a) The water temperature is to be below 20 degrees C or above 55 degrees C and this is to be checked monthly.
b) Records are to be maintained of all cleaning and temperature checks carried out.
c) Water storage tanks are to be covered.
d) Records are to be maintained of any maintenance, water treatments or disinfection.

Lettings

The Governors and head teacher must ensure that:

a) The means of access and escape are safe for the use if hirers , and that all plant and equipment made available to and used by the hirers is safe.
b) Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building
c) Hirers using any equipment or facility provided by the school are familiar with its safe use and if necessary, briefed accordingly.
d) Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment

Manual Handling

Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.

Safe Stacking and Storage

Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety.

Smoking

Smoking is not permitted anywhere on the grounds of the school

Security

Staff sometimes stay late at school. During these times the Site Manager is on site and supervises the school entrance. Staff should alert the Site Manager that they are staying late (after 6pm) so that he can ensure lights are on and staff are safe.

Manual Work

Health and safety information and advice are available on all aspects of health, safety and welfare from the SBM

Working at Height

Staff and other supervising adults should use stepladders when working at height e.g. displaying work. Chairs and tables should not be used for this purpose.

REVIEW OF POLICY

A review of the policy will be undertaken annually by the Resources Committee. Any amendments or updates will be reported to the full Governing Body.

Any new legislation or directives will be incorporated into the policy as necessary.

Signed…….

Date……March 2009……..

First Aiders Updated …… October 20011

Appendix A Educational Visits and School Journeys

Educational Visit: This is a visit made during the course of one day and does not involve an overnight stay.

School Journey: This is a visit which involves one or more overnight

Parents: Parents' authorisation should be obtained *in writing*, preferably in the form of a return slip. Permission for the visit must also be obtained from the Headteacher.

The Education Reform Act 1988 required that the school may not charge for activities undertaken in school time with the exception of individual music tuition and board and lodgings for pupils on residential courses. However, we can invite parents to make a voluntary contribution, but if the activity is to go ahead, no pupil may be left out if voluntary contributions are not received.

Coach Travel: Staff to inform Mrs. Wright of the details of the proposed trip (date, destination, pupil numbers, etc.). Mrs. Wright to book the transport, having obtained quotations.

Seat or lap belts must be worn and it is the responsibility of the senior member of staff to ensure that they are used. Children should not occupy the front seats of the coach

Teachers' Responsibilities: As in a normal school day, staff taking children on a journey are in 'loco parentis' and, in law, this requires them to act 'as a caring parent should and would'. Staff should ensure that each child's individual needs are assessed and catered for with reasonable levels of supervision.

Preparing for a Visit

Prior to any visit a risk assessment needs to be conducted by the person leading the trip and signed off by the Head Teacher. The school office should have a copy of the risk assessment form and a list detailing the adults and the children going on the trip. The risk assessment needs to give details of the provision for first aid and access to qualified first aiders.

Before going off-site staff must have, in advance, current information on children with specific medical or special needs problems. Prior to departure, teachers should ensure that inhalers or any other medicine required for specific medical conditions are given to the supervising adult.

Prior to departure teachers must ensure that accompanying adults have group lists showing:

Their own group responsibility

Who is travelling in which vehicle

The name and telephone number of the person who may be contacted in an emergency

Emergency Arrangements: These should be explained to the children, particularly what to do if lost or separated from the party. Generally it is good advice to tell pupils that they should keep in a group (preferably three) and if lost or separated it is best to stop in one place and wait to be found rather than wander round.

In the event of an emergency the senior member of staff in charge of the off site activity should contact the school immediately so that parents can be informed. If a

child is found to be missing, the police should be informed immediately and a description given. At least one mobile phone should be carried for this purpose.

Pupil:Supervisor Ratio: There must be at least two supervisors per visit [for non-hazardous activities], but there may be **very exceptional** occasions when the headteacher considers it sufficient for only one teacher to be used [KS2 only].

