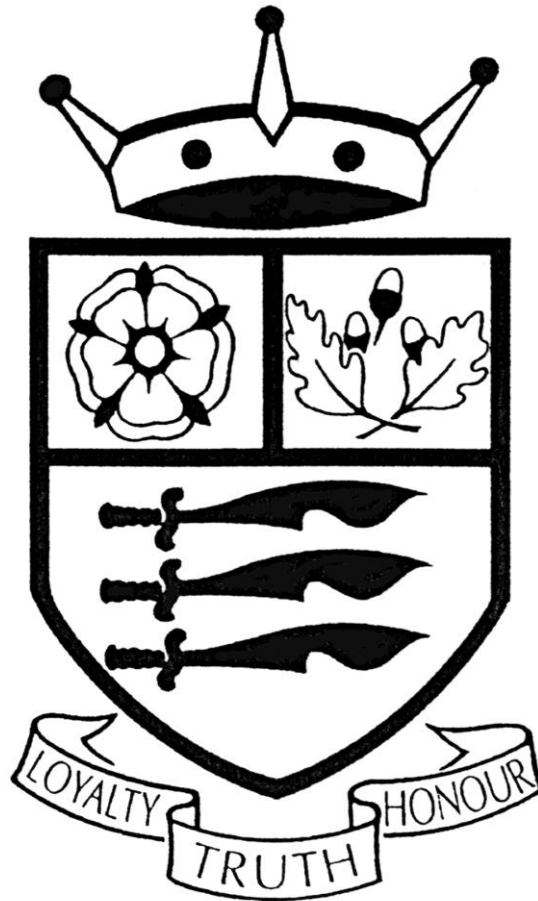


West Lodge Primary School



Health & Safety Policy

1. Aims

Our school aims to:

- › Provide and maintain a safe and healthy environment
- › Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- › Have robust procedures in place in case of emergencies
- › Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- › [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- › [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- › [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- › [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- › [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- › [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- › [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- › [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- › [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

3. Roles and responsibilities

3.1 The local authority and governing board

Harrow Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing body.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.2 Headteacher

The headteacher is responsible for health and safety day-to-day. This involves:

- › Implementing the health and safety policy
- › Ensuring there is enough staff to safely supervise pupils
- › Ensuring that the school building and premises are safe and regularly inspected

- › Providing adequate training for school staff
- › Reporting to the governing board on health and safety matters
- › Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- › Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- › Ensuring all risk assessments are completed and reviewed

In the headteacher's absence, the School Business Manager assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is the School Business Manager. The School Business Manager is responsible for:

- › Drafting policies and procedures, and ensuring these are communicated to staff
- › Drafting and updating statutory risk assessments
- › Liaising with the Harrow Council Health & Safety team
- › Reviewing health and safety related inspection reports such as audits, fire risk assessments etc and ensuring all actions are completed
- › Working with the Headteacher and Site Managers to identify and mitigate the risk from potential hazards
- › Ensuring the school has a planned annual maintenance and inspection programme which complies with statutory requirements

3.4 Site Managers

Site Managers are responsible for:

- › The security of the site in and out of school hours
- › Ensuring the cleanliness, safety and hygiene of the school premises
- › Carrying out visual inspections of the school premises to identify and mitigate the risk from potential hazards
- › Carrying out regular inspections of playground equipment as per the ROSPA checklist
- › Regular testing of fire alarms, and recording thereof
 - › Carrying out minor repairs or maintenance as required
- › Arranging for contractors to carry out more major or specialist repairs or inspections
- › Maintaining records of planned maintenance and inspections
- › Attending courses relevant to their responsibilities

3.5 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- › Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- › Co-operate with the school on health and safety matters
- › Work in accordance with training and instructions
- › Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- › Model safe and hygienic practice for pupils
- › Understand emergency evacuation procedures and feel confident in implementing them

3.6 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.7 Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Site security

The Site Managers are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Site Managers make regular inspections of the school ensuring that emergency exits are clear and remove, isolate or contain any hazard. Subsequently any minor repairs or maintenance are to be completed by the Site Managers, or through the use of authorised contractors. Any equipment is purchased to appropriate British standards and is maintained in accordance with the manufacturer's recommendations. Site Managers are to attend courses relevant to their responsibilities.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are in the playground for years 3-6 and by the back gate for Reception and Years 1 & 2.
- Class teachers will take a register of pupils using the Inventory Fire Evac App, which will then be checked against the attendance register of that day
- Office staff will check any visitors using the Inventory App.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

SEE APPENDICES 1 & 2 for evacuation procedures

6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes

- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Any member of staff using chemicals must:

- Ensure that they are kept in a locked store;
- Check the substance against the COSHH register;
- Follow procedures laid down for use;
- Be aware of procedures for avoiding exposure and control;
- Inform the Head Teacher of any difficulties.

Control of substances hazardous to health (COSHH) risk assessments are completed by Site Managers and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

6.2 Legionella

- A water risk assessment is completed annually by TWC Services. The Site Managers are responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint
- Monthly water temperature checks take place monthly to mitigate the risks from legionella.

