



# HEALTH AND SAFETY POLICY FOR SCHOOLS

*Ryarsh Primary School*

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## **Section A – Introduction:**

### **A1 – The Law Regarding Health and Safety Policies:**

A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be brought to the attention of the employees, and shown to an HSE Inspector or KCC auditor if requested.

An explicit safety policy demonstrates to staff, pupils and visitors that the organisation values their health, safety and welfare.

The allocation of responsibilities and the writing down of particular arrangements to implement the policy encourages a coherent approach to the management of health and safety.

For schools who are developing or revising their health and safety policy, this guidance and suggested detail can be presented to staff for consultation, to add specific content. After any appropriate re-drafting, this can then be presented for approval to the school management team before final adoption by the governing body. Therefore, writing the policy in consultation with all staff clarifies the arrangements made and helps give them ownership.

This process also provides for information to be shared later with others such as visitors and contractors.

The policy will then be reviewed annually in line with the cycle on the management plan but will be amended if new legislation/procedures etc. make this necessary.

**Kent County Council  
Education Learning and Skills Directorate**



Health and Safety at Work Act 1974

**HEALTH AND SAFETY POLICY STATEMENT  
Of  
Ryarsh Primary School**

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**A2: Statement of Intent:**

The head teacher and governors are committed to establishing and implementing arrangements that will:

- ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g. school trips, sports events etc.).
- ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors.
- provide adequate facilities and arrangements for welfare.
- provide and maintain safe plant and safe systems of work without risks to health.
- ensure safe use, handling, storage and transport of articles.
- provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

Signed:

*Head teacher*

Signed:

*Chair of Governors*

Date:

Date:

## **Section B – ORGANISATION**

### **B1: Employer Responsibilities**

Kent County Council as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe.

The responsibility is devolved to the headteacher, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The head teacher will ensure the overall implementation of the policy.

### **B2: Head Teacher Responsibilities**

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
- To include health and safety issues in the school improvement plan, if necessary;
- To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- To liaise with KCC property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues;
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- To ensure that emergency evacuation procedures are in place and tested;
- To ensure that adequate first aid provision is available and kept up to date;
- To report health and safety issues to the governing body on a regular basis;
- To monitor and review all health and safety policies and procedures.

**NB:** Tasks can be delegated to other staff members but the responsibility remains with the head teacher.

### **B3 – Governors’ Responsibilities**

- Responsibility for the health and safety of pupils lies with the governing body of the school, either as the employer of school staff or because it controls school premises (or both).
- The governing body will promote a strategic overview for health and safety.
- The governing body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.
- The governing body of a community, voluntary controlled, community special and maintained nursery school must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.
- The governing body will make adequate provision for maintenance of the school premises and equipment, either within the KCC ‘Classcare’ scheme or within the school’s delegated budget.
- The governing body will support and monitor health and safety within the school.
- The governing body can consider appointing a governor to coordinate health and safety from a strategic point of view.

**Name of Appointed Health and Safety Governor:** Mr Stewart Speake

### **B4 – Staff Responsibilities**

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the head teacher or their line manager.

### **B5 – Area Education Officers (AEO)**

- The AEO will take responsibility for the strategic overview of health and safety matters in schools, and report concerns to the Corporate Director of Education, and Young Person’s Services.
- The AEO will raise specific health and safety issues with the health and safety unit.

**Name of AEO:** Mr Jared Nehra

**Contact No:** 03000 412209 [Jared.nehra@kent.gov.uk](mailto:Jared.nehra@kent.gov.uk)

## **B6 –Capital & Premises Development Manager**

- Has responsibility for ensuring that regard is given to health and safety concerns when carrying out property maintenance plans for major maintenance and improvement works.

## **B7 – Property and Infrastructure Support**

- Will ensure that property matters for which the local authority as the employer has statutory responsibilities, (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use). The head teacher is responsible for liaising with KCC property and infrastructure support, and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues.

## **B8 – Safety Representatives**

Safety representatives of a Trade Union have the following functions:

- Represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees
- Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them
- Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace
- Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace
- Present the findings of investigations to you.
- Inspect the workplace;
- With at least one other appointed representative, request in writing that you set up a health and safety committee and attend Health and Safety Committee and meetings as a representative of your employees.

