



HEALTH AND SAFETY POLICY

Governors' committee normally reviewing:	Resources Governing Body
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CHERRY GARDEN SCHOOL HEALTH AND SAFETY POLICY STATEMENT OF INTENT

Cherry Garden School recognizes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Providing a safe and healthy working and learning environment
- Prevent accidents and work-related ill health
- Meeting our legal responsibilities under health and safety legislation as a minimum
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting into place measures to control these risks
- Ensuring safe working methods and providing safe work equipment
- Consulting with employees and their representatives on health and safety matters
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist throughout the school
- Ensuring adequate resources are made available for health and safety issues, so far as responsibly practicable

Health and safety management procedures will be adopted and responsibilities appropriately assigned, to ensure that above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name: _____
(Chair of Governors)

Signature: _____

Name: _____
(Headteacher)

Signature: _____

Introduction

Cherry Garden is a primary school for pupils with severe and profound learning difficulties, complex needs, including pupils with high medical needs. Some pupils may use wheelchairs and have a range of specialist aids. Some pupils are extremely active and have challenging behaviours.

The school building is on two floors with three staircases and three passenger lifts to the first floor. There are five playgrounds and sensory outdoor classroom. All playgrounds have a combination of surfaces, wet pour, rubberised mulch, compacted bounded resin, paving slabs and fire rated artificial grass.

The LEA in accordance with other employees has produced a general policy in respect to H & S at work. This policy also contains specific arrangements necessary within Cherry Garden for carrying out this policy. The H & S policy can be found in each class's school handbook.

In each policy LEA establishment, the Key Health and Safety manager (KHSM) has the responsibility for producing a statement on H & S at work.

The KHSM is:

- Headteacher
- Deputy Headteacher
- Facilities Manager

1) RESPONSIBILITIES

THE GOVERNING BODY

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the governing body. The governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate.

In particular: -

- plan to ensure that the school complies with all relevant legislation particularly the HASAWA and management of Health and Safety at Work Regulations 1999.
- have in place procedures to identify hazards and evaluate risk control methods
- create a management structure and periodically monitor its effectiveness.
- ensure a governor attends any health and safety briefings held by the LEA.
- Ensure health and safety is on the agenda at Governing Body meetings.
- Sufficient funds are set aside with which to operate safe working practices

The Governing Body will provide, in co-operation with the LEA where responsibilities for premises and plant are shared: -

- A safe environment for pupils, staff, visitors and other users of the premises
- Safe arrangements for transportation, storage and use of articles and substances following COSHH guidelines
- safe and healthy conditions that take account of:

- statutory requirements
- Approved Codes of Practice
- DFE or LEA guidance
- adequate information, instruction, training and supervision
- provision of all necessary safety and protective equipment

HEADTEACHER

Reporting to the Governing Body, the Headteacher has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.

- They will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- They provide the final authority on matters concerning health and safety at work.
- The Headteacher will make decisions on health and safety issues based in proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner.
- They will delegate specific responsibility for the implementation and monitoring of the Health and Safety Policy to the Facilities Manager.

THE FACILITIES MANAGER

The Facilities Manager, working in conjunction with professional advisors as appropriate, will advise the Headteacher/ Deputy Headteacher on health and safety policy. Acting for and on behalf of the Headteacher, they have the responsibility for implementing and monitoring the policy.

The Facilities Manager achieves this by ensuring that:

- This policy is clearly communicated to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors.
- Appropriate consultation arrangements are in place for staff and their safety representative.
- All staff are provided with adequate information, instruction and training on health and safety issues relating to use of the building and management of equipment within the building
- Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them.
- Risk assessment of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place and Southwark Emergency planning template is adopted and reviewed termly.
- Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to inspect the premises and monitor performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- The activities of contractors are adequately monitored and controlled.
- A report to the Governing Body on the health and safety performance of the school is completed termly.

OBLIGATIONS OF THE PREMISES OFFICER

The premises officer has delegated responsibility for security and premises related issues and will:

- co-operate with the SLT and ensure that he effectively monitors the condition of the premises
- reports defects immediately so that appropriate remedial action can be taken
- Regularly tests the fire alarm system and records findings in accordance with statutory maintenance regulations.
- Ensures all statutory maintenance requirements are updated regularly and maintenance schedules kept up to date.

OBLIGATIONS OF CLASS TEACHERS

Class Teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.

OBLIGATIONS OF AIP and their operatives.

The Chef Manager is responsible for the safe operation of the catering facilities and must:

- Be familiar with the school Health and Safety Policy.
- Be aware of risk assessments for all catering activities.
- Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- Inform the Facilities Manager or Headteacher of any potential hazards or defects.
- Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

School staff must not use the catering facilities and equipment without the prior agreement of the Headteacher and Chef Manager.