The recommended ratio for visits is:

	No. of pupils	Teachers	Other supervisors	Total	Recommended Ratio
Reception	20	1	4	5	1:4
	40	2	8	10	
KS1	24	1	2	3	1:8
	32	1	3	4	
	40	2	3	5	
KS2 up to	17	1	1	2	1:17[plus 1]
	18-34	1	2	3	
	34-51	2	2	4	
	52-68	2	3	5	

One of these supervisors will be responsible for first aid and should carry a small first aid kit.

It should be ensured that the number of pupils accompanied is manageable and depending on the nature of the activity, it may be necessary to increase the levels of supervision. An example of this is when accompanying younger children to church.

Church visits to St. Anne's: One of two routes should be taken dependent upon the time of day:

Turn left out of school gate, along Cumberland Road and turn right onto the Mortlake Road.Use the pelican crossing and then turn into Forest Road. Turn left into Bushwood Road and proceed to Kew Green where you will walk across the road at the pedestrian crossing near Kew Bridge.

Or

Turn right out of the school gate along Cumberland Road. Turn right into Kew Gardens Road and then at the end right onto Kew Road. Continue up Kew Road until you get to the pedestrian crossing at the junction with Mortlake Road. Use the Pedestrian crossing to cross over to the other side of Kew Green.

A minimum of four supervisors (including the class teacher) to accompany Key Stage 1 pupils. A minimum of three supervisors (including the class teacher) to accompany Key Stage 2 pupils. Only one class to cross at each change of lights. The teacher to see the pupils across the road whilst the accompany supervisors can be at the front and rear of the class group. To avoid a 'build up' of pupils at the lights, classes to leave the school at intervals of at least a minute.

Further guidance for teachers and pupils is to be found in the staff handbook under Health & Safety. A copy of the Richmond School Journey and Visit Guidelines is kept in the Head Teacher's office.

Queen's School Consent Form
Reception Trip to Bocketts Farm
Friday 20th June 2008

Pupil's Name _____ Class _____

I accept the school's offer to take my son/daughter on the above trip.

I agree to authorise any member of staff during the course of the trip to provide such medical treatment as is deemed necessary in an emergency or upon the advice of a qualified medical practitioner.

Any medical condition from which my son/daughter is suffering to my knowledge is described in a separate letter attached to this form, which also sets out any special medical requirements (such as drugs or other treatment) which may be required.
Letter attached ☐ This does not apply ☐

In an emergency, I can be contacted on the following phone number.

_____

I enclose a voluntary contribution of £XX ☐

Signed_____ Date _____

Appendix B Fire Risk Assessment

The Queen's School

FIRE RISK ASSESSMENT POLICY

October 2008- version 1.2

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2 SCHOOL ARRANGEMENTS AND ORGANISATION

Responsibilities
The Governing body has a legal responsibility to ensure that the School has suitable and sufficient arrangements for complying with their statutory duties. The LA is responsible for making the Governing body aware of these statutory duties.

Governor responsible for Health and Safety	Rowena Fuller
Member of SLT who co-ordinates Health and Safety:	Cathy Tilley
Member of staff who co-ordinates information required for the Fire Risk Assessment:	Cathy Tilley

This includes the following responsibilities

Inform new members of staff of matters relating to health and safety including, fire evacuation as part of Induction Training.
Making the fire log available to the Fire Brigade in the event of fire
Portable Appliance Testing
Grounds and waste maintenance
Security
Liaising with contractors and those who let the premises
Testing the fire alarm and emergency lighting system
Carrying out/arranging improvements to premises to reduce fire risk.

All members of staff are responsible for assessing fire risks and for ensuring they are aware of the requirements of this policy.

Process of monitoring and review of the FRA

The school uses the termly health and safety inspection process to monitor compliance with the detailed fire precautions set out in this document. Any problems are addressed immediately and reported to the Governing Body in the usual way (as appropriate). The school reviews the suitability and effectiveness of the fire precautions arrangements detailed in this document at the annual health and safety audit and whenever there are significant changes to the workplace, and implements any recommended changes as soon as possible.