**Names of Trade Union Representatives:**

**Contact details:**

Alternative Consultation Arrangements:

**Name of Employee Representative: Mrs Elizabeth Burbidge**

**Contact details: 01732 870600**

### **B9 - Consultation with Employees**

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

**Health and Safety is a standing item on all staff briefing agendas.**

### **B10 – Information, Instruction and Supervision**

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster can be found:

**Location of Poster: In the staff room**

Supervision of young workers/trainees will be arranged/undertaken/monitored by the head teacher or other delegated key members of staff with reference to the KCC Work Experience & Health & Safety Policy

- The head teacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

### **B11 – Competency for Health and Safety Tasks and Training**

- Induction training will be ensured for all members of staff by the head teacher.
- Training will be identified, arranged and monitored by the head teacher and the governing body.
- Staff are also responsible for drawing to the attention of the head teacher their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

**The person responsible for holding the records is: Mrs Elizabeth Burbidge**



## **B12: Monitoring**

- The head teacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds three times a year.
- Ruth Austin and Elizabeth Burbidge is/are responsible for investigating accidents although the accountability lies with the head teacher.
- Ruth Austin is responsible for investigating work-related causes of sickness and absences, and the accountability lies with the head teacher.
- The head teacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

## **Section C – ARRANGEMENTS**

### **C1: School Activities**

- The head teacher will ensure that risk assessments are undertaken. *See annex 10*
- The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the head teacher or their delegated responsible person.
- The head teacher or delegated responsible person will check that the implemented actions have removed/reduced the risks, and
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

#### **Curriculum Safety Risk Assessments:**

**Activity trail, Art, Design & Technology, Classrooms, Coach travel, ICT (including e-safety), Foundation Stage outside area, Local walks, PE indoors and outdoors, Playground and field, Science, Sports day, sports tournaments, Swimming and visiting other schools**

### **C2: Visitors**

- All visitors shall be directed by clear signage to the reception and must report to the school office, where appropriate arrangements for the signing in and out and identity badges will be provided, noting registration numbers as appropriate.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures.

### **C3: Fire and Emergency Procedures**

- The head teacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually. See annex 6 and the fire safety procedures appendix 1
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

**Names of fire wardens:** Mrs Elizabeth Burbidge – Zone 1 and 2  
Mrs Deborah Wildish – Zone 3  
Mrs Louise Parfitt – Zone 4

#### **Specify sites:**

Zone 1 – Entrance area as far as first double doors  
Zone 2 – Kitchen and hall  
Zone 3 – Classrooms  
Zone 4 - The Pod (external classrooms)

- Emergency evacuation will be practiced three times a year and a record will be kept:

**A record will be kept by: Mrs Elizabeth Burbidge**

- Kent Fire and Rescue will be contacted by:

**Specify whose role it is to make the call: Office staff**

- Regular testing of fire alarms will occur on:

**Indicate when tests are to be carried out: Thursday mornings at 08.25**

**Name of tester: Mrs Elizabeth Burbidge**

- The fire log book will be kept:

**Specify who will keep the log and where: School office**

#### **C4 Fire Fighting**

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to fire officer in the event of a fire. See *annex 9*.

**Name of Responsible Person for Fire Safety: Mrs Elizabeth Burbidge**

#### **C5: Maintenance of Fire Precautions:**

The head teacher will ensure regular maintenance of:

1. Fire extinguishers
2. Fire alarms
3. Fire doors
4. Fire safety signs and identification of escape routes
5. Emergency lighting and other emergency equipment

#### **C6: Bomb Alerts**

Bomb alerts will be dealt with in accordance with the school's emergency planning arrangements. See *annex 1*

- The head teacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff annually.

#### **C7: First Aid Arrangements**

- The head teacher will ensure that there are an appropriate number of designated and trained first aiders in the school.

**A list of first aiders and contact details can be found: Staff toilet area**

- The head teacher will ensure that there are an appropriate number of first aid boxes, with instructions.

**The first aid boxes are located at: Staff toilet area and in each classroom**

- A first aid risk assessment will be carried out by the head teacher to determine the above factors. *See annex 2*
- The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508. *See annex 3*
- The school will follow the KCC procedures for reporting of injuries as stated in the KCC accident book.
- All reportable incidents under RIDDOR '95 will be reported to the HSE by school.

**HSE Contact Details: 0845 3450055**  
**Incident Contact Centre**

[www.hse.gov.uk](http://www.hse.gov.uk)

- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

#### **C8: Information Technology**

- The headteacher will ensure that suitable arrangements are in place for the use of information Technology.
- Information Technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
- Where laptops are used, safe systems of work including charging and use of trolleys will be devised.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).
- The KCC guidance on interactive whiteboards will be followed. *See annex 7*

#### **C9: Legal Requirements for Premises**

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

### **C10: Safe Handling and Use of Substances**

- The head teacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The head teacher or delegated responsible person will be responsible for undertaking COSHH assessments.
- The head teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. *See annex 4*
- The head teacher will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

### **C11: Inspection of Premises, Plant and Equipment**

- The head teacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme. *See annex 5 and appendix 2*
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the head teacher/deputy head using the checklists. *See annex 5 and appendix 2 weekly and 3 times a year checklists.*
- Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.
- Where damaged asbestos is encountered or suspected, procedures, as laid down in the KCC Asbestos policy, will be followed.

### **C12: Asbestos Management**

Property and Infrastructure Support will arrange for a management asbestos survey to be carried out every three years in line with KCC policy. The head teacher will ensure that the KCC asbestos management policy is followed. An asbestos docubox will be kept on reception and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building. The head teacher or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion. *See annex 8*

### **C13: Legionella Management**

Property and Infrastructure Support will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works;

and include details of future monitoring requirements that the school is responsible for. Therefore all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets.

