



# **Campsbourne School**

## **Health and Safety Policy**

### 1. Health and Safety Policy Statement

1.1 This policy statement complements (and should be read in conjunction with) the Haringey Council, Health, Safety and Wellbeing Policy. It records the school's local organisation and arrangements for implementing Haringey Council's Policy.

1.2 The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.

1.3 In compliance with the Health and Safety at Work etc. Act, Campsbourne School Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. work experience and off-site visits);
- all plant and equipment are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
- appropriate safe systems of work exist and are maintained;
- sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid

hazards and contribute in a positive manner towards their own health and safety and others;

- a healthy working environment is maintained including adequate welfare facilities.

1.4 In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its activities.

1.5 Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives' forms part of this policy.

1.6 To review and revise this policy as necessary at regular intervals (at least annually). This policy statement and the schooling organisational arrangements supersede any previously issued.

## 2. Health and Safety Responsibilities

### 2.1 The Governing Body will ensure:

- Those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given;
- Sufficient competent persons are in place to advise the school on H&S issues;
- H&S targets are set to improve H&S performance;
- Effective monitoring that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis;
- Advice is sought from and reports received from the Haringey Council Health and Safety Advisers as appropriate and actions taken as necessary;
- Auditing of H&S takes place at least annually and that action plans are developed as a result of audit;
- All their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.

The GB will inform Haringey Council of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

### 2.2 The Head Teacher will;

- Be familiar with the overall responsibilities laid down in Haringey Council's Health and Safety Policy;
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises;
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher*

*from the overall day to day responsibilities for health and safety within the establishment.)*

- As part of their management of health and safety:
  - appoint a competent person to advise the school on H&S issues;
  - appoint a person with responsibility for the Premises;
  - (if required) identify a member of staff who can co-ordinate health and safety management and
  - ensure that these staff receive appropriate H&S training e.g. IOSH Managing Safely.
- Ensure that all staff within the school are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises;
- Keep up to date with changes or updates in health and safety management by using the Council and other resources and communications;
- Ensure that suitable and sufficient training, instruction and information is provided when required;
- Set health and safety objectives as part of the school planning process;
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly;
- Advise governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors;
- Develop management arrangements for the identification of hazards and control of risks
- Develop management arrangements for the recording and investigation of accidents / incidents.
- Attend H&S training courses as dictated by the LA.
- Ensure school educational visits are logged and approved via Evolve and category 3 visits (overseas, overnight, adventurous activities) are submitted at least 6 weeks in advance of the trip.
- Chair the school health and safety committee.
- Liaise with governors and Haringey Council Health and Safety Team on policy issues and any problems in implementing the health and safety policy.
- Co-operate with and providing necessary facilities for trades union safety representatives.

### 2.3 The Deputy/Assistant Head Teacher will:

- Carry out accident and other health and safety investigations and ensuring that accidents are reported under arrangements established by Haringey Council.
- Ensure regular inspections are carried out.
- Submit inspection reports to the Governing Body and Haringey Council Health and Safety Team.
- Ensure remedial action is taken where appropriate.
- Arrange for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced.

- Identify staff safety training needs.

#### 2.4 The Senior Leadership Team will:

- Assist the Head Teacher in the development of health and safety management arrangements;
- Periodically meet to assess and report on health and safety performance;
- Ensure that staff receive appropriate H&S training;
- Ensure that staff within the School are aware of their responsibilities with regard to health and safety issues;
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly;
- Communicate any health and safety actions outlined in the school planning process to relevant staff.
- Consult with staff as necessary on matters of health and safety which may affect them at work.
- Day-to-day management of health and safety in accordance with the health and safety policy and the direction of the Headteacher;
- Exercise effective supervision over those for whom they are responsible;
- Be aware of safe working practices and setting a good example personally;
- Carry out regular inspections and making reports to the Headteacher;
- Ensure remedial action is taken where appropriate;
- Pass on information received on health and safety matters to appropriate people;
- Act on reports from the Headteacher or subordinate staff.

