





Health & Safety Policy, and Arrangements

	Name	Date	Signature
Reviewed	Headteacher	November 2022	
Reviewed	D Mead – Deputy Head Teacher	November 2023	
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Version Control	
Date	Change
November 2023	Updated First Aid training expiry dates
March 2023	Added in specific guidance about Personal Portable Equipment with regards to safety testing
	Added in the Fire Emergency Evacuation Plan as Appendix 2
	Updated Fire Safety to include more detail about evacuation and consideration to children and adults that may need a PEEP.

CONTENTS

ABBREVIATIONS

The following are used in the policy:

COSHH – Control of Substances Hazardous to Health

DSE – Display Screen Equipment (Computers)

H&S – Health and safety

HSE – Health & Safety Executive (enforcing body for health and safety)

ACM – Asbestos Containing Material

NAAIDT - National Association of Advisers and Inspectors in Design and Technology

Part A – General Statement (Indicates the schools commitment to Health & Safety.)
Statement of Policy

Part B – Organisation (Summarises health and safety responsibilities.)

Governors

Head Teacher

H&S Representative

Premises Manager

Employees (All)

Part C – Arrangements (Provides detail on how school will ensure safety)

General Arrangements

1- Insurance

2 – Accident/Incident recording/reporting

3 – Use of Premises outside of working hours

4 – Asbestos

5 – Contractors on Site

6 – Competency

7 – E-Safety

8 – Infectious Diseases

9 – Medical Needs

10 – General Maintenance Contracts

11 – Risk Assessments

12– Safeguarding

Raglan Primary School and Nursery
Part of Connect Schools Academy Trust

14 – School Trips

15 – Transport

16 - School Site

17 – Wellbeing

Specific Arrangements

1 – Art

2 – Food Activities

3 – Sport/PE

4 – Swimming Arrangements

5 – Technology

Appendix 1: Nominated Persons First Aid

HEALTH AND SAFETY AT WORK ETC ACT 1974

HEALTH AND SAFETY POLICY OF RAGLAN PRIMARY SCHOOL AND NURSERY

Introduction

The Health and Safety at Work Act 1974 places a primary duty on all employers to ensure, as far as is reasonable, the health, safety and welfare of all their employees. In addition, employers are required to adopt a statement of safety policy.

The Trust Directors

The Trust Directors have ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher. The Trust Directors have a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Academy Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

PART A

STATEMENT OF POLICY

The school recognises its responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve continually improving safety standards and safe methods of work. Raglan Primary School and Nursery will ensure, so far as is reasonably practicable, that:

1. Equipment and systems of work are safe and without risks to health.
2. The handling, storage or transport of articles and substances will be safe and without risk to health.
3. Information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school.

Raglan Primary School and Nursery
Part of Connect Schools Academy Trust

4. The site is maintained in a safe condition and without risks to health.
5. Access to and egress from the site is maintained in a condition that is safe and without risk to health.
6. A working environment is provided that is safe and without risks to health.
7. There are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

February 2021



This policy will form part of the induction pack given to staff.

PART B – ORGANISATION

GOVERNORS

The Local Governing Board will ensure that:

- a) The Headteacher produces a school H&S policy for approval by the Local Governing Body and that this policy is regularly reviewed;
- b) Risk assessments of work activities are undertaken and a written record of the assessments readily available and kept under review by the appropriate person;
- c) Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc;
- d) Regular safety inspections are undertaken;
- e) A positive H&S culture is established and maintained.

HEADTEACHER

(The Headteacher is the day-to-day manager of the site and is responsible for H&S on that basis.)

The Headteacher will ensure that:

- a) A school H&S policy is produced for approval by the Local Governing Body and that the policy is regularly reviewed and revised as necessary;
- b) Risk assessments of work activities are undertaken, that a written record of the assessments is kept readily available and that the assessments are reviewed regularly and when they are no longer felt to be valid;
- c) That a fire risk assessment is in place and kept up to date
- d) 'Safe systems of work' identified via risk assessment or to comply with national standards/guidance, are monitored to ensure they are followed and effective;
- e) Information and advice on H&S is acted upon/circulated to staff and governors. The Health and Safety committee (Head, Site Manager and Health and Safety Governor) meet termly to discuss and review health and

Raglan Primary School and Nursery
Part of Connect Schools Academy Trust

safety across the school and feed this back to Governors. An annual report is also provided to the school governors with respect to health and safety;

- f) An external safety inspection is undertaken annually;
- g) Cooperate with the Health and Safety Executive in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures;
- h) Staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely;
- i) H&S duties are delegated to an individual, normally referred to as the H&S Representative, he/she ensures that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out;

H&S REPRESENTATIVE

(This is the person delegated with specific responsibilities who is currently the Headteacher in respect of the management of H&S.)

The H&S Representative will:

- a) Receive all H&S information sent to the school and disseminate the information to staff/governors as necessary;
- b) Advise the Headteacher and Governors on action required to comply with relevant H&S legislation;
- c) In consultation with Headteacher/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation;
- d) Carry out the regular safety inspection.

PREMISES TEAM

The Premises Manager and Assistant are delegated with the role of overseeing the following aspects of Health and Safety to ensure and maintain compliance within the building structure and premises.