**Property and Infrastructure Statutory Service Manager: Bill Ogden**

**Telephone Number: 03000 416526**

**C14: List of Risk Assessments, Policies and Procedures to complement this Policy**

- Asbestos management
- Bomb alerts
- Control of chemicals hazardous to health (COSHH) *See annex 9*
- Display Screen Equipment (DSE)
- Drugs and alcohol
- Electricity at work including portable appliance testing
- Emergency planning
- Fire – including responsibilities of the fire wardens
- First aid requirements
- Infection control
- Legionella
- Lone working
- Managing contractors
- Manual handling *See separate policy*
- Off-site visits *See annex 10*
- Pedestrian and people movement
- Playground supervision
- School events
- School facilities (swimming pools)
- Slips, trips and falls
- Stress management
- Violence and aggression
- Work Experience
- Working at height

## SECTION D – ON-LINE ANNEXES AND REFERENCES

**Annex 1:** Emergency Planning Guidelines for Kent Schools (Assistance with this document can be found on Kelsi)

<http://www.kelsi.org.uk/school-management/maintenance-and-operations/emergency-planning>

**Annex 2:** Guidance on First Aid for Schools – A Good Practice Guide Managing Medicines in Schools and Early Years Settings

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>

**Annex 3:** Incident/Accident Reporting

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/accident-reporting>

**Annex 4:** COSHH Risk Assessments on Kelsi

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh>

**Annex 5:** Inspection Proforma on Kelsi

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/management-of-health-safety>

**Annex 6:** Fire Policy and other linked Documents

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/fire>

**Annex 7:** Curriculum Topics

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/curriculum-topics>

**Annex 8:** Asbestos Policy and Docubox Contents

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/premises-and-contractor-management>

**Annex 9:** List of Hazardous Substances on the Premises

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh>

**Annex 10:** Health and Safety of Pupils on Educational Visits

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/curriculum-topics>

## E1: USEFUL CONTACTS

### KCC Health and Safety Unit

Health and Safety Advice Line: **Tel:** 03000 418456 **Fax:** 03000 420330

**Location:** Room 3.32 Sessions House, Maidstone, ME14 1XQ

### Outdoor Education Unit

**Tel:** 03000 413971 Email: [outdoor.education@kent.gov.uk](mailto:outdoor.education@kent.gov.uk)

**Location:** The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS

### Client Services – Caretaking, Cleaners and Waste Management

Janet Stein – Client Service Manager.

**Tel:** 03000 416050, Email: [janet.stein@kent.gov.uk](mailto:janet.stein@kent.gov.uk)

**Location:** Room m2.33, Sessions House, Maidstone, ME14 1XQ

### Insurance and Risk Management

Darryl Mattingly - Insurance and Risk Manager.

**Tel:** 03000 416440, Email: [darryl.mattingly@kent.gov.uk](mailto:darryl.mattingly@kent.gov.uk)

**Location:** Room 2.53 Sessions House. Maidstone. ME14 1XQ

### Staff Care Services

Occupational Health, Mediation Services, and Support Line. **Tel:**

03000 411411 Email: [occupational.health@kent.gov.uk](mailto:occupational.health@kent.gov.uk) **Location:** Park

House, 110-112 Mill Street, East Malling, ME19 6BU

### Classcare

Email: [classcare.enquiries@kent.gov.uk](mailto:classcare.enquiries@kent.gov.uk) Website: [www.kent.gov.uk/property](http://www.kent.gov.uk/property)

**Location:** Room 1.44, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ

### Property and Infrastructure Support – *\*Delete if not applicable*

|                |  |                          |
|----------------|--|--------------------------|
| Bill Ogden     | Operational Services Manager                     | <b>Tel:</b> 03000 416526 |
| Lynn Keeley    | Maintenance / Statutory Team Manager             | <b>Tel:</b> 07786 191664 |
| *Mark Carnt    | Building Contracts Manager (East Kent)           | <b>Tel:</b> 07920 538423 |
| *Ian McGrath   | Building Contracts Manager (Mid Kent)            | <b>Tel:</b> 07710 339764 |
| *Steve Mercer  | Building Contracts Manager (West Kent)           | <b>Tel:</b> 07827 970565 |
| Steve Hamilton | Statutory Services Manager (asbestos/legionella) | <b>Tel:</b> 07920 548911 |
| Roger Aldridge | Mechanical & Electrical Stat. Compliance Manager | <b>Tel:</b> 07825 506627 |

KCC Property Service Desk.

**Tel:** 24 hours, 7 days per week: 03000 417878

**Location:** Contact Centre, Invicta House, County Hall, Maidstone, Kent, ME14 1XX

### Health and Safety Executive

Enforcement of Health and Safety Legislation.