OBLIGATIONS OF ALL EMPLOYEES

Staff will be required to:

- take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do
- co-operate with all health and safety arrangements
- report any defects or other health and safety matter that they are aware of
- use correct equipment, tools and safety protective clothing.
- Exercise good standards of housekeeping and cleanliness

OBLIGATIONS OF CONTRACTORS

- All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Headteacher of any risks that may affect the school staff, pupils and visitors.
- All contractors must be aware of this school health and safety policy and emergency procedures and comply with these at all times.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Headteacher or their representatives will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

STAFF TRAINING & DEVELOPMENT

- The Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.
- All new staff will receive specific information and training as part of the school Induction process.
- All staff will receive fire awareness training on an annual basis.
- Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

STAFF CONSULTATION

- Health and safety will be a standing agenda item for staff meetings;
- A formalized annual review of the policy will be undertaken and staff asked for their input;
- Staff will be encouraged to report any H&S concerns by contacting the school nominated Health & Safety Person currently the Facilities Manager
- Copies of up to date H&S manual and copies of all risk assessments and policies will be kept electronically on the shared drive server. The H&S policy can also be found on the Cherry Garden School website within the Documents and Policy Folder.

2) COMMUNICATIONS

Feedback re: health and safety inspections and audits will take place at whole school staff meetings.

General maintenance concerns to be recorded on the premises officer communication book located in the Facilities Manager office, these maintenance concerns will be addressed by the premises team.

Cleaning issues to be recorded on the Ecoclean communication book located in the Facilities Manager office, these cleaning concerns will be addressed by the Ecoclean cleaning team.

For more serious maintenance concerns immediately notify the Facilities manager or the Headteacher.

3) ACCIDENTS/INCIDENTS/INJURIES

Accident reporting is a legal requirement under Health and Safety Regulations. Certain incidents have to be reported to the Health and Safety Executive. Where this is the case, the Health and Safety Advisors at Tooley Street will do this on your behalf on receipt of your reports. This would include some categories of accident/ incident/ near misses that require reporting to the HSE (RIDDOR 1999). Staff should be aware of RIDDOR reporting of injuries, diseases and dangerous occurrence regulations and speak to Senior Leadership team if they are unclear of an incident that

needs to be reported under RIDDOR. Health and Safety Advisors at Tooley street would be able to advise the school and would undertake any RIDDOR reporting on behalf of the school.

All accidents and injuries to staff, pupils or visitors and dangerous occurrences (i.e. bite that breaks the skin) must be reported immediately to the Leadership Team and LEA on Forms HS1 Staff and Third party HS2 Investigation Reports (by SLT), HS3 Pupils Accidents and V&A question set for Assured, these forms must be completed and sent to Southwark within 48 hours via the online reporting system. These are kept in a folder in the reception office.

Where a child has an accident, which involves a bump to the head the first aider needs to monitor (support from school nurse if available) informing the HT/DH immediately. Parents need to be informed straight away of the incident and any action taken if needed. If there are any signs of associated symptoms an ambulance needs to be called immediately and parents contacted again.

4) FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

**Please refer to Fire and Emergency Evacuation Document
(See Appendix 3, pages 16-23)**

A fire risk assessment will be carried out every 12 months or sooner if there are any significant changes in the school's arrangements and an emergency action plan prepared. The responsible person shall be the Facilities Manager who shall ensure that actions are taken as identified by the assessment.

The facilities team are responsible for carrying out fire alarm call point tests on a weekly basis. The fire log book is kept in the Facilities Manager office and the results of tests recorded.

A full fire drill will be carried out once a term. The staff and pupils will leave the building and assemble at their fire assembly points. Staff checks on the fire exit route and assembly points will be made every half term. A record will be kept in the fire log book.

Emergency exits, assembly points and assembly point instructions shall be clearly identified by safety signs and notices. 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 at undue risk, ensuring the alarm is raised BEFORE attempting to tackle a fire.

5) Emergency and Business Continuity Plan

The school has an Emergency and Business Continuity Plan which is adopted from the Local Authority Template, this is reviewed every year by the Facilities Manager.

6) FIRST AID

First Aid boxes are located in every classroom, all teaching areas, the reception office, Assistant Head Teachers office, Facilities Manager Office, staffroom and the nurse's office/medical room. Each class must take their first aid box with them whenever they participate in activities outside school. There are nineteen qualified first aiders in the school. A list of these is on displayed in each classroom, reception office and in main areas.

A named first aider will periodically check and reorder first aid supplies. Any omissions and shortages should be reported to the deputy head.

The first aider is the first person called if there is an accident or other concern and they are responsible for managing the situation. Advice/verification from the senior leadership team may be needed for more serious incidences. If a child has to be taken to hospital, they will be accompanied by a member of staff who will remain with the child until their parents/carer arrives at the hospital. Medical information on the child needs to go with the adult to the hospital. This can be obtained from the child's register or can be printed off in the office. A green hospital bag accompanies the adult and child to the hospital (gloves, wet wipes and tissues are inside).

If a child is taken ill during the school day the class teacher needs to consult the HT or DH who make an informed decision and ask the office to contact the parents if appropriate. Advice may also be sought from the school nurse.

7) HOT LIQUIDS

Kettles must not be kept in the classroom unless agreed by Head teacher. All hot drinks must be kept out of reach of the children and if taken out of the staffroom must have a lid.

8) HOT WEATHER

Children will wear protective clothing and sun creams as appropriate. Plenty of drinks should be given to the children, especially after playtimes.

9) ELECTRICAL EQUIPMENT

An annual electrical safety check is carried out and all items are clearly marked. The premises team will carry out a monthly visual check of all equipment. Any unsafe equipment will be repaired or removed and disposed of.