The premises manager will:

Maintain **fire safety** within the school premises by ensuring:

- that the actions within the Fire Risk Assessment are completed within the relevant set timescales and fire logbook is kept up to date;
- fire alarms and emergency lighting is tested every half term;
- housekeeping standards are high;

Raglan Primary School and Nursery
Part of Connect Schools Academy Trust

- new staff have appropriate safety instructions;
- fire evacuations take place every term;
- contractors sign in and are made aware of fire evacuation procedures;
- fire risk checklists are completed annually
- Attend a basic fire safety training course

Manage **asbestos** within the school premises by ensuring:

- the ACM register is kept at a central point;
- that contractors sign the register and are aware of the risks;
- emergency procedures are implemented if ACM is disturbed;
- attendance at appropriate ACM training
- keep the Asbestos management plan up to date (see point 4 under section C below)

Manage **Legionella** within the school premises by ensuring:

- the Legionella file is kept at a central point;
- that all, particularly those which are little used, school outlets are flushed every week

Manage **security** within the school premises by ensuring:

- security alarms are tested every term
- Door and window locks are kept in good working order
- That the premises is secure at the end of every day

Manage **maintenance activities – building and site** within the school premises by organising with Head teacher/ Finance Officer:

- annual checks of boiler/ alarm/ fire safety equipment and any other specialist health and safety equipment
- work carried out by contractors
- cleaning company
- all electrical appliances are PAT tested and that a register is kept centrally
- all building, mechanical and water services are functional and well maintained and all problems are reported to the Headteacher.

EMPLOYEES (ALL)

Please see Appendix 2 ref Role at Raglan

Raglan Primary School and Nursery
Part of Connect Schools Academy Trust

The Health and Safety at Work Act 1974 states:

“It shall be the duty of every employee while at work:
to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work, and as regards any duty of requirement imposed on his employer or any other persons by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with.”

The Act also states:

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

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected to:

- (a) observe standards of dress consistent with safety and/or hygiene especially during games/P.E. sessions and in food technologies/cooking.
- (b) encourage good standards of cleanliness.
- (c) know and apply the emergency procedures in respect of fire and first aid, and evacuation. And know the emergency procedures when it may be required to keep pupils securely mustered inside the building
- (d) use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- (e) co-operate with any appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.
- (f) take part in any emergency drills held in the school
- (g) report hazards
- (h) report to the Head teacher any person, including pupils, not carrying out the safety procedures as agreed.
- (i) shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Head on any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
- (j) ensure that all visitors to the School sign in and out at reception and wear an appropriate badge.
- (k) It is the duty of every member of staff, both teaching and non-teaching, to report any unsafe conditions to the Headteacher or the deputy in their

Raglan Primary School and Nursery
Part of Connect Schools Academy Trust

absence. In addition an attempt should be made to eliminate the danger before reporting it;

- (l) All employees have the responsibility of co-operating with the Headteacher to achieve a healthy and safe workplace and to take reasonable care of themselves, pupils and others.

All employees should carry out regular checks within their own working area and additionally be vigilant in all shared areas of the school. This should include checking:

1. the general fabric of the area sockets, cupboard door hinges, shelves, broken furniture and other obvious hazards
2. that potentially dangerous or hazardous matters have been reported – and items or areas not used until the problem is rectified
3. that flammable materials (art sprays/paper) are stored in correct place
4. that wiring, sockets, switches, electrical components and goods are being used safely and appropriately
5. that walkways are not blocked
6. that doors/exits are clear and functioning
7. that pieces of equipment in need of repair/servicing have been removed from use
8. that only approved school equipment, resources and materials are in use. Staff bringing in items from home must obtain permission from the Headteacher before using it as part of school equipment- e.g.: breadmaker, hairdryer.)
9. If personal portable electrical equipment has been brought in by staff, a visual check must be completed by the Site Manager before any use and a visual inspection sticker placed upon the plug. The item then must be PAT tested within the next round of testing.

Any potential hazards should be reported to the Premises Officer or Headteacher

Example of hazards might be:

1. loose electrical sockets
2. unsecured floor surfacing
3. broken glass, loose timbers, prominent nails
4. trip hazards eg large bags of equipment lying in the hall
5. items for use stored on shelves which are out of easy reach
6. heavy boxes or items stored above head height

Review of Training Needs

The Headteacher or Subject leaders as appropriate shall be responsible for keeping under constant review the safety training needs of staff within their jurisdiction. This will include:

- Induction when new member of staff arrives.
- Update training, which takes place annually in a Staff Meeting.
- Raise awareness of H+S issues in Weekly Business Meetings when required

PART C

GENERAL ARRANGEMENTS

1 ACCIDENT/INCIDENT RECORDING/REPORTING

1.1 – Pupils, staff or visitors to the school.

All minor accidents involving injury to pupils are to be recorded. This will initially be recorded using a standard slip in the school **Pupil Accident Book which is duplicated to parents**, and kept in the school office.

All Accidents should be reported to the School Office and an Accident Record Form should be filled in and a copy will be kept in the School Accident Book in the School Office. The Accident Record Forms are numbered. It is the responsibility of each member of staff to report accidents including accidents to themselves, accidents they have witnessed to a child or visitor to the school within 24 hours of the accident. Once completed, the Office will submit the Accident Record form to the Headteacher for investigation and signature.

Reportable incidents are any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative. Office staff will check each School Accident Record Form to see if it constitutes reporting under RIDDOR.

1.2 - Near Miss Incidents

For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an accident/incident form is to be completed. The form will be sent to the Headteacher and Health and

Raglan Primary School and Nursery
Part of Connect Schools Academy Trust

Safety Representative who will then decide if it needs to be forwarded to the Health and Safety Executive. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more.

1.3 - First Aid

The school will try to exceed the basic recommendation for first aiders but will ensure that:

- a) A minimum of two pediatric trained staff will be on site.
- b) Two persons who hold the appointed persons first aid certificate will be on site at all times.

A list of staff who hold a first aid at work certificate is on notices displayed around the school or available from the office.

Qualified First aiders: 6
Pediatric First Aiders : 19
Emergency First Aiders 12

See Appendix 1 for full details

1.4 – Following an Accident

In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to **obtain immediate medical attention by dialing 999 and asking for an ambulance.** In cases involving pupils, their parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention. For cases involving injuries that are less serious but still of concern, e.g. sprains, strains, cuts etc. the parents/guardians will be contacted and advised of the situation and asked if they would like to collect their daughter/son or if happy for them to remain in school. In other cases, e.g. where no injury is visible, the pupil will be kept under observation. If concerns increase medical attention may be obtained but in all cases the parents will be advised of the incident.