**Tel:** 0845 345 0055 online reporting <https://extranet.hse.gov.uk/lfserver/external/F2508IE>

**Location:** Local office: International House, Dover Place, Ashford, TN24 1HU



### **County Fire & Rescue Service**

Barry Healey, Station Manager – School Premises.

**Tel:** 01622 692121 Ext.7621

Location: Tunbridge Wells Fire Station, Grove Hill Road, Tunbridge Wells. TN1 1SD.

### **RIDDOR Incident Contact Centre**

The reporting service for work-related health and safety, RIDDOR incidents to the HSE.

Website: [www.riddor.gov.uk](http://www.riddor.gov.uk). E-mail: [riddor@connaught.plc.uk](mailto:riddor@connaught.plc.uk) .

### **Employment Medical Advisory Service (EMAS)**

The Executive's Employment Medical Advisory Service (EMAS).

**Tel:** 02089 958503

Location: PO Box 3087, London W4 4ZP

### **CLEAPSS (The Consortium of Local Authorities for the Provision of Science Services)**

Schools and colleges may obtain advice on science safety matters from the school science service as Kent is a member of this organisation until April 2012.

### **Safe Practice in Physical Education and School Sport**

Association for Physical Education.

**Tel:** 0118 378 6240, email: [enquiries@afpe.org.uk](mailto:enquiries@afpe.org.uk) Website: [www.afpa.org.uk](http://www.afpa.org.uk)

Location: Room 117, Bredon, University of Worcester, Henwick Grove, Worcester. WR2 6AJ

### **Sustainability & Climate Change Team**

Deborah Kapaj – Sustainable Estates Programme Manager

**Tel:** 18002 03000 420019

Location: 2<sup>nd</sup> Floor, Invicta House, County Hall, Maidstone. ME14 1XX

## **Trade Union Representatives**

|                     |        |  |
|---------------------|--------|--|
| John Walder         | NUT    | Sturry Academy                         |
| Christine Dickenson | NUT    | Brook Education Centre                 |
| Sandra Silvester    | NUT    | Norton Knatchbull School               |
| Fred Blunt          | NUT    | Weald of Kent                          |
| Trevor Davies       | NASUWT | Bennett Memorial School                |
| Mark Dickinson      | NASUWT | Maidstone Grammar School for Girls     |
| Colin Mills         | NASUWT | Dane Court Grammar School, Broadstairs |
| John Paul           | ATL    | Barming Primary School – ATL           |
| Julie Huckstep      | ATL    | Hartsdown Technology School            |

|              |        |                                  |
|--------------|--------|----------------------------------|
| Carol Arthur | UNISON | St Lawrence in Thanet CEJ School |
| George Hold  | UNISON | St Lawrence in Thanet CEJ School |