The Facilities Manager is responsible for ensuring that the fixed wiring system is inspected every 5 years by a competent person and any identified remedial work is undertaken without delay.

All staff should monitor the condition of plugs, cables and electrical equipment and should report any faulty equipment to the Facilities Manager.

The use of multi-adaptors is to be avoided as is the use of extension leads unless they are fully unwound and correctly protected. The school also encourages staff and pupils to conserve energy at all times.

10) GAS SAFETY

All gas appliances (boilers, kitchen equipment etc.) will be annually maintained and serviced by Gas Safe Registered Engineers. The Facilities Manager will be responsible for ensuring regular servicing and any maintenance issues are adequately addressed

11) MEDICAL TRAINING (Refer to Appendix 1 Medical, pages 12-13)

12) LONE WORKING

- Lone workers can be defined as anyone who works by themselves without close or direct supervision.
- Outreach Team, Facilities, Manager, Premises Officers and Cleaning Staff may be regular lone workers but teachers and other staff may also work in isolated classrooms / offices after normal school hours or during holiday times.
- Any member of staff working after hours must notify the premises team or SLT of their location and intended time of departure.
- Lone workers should not undertake any activities that present significant risk of injury for example: working at height, using chemicals,
- Ensure that there are suitable systems (including procedures/protocols) in place to supervise,
- Monitor and track the whereabouts of lone workers.
- Ensure that lone workers are suitable trained, have adequate access to first aid provision and means of raising the alarm.
- Ensure suitable escalation processes in the event of an emergency situation are established.

In the event of the Facilities Manager being called to the school out of hours, a risk assessment is in place that he advises a family member at his house of residence he is due to visit the school due to the intruder/fire alarm activation (Alarm monitoring station notification). The Facilities Manager will attend and meet the Keyholding Company operative outside the school site.

Southwark Lone working procedures have been adopted as a guide and will be followed in respect of lone working and home visits.

13) MANUAL HANDLING AND LIFTING

The SLT and Facilities Manager will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves, but must ask the Facilities Manager for any assistance. Staff that undertake manual handling activities must be suitable trained.

All staff assisting pupils with physical disabilities must be trained in the safe handling techniques (see manual handling policy).

Staff working with pupils who may require physical interventions will have CPI training on a bi - annual basis. They would also refer to the school Manual Handling policy

14) DISPLAY SCREEN EQUIPMENT

The SLT is responsible for ensuring that DSE self -assessments are completed for administrative staff, teaching staff and any staff member who regularly use laptop or desktop PCs.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

15) WORKING AT HEIGHT

Working at height is defined as any activity where a person is at risk of falling. This includes working at ground level, above or below.

- All activities that require working at height must be risk assessed prior to the activity by a competent person.
- Staff are not permitted to work at height unless they have attended a minimum of working at height awareness training.
- The Facilities Manager is responsible for the purchase and maintenance of all ladders in the school
- All ladders should conform to BS/EN standards as appropriate.
- All ladders must be regularly inspected and findings documented.
- The Facilities Manager is also responsible for completing risk assessments for all working at height tasks in the school.
- Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.
- If decorations need to be hung or displays created then a step stool or small stepladder must be used. Standing on desks, chairs or other furniture is not permitted.
- Do not work at height when you are alone. If you are planning to use a stepladder ask the Facilities Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.
- Your knees should be no higher than the top platform of the ladder. Never overreach. Try always to keep one hand free on the ladder to steady yourself.

16) ASBESTOS

Being a new build (post 2000) there is no asbestos on site.

17) HAZARDOUS SUBSTANCES (COSHH)

The Facilities Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. Chemical data sheets must be easily accessible for all chemicals held on site. These data sheets are held in a file within the Facilities Officers office and the Pool Plant room. Ecoclean being the contracted cleaning company are responsible to hold COSHH register in the cleaning cupboards for any chemicals that they use on site.

The person responsible for managing chemicals on site must be suitably trained.

The substances must be stored securely in accordance with the manufactures instructions and only used by authorised persons in the safe use of the products.

All staff are reminded that no hazardous substances should be used without the permission of the Headteacher. The Facilities Manager will complete an assessment for any authorised products.

Staff must not bring in any cleaning products from home.

18) SITE MAINTENANCE

The Facilities Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

He will undertake routine daily inspections of the site and report any hazards that cannot be dealt with immediately to the Headteacher/SLT.

All staff are responsible for reporting any damage or unsafe condition to the Premises Manager immediately by writing in the designated book held in reception.

19) SITE SECURITY (Refer to Appendix 2 procedures, pages 14-15) 20)

Appendix 1 MEDICAL

Medication administration and staff responsibility is covered in Policy '**Supporting Pupils with Medical Conditions**' and this policy should be referred to in conjunction with this Health and Safety policy and procedures shown below.

Chronic health training including management of epilepsy, asthma and allergies will be run by the Lambeth and Southwark Complex Needs Nursing Team. Staff agreeing to administer any emergency medications must undertake training and participate in an annual refresher course.