NB in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised as appropriate. The parent must be informed.

1.5 – Recording

Any accident where first aid is administered to pupils is to be recorded initially in the pupil accident book and in some cases recorded on the accident form.

1.6 – First Aid Boxes/Materials

First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all staff/adult visitors on site. The teaching assistants are responsible for replenishing and check the classroom boxes and the Senior Midday Supervisors are responsible for replenishing the KS1 and KS2 playground first aid boxes (see Appendix 1).

1.7 – Injuries Involving Bleeding

Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and are kept in the Body fluids boxes. Each year group has an allocated box.

2 INSURANCE

Raglan Primary school is a member of the RPA.

The Department for Education's risk protection arrangement (RPA) is a voluntary arrangement for academies, free schools and local authority maintained schools. It is an alternative to insurance through which the cost of risks that materialise will be covered by government funds.

The RPA is not an insurance scheme but is a mechanism through which the cost of risks that materialise from 1 September 2014 will be covered by government funds.

3 USE OF PREMISES OUTSIDE OF WORKING HOURS

3.1 - Lettings

To ensure that the person who is taking on the letting is fully aware of their responsibilities during the period of the letting, 'Conditions of Booking' must accompany every acknowledgment of a booking. When the premises officer opens the school prior to the letting he must show the person responsible for the event the whereabouts of the nearest fire alarm call point, fire

Raglan Primary School and Nursery
Part of Connect Schools Academy Trust

extinguishers, and fire exits to the area to be used. He/she should also acquaint that person with any special emergency arrangements such as wheelchair routes, disabled evacuation equipment etc. The system for contacting the emergency services should be explained. The lettee must sign an agreement that they have read and understood what to do in the event of a fire. See the Letting Terms and Conditions. The Office Manager is responsible for organising the lettings.

3.2 – Lone Working

Staff working in the school alone or during holiday times must ensure that they have advised the Headteacher before the lone working takes place. They should ensure that the Headteacher knows the duration of the lone working and purpose. Staff working alone in one part of the building should inform the Headteacher or the premises team if they are on their own. A member of staff alone in the main school building may ask for the front door to be locked. Staff must not interview parents in their classroom without notifying another member of staff.

4 ASBESTOS

The school's Asbestos Management Plan (AMP) is kept by the Premises Manager and reviewed annually. Any major work planned and any work involving access to roof voids, demolition, or drilling into ceilings/floors/walls must be approved in advance to ensure asbestos is not likely to be disturbed.

NB All staff are advised that asbestos containing materials in school are only labelled in places where pupils do not have access so always check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.

5 CONTRACTORS ON SITE

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis and will be unfamiliar with the building.

5.1 – Service Contractors

Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering

Raglan Primary School and Nursery
Part of Connect Schools Academy Trust

staff. The service contract specifies what work is expected of them and what they can expect from the school. Their personnel will follow their own safe systems of work but their working methods should take into account how they will impact upon staff, pupils and other visitors on site. The school has/will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements.

5.2 – Building Contractors

These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/ eliminated.

Hazards associated with building work relate to personal injury or damage to health caused by:

- a) Slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- b) Being hit by falling objects dropped by persons working above head height;
- c) Inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.
- d) Coming into contact with machinery or vehicles.

The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and pupils have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

5.2.1 – Small Scale Building Works

This will include day-to-day maintenance work and all work undertaken on site **where a pre site meeting has not taken place.**

- a) All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the Premises Manager
- b) Before any work is commenced, it is essential that the Headteacher is made aware of:
 - i) the type of work is to be undertaken,
 - ii) where the work is to be carried out,

Raglan Primary School and Nursery
Part of Connect Schools Academy Trust

- iii) an indication of the likely timescale,
 - iv) what equipment is to be used,
 - v) what services are required.
- c) Before work is to commence, the contractors must be advised by the Premises Manager:
- i) where they can gain access to services,
 - ii) what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous sound that increases in volume, they must exit the building immediately and report to the **playground:**
 - iii) any particular problems with the work, e.g. access may still be required to the area.
- d) The contractors must be issued with a visitors badge and advised that it must be worn at all times whilst on site.
- e) The contractors must be advised who to contact on site if they have a problem.

5.2.2 – Large Scale Works

This encompasses all work where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work will come under the requirements of the Construction Design and Management Regulations and the school must exercise the duties of the Client as contained therein. For all large scale works a pre meeting will take place and the Headteacher, Premises Manager and Health and Safety Representative will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

6 COMPETENCY

All staff will be given or have had appropriate instruction or training so that they are considered to be competent to perform the tasks they are given. Specifically with regards to Health and Safety competency is viewed as one of the key elements of risk management and is essential in respect of the control of dynamic work situations, e.g. teaching a class of students. For each job/role basic competency requirements are included in the job description. Staff appointed will be assessed and where competency requirements are not met a plan will be identified to rectify this e.g. work shadowing, reading up of technical manual, attendance on training course.

7 ON LINE SAFETY

The school has a separate policy for On Line safety and a copy of this policy can be found in the shared area of the computer system. The policy indicates there is a whole school approach to On Line safety and details the ways ICT facilities can and cannot be used by the networks users.

8 INFECTIOUS DISEASES

The school follows the national guidance produced by the Health Protection Agency, which is summarised on the poster 'Guidance on Infection Control in Schools and other Child Care Settings'. This is displayed in the school office. Supplemental information on local contacts is contained in the 'Local Handbook for Schools on Infectious Diseases' kept in the office.

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.

9 MEDICAL NEEDS

The school will try to accommodate pupils with medical needs wherever practicable in line with the Supporting Pupils with Medical Conditions Policy. A health care plan will be compiled as necessary by the school nurse, the parent and relevant school staff. The school has a 'No Nuts' policy throughout the school. Most of the staff are EpiPen trained annually.

10 GENERAL MAINTENANCE CONTRACTS

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above the following maintenance arrangements have been made.