**Fire and Emergency Evacuation plan for  
Ryarsh Primary School**

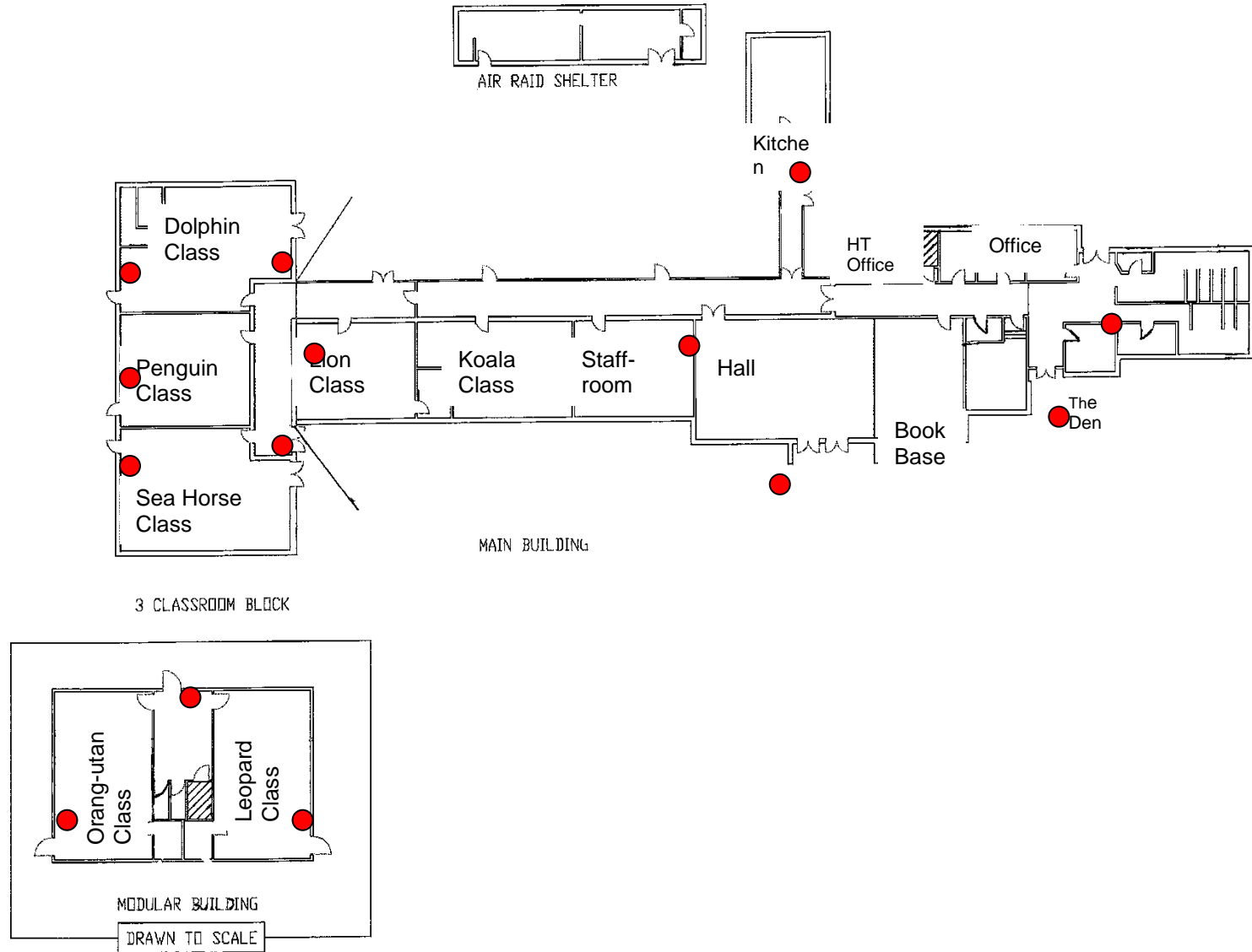
**Emergency instructions**

|    |  |
|----|--|
| 1  | <p><b>The action employees should take if they discover a fire</b></p> <p><i>Immediately operate the nearest alarm call-point.</i></p> <p><i>Attack the fire if possible, with appliances available, without taking personal risks.</i></p>  |
| 2  | <p><b>How will people be warned in there is a fire</b></p> <p><i>The electrical fire alarm system will sound on operation of the manually operated alarm call-point.</i></p>   |
| 3. | <p><b>How the evacuation of the building will be carried out</b></p> <p><i>Everyone in the building should leave the building by the nearest exit and report to the assembly point on the school field.</i></p>  |
| 4. | <p><b>Identification of escape routes</b></p> <p><i>All exit doors can be used as escape routes with the exception of the main school front door and external kitchen door.</i></p>  |
| 5. | <p><b>Fire fighting equipment provided</b></p> <p><i>Fire extinguishers are located in circulation areas and in corridors near fire exit doors</i></p>   |
| 6. | <p><b>Duties and identity of employees with specific responsibilities in the event of fire.</b></p> <p><b><i>On hearing the alarm:</i></b></p> <p><i>All staff will usher children and visitors out of the building and assemble at the muster point.</i></p> <p><i>Fire wardens will ensure:</i></p> <ul style="list-style-type: none"> <li>• <i>Their areas are cleared of people</i></li> <li>• <i>Registers are collected on the way out</i></li> <li>• <i>The emergency grab box is collected from the office on the way out.</i></li> <li>• <i>The Fire Brigade is called.</i></li> <li>• <i>A roll call is made to ensure everyone is out.</i></li> </ul> |

|     |   |
|-----|---|
| 7.  | <p><b>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.</b></p> <ul style="list-style-type: none"> <li>• <b>Visitors:</b> <i>The host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit.</i></li> <li>• <b>Contractors:</b> <i>must be given information about fire procedures and leave the building at the nearest exit.</i></li> <li>• <b>People with disabilities:</b> <i>Specific arrangements may need to be made for those with disabilities.</i></li> </ul> |
| 8.  | <p><b>How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this.</b></p> <ul style="list-style-type: none"> <li>• <i>On hearing the alarm the office staff will Dial 999 and ask for the Fire Brigade or other emergency service as appropriate.</i></li> <li>• <i>Fire Wardens will call the Fire Brigade in the absence of the office staff. (this may be best achieved using a mobile phone)</i></li> </ul>  |
| 9.  | <p><b>Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</b></p> <ul style="list-style-type: none"> <li>• <i>Mrs Burbidge or another Fire Warden will liaise with the Fire Brigade on their arrival. Information concerning the building is contained within the Emergency Grab Box</i></li> </ul>   |
| 10. | <p><b>The following arrangements and training is given to staff at the centre:</b></p> <ul style="list-style-type: none"> <li>• <i>All staff: Fire Drills three times a year</i></li> <li>• <i>All staff: Fire briefing once a year (may be in conjunction with fire drill).</i></li> <li>• <i>Fire Warden training: for designated fire wardens</i></li> <li>• <i>Record of training to be kept within Fire Manual.</i></li> <li>• <i>Training to be reviewed on a yearly basis and planned into budget.</i></li> </ul>  |