Other medical and health needs training including gastrostomy, administering medications, catheterisation, suctioning and shunt training will be carried out online with the staff initially completing theory training around the type of health need. The Complex Needs School Nurse will then complete a competency check on the staff to ensure they are confident in administering these procedures. Staff who are new to the type of health need will have three competency checks completed by the Complex Needs School Nurse to ensure they are capable. All staff trained will need to complete annual refreshers on the theory and be signed off again to ensure high standards are maintained.

All first aiders are responsible for ensuring they renew their first aid status every 3 years.

Induction for new staff needs to outline training available for staff.

Care plans

- All children requiring medical intervention will have care plans. The Complex Needs School Nurse is responsible for writing, monitoring and reviewing the care plans.
- All care plans and medication administration recording charts are kept in the red folders inside classrooms.
- Care plans are reviewed 3 monthly or amended when required.
- The child's care plan copy is in the individual's red health folder a copy is on file in the

medical room.

- If there are any discrepancies with the care plans the staff need to contact the school nurse immediately to eliminate any inconsistencies.

1. Storage of Medicines in Schools

Regular Medication

Regular medications are kept in a locked cupboard in the medical room for all children in KS1 and KS2, those in EY will be kept in the Assistant Head's Office. The keys will be hanging on clearly labelled hooks next to the cupboard. Medications require two medication trained staff to check and sign the administered medication. After the medication has been given, the cupboard must be locked and keys hung back up. Medication trained members of staff are responsible for checking expiry dates of medications and contacting parents for more.

Medications for the fridge will be kept locked in the fridge in the front of the medical room. The key for the fridge is on a clearly labelled hook, next to the emergency medication key hook. Two medication trained staff to check and sign with all medications. There are thermometers in the fridge.

Red folders are kept in classes and must be brought to the medical room when children have their medications and the 5 R's of administering medication must be followed.

Emergency Medication

Emergency medications are kept in a locked cupboard in the front of the medical room for KS1 and KS2, where the nurse sits, and for EY will be kept in the Assistant Head's Office. The cupboard is labelled clearly and has the keys hanging on a hook to the left of the cupboard. The nurse is responsible for checking expiry dates for emergency medications.

Signing Medications in and off site

If a new bottle of medication is coming into school, it must be signed in as soon as possible in the medication sign-in folder. This must be double signed by a medication trained member of staff, where they check the appropriate details. If staff are going off-site with a child and they require medications, these must be signed out in the off-site folder which will be kept in the back of the medical room. These must be signed back in when the child returns to school.

If a child requires their medication at onset, it is recommended that certain medicines need to be immediately available to the pupils e.g., asthma inhalers, EpiPen. It is recommended that this is discussed individually with parents/carers in order to ensure immediate access to medicines if required and a risk assessment completed.

2. Non-prescription (over the counter) medication

Non-prescription medication is not allowed to be administered.

3. Disposal

Medicines no longer required should be returned to the parent/guardian for disposal at the earliest opportunity, and this should be recorded on the school medicine records. If this is not possible, they should be returned to a community pharmacy for destruction. This is the same case for empty medicine containers.

Children on anti-biotics

Children will be on anti- biotics from time to time and often may need to take a course of anti-biotics for a week. Children are allowed to attend school when on anti-biotics if they can take part in school activities and they have their usual level of alertness.

Indications that they are not well enough to be in school are based on a number of factors as we do with any other child. Some children can be ill without a temperature or vice versa they may be well with a slight temperature. Factors to take into account are –

- High temperature,
- Tired/sleepy,
- Not responding to activities as usual,
- Not eating or drinking.

APPENDIX 2

SECURITY OF CHERRY GARDEN SCHOOL

Aims

- 1) Maintaining high standards of protection for the school's pupils.
- 2) Maintaining the highest levels of security for the school's employees.
- 3) Maintaining the highest practicable security levels for the school premises.

Principles

- 1) Control entry to the premises.
- 2) Identification of visitors to the premises.
- 3) Recovery procedures in the event of failure of principles 1 and 2.
- 4) Achieving maximum premises security at lock up time and overnight.

Control of entry

All visitors are welcomed at the front reception by the administration officer where they sign in. The main entrance is monitored by CCTV equipment. Access control entry by card or wrist band is used to access/exit the school site for regular staff.

The majority doors within site for entry/exit are controlled through access control, certain offices have a Digi-lock and any other doors that do not have access control or Digi-lock are open/locked internally by thumb turn or key externally.

Identification of Visitors

All visitors to the school must sign in on the Inventry system located by the reception office desk, Inventry will print a sticker with their name and picture on it. Visitors, once signed in, sit in the entrance area before being escorted to their destination. Following their appointment, visitors are escorted to sign out before departure.

Parents are expected to communicate to the school if a different person other than the regular named person is picking up their child. If the parent does not do this, the administration staff need to ring the parent to confirm that the person is able to pick up the child before we release the child. The school has good practice of using a security word given by the parent that this then repeated by carer collecting the student.

Southwark Education Personnel and Health workers who work regularly in the school wear identification badges from their workplace. Volunteers/students are required to wear identity badges while on the school premises.