10.1 – Emergency Lighting, Fire Alarms, Boilers, Water heaters(in the kitchen)

The above are subject to a minimum annual check by a specialist contractor. Kitchen equipment (for example, ovens etc) are also serviced as required.

10.2 – Fire Safety Equipment

Fire safety equipment are subject to an annual service by a specialist contractor. The extinguishers are checked on a monthly basis, by the caretakers, to ensure that they are in position and that the pins are in place.

10.3 - Fixed Electrical Installation

The fixed electrical installation is tested by maintenance contractors every 5 years as required by the electricity at work legislation. Following this check a certificate is issued to confirm the electrical installation is safe.

10.4 - PE Equipment

All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted, the PE coordinator will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair. On an annual basis an independent service contractor (Kent Gym and Services Ltd) inspects the PE equipment.

10.5 - Play Equipment

All play equipment, which includes moveable play items as well as fixed external play structures, is subject to regular visual inspection by staff, prior to use. If defects are noted, a Midday Meal Supervisor will assess whether the equipment can remain in use or if it needs to be taken out of use pending repair. The fixed playground equipment is subject to a termly review of its condition and an annual check by an independent contractor.

10.6 - Portable Electrical Equipment

Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be taken out of use. In addition the portable electrical equipment is subject to a regular check in line with guidance on the checking of electrical equipment supplemented by local experience.

10.7 - Kitchen Equipment

Kitchen equipment which uses gas is checked annually for gas safety, the combi oven is serviced every two years and the ventilation system is inspected and cleaned annually.

11 RISK ASSESSMENTS

The key to setting the standards for Health and Safety is the assessment of risk. Therefore the provision of risk assessments is the corner-stone of a good health and safety policy and must be employed if the school is to achieve safe systems

Raglan Primary School and Nursery
Part of Connect Schools Academy Trust

of work. This is to ensure Health and Safety is regarded as an essential and inseparable part of the management function at all levels of the school. An assessment of risk is a careful examination of what, in your work or activity could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets injured or becomes ill. "Hazard" means anything that can cause harm (eg chemicals, electricity, working from ladders, etc); and 'Risk' is the chance, great or small, that someone will be harmed by the hazard. The important things you need to decide are:

- whether a hazard is significant
- whether you can put in place satisfactory precautions so that the risk is reduced to an acceptable level.
- You need to check this when you assess the risks. For instance, electricity can kill but the risk of it doing so in a school environment is remote, provided that 'live' components are insulated and metal casings are properly earthed.

Most hazards in school are generally manageable.

The school also holds a risk assessment register for all risk assessments in the shared area under Risk Assessments.

11.1 – Computer Workstation Assessment

Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a 'user audit'. A 'user' being someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis.

Computer based equipment can be used in complete safety if a few common sense measures are taken. Adjust furniture and equipment to suit your needs - do not adjust your posture to the workstation. Avoid a static posture and prolonged DSE work without a change of activity. It is important that problems with your furniture, equipment or eyesight need to be reported as soon as these arise.

11.2 – Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 requires every workplace to have a responsible person nominated. This is the Local Governing Body with day to day responsibility delegated to the Head Teacher. The Head Teacher and Local Governing Body must ensure:

Raglan Primary School and Nursery
Part of Connect Schools Academy Trust

- carry out a fire risk assessment of the premises and review it regularly
- tell staff about the risks identified
- put in place, and maintain, appropriate fire safety measures
- plan for an emergency
- provide staff information, fire safety instruction and training

A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. All staff should be aware of the significant findings in the Fire Risk Assessment. A Fire Risk Assessment is carried out every three years and the assessment is reviewed by The Head Teacher and The Local Governing Body.

Under the Regulatory Reform (Fire Safety) Order 2005 all employees have a legal duty of care. The duty imposed is very similar to that imposed by the general duties of the Health and Safety at Work Act 1974.

All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building; fire extinguishers are provided to aid escape in an emergency but are not otherwise intended to be used. See Emergency Plan for evacuating the building– reviewed annually (Appendix 2). All staff need to be familiar with the types of extinguisher in their vicinity and on what types of fire they may be used. The escape routes to be used are displayed near the door in each room.

Fire drills are carried out termly and the results are recorded. Variations of the time of day, including lunchtimes/playtimes etc, are implemented as well as the blocking of exits. Fire drill instructions and plans are posted in all rooms in the school. The fire alarm is a long continuous sound that gradually increases in volume. When this is heard, the staff, escort the children out of the building by the designated, or the nearest, route, to the infant and junior playgrounds as indicated by the room notice. If the designated exit is out of use leave the building from the closest exit.

Class teachers will take a register of pupils using the evacuation registers

Raglan Primary School and Nursery
Part of Connect Schools Academy Trust

The nominated Fire Marshalls will take a register of all staff

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.

The Premises Manager is responsible for carrying out fire alarm call point tests on a weekly basis using a rota system. **Records must also be kept on Fire Safety Log Book.**

Class teachers must discuss fire drill requirements and fire exits at the beginning of each new school year and repeat for any new intake. The termly fire drill is reported to the governor meetings.

The School office uses the InVentry Fire Evacuation report which lists all Visitors on site, class and staff registers. The InVentry fire evacuation app is also on all of the teachers iPads and the office class iPads.

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.

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

11.3 – Hazardous Substances

The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful, which will include dusts, e.g. pottery, wood etc. and biological hazards. The school COSHH assessment is kept in the office and summary information is kept where substances are stored/used. If staff have any questions on hazardous substances they should initially speak to the Health and Safety Representative. Using hazardous substances at work can put employee's health at risk. The *Control of Substances Hazardous to Health (COSHH) Regulations 2002*, require employers to control exposure to hazardous substances and undertake a risk assessment to establish measures to protect staff and control exposure.