#### 2.5 The Premises Manager will:

- Maintain an understanding of Haringey Council Health and Safety Policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
- Control contractors working on the premises and ensure that hazard information has been exchanged and suitable risk control measures implemented;
- Ensure adequate security arrangements are maintained;
- Ensure the general cleanliness of the premises and that adequate welfare facilities are provided;
- Arrange for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
- Ensure that adequate fire safety arrangements and emergency procedures are implemented and maintained;
- Ensure that plant and equipment is adequately maintained;
- Arrange or ensure the regular testing and maintenance of electrical equipment;
- Maintain records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
- Ensure that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;

- Undertake thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise, and up to date Incident Reporting forms are available;
- Ensure the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
- Ensure that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
- Maintain a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Management) Regulations and make this available to contractors upon requests;
- Ensure that adequate systems are in place for the management of asbestos through the 'Asbestos Management Plan' and control of legionella and excessive water temperatures;
- Respond promptly to defect notification, i.e. notification of a defect that could affect the health and safety of building occupants/visitors,

## 2.6 Employees will

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work
- Co-operate to enable the school to carry out any duty or requirements
- Observe all safety rules and carry out safe working practices at all times.
- Wear appropriate safety equipment and use appropriate safety devices at all times.
- Report any defects in plant or equipment immediately.
- Report all accidents/incidents to their Line Manager.
- Co-operate in the investigation of accidents/incidents with the objective of introducing methods to prevent a recurrence.
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of the relevant statutory provisions and shall not take part in any horseplay type activities.
- Checking classrooms and work areas are safe and that fire exits are unlocked and unobstructed.
- Checking equipment is safe before use.
- Ensure protective equipment is used when needed.
- Participate in inspections and the health and safety committee as appropriate.
- Bring problems to the attention of the relevant manager.

## 2.7 Competent Person

The school's Competent Person is appointed under the Regulation 7 of the "Management of Health and Safety at Work" Regulations 1999 to assist in health and safety matters. They will:

- Ensure that they understand and assist in the implementation of the school Safety Policy.

- Act as the school's liaison nominee on all matters relating to health and safety.
- Carry out yearly formal safety audits on the documentation, provisions and safety standards at the school.
- Assist in identifying hazards and assessing risks and advise the Head Teacher and Business Manager of the appropriate course of action.
- Provide telephone support to senior management on matters relating to Health and Safety
- Ensure that the Head Teacher and Business Manager are made aware of all relevant new Health and Safety Regulations, Approved Codes of Practice and HSE Notes of Guidance
- Assist in the investigation into the causes of any major RIDDOR incidents and report accidents to the HSE.
- Failure to appoint a competent person to provide H&S Advice will result in the school automatically joining the Councils Health and Safety for School's SLA, incurring in the cost for the service.

#### 2.8 First Aiders are responsible for:

- The first aid equipment found in boxes in the main hall, nursery and in rooms where first aiders work.
- Recording when medicines are given to any person.
- Recording any accident and subsequent treatment in the appropriate accident book located in the school office.
- Immediately informing the Headteacher and/or the Deputy Headteacher of accidents involving bumps to the head and face, fainting fits, severe cuts, bruises, broken teeth and bones, etc.
- Completing an Accident Form for all accidents which involve hospital treatment and passing this form to the Headteacher. Completion must be within one day of the accident.
- Notifying parents of any case recorded in the accident book.

#### 2.9 Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

### 3. Arrangements

#### 3.1 Safety Review

The Head Teacher will carry out a general safety review of the School's safety performance in conjunction with the Senior Leadership Team and Safety Representatives on a six- monthly basis. This will include a review of the school's Health and Safety Policy, its accident trends and its performance in meeting the objectives set out in the annual review.

#### 3.2 Safety Information

An informal safety meeting will be held periodically. The purpose of this meeting is to provide a venue for the workforce to raise and discuss health and safety problems, to communicate problems on important safety related matters such as risk assessments and to discuss accidents / incidents

#### 3.3 Safety Inspection System

The Health and Safety Competent Person will carry out a formal audit of the Statutory and school documentation provisions and safety standards at the school on an annual basis. The findings of this audit will be brought to the attention of the Head Teacher and Business Manager.

#### 3.4 Accident Reporting

Employees are required to report to their Line Manager all accidents / incidents and near misses whether injuries are sustained or not. Any injury must be assessed / treated. by a trained first aider / appointed person.

Where necessary the **Line Manager** will then carry out an investigation and complete the investigation report form.

Where necessary the School will undertake detailed accident investigations, including the taking of witness statements.

#### 3.5 Asbestos

The school must complete the asbestos management plan template provided by the Local Authority following an asbestos survey. Periodic re-assessment is organised through the Local Authority and the school monitors the condition of asbestos containing materials in line with the asbestos management plan.

All contractors working on site are required to see the Asbestos management plan, located in the Site Manager's office and to sign to confirm they have read it in relation to their work.

All school staff are aware that they must not drill or affix anything to walls. A request for work must be made via the Premises Manager.