# Nearest Fire Points

ACCESSIBLE TOILETS



## WEEKLY CHECKS (to be undertaken by the Caretaker)

| Item | Area                  | Item to Check               | What to Look For   |
|------|-----------------------|-----------------------------|--|
| 1    | Outdoor<br>Play Areas | Site General                | Are any barriers present and in place?   |
| 2    |                       |                             | Are fences secure and complete without any protrusions?                              |
| 3    |                       |                             | Are gates in working order?  |
| 4    |                       |                             | Are pathways undamaged and free from obstructions?                                   |
| 5    |                       |                             | Is the site free from litter, glass or any other dangerous object?                   |
| 6    |                       |                             | Is site and surrounding areas free from animal fouling?                              |
| 7    |                       |                             | Do nearby trees appear to be in good condition and not likely to fall?               |
| 8    |                       | Ancillary Items             | Are all seats and benches undamaged and in good condition?                           |
| 9    |                       |                             | Are litter bins secure and undamaged?  |
| 10   |                       |                             | Have the bins been emptied?  |
| 11   |                       |                             | Is the planting safe and undamaged?  |
| 12   |                       | Surfacing                   | Are safety surfaces undamaged and free from any trip hazards?                        |
| 13   |                       |                             | Are loose-fill surfaces levels, at least 300mm deep and without rubbish or fouling?  |
| 14   |                       |                             | Is safety surfacing level with surrounding ground and not causing trip hazards?      |
| 15   |                       |                             | Are there no weeds present?  |
| 16   |                       |                             | Does the site appear to be well drained without excessive puddling?                  |
| 17   |                       |                             | If surfacing is grass, is it in good condition without undue wear?                   |
| 18   |                       | All Equipment               | Are all supports present, secure and free from decay at ground level?                |
| 19   |                       |                             | Is all timber and metal work undamaged and free from corrosion?                      |
| 20   |                       |                             | Are supports secure in the ground and are all fixings secure?                        |
| 21   |                       |                             | Does equipment work properly and without undue noise?                                |
| 22   |                       | Rotating Items              | Is it undamaged and is the platform level?   |
| 23   |                       | Rotating Items              | Does it revolve smoothly and noiselessly?  |
| 24   |                       |                             | Are all safety features present?   |
| 25   |                       |                             | Does any speed restrictor work?  |
| 26   |                       |                             | Are there no protruding bolts etc. under the platform?                               |
| 27   |                       |                             | Is it clear of rubbish underneath?   |
| 28   |                       | Rocking and<br>Spring Items | Are all supports and springs present and secure and free from decay at ground level? |
| 29   |                       |                             | Are ground fixings secure with undue movement?                                       |
| 30   |                       |                             | Does the item move smoothly and noiselessly?   |
| 31   |                       |                             | Are all hand grips and footrests present and securely fixed?                         |
| 32   |                       |                             | Where chains or ropes are present are they secure                                    |

|    |                                 |  |
|----|---------------------------------|--|
|    |                                 | and in good condition?   |
| 33 | Climbing and Agility Items      | Are all supports present and secure and free from decay at ground level?         |
| 34 |                                 | Is all timber or metal work undamaged and free from corrosion?                   |
| 35 |                                 | Are all the bars in place, securely fixed and any tube ends plugged?             |
| 36 |                                 | Are any overhead bars/rings all present, securely fixed, and do bars not rotate? |
| 37 |                                 | Are all ropes or chains present and in good condition and firmly fixed?          |
| 38 |                                 | Are all nuts and bolts secure without any projecting thread?                     |
| 39 |                                 | Do loose ropes not form a loop?  |
| 40 | Bridges                         | Is there no gap opening at the ends which children can slip through?             |
| 41 |                                 | Are bridge slats all present, secure, and evenly spaced?                         |
| 42 |                                 | Are all fixings secure and in good condition?                                    |
| 43 |                                 | Are chains and ropes secure without undue wear?                                  |
| 48 | Goal Posts (football & netball) | Are goals/nets in good condition and undamaged?                                  |
| 49 | Table Tennis Tables             | Are all nuts and bolts secure without any projecting thread?                     |
| 50 |                                 | Is the surface in good condition and free from rubbish?                          |
| 51 |                                 | Is surface level with surrounding ground and not causing trip hazards?           |
| 52 |                                 | Is surrounding tarmac area in good condition?                                    |