11.3.1- COSHH Requirements

COSHH applies to virtually all substances hazardous to health and for the vast majority of commercial chemicals. The presence of a warning label may indicate whether COSHH is relevant. Some substances used at work or which arise from a work activity are considered hazardous, they include:

- Substances used directly in work activities (e.g. adhesives, paints and cleaning agents);
- Substances generated during work activities (e.g. fumes from soldering and welding);
- Naturally occurring substances (e.g. grain dust);
- Biological agents such as bacteria, other micro-organisms (e.g. Legionella and Hepatitis 'B'.)

11.3.2 - COSHH Risk Assessments

Whilst it is unlikely that there will be high levels of chemicals or hazardous substances used on most school sites, managers will still be required to assess the risk of substances present in the workplace. For purchased chemicals, suppliers are obliged to give as much information as necessary in order to ensure that the person using the chemical can do so safely (safety data sheets). This will provide information to enable a COSHH risk assessment to be carried out. The basic hierarchy of any COSHH assessment is always:

- Where possible, avoid/eliminate exposure;
- Consider replacing with safer alternative;
- Improve systems of work and environment to reduce exposure e.g. better tools to reduce wood dust, adequate ventilation;
- Limit time spent on task;
- Use personal protective equipment;
- Have appropriate storage arrangements;
- Have emergency procedures in place e.g. to deal with spillages.

When a COSHH risk assessment is completed a regular review should be carried out, especially if there is an accident/incident involving the use of the substance, e.g. spillage or contamination.

11.4 – Manual Handling

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of handling but any frequent operations and any involving even occasional movement of awkward or heavy items, must be

Raglan Primary School and Nursery
Part of Connect Schools Academy Trust

covered by a written manual handling assessment. All staff must ask themselves the question when considering undertaking any manual handling operation “Can I move the objects where I need to safely and without risks to health?” Where staff feel the answer is no, or they are unsure, they must not attempt the operation until they have obtained assistance.

11.4.2 – Manual Handling – Pupils

All pupils who may need to be lifted or supported are assessed. The need for training will form part of the risk assessment but all staff with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the pupils use, e.g. standing frames, wheeled chairs and hoists.

11.5 – Security

If staff have any questions on Security they should initially speak to the Health and Safety Representative.

11.6 – Water Assessment

An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaire’s disease. The school water assessment is kept in the Legionella Folder.

11.7 – Workplace

The premises manager and the headteacher carry out a visual inspection of the workplace, buildings/grounds weekly, a thorough inspection will take place annually and this will be reported to the Governors, in addition to this there will be an external audit carried out every three years.

11.8 - Work at Height

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays and accessing high level storage if not able to reach when stood on the floor and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most staff will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a written work at height assessment. Staff are required to complete ladder training and to sign the annual policy checklist to confirm they have done so.

Specialist Operations

Raglan Primary School and Nursery
Part of Connect Schools Academy Trust

These are where specific high level access equipment is to be used and where additional information will be required. This will include use of access scaffolding and any specialist ladders.

12 SAFEGUARDING

The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All staff need to be aware of the policy, a copy of which is kept in the Staff Room or accessed via the shared area.

13 VISITORS

All visitors should report to the school office as soon as they enter the premises. They should sign into school using the InVentry Sign in system. There is a safety and wellbeing statement for all visitors to read when signing in. A photo will be taken and label badge printed for them to wear whilst on site. . They should then wait for their escort/point of contact or proceed if authorised.

The parent and community volunteers helping in the school should have read the Visitors Working in school policy and filled in the necessary paperwork prior to volunteering. They will then be set up on the InVentry system as Approved Visitors.

All members of staff have been issued with a staff badge with their photograph displayed and this should be worn daily.

All staff should be aware of unidentified people wandering around the school and be prepared to challenge them or report their presence to the Headteacher. Children can play a part in this by reporting to staff.

14 EDUCATIONAL VISITS

A separate Educational Visits policy has been produced. The school has a rigorous procedure in place. All visits that involve taking children off site **MUST** complete the necessary forms and risk assessments. The teachers ensure that the Education Visit Co-ordinator (EVC) knows three weeks prior to the intended visit or tournament.

15 TRANSPORT

The school has adopted the council guidelines for the transport of pupils. One of the following options will therefore be used.

Raglan Primary School and Nursery
Part of Connect Schools Academy Trust

- 1 - Staff transport pupils/equipment in their own cars or drive to other venues during the working day. The school is covered by an insurance policy if the staff use their own vehicle for occasional work purposed with permission from the Headteacher.
- 2 - Transport and driver are hired in from a reputable source. This is the usual practice for educational visits.
- 3 - The parent(s)/guardian(s) of the pupils are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time.
4. The children who are transported to the Speech and Language Provision arrive and depart from the school using transport arranged by the LBB. Each taxi or minibus has a driver and an escort. All adults are DBS checked by LBB.
- 5 – A risk assessment will be done prior to an educational visit being organised using public transport. (See Educational Visits Policy)

16 SCHOOL SITE

16.1- School Pond

The pond area is kept locked at all times, when not in use by a class or group, and the key kept in the school office.

No unaccompanied children are permitted in the pond area. Children are closely supervised at all times.

Should an emergency occur, the supervising teacher will take immediate rescue measures and immediately send a child to the school office for assistance.

Staff to ensure children wash hands after visiting pond area.

16.2 Dogs on Site

No dogs are allowed in the school grounds, with the exception of assistance dogs for the blind and the qualified Pets as Therapy Dog.

16.3 Bikes and Scooters

Raglan Primary School and Nursery
Part of Connect Schools Academy Trust

Children are encouraged to cycle or scoot to school but must wheel their bikes or scooters on the school premises.

17 WELLBEING

The wellbeing of staff is seen as an integral part of the schools H&S responsibilities. The Trustees, Local Governing Body and Headteacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole. All staff have the right to a reasonable work/life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Headteacher but also have access to a confidential counseling service. Sickness, absence or health concerns will be dealt with by the Headteacher /Deputy Head.