### 3.6 Educational Visits

The school will ensure that all educational visits and journeys, including adventurous activities, residential visits and trips overseas are organized effectively and follow the Educational Visits and Journey Guidance for Schools from Haringey LA. (See Appendix E) The Local authority system for approval (Evolve) will be followed in order to manage any risks to staff and pupils.

An Educational Visits Co-ordinator (EVC) will be appointed (Lead Practitioner) who will assist in the collation of information and assessments and, where necessary, liaise between the school and the Local Authority. Trip organisers will ensure that all planned trips follow this process and relevant information is provided to the EVC in a timely manner.

### 3.7 Electrical maintenance

Fixed electrical systems will be maintained in line with statutory requirements and statutory examinations will be conducted every 5 years.

Portable appliances will be periodically tested for electrical safety.

### 3.8 Fire / Emergencies Evacuation Process

A Fire Evacuation Procedure is in place. Information, instruction and training are included in the induction training given to new employees before they commence work on site. This includes the importance of good housekeeping.

The following fire evacuation procedure has been implemented.

How people will be warned if there is a fire?

- The siren (same bell that denotes the end of a session) will sound as a continuous ringing bell within that school building.
- The fire panel in the junior board sounds an alarm which can be heard in the school office.
- The school office notifies the premises manager, head teacher or member of SLT that the alarm has sounded.

What staff should do if they discover a fire?

- Staff should break the nearest break glass point on their way out of the building and report the location of the fire to the Fire Wardens as soon as possible after ensuring pupils in their care have been evacuated to their designated school playground.
- Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use firefighting equipment safely.
- Staff should evacuate the building by the nearest available fire exit.
- Staff should not stop to collect personal belongings on their way out.
- Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head teacher.

What visitors should do if they discover a fire?

- Visitors should inform the nearest staff member of the location of the fire and leave the building by the nearest exit.
- Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of a fire.

Daily Responsibilities for Fire Safety

- Each class has an Emergency Class List. The Office Administrator prints a daily class list each morning which is updated throughout the day with names of children arriving late and leaving early.

How the evacuation of the premises should be carried out?

- The class teachers take their Emergency Class List with them to their allocated assembly area.
- The fire wardens, (Office Manager and Finance Manger) are responsible for taking a spare daily class list and school keys to respective evacuation gates to the assembly points.
- Staff are responsible for making sure that all children within their class/group are accounted for. The fire wardens are responsible for ensuring that children who may be in a different school building are accounted for and opening the school gates in case the children need to be taken off the premises.
- The site officer and senior members of staff not in class are responsible for ensuring that the school building is evacuated.
- All occupiers of the premises should exit by the nearest available fire exit.
- Staff responsible for pupils should ensure that all pupils in the class have left the room before exiting themselves i.e. the last person out of an area should be an adult.
- Staff should close the door behind them on leaving the room.
- Staff and pupils should move quickly and quietly but do not run.
- All pupils, staff and visitors will go immediately to the assembly points. If the emergency evacuation occurs at the end of the school day or lunchtime, people will still report to the assembly points.
- Leave by the nearest exit, do not stop to collect belongings, move quickly and quietly but do not run, make your way to the designated assembly point.
- Should the school site need to be evacuated then children and staff would be escorted to St Marys Junior School, Rectory Gardens, Hornsey, London N8 7QN.

Procedure for checking the premises have been evacuated

- Roll calls will be made by the class teachers against the Emergency Contact List and class register.
- The fire wardens will ensure all staff and visitors are accounted for.
- The site manager and senior staff members not in class will check toilets and corridors after instructing children to exit via the nearest door.

## Evacuation Routes

If the fire alarm sounds, leave the building quickly by the nearest exit/staircase onto the playground.

### Fire Assembly Points

There are two fire assembly points.

Lower Playground – Infant building

Upper playground – Junior Building / Dining Hall / Eco Building / Gym / Swimming Pool

### Personal Emergency Evacuation Plan (PEEP)

Children with specific medical or special needs which may hinder their evacuation should have Personal Emergency Evacuation Plans. (Appendix D)

### Infant Building

Nursery Class - Through the nursery gate that leads into the Lower Playground.

Reception (Gwen John) – straight out onto Lower Playground through their outdoor area.

Reception (Gainsborough) and Year 1 Classes – straight out onto Lower Playground through the Infant School Hall.

After School Play Rooms - straight out onto Lower Playground through the Infant School Hall.

Library – straight out onto Lower Playground through the Infant School Hall.