6.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

7. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

7.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to The Site Managers immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Managers

7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Managers retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders

- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

11. Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on schools trips and visits

12. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

13. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

14. Smoking

Smoking is not permitted anywhere on the school premises.

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

15.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

15.2 Coughing and sneezing

- Cover mouth and nose with a tissue

- › Wash hands after using or disposing of tissues
- › Spitting is discouraged

15.3 Personal protective equipment

- › Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- › Wear goggles if there is a risk of splashing to the face
- › Use the correct personal protective equipment when handling cleaning chemicals

15.4 Cleaning of the environment

- › Clean the environment, including toys and equipment, frequently and thoroughly

15.5 Cleaning of blood and body fluid spillages

- › Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- › When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- › Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- › Make spillage kits available for blood spills

15.6 Laundry

- › Wash laundry in a separate dedicated facility
- › Wash soiled linen separately and at the hottest wash the fabric will tolerate
- › Wear personal protective clothing when handling soiled linen
- › Bag children's soiled clothing to be sent home, never rinse by hand

15.7 Clinical waste

- › Always segregate domestic and clinical waste, in accordance with local policy
- › Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- › Remove clinical waste with a registered waste contractor
- › Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

15.8 Animals

- › Wash hands before and after handling any animals
- › Keep animals' living quarters clean and away from food areas
- › Dispose of animal waste regularly, and keep litter boxes away from pupils
- › Supervise pupils when playing with animals
- › Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

15.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carers will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

16. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

17. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

The school buys into an Employee Assistance Programme which all staff members can access at any time.

18. Accident reporting

18.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

18.2 Reporting to the Health and Safety Executive

The School Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

18.3 Notifying parents

The Welfare Officer will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

18.4 Reporting to child protection agencies

The Headteacher will notify Harrow Childrens' Services of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

18.5 Reporting to Ofsted

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

19. Training

Our staff are provided with health and safety training as part of their induction process.

20. Monitoring

This policy will be reviewed by the every 2 years.

At every review, the policy will be approved by the Resources Committee

21. Links with other policies

This health and safety policy links to the following policies:

- Safeguarding and Child Protection
- First aid
- Supporting pupils with medical conditions
- Accessibility plans
- Risk assessments as appropriate

APPENDIX 1

EVACUATION PROCEDURES - FIRE

Fire

The Headteacher has overall responsibility for ensuring that statutory fire precautions and provisions are adhered to. Issues of agreed procedures are:

- The action to be taken on hearing the fire alarm;
- The action to be taken on discovering a fire;
- Raising the alarm and location of alarm points;
- The location of fire fighting equipment;
- Knowledge of escape routes and the identity of those nominated as competent persons to supervise any evacuation of the premises;
- Appreciation of the importance of fire doors and the need to close all doors and windows.

If you discover a fire

- Raise the alarm by breaking the glass at the nearest alarm point
- It is the duty of all adults to know these positions

Fire Exits must be kept clear at all times and fire doors should be unbolted whilst occupied

Fire Drill/Emergency Procedures requiring Evacuation

- As soon as the fire alarm sounds (a loud continuous alarm) all children and adults must stop what they are doing and walk out of the building through the nearest exit.
- Exit routes are displayed in each classroom, activity or office space which staff and pupils use.
- Teachers will check all pupils are present using the Inventory Evac App on their class iPads. All pupils must be accounted for. A headcount is not sufficient.
- The office team will bring printed copies of class lists out with them and distribute to any classes who do not have their iPad or are unable to access the Inventory EvacApp.
- The office team will check all visitors are accounted for using the list on the Inventory EvacApp.
- Nobody must go back into school. If a child/adult is missing it must be reported to the Headteacher.
- The Headteacher or a member of the Leadership Team will check that class numbers tally.
- Adults are requested to have a "buddy" if they are not part of a Year Group Team to ensure adult evacuation is checked as far as reasonably possible.
- When the Site Manager/LT have ensured that the building is safe, classes may then return to the school building.
- Children must walk in and out of the school sensibly and line up quietly.
- If the normal exit is blocked for any reason then the nearest available exit must be used.
- Fire evacuation practice drills happen once a term and can be planned or unplanned.
- Recorded practice fire drills are carried out with After-School Club (ASC) and Breakfast Club (BC). Procedures for raising the alarm are as above and evacuation points are; for ASC, in front of adventure playground and for BC, playground by the steps to the annex.

Lunchtime Fire Procedures

- At least one fire drill per year will take place during lunchtime.
- All SMSAs on duty in the playground shall, on hearing the fire alarm, gather all children together away from the building and ensure that no child re-enters.
- In the event of fire, the bell is to be rung and children to line up in designated areas.
- SMSAs, in areas where the children are eating, shall evacuate all children away from the building and ensure that the toilets are vacated.
- The Headteacher or members of the Leadership Team will ensure, as far as is reasonably practical, that the rest of the building is vacated.
- Class Teachers will take registers in the normal way.
- All available staff on site will help to evacuate children and take registers where necessary

In the event of a fire or bomb alert, the Headteacher or designated person must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see Fire Drill procedure).
- In the event of a bomb alert follow Harrow's guidelines.
- Ensure that office staff phone 999 for the Fire Brigade and Police.
- Check that the evacuation procedure has been followed.