SPECIFIC ARRANGEMENTS

Hazard	Precaution
1. ART	
1.1 Dust and damage to clothes	<ul style="list-style-type: none"> a) Only small quantities of powder paints are to be mixed at one time; b) Tables to be covered with newspaper to protect the surfaces and ease cleaning; c) Cleanable aprons to be worn by pupils involved in painting; d) Paint pallets and brushes to be washed up/out after use.
1.2 Substance Hazards	Use water-based paints and glues. Wallpaper paste contains fungicide and should not be used in school.
2. FOOD ACTIVITIES in main building and 'Caretakers House'	
2.1- LOCATION The risks associated with location of food activities are managed by ensuring that:	<ul style="list-style-type: none"> a) The house is equipped so that the children are able to cook in safety. b) The tables on which food is to be prepared are positioned to allow easy access around them. c) The floor area where food activities are undertaken is level, easily cleanable and is kept free from obstructions; d) Any spillages that occur are to be wiped up immediately. Pupils have been advised accordingly and will/can assist in mopping them up. e) The area has a fire blanket and the house is fitted with smoke and fire alarms. f) The area is equipped with necessary cleaning and washing facilities, so that hygiene and safety is of paramount importance. g) The safety certificates are to be displayed in the house.

Raglan Primary School and Nursery
Part of Connect Schools Academy Trust

<p>2.2 – EQUIPMENT The risks associated with electric shock and cuts, associated with use of knives and other equipment, are managed by ensuring that:</p>	<ul style="list-style-type: none"> a) A visual inspection of all electrical equipment is carried out by staff prior to use. This includes mixers, kettles, ovens, microwaves etc. All portable electrical equipment is also subject to an annual portable appliance test; b) Equipment is used in line with manufacturers' instructions and/or training received; c) All equipment provided for food activities is kept in good condition and only used for food activities. d) Children are shown how to use cutting equipment safely and are supervised when doing so
<p>2.3 – HYGIENE The risks associated with cross contamination are managed by ensuring that:</p>	<ul style="list-style-type: none"> a) Everyone, the adults in charge, helpers and pupils, wash their hands before and after handling food. Hands must also be washed after going to the toilet and prior to return if anyone leaves the room/area; b) The table/(s) on which food is prepared are cleaned prior to and after use or that the table is covered with a cleanable cover that is cleaned prior to and after use; c) Staff and pupils wear the protective clothing provided and that the protective clothing is only used for food activities. All staff/pupils will wear aprons and use oven gloves when handling hot dishes.
<p>2.4 - EMERGENCY PROVISION The following arrangements have been made to deal with emergency situations:</p>	<ul style="list-style-type: none"> a) A suitably stocked first aid box is and names of appointed persons are displayed in the kitchen area of the house. b) A fire blanket and carbon dioxide (or powder) fire extinguisher are situated around the school. The fire blanket is used for smothering fires, i.e. burning pans or if clothing is set alight. The carbon dioxide extinguisher is safe for use with electrical equipment. <p>NB If a carbon dioxide extinguisher is used the room is to be evacuated.</p>
<p>3 - SPORT/PE</p>	

Raglan Primary School and Nursery
Part of Connect Schools Academy Trust

<p>The school follows the guidelines contained in 'Safe Practice in Physical Education' produced by AfPE. The main risks associated with this activity relate to personal injury as a result of falls, collisions and being hit by objects. These risks are controlled by following the practices indicated in the above standard.</p>	<p>The general requirements are as follow:</p> <ul style="list-style-type: none"> a) Before any lesson pupils will change into appropriate clothing/footwear and remove any jewellery. b) Staff will remove jewellery and change into appropriate clothing and footwear. c) NB It is acceptable for staff to wear watches where necessary to time lessons. d) Pupils assisting in setting out apparatus will be shown correct methods for lifting/moving equipment and the teacher in charge will check equipment prior to its use to ensure correct position/fitment. e) Staff must undertake a manual handling assessment on behalf of the pupils, i.e. ask themselves. <ul style="list-style-type: none"> a) Mats are only to be positioned to identify landing areas or routes to be taken. They are not to be used to try and soften impacts from falls; b) Staff are only to use equipment they are familiar with.
<p>3.1 MOVING OBJECTS Before allowing children to undertake any manual handling task:</p>	<p>In particular staff will ensure that where two or more pupils assist with a task the pupils are roughly similar in stature so that one individual does not carry a disproportionate part of a load.</p>
<p>4 - SWIMMING ARRANGEMENTS <i>(The children walk to the Pavilion Leisure Centre accompanied by parents)</i></p>	
<p>The hazards associated with this practice are the potential for</p>	<p>Year 4 swimming lessons at The Pavilion must be supervised by qualified swimming instructors/lifeguards; changing rooms are</p>

Raglan Primary School and Nursery
Part of Connect Schools Academy Trust

<p>drowning and slips/falls associated with wet surrounds to pools.</p>	<p>supervised by Raglan staff. Staff must patrol the swimming pool area during the session. The Year 4 teachers must ensure that the children who walk to the swimming pool have the ratio of child to adult (1:6). All the children and adults will wear luminous singlets. An experienced member of staff will accompany class on initial visit to ensure appropriate arrangements are in place.</p>
<p>5 -TECHNOLOGY</p>	
<p>The school follows the guidance for safe practice in technology contained in 'Make it Safe' produced by the NAAIDT and endorsed as a standard by the Council. The hazards associated with this activity include: a) exposure to hazardous substances, e.g. glues/dusts; b) damage to clothing; c) personal injury, e.g. eye injury due to flying particles when materials being worked and cuts relating to use of equipment.</p>	<p>These are controlled by: <u>Location</u> Risks associated with personal injury are partly managed by ensuring that work is only to be undertaken on suitable surfaces. Suitable surfaces are those that are large enough to accommodate the work, and which are flat and stable. <u>Personal Protective Equipment</u> a) Where appropriate, staff/pupils wear personal protective equipment in the form of aprons and goggles/spectacles; b) Personal protective equipment is stored to minimise damage and ensure easy availability. Aprons are to be hung up and goggles/spectacles stored in cloth pockets. <u>Equipment</u> Risks associated with Personal Injury are partly managed by ensuring that equipment is kept clean and stored so as to minimise damage/help pupils to find the correct tool. <u>Hazardous Substances</u> Risks associated with hazardous substances have been addressed as part of the school COSHH assessment. (See 12.3 above)</p>