Staff are requested to report issues to the SBM or Head Teacher if they arise during the year.

Communication and Dissemination of Information

All information received by the school concerning fire safety is passed to the SBM or Head Teacher. It is disseminated via one or more of the following procedures:

- ◊ **agenda item at staff meeting**
- ◊ **agenda item at Governing Body meeting (resources committee or Full governing body)**
- ◊ **directly to individuals / staff**

3. HAZARDOUS MATERIALS IDENTIFICATION

Hazards with regard to fire can fall into two categories:

- Something that has the potential to start a fire
- Something that has the potential to burn easily in a fire thereby accelerating the spread and or ferocity of the fire.

3.1 Electrical

Electrical hazards have the potential of starting a fire and should be controlled in the following ways:

a) Always purchase to the appropriate British or European Standard
b) Maintain an accurate inventory of equipment
c) Ensure equipment is placed in suitable locations with regard to fire safety, particularly with respect to escape routes
d) Ensure equipment is regularly tested and maintained in accordance with the manufacture's instructions and the LA Portable Appliance Testing Policy.
e) Ensure all staff are aware of the need to visually inspect electrical equipment for damage prior to each use and remove from circulation if damaged.
f) The use of temporary/portable electrical heaters must be strictly controlled and should only be used in the event of a breakdown of the permanent heating supply and under the direction of a competent electrical/heating engineer.
g) Ensure the mains supply is maintained and tested in accordance with the Electricity at Work Regulations 1989
h) Ensure all staff are aware that they must not interfere with or amend the mains supply in any way.
i) Ensure that adapters are prohibited from use at all times and that the use of extension leads is controlled in accordance with the LA Policy. Where extension leads are in long-term use, they are identified for planned replacement.
j) Ensure electrical intake rooms and Switchgear are kept clear of combustible material at all times.

3.2 Chemical

Chemical hazards will accelerate the spread and ferocity of a fire and should be controlled in the following ways:-

a) Ensure all purchases of chemicals, including non-curriculum areas, comply with the control of Substances Hazardous to Health Regulations and include the Hazard Data Sheet. This will provide the information on the chemicals flammability and safe storage arrangements.
b) Ensure stocks of chemicals are kept to reasonable levels and do not exceed safe storage capabilities.
c) Ensure regular stock checks are undertaken and chemical disposal is undertaken where appropriate, in the manner prescribed in the Hazard Data sheets.
d) Ensure storage areas for chemicals have suitable health and safety signage.
e) Any redevelopment of the school needs to eliminate the fire risk of having oil pipes crossing the roof of the building.

3.3 Gas

Gas hazards have the potential of starting a fire and will accelerate the spread and ferocity of a fire and should be controlled in the following ways:-

a) Ensure all staff working in areas provided with gas equipment (kitchen and boiler room) are aware of the location of isolation equipment/valves
b) Ensure isolation equipment/valves remain accessible at all times and in good working order.
c) Ensure gas equipment such as boilers and similar plant is regularly maintained and serviced.
d) Ensure that boiler rooms etc are kept clear of combustible material at all times and that paints are stored in a separate room.
e) Portable gas heaters should never be introduced into schools unless under the direction of a competent heating engineer.

3.4 Furniture and Furnishings

Furniture and furnishings will accelerate the spread and ferocity of a fire and should be controlled in the following ways:-

a) Ensure all budget holders are aware of the School's purchasing policy, which should ensure that upholstered furniture and soft furnishings have suitable fire retardant qualities. Upholstered furniture should meet the Furniture and Furnishings (Fire Safety) Regulations 1988. Any furniture purchased before this date is likely to contain foam, which gives off highly toxic smoke when ignited. Covers are also likely to ignite more easily than those are, which meet the Regulations. This includes PE equipment.
b) Ensure inspection procedures identify any damage to furniture and furnishings, which will affect their fire retardant qualities and that they are stored safely until repairs can be made or disposed of, as appropriate.
c) Any upholstered furniture, which does not meet the Regulations should be phased for replacement and should never be placed in open-plan or semi-open plan areas.
d) Never accept second hand furniture of soft furnishings unless it carries a label confirming that it complies with the Regulations.
e) All PE equipment must be stored appropriately when not in use.