**Guidance for carrying out checks 3 times per year (undertaken by Governing Body Monitoring Pair)**

| Item | Area           | Item to Check                          | What to Look For  |  |
|------|----------------|--|---|--|
| 1    | External Areas | External Walls                         | Missing or obviously displaced bricks.  |  |
| 2    |                |  | Cracks in the brickwork.  |  |
| 3    |                |  | Bulging or leaning walls.   |  |
| 4    |                |  | Cracked or leaning chimneys.  |  |
| 5    |                | Roof                                   | Damaged cladding tiles or roof sheets.  |  |
| 6    |                |  | Slipped or missing tiles, slates or roof sheets.  |  |
| 7    |                |  | Damaged or leaking roof lights or guttering.  |  |
| 8    |                |  | Excessive sagging of flat roofs, with poor water run-off and/or leaks.  |  |
| 9    |                |  | Fragile roofs not properly marked.  |  |
| 10   |                | TV and other aerials not firmly fixed. |   |  |
| 11   |                | Fire Escapes                           | Treads, balusters or handrails worn, loose or broken.   |  |
| 12   |                |  | Fire escape doors and panic bolts not working properly.   |  |
| 13   |                |  | Doors clear of all obstructions.  |  |
| 14   |                |  | All escape routes are clear.  |  |
| 15   |                |  | All exits can be opened with ease.  |  |
| 16   |                | Pathways and Hard Surfaces             | Paving slabs which rock or are not level with adjacent paving to an extent that is likely to cause a tripping hazard. |  |
| 17   |                |  | Potholes in pedestrian tarpaved areas, roadways or car parks.   |  |
| 18   |                |  | Slippery surfaces.  |  |
| 19   |                |  | Areas covered with water that affects access or use.  |  |
| 20   |                | Steps                                  | Loose, crumbling or badly worn steps.   |  |
| 21   |                | Drains                                 | Broken, raised or sunken drain or inspection covers.  |  |
| 22   |                |  | Blocked drains causing pollution or giving rise to external surface water.  |  |
| 23   |                | Fences and Walls                       | Loose or projecting wire, particularly at eye or foot level and adjacent to paving.                                   |  |
| 24   |                |  | Rotten fence posts or netting.  |  |
| 25   |                |  | Fences or walls leaning over footpaths.   |  |
| 26   |                |  | Cracked or bulging walls.   |  |
| 27   |                | External Areas                         | Missing or displaced bricks or rocks.   |  |
| 28   |                |  | Gates   | Rotten or decayed framework or supports.   |
| 29   |                |  |   | Difficult to open/close or secure.   |
| 30   |                |  | Goal Posts  | Not firmly fixed in ground or rotten.  |
| 31   |                |  |   | Crossbars not properly fixed.  |
| 32   |                |  | Outdoor Play Areas  | Weekly checks carried out  |
| 33   |                |  |   | Undertake a visual inspection  |
| 34   |                |  | Sand Pits   | Sharp objects or dog excrement.  |
| 35   |                |  | Trees   | Obviously loose branches, etc.   |
| 36   |                |  |   | Tree branches and bushes overhanging paths or reducing sight lines between pedestrians and vehicles. |
| 37   |                |  | Greenhouse  | Broken or loose glass.   |
| 38   |                | Structure unsound.                     |   |  |
| 39   |                | Stores                                 | Hazardous equipment or substances properly locked   |  |



|    |  |              |  |
|----|--|--------------|--|
|    |  |              | away.  |
| 40 |  |              | Entrances to thing such as underground air-raid shelters firmly locked.            |
| 41 | Internal Areas   | Ceilings     | Obvious bulging of plaster.  |
| 42 |  |              | Loose tiles.   |
| 43 |  |              | Cracks.  |
| 44 |  | Walls        | Obvious bulging of plaster.  |
| 45 |  |              | Cracks.  |
| 46 |  |              | Loose or badly cracked tiling.   |
| 47 |  |              | Loose skirting.  |
| 48 |  |              | Loose wall board, e.g. pin, notice, black or white boards.                         |
| 49 |  | Partitions   | Not securely fixed.  |
| 50 |  |              | Cracked or loose plaster.  |
| 51 |  |              | Holes.   |
| 52 |  |              | Broken or cracked glass or similar panels.   |
| 53 |  |              | Folding screen tracks not functioning properly.                                    |
| 54 |  | Windows      | Loose, cracked or broken glass.  |
| 55 |  |              | Missing, broken or loose hinges or casement stays.                                 |
| 56 |  |              | Broken or worn sash cords.   |
| 57 |  |              | Loose, rotting or rusting frames.  |
| 58 |  | Doors        | Missing or loose hinges.   |
| 59 |  |              | Broken or damaged handles or push-bars.  |
| 60 |  |              | Missing screws from kick plates (along bottom face of some doors).                 |
| 61 | Defective door closers (especially on fire resisting and smoke stop doors) which do not close doors properly, or which allow them to slam, or which are over strong. |              |  |
| 62 | Internal Areas   | Doors        | Doors (especially fire/smoke doors) which jam open or which have been wedged open. |
| 63 |  |              | Loose security fittings, e.g. locks, catches, bolts.                               |
| 64 |  |              | Cracked or broken glass.   |
| 65 |  | Floors       | Badly worn floor surfaces or carpets.  |
| 66 |  |              | Unintentional differences in floor levels exceeding 6mm.                           |
| 67 |  |              | Missing or loose tiles or wood blocks.   |
| 68 |  |              | Slippery floor surfaces.   |
| 69 |  |              | Tripping hazard caused by mat well-being deep for doormats.                        |
| 70 |  | Stairs       | Loose nosings.   |
| 71 |  |              | Loose or missing tiles, torn carpets or other damage to treads.                    |
| 72 |  |              | Slippery steps.  |
| 73 |  |              | Loose, damaged or missing balusters or handrails.                                  |
| 74 |  | Shelving     | Fixed and movable shelving and racks secure.                                       |
| 75 |  | Temperature  | Areas heated to reasonable, or at least minimum, standards.                        |
| 76 |  | Lighting     | Sufficient and/or suitable.  |
| 77 |  |              | Working properly.  |
| 78 |  |              | No items stored close to hot lamps.  |
| 79 |  | Power Points | Sufficient or in the correct place.  |
| 80 |  |              | Firmly fixed.  |