- Remain at the front or back of the school to meet the Fire brigade/Police and direct them to the incident.
- All children and adults must remain outside on the playground or in the park until the all clear has been given.

Fire Prevention Equipment

- There are regular inspections of fire extinguishers, fire alarm systems and emergency lighting/smoke detectors where available.
- Records are kept up-to-date

APPENDIX 2

EVACUATION PROCEDURES – OFF SITE (EG BOMB ALERT)

In the event of a bomb alert or other alert requiring off site evacuation, the Headteacher or designated person must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children.
- Ensure that office staff phone 999 for the Emergency Services.
- Check that the evacuation procedure has been followed.

Evacuating Children from the School Premises to their assembly points

- In the event of a bomb scare, and subsequent alarm, all class teachers will lead children off the premises;
 - **Classes working in the Lower School** (Silver, Gold, Yellow, Pink, Orange, Blue, Red, Purple, Green, Maroon, Turquoise and Lilac) should leave by the back gate and relocate to the **tennis courts**.
Hayley/Sarah to escort classes to Tennis Courts and check safe evacuation (Assembly Point is to the left side courts and classes should assemble as Year Groups with all adults in that Year Group with them). **Remember, there is more than one entrance to the tennis courts – if one is being used by another class, please use the other to speed up the evacuation.**
 - **Classes working in the Upper School** (Ruby, Pearl, Topaz, Aquamarine, Amber, Emerald, Amethyst, Sapphire and Diamond) should leave by the nearest emergency exit and relocate in **Pinner Memorial Park**.
Jim Dees to escort classes to Pinner Memorial Park and check safe evacuation. Assembly Point is on the grassed area between Daisy's and the pond – Please line your children up in 2 lines facing the pond with you at the pond end (not too close to the pond!)- Classes should assemble as Year Groups with all adults in that Year Group with them.
 - **Children working in the Jubilee Block** with peripatetic teachers for music lessons should exit to the park with their teacher who should direct them to their class teacher or Jim Dees.
 - **Children working in Kaleidoscope** should exit with their adult to the Park and report to Jim Dees who will communicate with the class teacher if they are assembled elsewhere.
 - Children working with a teacher in the Art room/Music room or any Annex room should exit to the Park and the class teacher should inform Jim Dees.
 - Children in any groups and intervention groups in the main building should be taken to their evacuation point (park or tennis courts) via the nearest available exit and directed to their class teacher; groups working in the Jubilee Block should be taken to the Park and messages radioed/phoned to their class teacher. **Communication will be made between Headteacher/Assistant Headteachers and Site Managers initially.**
 - Classes working in other places at the time of the alarm should exit to their nearest evacuation Point – Children working in the ICT Suites and Upper School Hall should evacuate to Pinner Memorial Park, children working in the Lower School Hall should evacuate to the tennis courts.
- All children and adults must remain outside in the park/tennis courts until the all clear has been given by Jim or an AHT

Emergency Evacuation Procedures for staff/children

- As soon as the alarm sounds (a **loud continuous alarm**) all children and adults must stop what they are doing and walk out of the building through the nearest exit.
- **At some point along your evacuation route a Marshal will give instructions as to whether it is a fire evacuation to our on-site assembly point, or an off-site evacuation to the park/tennis courts.**

Fire Exits must be kept clear at all times and fire doors should be unbolted whilst occupied

- Fire Marshals to check toilet/shared areas, as per appendix 1, on their way out of the building
- Exit routes are displayed in each classroom, activity or office space which staff and pupils use.
- If the normal exit is blocked for any reason then the nearest available exit must be used.
- The registers will be distributed to each class **(Yr 4 – Yr 6) by Shilpa** when staff and pupils are assembled in the park, and by **Sumita to Yr R - Yr 3** classes who will assemble in the tennis courts.
- Registers must then be checked by name to ensure that all children are present (a head count is insufficient).
- Registers must then be returned to Shilpa/Sumita and class teachers must report that all children are accounted for.
- Nobody must go back into school. If a child/adult is missing it must be reported to the Headteacher.
- The Headteacher or a member of the Leadership Team will check that class numbers tally.
- Nayna will bring the Ipad with the Invenry EvacApp out and use it to check all visitors are present (NB: need to check Wifi accessibility).
- **Staff are reminded to check that adults working in their room or their Year Group have been safely evacuated, however all adults are responsible for their own safe evacuation and all adults' prime responsibility is to ensure the safe evacuation of the children.**
- **Adults are requested to have a "buddy", if they are not part of a Year Group Team, to ensure adult evacuation is checked as far as is reasonably possible.**
- When the Headteacher has ensured that the building is safe, classes may then return to the school building.
- Children must walk in and out of the school sensibly and line up quietly.