3.5 Stationery, paper, cardboard, etc.

Stationery, paper, cardboard, etc. will accelerate the spread and ferocity of a fire and should be controlled in the following ways:-

a) Only minimal amounts of stationery, paper, cardboard etc. should be kept within individual classrooms, all significant supplies should be kept in a suitable store.
b) Ensure stocks are kept to reasonable levels and do not exceed safe storage capabilities.
c) Displays of artwork, posters etc must never be placed in stair enclosures
d) Staff need to be mindful of fire escape routes when positioning displays in corridors. Never suspend artwork from the ceilings in corridors.
e) Ensure fire exits are never blocked by displays, or the corridors or other escape routes are obstructed. Ensure fire alarm call points, notices and signs are not obscured by displays.
f) Ensure artwork is never hung from light fittings.

4 HAZARDOUS ACTIVITIES IDENTIFICATION

Some activities that take place within the school may either be the cause of a fire, or may through poor management of them, make the consequences of any fire more severe.

4.1 Curriculum

The need to undertake risk assessments for curriculum activities is already well established, and progress is being made in recording these. Where the activity includes the possible hazard of fire, the risk assessment must also include this hazard, and the control measures necessary to reduce the risk of fire as far as is reasonably practicable.

The Queens School is a 'No Smoking Zone'. This policy must be made known to all staff, visitors, contractors and pupils.. The restrictions on smoking should not be lifted for social events, community use or for contractors working during school holiday periods. However, it is appreciated that as the school has a rigorous lettings policy, this may be difficult to enforce.

4.2 Waste Handling

All accumulated waste, including discarded furniture and equipment should be removed from the building as soon as possible but at least at the end of each day. Waste materials must never accumulate in corridors or stairwells where it may cause an obstruction to the escape of occupants or may accelerate a fire's spread. The school must have a clearly acknowledged system for the removal and safe storage of large items of waste until collection can be arranged. External waste stores should be well away from the main building and as secure as possible.

4.4 <u>Contractors</u>

When contractors are working in schools the work they are undertaking may be a potential source of fire, or their presence may cause an obstruction to escape routes. Before contractors are permitted to start work in the school, the following issues must be discussed with the Site Manager and agreed.

- **Will any of the work carried out use heat? e.g. blow lamps, welding etc.**
- **What combustible materials or flammable liquids will the contractor have and where will it be stored? eg. paints, thinners, gas cylinders**
- **Will any of the work being undertaken affect the existing fire protection? E.g. breaking through fire resistant structures to pass cables, make the alarm inaudible in a section of the building, etc.**
- **Will the presence of the contractor restrict the escape routes or exits in any way? E.g. position of ladders, trestles or other materials.**

These matters must be considered even during holiday times, as cleaners, summer schools, holiday clubs etc may still occupy the school.

Any work involving a heat process should only operate on a permit to work basis (see LA Guidance on Permits to Work)

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4.5 <u>Shows and Productions</u>

. Consideration must be given to the activities within the show/production, which may cause a fire, such as the use of candles, the scenery or props. The number of people allowed into the space must be strictly controlled *(see table)* **and ensure seating layout does not obstruct exits or escape routes. Scenery and curtains must not obscure fire signs.**

4.6 <u>Lets and Community Use</u>

The school is responsible for assessing the suitability of the group and its activities for the space they are hiring to them. Any implications the group's presence may have on the schools normal occupation of the premises must be considered. The hirer is responsible for assessing the risks to those taking part in their activities and providing the school with any information they need to decide on the suitability of the venue. The school must also provide the hirers with information regarding emergency procedures to ensure they can react appropriately if a fire occurs during the let. Groups who let the premises regularly are recommended to have drill at least once during the year.