Recovery Procedures

The entire school community bears a responsibility for enhancing security. All staff bear a duty of challenging unknown or un-badged strangers on every occasion. A polite "may I help you?" is all that is necessary. Once challenged it will usually be sufficient for such strangers to be escorted to the reception area to sign in through Inventry. If necessary escort strangers off site and notify the police.

Staff should not let visitors in the front door if they cannot escort them to the admin, Headteacher or Deputy Headteacher.

Whenever staff do not feel willing to confront strangers, they should make a note of any identifying details, including vehicle registration numbers and immediately pass information on to the H/T or D/H, the administration office or Facilities Manager.

Lockup and Overnight

The Premises Officer locks up the school site every night and Ecocleen cleaning operatives unlock the school site each morning, adhering to their lone working procedures. The Premises Officer has particular responsibility for ensuring the security of all doors and for setting the alarm. All doors and windows are checked each morning and evidence for forced entry or vandalism is dealt with, i.e. maintenance requirements

The intruder alarm system is programmed for an individual to set and unset the intruder alarm, the code can be keyed in or the intruder alarm fob can be swiped. The Facilities Manager, premises Officer and H/T have knowledge of the code or have an intruder alarm fob and are authorised to activate/deactivate the intruder alarm.

Site Security

The school will have in place adequate management measures to prevent unwanted and unlawful entry to the school so far as is reasonably practicable. A regular security risk assessment will be annually reviewed to highlight any practical control measures that the school may adopt to safeguard pupils, staff and school assets. All visitors and contractors must sign in through Inventory at the reception desk and obtain a printed sticker which must be worn at all times when on site. If they are not DBS and identity checked they will be escorted at all times when students are in school

The playground gate to external areas are kept locked at all times.

If faced with a difficult parent onsite, staff should ask them to see the Head Teacher. If they refuse someone should be sent to fetch the Head Teacher.

The procedure for clearing the school and setting the alarms are controlled by the Facilities Manager.

All items of significant value will be security marked and recorded in the school asset register.

Users of dangerous or high value items shall be responsible for securing them on completion of use.

APPENDIX 3 FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

1. INTRODUCTION.

The introduction of The Regulatory Reform (Fire Safety) Order 2005 requires that employers or organisations providing services to the public, take responsibility for all people, including disabled people evacuating buildings safely.

When an employer or a service provider does not make provisions for the safe evacuation of disabled people from its premises, this may be viewed as discrimination.

It is a general requirement that emergency procedures are pre-planned and that planning should have regard to the needs of all occupants. It is therefore essential to identify the needs of disabled people and, where necessary, to make proper arrangements for their assistance in the event of an emergency evacuation.

This guidance note will not determine which procedure should be adopted in any particular circumstances. The procedure will vary as to the needs of the child, their relationship to the building they occupy and its structural characteristics.

Cherry Garden School is an outstanding special education needs school, with students with physical disabilities, severe learning difficulties, complex needs and autism.

There are 89 children on roll and 80 staff.

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

2. PLANNING AN EVACUATION PROCEDURE.

The following issues need to be considered when planning an evacuation procedure for the whole school site:

- Identify the number of staff and children and where they will be in the building.
- Implement Personal Emergency Evacuation Plans.
- Consult with relevant staff.
- The evacuation plan should not rely upon the intervention of the Fire and Rescue Services to make it work.
- Consider the characteristics of the building.
- Assess the evacuation equipment a child will need.
- Train the staff to deal with emergency evacuations.
- Determine what needs to happen when the alarm goes off.
- Identify what needs to be done when it is not possible to evacuate a student.

3. PERSONAL EMERGENCY EVACUATION PLAN (PEEP).

Each child at Cherry Garden School has their own individual PEEP, which is located in the F drive, in pupil's folder.

The purpose of a PEEP is firstly to secure the safety of the named child in the event of a building evacuation. The PEEP will also record the safety plan e.g. routes, corridors, stairs or refuges etc. identify those persons who will assist carrying out the evacuation and training or practice needs.

Where identified within the PEEP that assistance is required to carry out the evacuation the teacher /LSA must be assured that the people identified within the plan are in place.

A PEEP must be devised if you are aware that a child may experience difficulties in responding to a building emergency evacuation alarm.

The construction of the PEEP can be undertaken with the active participation of the following the designated person from the SLT, the Teacher and the LSA.

The plan must be a tailor made to meet the requirements of the child and where applicable the person/s that may be required to assist with the evacuation of the child.

The PEEP is a personal plan and the parent must be informed when it has been drawn up.

If identified within the PEEP that specialist training (evacuation chair, emergency exit routes etc.) is required to ensure the PEEP is undertaken safely, it will be the responsibility of the school to ensure that this training has been undertaken.

All staff who could be expected to aid the evacuation of a child should receive a copy of the relevant PEEP.

A Fire drill should be carried out at least once a term (3 times within a year, January to December) to monitor the effectiveness of any active PEEP.

A PEEP should be activated immediately the alarm is raised.

4. CONSTRUCTING A PEEP.

The aim of the PEEP is to provide the necessary information to be able to manage an affected child with their escape. The plan also provides the school with information to ensure that the correct level of assistance is available.

If assistance with escape is required, the extent of such assistance should be identified in the PEEP i.e. the number of assistants and the method to be used

It should be noted that a child may develop a temporary mobility difficulty following an accident or surgical intervention, which might affect their ability to evacuate.