|     |                               |                                      |   |
|-----|-------------------------------|--------------------------------------|---|
| 81  |                               |                                      | Supply cables not damaged.  |
| 82  |                               |                                      | Functioning.  |
| 83  |                               |                                      | Not overloaded.   |
| 84  |                               |                                      | Multi-way adaptors fused and not used other than where really necessary.                      |
| 85  |                               |                                      | No hazardous trailing cables.   |
| 86  |                               |                                      | Residual current devices (earth leakage circuit breakers) regularly tested where fitted.      |
| 87  |                               | Fire Alarms and Warning Systems      | Regularly tested/sufficient recording of tests made.  |
| 88  |                               |                                      | Bells, etc., audible everywhere.  |
| 89  |                               |                                      | Call points unobstructed.   |
| 90  |                               |                                      | Fire notices up-to-date and/or accessible.  |
| 91  |                               |                                      | Indicator panel showing "normal".   |
| 92  |                               | Emergency lighting tested regularly. |   |
| 93  |                               | Fire Fighting Equipment              | All extinguishers in place and clearly visible.   |
| 94  |                               |                                      | Good general condition.   |
| 95  |                               | Fire Escape Routes                   | Check all fire escape routes are clear of obstructions.                                       |
| 96  | Sanitary Accommodation        | Wash Basins                          | Clean and not cracked.  |
| 97  | Sanitary Accommodation        |                                      | Adequate supply of hot and cold or warm water.  |
| 98  |                               | Outlets blocked.                     |   |
| 99  |                               | WCs                                  | Cracked pans or seats.  |
| 100 |                               |                                      | Unclean pans or cubicles.   |
| 101 |                               |                                      | Cistern firmly fixed.   |
| 102 |                               |                                      | Disused WCs sealed against vermin.  |
| 103 |                               | Urinals                              | Cracked bowls or troughs.   |
| 104 |                               |                                      | Outlets blocked.  |
| 105 |                               |                                      | Cleanliness, including surrounding floor.   |
| 106 |                               |                                      | Flushing mechanism working properly.  |
| 107 | Cistern firmly fixed.         |                                      |   |
| 108 | Drinking Fountains            | Cleanliness.                         |   |
| 109 |                               | Working properly.                    |   |
| 110 | Pipework                      | Corrosion or leaking.                |   |
| 111 | Soap, Towels and Toilet Paper | Check and replenish when required.   |   |
| 112 | Equipment                     | Electrical                           | Leads not properly fixed into appliance and plug (coloured conductors should not be visible). |
| 113 |                               |                                      | Frayed or knotted cables or cables with temporary joints.                                     |
| 114 |                               |                                      | Exposed conductors on mains equipment.  |
| 115 |                               |                                      | Fuse boards left open.  |
| 116 |                               | Boiler Room                          | Leaks.  |
| 117 |                               |                                      | Damaged heat insulation on equipment or pipework.   |
| 118 |                               | Flammable Liquids                    | Kept in proper containers in sound condition.   |
| 119 |                               |                                      | Stored safely.  |
| 120 |                               |                                      | Leaks; vapour smells.   |
| 121 |                               | Inadequate ventilation.              |   |
| 122 |                               | Furniture                            | Damaged.  |

|     |               |                         |  |
|-----|---------------|-------------------------|--|
| 123 |               |                         | Sharp corners.   |
| 124 |               |                         | Unstable.  |
| 125 |               | Ladders and Tower Units | Ladder checklist completed   |
| 126 |               |                         | Tower unit checklist completed as required                                   |
| 127 | House-keeping | Tidiness                | Areas not clean and tidy.  |
| 128 |               |                         | Gangways not clear.  |
| 129 |               |                         | Trailing cables or hoses.  |
| 130 |               | Rubbish                 | Accumulations of dirt and rubbish.   |
| 131 |               |                         | Rubbish sacks not stored tidily and/or protected from animals and vandalism. |
| 132 |               |                         | Spills/Leaks   |