5 <u>FIRE FIGHTING EQUIPMENT</u>

The LEA is responsible for determining the provision of fire extinguishers in terms of location and type, and also for the annual maintenance of the equipment. The School is responsible for the purchase of new equipment and the repair or recharging of existing equipment. The school should advise the LEA of any changes to the use of the facilities, which may indicate a need to review the fire fighting equipment provision.

Teaching staff are not trained to use extinguishers. Simple instructions are however located by extinguishes in high-risk places. The site manager is trained to use extinguishers.

Details of fire fighting extinguishers, their type, location and maintenance are kept in the School Fire Log

6 FIRE DETECTION AND ALARM SYSTEMS

The school has an automated system to raise the alarm in case of fire. The alarm is activated by striking call points/break glass units, which are located in each classroom that has an external door, at a number of points along corridors, and also at three locations on the upper floor.

Smoke detectors are installed in a number of places around the school, including each room on the upper floor.

The school is responsible for ensuring that the alarm system is maintained, and is inspected and serviced annually. The site manager tests the fire alarm weekly. A different location is selected each time.

Details of the alarm system are kept in the School Fire Log.

Any redevelopment of the portacabin needs to include funding for it to be linked into the school fire alarm system.

7 EMERGENCY LIGHTING

Emergency lighting is installed in the disabled toilet. It is the LA's responsibility to ensure that emergency lighting is provided in escape routes and in areas used out of normal school hours. The LA will arrange for further installation of emergency lighting when funding is available.

Details of the location of emergency lighting and its maintenance are kept in the School Fire Log.

8. FIRE NOTICES AND SIGNS

All fire signs must comply with either the British Standards or with the European Standards and be of the same type. The need for signs is identified during internal inspection or annually during maintenance of fire equipment.

8.1 Fire Action Notices
Every occupied room has a fire action notice detailing how to raise the alarm if a fire is discovered and the action to take on hearing the alarm, and all teaching rooms (classrooms, halls, library, small-group rooms) have a plan of the school with the escape routes and assembly points shown.

8.2 Fire Exit Signs
Signs direct people from the place within the building that they are at, to the final fire exit. Signs are also located at the final fire exits. These signs must include the words "Fire Exit", a directional arrow and a pictogram of a running-man.

8.3 Fire/Smoke Control Doors
Fire doors and Smoke Control doors, not on hold-open devices, should have "Fire door keep shut" notices on both sides.

8.4 Fire Point Signs
The location of fire extinguishers is indicated by the use of a fire point signs.

8.5 <u>Flammable stores</u>

Flammable stores need to have appropriate signs on the outside to warn others of the nature of the materials stored within.

9 EMERGENCY EVACUATION PROCEDURES

The firm alarm is a continuous bell and is used in case of any emergency requiring immediate evacuation of the building.

Fire drill procedures endeavour to emulate the real thing in as many situations as possible. Staff must be aware of the location of fire exits, fire blankets and fire alarm call points.

- The Headteacher decides on times/dates of drills.
- Drills take place at least once a term
- The Headteacher sets the alarm ringing.
- On hearing the alarm all supervising adults (teachers, classroom assistants etc) will evacuate the children by the nearest fire exit in a calm orderly manner.
- Doors must be closed on exiting classrooms and the building, and registers taken outside by teachers or admin staff as applicable
- Classes have responsibility for checking evacuation from areas near their classrooms (a sweep as per table)
- School secretasry takes out Fire Log with spare keys
- Children and adults assemble at their designated assembly point and await further instructions. Teachers call the register and report clearance of areas/rooms to the Headteacher
- School Business manager records the date and time, and any important points relating to the drill.

Fire drill procedures and exit routes are displayed in each classroom and non-teaching areas and fire exit signs are displayed in accordance with Health and Safety requirements. Matters arising from the drill are reported to the Headteacher or SBM so procedures can be reviewed as necessary.