The process can be based on a checklist to aid its development. This should include items relating to the child's abilities, location, activities, etc.

The following should always be included in the plan:

- Identification of and information on the best method of evacuation including the availability of any horizontal evacuation routes.
- Potential requirements for specialist equipment (such as an evacuation chair) and any requirement for training in the use of that equipment.
- Locations of wheelchair refuges and means of communication (if it is not possible to evacuate the individual immediately).
- Information on the maintenance and inspection of equipment.
- When the PEEP should be reviewed.

To be effective, the PEEP depends on the ability of helpers to respond quickly and effectively. Helpers should be given sufficient instruction, practical demonstration and training as appropriate. The plan should be tested when completed and used during regular fire drills to ensure that the

child and helpers are fully aware of the procedures to be undertaken and have confidence in those procedures.

Special arrangements may have to be included in the plan where it may be required to evacuate a wheelchair user using an alternative method other than normal procedures.

This procedure must be written into the plan with the named people that have been trained to operate the specialist equipment.

From the information gathered in the questionnaire, a Personal Emergency Evacuation Plan (PEEP) can be developed by, the designated person from the SLT, the Teacher and the SLA. The parent informed when completed.

5. TECHNIQUES FOR THE EVACUATION OF STUDENTS.

All children will be guided supported in the event of a fire evacuation. Children will be able to descend (or ascend) a stairway, however others may need assistance. There is equipment available for safely transporting people with mobility impairments found in dedicated area.

Lifts are normally prohibited from use during an emergency evacuation. Upon activation of the fire alarm, the lifts will immediately cease to operate and will automatically return to the ground floor. To enable evacuation utilising any of the lifts the School 'duty' fire marshal must override that lift by operating the key operated emergency switch on the outside of the lift shaft on the ground floor. This will energise the back-up power system and provide service to the lift for a minimum of 1hr to enable evacuation.

A detailed evacuation procedure is available on each child's PEEP.

6. REFUGES.

Where a child is unable to use stairways without assistance it will be necessary to identify refuge areas. Refuge areas provide a place of relative safety for disabled staff and children before being assisted to a final exit. With good communication links to the refuge area it may not be necessary to evacuate from the refuge if the fire does not pose a risk or the alarm has been activated accidentally.

Refuge areas can be an enclosure such as a compartment, lobby, corridor or stairway that can provide protection from fire and smoke. Once a refuge area has been identified it should be suitably signed and kept free from obstructions.

The teacher or LSA (identified in the PEEP) should report the location of the child that is unable to be evacuated from the building to the responsible person in charge of the evacuation. If required the fire and rescue services can be informed of the location when they arrive.

The site has Refuge Telephone Call Points at each of the 3 Refuge Areas that are linked to the Master Call Point, located by the Fire Panel by the main reception area. Key staffed will also have walkie-talkies. These are the means of communication to enable communication with any person/s using the refuge in an emergency

People should never be left in a refuge point to wait for the Fire and Rescue Services. The refuge can be used as a safe resting place or as a place to wait until it is safe to exit the building.

There are three refuge areas provided with access to evacuation lifts.

Refuge 1:

The staff room as well as the protected lobby area and the PPA room.

The **net floor** area is 47m², which provides capacity for 24 wheelchair users and assistants.

Refuge 2:

The satellite classroom as well as the protected lobby area.

The **net floor** area is 39.7m² which provides capacity for 20 wheelchair users and assistants.

Refuge 3:

The nursery/reception classroom as well as the protected lobby area.

The **net floor** area is 84.3m² which provides capacity for 42 wheelchair users and assistants.

It is understood that the total number of wheelchair users on the First Floor is 23 (based on numbers provided at Stage D of the development plan). Therefore, even with the largest refuge discounted (Refuge 3, 42 spaces) there is more than adequate capacity (20+24 = 44 spaces) for the wheelchair users and their assistants from the First Floor.

Z. EVACUATION PROCEDURE.

ACTION ON DISCOVERING A FIRE.

- Raise the alarm without delay. Use call points.

SUMMONING THE FIRE & RESCUE SERVICE.

- Upon activation of a call point or the smoke/heat sensors triggering off the fire alarm panel. The Fire & Rescue services will be alerted automatically.
- The Facilities Manager will liaise with the fire services representative.

ACTION WHEN THE FIRE ALARM SOUNDS.

- All adults leave by the nearest fire exit, taking children and visitors with you in an orderly manner. Do not delay your exit to collect belongings.
- Close windows and doors behind you, if possible.
- Go immediately to the fire assembly point and ensure that you are accounted for.
- **Do not** re-enter the building until the fire & rescue services have visited and confirmed that it is safe to do so, or in the case of a fire drill until the HT/DH gives an instruction to return.
- With a **False Alarm Activation**, only when it is **absolutely determined** that the activation is a false alarm, only then can re-entering of the building be permitted.

ROLL CALL.

- Staff on duty in the office are responsible to take the registers with them and collect the emergency bag in HT office. The site fire log book will be collected by the facilities manager. The SLT, the Facilities manager and there is also a dedicated school mobile phone (within the Facilities Manager's office) that has access to the Inentry app. The Inentry app provides real time information on staff and visitors that are on site, and children that are off site. Each Class teacher will confirm to the SLT, that all students in their class are present and accounted for.
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FIRE ASSEMBLY POINTS & EVACUATION ROUTES.