Raglan Primary School and Nursery
Part of Connect Schools Academy Trust

APPENDIX 1: Nominated Persons as of September 2022

Health and Safety Lead: Ms Helena Smith
Health & Safety Representative: Mr M De Freitas
Premises team: Mrs E Prescott & Mr I Smith
Staff who are first aid trained:


Dawn Bailey – Emergency Paediatric First Aid Exp 4/2025
Josh Boorman – Paediatric First Aid Exp 11/2025
Sue Bradshaw - Paediatric First Aid Exp 05/2024
Stephanie Bridge - Paediatric First Aid Exp 05/2024
Caroline Brelsford – Emergency Paediatric First Aid Exp 8/2026
Anne Brotherton - Paediatric First Aid Exp 4/2025
Cindy Carberry - Emergency Paediatric First Aid Exp 4/2025
Stuart Cosgrove - Paediatric First Aid Exp 9/2026
Jean Cossentine - Paediatric First Aid Exp 05/2024
Matt De Freitas –Paediatric First Aid Exp 11/2025
Laura De Souza – Emergency Paediatric First Aid 09/2026
Hannah Donnelly – Emergency Paediatric First Aid Exp 09/2026
Liz Dray - Emergency Paediatric First Aid Exp 4/2025
Rachael Ezinwa – Emergency Paediatric First Aid Exp 08/2026
Claudia Fenner –Paediatric First Aid Exp 11/2025
Gina Fontanarosa - Paediatric First Aid Exp 09/2026
Frankie Gadd – Paediatric First Aid Exp 09/2026
Sarah Gordon – Emergency Paediatric First Aid Exp 09/2026
Rebecca Grant - Paediatric First Aid Exp 05/2024
Alison Griffiths - Paediatric First Aid Exp 05/2024
Helen Henderson - Paediatric First Aid Exp 09/2026
Martin Hunter - Paediatric First Aid Exp 09/2026
Emily Ingrey – Paediatric First Aid Exp 11/2025
Emma Prescott – Paediatric First Aid Exp 07/2026
Lynda Lisle - Emergency Paediatric First Aid Exp 4/2025
Sue Luxford – Paediatric First Aid Exp 05/2024
Hilary Marney – Paediatric First Aid Exp 4/2025
Danielle Mead – Emergency Paediatric First Aid Exp 4/2025
Kelly Morgan - Paediatric First Aid Exp 05/2024
Helen Norman – Paediatric First Aid Exp 05/2024
Jasmine Norman – Paediatric First Aid Exp 05/2024
Theresa Nye – Emergency Paediatric First Aid Exp 9/2026
Joseph Olarewaju – Paediatric First Aid Exp 11/2025
Sally Palmer-Ralph –Paediatric First Aid Exp 11/2025
Sandra Pickering – Paediatric First Aid Exp 09/2026
Margarita Rescio Escabedo - Paediatric First Aid Exp 05/2024
Kate Schaper – Emergency Paediatric First Aid Exp 4/2025
Vydaisha Singh - Paediatric First Aid Exp 4/2025
My Simpson-Ngo - Emergency Paediatric First Aid Exp 9/2026

Raglan Primary School and Nursery
Part of Connect Schools Academy Trust

Lisa Spittal - Paediatric First Aid Exp 09/2026
Patrick Sykes - Emergency Paediatric First Aid Exp 4/2025
Victoria Turner - Paediatric First Aid Exp 9/2026
Alison Wilkins - Paediatric First Aid Exp 05/2024

The classroom teaching assistants are responsible for replenishing classroom first aid boxes.
The Midday Supervisors are responsible for replenishing the KS1 & KS2 first aid boxes.

Appendix 2

 <h1 style="margin: 0;">RAGLAN FIRE EMERGENCY EXIT PLAN</h1>	<p>Purpose of plan:</p> <ul style="list-style-type: none"> To ensure that occupants of the premises know what to do if there is a fire. To ensure that the premises can be safely evacuated.
SECTION 1	
Name of Premises:	Raglan Primary School
Address:	Raglan Road, Bromley , BR2 9NL
Person responsible:	Site Manager – Emma Prescott
Review:	March 2023 reviewed
To add Marshalls to the plan.	
To ensure that the plan is included in Health and Safety Policy.	March 2024 reviewed again (before if anything has changed)
To ensure plan is robust and clear for everyone.	
<p><u>People with special responsibilities:</u></p> <ul style="list-style-type: none"> The Fire Marshall's and Fire Warden's responsibility is to ensure that the buildings have been evacuated and everybody is safe. However, in the event that a child/adult is unaccounted for the Fire Marshall must inform the Fire Warden: Lynda Lisle immediately. (In her absence Sally Palmer-Ralph and then Kate Schaper) The Chief Fire Marshalls needs to make sure that the whole staff are aware of the procedure, so everyone is clear what to do in the event of a fire. Each Marshall must be able to account for all adults/children that are in their designated areas. 	<p><u>Main Building:</u> To be decided and their role made clear in training.</p> <p><u>Chief Fire Marshalls:</u> Head Teacher/ Deputy Head Teacher – Matt De Freitas and Danielle Mead (Year 3 and 4, LP)</p> <p><u>Deputy Fire Marshalls:</u> Site Manager – Emma Prescott Site Assistant – Ian Smith Inclusion Lead – Martin Hunter (Key Stage one) Class Teacher – Liam Farmer (Upper Key Stage 2 and stairs, toilets) Class Teacher – Sharon Johnson (Upper Key Stage 2 and stairs, toilets)</p> <p><u>Fire Warden:</u> Lynda Lisle</p> <p><u>Deputy Fire Wardens:</u></p>