Children or staff with special needs or disabilities must be supervised by support staff to ensure rapid evacuation. False alarms are treated as the real thing, and are investigated as necessary by the headteacher.

If you discover a fire:

- Immediately operate the nearest fire alarm call point by breaking the glass
- Dial 999 and inform the Duty Officer of the location of the fire **(this will usually be done by the office staff)**
- Phone Civic Centre Control Room **(this will usually be the Headteacher)**
- Staff are not expected to fight fires, but may do so in minor circumstances without taking any risks.
- Exit the building following fire drill procedures and teachers call the register
- Remain calm and if caught in smoke, get down below the smoke level, and use the back of the hand / fingernails to feel your way out of the room / building
- Report someone missing and their last know location as early as possible
- Do not re-enter the building until you have been given clearance to do so by the fire service.
- The SBM liaises with the Fire Brigade and provides them with the Fire Log, containing a plan of the school.

Details of evacuation / fire drills are kept in the School Fire Log.

10 EMERGENCY PLAN

In the case of unsafe conditions, the headteacher or member of the SLT will arrange for evacuation of the area, having decided on the extent of the area to be evacuated i.e. partial or complete evacuation.

Initially those evacuated will assemble at the assembly points on the school field. These may include assembling in another location e.g. or, on the advice of the LA, Aylward School. Having called the emergency services, the Headteacher will contact the Critical Incident Department at Richmond Council to obtain rapid advice and support.

In the case of any evacuation, teachers and admin staff must take out registers and records of those on the premises. This enables children and adults to be accounted for and parents and carers to be informed of the situation.

To assist the Fire Brigade, a plan of the school is given to them on arrival. This includes:

- **Position of fire exits**
- **Position of fire fighting equipment**
- **Main isolation valves/points**
- **Areas of high fire risk such as chemical stores, furniture and equipment stores such as gymnasium/sports hall stores.**
- **An indication as to whether asbestos is known to be present in the building or not.**

11 COMMUNICATION AND DISSEMINATION

The contents of this document is communicated to all persons affected by it,

(including staff, trade union health and safety representatives, pupils,

contractors and members of the community) by:

- ◊ **Distribution of copies to members of staff**
- ◊ **Display on school website**
- ◊ **Drawing staffs' / pupils' / contractors' / community's attention to certain aspects verbally and /or in writing**

It is part of the School's Induction Policy to ensure new members of staff, including support staff, are informed of matters concerning Health and Safety. It is the Site Manager's responsibility to advise contractors and those who let the premises occasionally. Organisations that let the premises regularly are given a copy of this policy and the school recommends that regular users have an evacuation drill annually.

12 TRAINING

The school ensures that all members of staff given duties within this document are trained and competent to do so. If training is required, the school ensures this is provided. Staff must take responsibility for attending training that is offered / provided.

A record of training relating to this policy is kept in the School Fire Log

13 SCHOOL FIRE RISK ASSESSMENT

The findings in terms of the risk of fire are summarised in the Risk Assessments in the Fire Log.

14 MONITORING AND REVIEW

The school uses the termly health and safety inspection process to monitor compliance with the detailed fire precautions set out in this document. Any problems should be addressed immediately and reported to the Governing Body in the usual way.

The school reviews the suitability and effectiveness of the fire precautions arrangements detailed in this document at the annual health and safety audit and whenever there are significant changes to the workplace, and implement any recommended changes as soon as possible.

Appendix C Code of Practice for Subject Areas

Code of Practice for P.E

The provisions of this code apply to the halls, field, swimming pools and other areas where PE is taught and practiced, including off-school sites. They should be interpreted according to the requirements of the Health and Safety at Work Act, that everything reasonably practical is done to ensure that hazards are reduced to a minimum.

Where joint activities are carried out, or where pupil progress spa several curriculum area, it should be noted that other codes of practice may need to be taken into account.