- **Garden Classes Decking area in Jungle playground.**
- **Ocean Classes The football pitch in the Jungle playground.**
- **Jungle Classes Zip-wire playground.**

Ground Floor

- With all areas on the ground floor find the safest route to the nearest fire exit and then make your way to the fire assembly point.
- All evacuation routes will be kept free from obstruction, with adequate and clear signage.
- Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

First Floor

- If you are able to, with all areas on the first floor find the safest route to the nearest fire exit and then make your way to the fire assembly point.
- If assistance is required make your way to the nearest designated refuge point for the area you are in.
- Remain at your refuge point until it is safe to evacuate.
Your refuge point will offer a minimum of 60 minutes protection against the spread of smoke and fire.
- All evacuation routes will be kept free from obstruction, with adequate and clear signage.
- Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

FIRE MARSHALS.

- Before exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated and your area is clear.
- Checks on toilet areas should include a check on individual cubicles.
- Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand for heat.
- If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered to an exit – not just pointed in the general direction of one.
- Do not delay your own evacuation if you encounter somebody who refuses to leave.
- Brief the HT and the DH upon your arrival at the assembly area.

8. VISITORS AND CONTRACTORS.

All visitors and contractors should report to the reception office, signing in the appropriate book on arrival and signing out before leaving the school site.

In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

Contractors, including any contract cleaners working on the premises, should be informed during their induction of the fire and emergency procedures that apply including:

- Action to be taken on hearing the fire alarm or discovering a fire
- Fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures.
- The location of fire alarm call points in relation to the area of their work Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), should have adequate fire evacuation arrangements in place and know how to call the fire and rescue service.

The risk of fire arising out of the work of any contractors on the school site should have been assessed through their RAMS and appropriate precautionary measures put in place. Any hot work activities should be closely monitored using the Hot Permit to Work system. Persons who organise evening events should be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

9. Fire Auditory Requirements

FIRE DRILLS.

Fire drills are carried out three times within a calendar year and logged in the site fire log book. Staff are often warned in advance of these drills but sometimes are not to maintain authenticity and reduce complacency.

FIRE RISK ASSESSMENT.

The fire risk assessment/review is conducted on an annual basis.

FIRE ALARM TEST.

A fire alarm test is conducted every Thursday at 6.30am.

FIRE ALARM PANEL.

The fire alarm panel is serviced & maintained by a competent service engineer every 6 months. The outcomes of these tests are recorded in the site fire log book.

SPRINKLER SYSTEM:

The sprinkler system is weekly & monthly inspected/tested by the facilities team. The sprinkler system is serviced & maintained by a competent service engineer every 6 months. The sprinkler system is periodically inspected by a competent service engineer. The outcomes of these tests are recorded in the site fire log book.

FIRE ALARM SOUNDERS.

Sounders are serviced & maintained by a competent service engineer every 6 months. The outcomes of these tests are recorded in the site fire log book.

SMOKE/HEAT DETECTORS.

The smoke/heat detectors are serviced & maintained by a competent service engineer every 6 months.

The outcomes of these tests are recorded in the site fire log book.

CALL POINTS.

The call points are tested by the facilities team on a weekly basis on a rolling programme.

The outcomes of these tests are recorded in the site fire log book.

EMERGENCY LIGHTING.

The emergency lighting is tested by the facilities team on a monthly basis.

The 3-hour emergency lighting drop test is carried out by the Facilities Manager on an annual basis.

The outcomes of these tests are recorded in the site fire log book.

The emergency lighting charge indicators are checked by the facilities team on a weekly basis.

The outcomes of these checks are recorded on the PPM schedule.

FIRE FIGHTING EQUIPMENT.

Fire-fighting equipment is serviced/maintained once a year by a competent service engineer.

The outcomes of these tests are recorded in the fire site log book.

The fire-fighting equipment, safety clips, indicating devices and wall mounting brackets, are checked by the facilities team on a monthly basis.

The outcomes of these checks are recorded in the fire site log book.

A visual check of the fire-fighting equipment, safety clips, indicating devices and wall mounting brackets, are checked by the facilities team on a weekly basis.

The outcomes of these checks are recorded on the PPM schedule.

Escape Routes.

Escape routes are checked by the facilities team on a daily basis to ensure they are clear.

The outcomes of these checks are recorded in the fire site log book.

The outcomes of these checks are recorded on the PPM schedule.

Fire Doors.

Fire doors are checked by the facilities team on a daily basis to ensure they are fully operational.

The outcomes of these checks are recorded in the fire site log book.

The outcomes of these checks are recorded on the PPM schedule.

External & Internal Access Controls.

External & Internal Access Controls are checked by the facilities team on a daily basis to ensure they are fully operational.

The outcomes of these checks are recorded in the fire site log book.

The outcomes of these checks are recorded on the PPM schedule.

10. CONCLUSIONS.

The safe evacuation of staff and students is the responsibility of the school. Safe evacuation procedures must be pre-planned and identify the needs of students and make proper arrangements for their assistance. A PEEP must be produced with the active participation of the student's parents.