Raglan Primary School and Nursery
Part of Connect Schools Academy Trust

- The **Fire Warden** is to ring 999 and inform the emergency services of any injuries/unaccounted for pupils/adults. Explain where the fire is, how bad etc.
- Walkie talkies to be taken to the playgrounds by Head and Deputy Head, office staff and site staff.
- Office staff have responsibility to bring out class registers, one set to each playground.
- Office staff to carry staff and visitor registers out.
- Visitors, volunteers or work experience students need to exit building using the nearest door and walk around the back of the building to the KS1 playground and wait with the kitchen staff next to the gate by the car park so that they can be checked off by the Fire Warden (Lynda Lisle or deputies)
- Volunteers working with children to take the children out via the nearest exit to meet their class and then make their way to the KS1 playground and wait with the kitchen staff next to the gate by the car park.
- Lunchtime: Midday supervisors to take the children out to KS1/KS2 playground.
- Each peripatetic teacher is responsible for their child and must accompany them to the nearest exit point to safety.
- The Head will inform the Chair of Governors in the event of an emergency.
- The Chair of Governors will disseminate the information to the other governors.
- If the children are split into Maths and English groups they are to leave the building in their group and go into classes when they reach the assembly point.
- All kitchen staff must switch off appliances and leave the kitchen and go to assembly point.

Sally Palmer- Ralph (Key Stage 1)

Kate Schaper (Key Stage 1)

Gym:

Fire Marshall: Teacher / Sport Coach (gym, toilets and changing area)

Studio:

Fire Marshall – Teach/ Music teacher/ Teaching Assistant (studio and studio toilets)

Music Room: Peripatetic teacher to bring child into the playground via nearest exit and wait with the child at the assembly point.

**Raglan Primary School and Nursery
Part of Connect Schools Academy Trust**

- All contractors must leave the building when the alarm rings.

SECTION 2 - Action to be taken on discovering a fire:

1. Sound the alarm using the nearest call point if a fire or smoke is discovered.
2. If you have received fire safety training (fire wardens) and use of extinguisher, then you can consider tackling the fire if it is safe to do so. You should report to the Chief Fire Marshalls, giving details of your actions.
3. On hearing the Alarm all staff, pupils and building occupants must leave the premises without delay in all circumstances and report to their appointed assembly point.
4. Alarm Company alerts emergency services.
5. Check registers.
6. All school community need to be accounted including:
 - **Teaching staff**
 - **Office staff**
 - **Support Staff**
 - **Nursery Staff and children**
 - **Midday Supervisors**
 - **Peripatetic teachers**
 - **Kitchen staff**
 - **Parents**
 - **Visitors, Volunteers and Parent Helpers**
 - **Work experience students/ student teachers**
 - **Contractors**

Location of assembly points

KS1 playground and KS2 playground

SECTION 3 - Arrangements for the general evacuation of the premises

Activate the Emergency Management Plan

1. Sound the alarm by activating the nearest call point. The alarm is a loud continuous sound.
- If fire is detected by the automatic detectors, this will also trigger the fire alarm.
2. Call emergency services (Alarm Company will call the service).
 3. Everyone to remain calm and controlled. All staff are to ensure that pupils and others in their immediate vicinity are guided to the nearest means of escape.
 4. No one shall take any items with them while evacuating other than registers/ class lists.
 5. Staff to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out
 6. If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below
 7. Everyone should muster in their designated assembly areas with their responsible member of staff e.g. class pupils with their teacher, catering staff with the kitchen supervisor.
 8. To be aware of the vulnerability of the children in Speech and language Provision and children with SEND needs.
 9. The teacher or person in charge of any class must account for all persons for whom they are responsible and report to the Fire Marshall.

**Raglan Primary School and Nursery
Part of Connect Schools Academy Trust**

10. The chief Fire Marshalls shall coordinate via Walkie Talkie radio to establish the whereabouts of the children that are missing within their own assembly point. Any missing children will be reported to the Chief Fire Marshalls.
11. All visitors, volunteers, students and contractors must report to the Fire Warden in the KS1 playground and stand in the same area as the kitchen staff. If they are in KS2 playground, they must use the walkway between the playgrounds to enter the KS1 muster point.
12. The Chief Fire Marshall will report any missing persons to the officer in charge of the Fire Brigade attendance. On no account is anyone to re-enter the building.
11. Any person with knowledge of the fire or reason for the alarm is to report to the Liaison Officer immediately at the assembly point.
12. The School Site Manager stays at the fire panel and deals with the arriving fire brigade and provides any information to them along with the Chief Fire Marshall
13. Remaining SLT to assist in finding missing pupils and contacting parents, if the need arises.
14. No person is to re-enter the building until the Chief Fire Marshall has given the all clear to the staff.
15. If there needs to be an evacuation of the whole site and premises, then the children and adults will be taken from the main building out of the main gate and walking them down to St Luke's Hall. Count the children and adults.
16. Needs be the St Luke's Church or the Brick Field (Havelock) will be used as a 'Safe House' for the children to stay.

SECTION 4 - Special arrangements for high risk areas

Gas Shut off Value:

- Cellar -far left corner
- Boiler Room Back of Boiler
- Studio in kitchenette

Electricity:

- Cellar by window (Juniors)
- Cupboard in office (Infants)

Water:

- KS1 Front garden by office window in Raglan Rd
- KS2 by Gym Gate

Oil – N/A

Useful Numbers

LBB Emergency desk (out of hours) 0208 464 4848 020 8313 4288	Council's Emergency Duty Officer Emergency Planning Officer
St Luke's Parish Hall – Sheila	0208 466 0579 / 07770792643
Jubilee Centre – Lisette	0208 249 2801
St Lukes Church (Hope Church)	01689 604 295 or Daniel on 07739319302 or Alison on 07939 235 353
Gas Emergency	0800 111999
Electricity	03450707373
Site Manager – Emma Prescott	07832372876
Water	01250718700
Head –Matt De Freitas	07710889375