The curriculum leader of PE will be responsible to the Headteacher for the management of health and safety for PE.

S/He must:

a) Ensure all teachers and pupils are aware of this Code of Practice
b) Ensure that all teachers with responsibility for PE perform their functions under the code
c) Arrange that all teachers undergo initial training, and regular practice in Risk Assessments and Planned Accident Response:
d) Ensure that all statutory checks, directed checks and good practice regarding equipment and facilities are carried out
e) Ensure that all PE procedures (e.g. schemes of work) incorporate safety concerns at all levels
f) Ensure that all NQT and student teachers are adequately supervised
g) Ensure this code is updated every three years or as required

The teacher in direct charge of pupils must:

a) Prepare lessons and supervise pupil work by adapting standard risk assessments to the circumstances prevailing; i.e. equipment, facilities, weather, ages, abilities and number of pupils
b) Plan his/her own responses, and those of their pupils in the event of an accident – planned accident responses
c) Take part in training for standard risk assessment and planned accident responses;
d) Be aware of information (medical and other) that lead to a person (teacher/pupil) experiencing special hazards
e) Not leave pupils unattended unless competently supervised

Children must

a) Be aware of the rules which apply to Physical Education Activities and be alert for hazards
b) Obey instructions
c) Wear appropriate clothing and footwear. For gymnastics children should wear plimsols or bare feet. Trainers should not be worn for gymnastics
d) Use equipment unless given permission to do so by a teacher
e) Not wear jewellery

Risk Assessment

Under the Health and Safety Regulation 1992 this applies to all risks encountered in P.E.

Standard Risk Assessment

These should be made by reference to appropriate literature (see below) and the schemes of work that teachers use for planning their daily work. They should then be referred to in those schemes of work.

The assessment should take into account the normal conditions in which the activity will take place and suggest courses of action

For example: age and abilities of pupils
numbers and groupings of pupils

Risk Assessment Itself

Standard risk assessments will be amended by teachers to fit the circumstance

Literature

Safe Practice in Physical Education BAALPE

Planned Accident Response

If despite all planning of Risk Assessments, an accident occurs then all teachers should have a scheme of action prepared that will protect the life and health of;

Other pupils in class
The person to whom the accident has occurred

Appendix D

Code of Practice for the Teaching of Science, Art, Craft and Technology

Every teacher, teaching assistant, and volunteer must be fully conversant with the code of practice to safeguard her/ his own health and the health of the children for which he /she is responsible during science, art, craft and technology lessons.

The teacher in charge must

a) Adequately prepare lessons and organise activities according to the facilities available
b) Anticipate hazards and draw attention to them giving clear instruction as to how injury and damage can be avoided
c) Be properly organised and have numbers in a group such that the group is under complete control at all times

Children must;
Be aware of rule which apply to science, art, craft and technology lessons
Obey instructions absolutely and immediately
Safe Working
Accidents can arise from handling tools incorrectly and correct techniques must be adopted at all times

Faulty equipment should be reported immediately and taken out of use until repaired
Equipment, tools and materials should be safely and appropriately stored
Accident Reporting
IT should be noted that all accidents must be reported on the appropriate form, again as part of whole school monitoring procedures

Appendix D Playground Rules

KS1 playground rules

No standing on the roof of the houses or the train.
No standing on tables.
No climbing trees.
Don’t throw pine needles or hay.
No fighting games.
Quiet games only in and around the big house.
No climbing on the fence.
Don’t climb up the slides.
Only get on the climbing frame using the ladders and don’t climb on top of the tunnels.
Put your rubbish in the bin.
Respect the equipment and have fun!

KS2 playground rules

Put your rubbish in the bin.
Only two people on the monkey bars using a one-way system. Don’t sit on the top.
No running around play equipment.
No play fighting.
Respect others by not shouting and screaming in the gazebo.
No pushing off *any* equipment.
Don’t go on the equipment if it’s wet.
Respect the equipment and have fun!