Written instructions and where necessary training, are essential in ensuring a PEEP is followed and that all members of staff are aware of its existence.

It may be necessary to phase horizontal movement of students using refuge areas and use properly designed evacuation equipment. There are evacuation aids designed within the school e.g. ramps, yellow handrails (for blind and partially sighted students), visual alarms (for deaf and hard of hearing students)

Under current fire safety legislation it is the responsibility of the person(s) having responsibility for the building to provide a fire safety risk assessment that includes an emergency evacuation plan for all people likely to be on the school site. Such an evacuation plan should not rely upon the intervention of the Fire and Rescue Services.

Where an employer or service provider does not make provisions for the safe evacuation of disabled people from its premises, this may be viewed as discrimination under the Equality Act 2010. It may also constitute a failure to comply with the requirements of the Regulatory Reform (Fire safety) Order 2005.

Particular attention needs to be paid to the safety of students, disabled staff and visitors in emergency situations especially those with mobility or sensory impairment. To ensure that all students, disabled staff and visitors are afforded the required help during an emergency evacuation a personal emergency evacuation plan (PEEP) should be constructed with the active participation of the student's parents.

The school must produce a (PEEP) when they are aware that a student, a member of staff or visitor may experience difficulties in responding to a building emergency evacuation alarm. Once developed the plan will describe the intended means of escape in the event of an emergency (including fire drills) and should contain all the necessary information to ensure that the person is able to evacuate the premises.

APPENDIX 4

Universal Precautions

Universal precautions are a vital tool in prevention of the spread of blood borne viruses and for the control and spread of all infections. All blood and body fluids are potentially infectious and precautions are necessary to prevent exposure to them. By using universal precautions all children are treated as potentially infectious. This should ensure that the children's right to confidentiality is respected and maintained.

Cuts, abrasions and bites should be covered with a dressing that is waterproof. Rubber gloves must be used for changing children's pads and for any body fluid spillages. Rubber gloves should be used for wiping noses and dribble. Rubber gloves should also be used when dealing with soiled clothes. The use of gloves does not preclude the need for thorough hand washing. Plastic aprons can be worn when involved in very frequent suctioning with a child and when a child has soiled himself excessively.

Hepatitis A is spread by faeces and urine. Staff need to follow universal precautions including regular hand washing to avoid infection. Adults and children to wash hands after using the toilet, before eating. Adults to wash hands after changing a pupil.

Hepatitis B can be carried through blood and body fluids. All staff must have up to date vaccinations for hepatitis B and tetanus. If adult is bitten and this breaks the skin the adult needs to get a course of anti-biotics and bloods taken.

There are plastic spectacles and face masks available in school for protection against spitting if required in severe cases.

Certain pupil's challenging behaviour may be such that protective clothing may be necessary, e.g. cotton gloves, long sleeves, denim jeans, hats, flat shoes that protect the feet.

Staff and children must not wear large ear rings and any body piercing, facial or eye brow piercings.

Staff must wear shoes that allows them to run. All staff must ensure they wear shoes which protect their feet, for example no open toed sandals, flip flops.

Hand washing is the single most important measure in infectious control. Thorough hand washing and careful drying on soft disposable towels is essential to remove the majority of resident and transient organisms.

- Hands should be washed
- After contact with body secretions/excretions including your own
- After handling contaminated laundry/equipment
- Prior to administration of care
- Prior to serving meals/drinks

A gel is available for staff when access to a sink is difficult (only use up to 3 times daily).

Control of the environment

Some micro-organisms can survive in the environment for long periods of time and are most likely to spread if dust is allowed to collect. Washing with hot soapy water and thorough drying will suffice in the majority of cases. The surface can then if required be disinfected with a suitable viricidal disinfectant which will kill or inhibit most microbes.

- The soft play area needs to be cleaned at least every half term with hot soapy water. Equipment/soft play that children have mouthed or dribbled on must be cleaned with hot soapy water.
- Toys in general used in classrooms need to be cleaned in hot soapy water on a **weekly basis**.
- Toys that pupils put in their mouth on a regular basis need to be cleaned on a daily basis in hot soapy water.
- Soft furnishing covers need to be washed in a hot wash on a termly basis.
- In exceptional circumstances clinical wipes can be used for excessive spitting.

In the event of contagious illness such as norovirus a specialist cleaning company will be called into the school to ensure a deep clean is undertaken of the areas affected

Spillages and Bio-Hazardous Spillages

Any spillages should be cleaned up immediately to ensure no accidents. Use of blue tissue towel and gloves is required for regular liquids. Milton tablets solution can be used.

Wear disposable non-latex gloves when handling bio hazardous spillages. These spillages should be sprinkled with powdered bleach from the spillage kit. This absorbs and solidifies the liquid. The mixture can then be cleaned up using the scooper or disposable towels. All items need to be disposed of as clinical waste. Mops should not be used.

The yellow bio-hazard spillage kits are kept in the medical room.

Waste

All contaminated waste including pads must be placed into the separate yellow bin for clinical waste. This bin is collected at every morning for disposal. Staff handling clinical waste bags need to use plastic gloves.