Medical Room, Happy Space, Space to Be Room, Small Music Room - straight out onto Lower Playground through the Medical Room Exit.

Lower Staffroom - straight out onto Lower Playground through the Medical Room Exit.

### Junior Building

Year 2 (Hepworth) – straight out onto Upper Playground through left hand exit.

Year 3 (Hockney) – straight out onto Upper Playground right hand exit.

Year 2 (Moore) – straight out onto Middle Playground through left hand exit (Past music room) and walk round to Upper Playground.

Year 3 (Cameron) – straight out onto Middle Playground through left hand exit (Past music room) and walk round to Upper Playground.

Year 5 (Turner) and Year 6 (Shonibare) - straight out onto Upper Playground through left hand stair well.

Year 5 (Thompson) - straight out onto Upper Playground through right hand stair well.

Year 4 (Whitread) - straight out onto Upper Playground through right hand stair well.

Year 4 (Kapoor) and Year 6 (Himid) and ICT Room – down stairs and out into Middle Playground and walk round to Upper Playground.

Intervention Rooms /The Hub and SENCO / Site Manager Offices (Junior Building) – Straight down stairwells into Upper Playground

Music room - straight out onto Middle Playground and walk round to Upper Playground..

Upper Staffroom - straight out onto Upper Playground through bottom of left hand stair well.

School Office and Family Room - straight out onto Middle Playground and walk round to Upper Playground.

Swimming Pool, Gym and Eco Room - straight out onto Upper Playground.

#### Procedures for Evacuation during Whole School Assemblies

Whole school assemblies take place 4 times during a normal school week. The capacity of the Junior Hall in the Ground Floor is 400. This means only Y1 to Y6 (Max 360 plus staff) attend whole school assemblies.

Small groups of children receiving interventions on the first floor must not exceed 6 per class during assembly time.

During a whole school assembly fire exits are held open to aid a quick evacuation. These are then closed after assembly.

Fired drills are carried out each term during assembly time.

#### Performances

The hall on the first floor of the junior hall has a capacity of 200 including classrooms. The maximum number of chairs which can be used for the audience is 110. These must be arranged in rows of 10 split into two sections of 5 with a minimum 30cm gap between the front of the chair and the back of the next row.

All performances must only include one year group at a time in the hall. All other year groups participating in the performance must remain downstairs.

Whilst performances are taking place all classes must be relocated to other floors.

Before performance the audience of informed about the fire evacuation procedures including the locations of exits.

##### 1.1.1 After the Event

- Do not re-enter the building until advised to do so by the senior fire service officer or by the head teacher if it is a fire practise.

- Classes re-enter the building once the all clear has been given by the senior fire service officer or the head teacher
- If the fire has been extinguished by school staff, do not disturb any evidence which could indicate the cause of the fire.
- Ensure that the premises are in safe working order before re-occupying.
- Take all class children back into their rooms for a final head count and explanation of what has happened.

#### Arrangements for Fighting Fire

- Staff should only attempt to fight a fire if they can do so without risk to themselves or others and they feel they are competent to do so. If staff are, unsure they should leave firefighting to the Fire Service.

Type	Use
Water	Combustible materials such as wood, paper, cardboard. Do not use on fires involving electrical equipment. Short circuits caused by water in electrical apparatus could expose the operator to the risk of electric shock. Do not use on flammable liquids.
Dry Powder	Flammable liquids, Electrical fires
Carbon Dioxide (CO <sub>2</sub> )	Electrical fires and small fires involving flammable liquids
Foam	Flammable liquids and combustible materials
Fire Blanket	Deep fat fryers and frying pans et c.

Do not attempt to fight the fire unless there are exceptional circumstances such as in order to escape, if the fire is already contained, such as a small amount of burning material in a waste bin, use of a fire blanket for a cooking or clothing fire.

#### Evacuation during Break times

Children should be escorted to their pick up and drop off point where they will be met by their class teachers.

#### The Duties and Identity of Staff who have specific responsibilities if there is a fire

- Fire Wardens - Check toilets and general shared areas for evacuation
- Office Staff - Telephone the fire service and take registers and contact details to the assembly point
- Kitchen Staff - Turn off cooking appliances before leaving the kitchen
- Site Officer - Shut off any machinery in use when alarm sounds

#### Arrangements for Evacuation of People Especially at Risk

- Children with severe mobility difficulties will be assisted by the Teaching Assistant assigned to them.

Any Appliances or Power Supplies that have to be Isolated if there is a Fire

- Kitchen equipment

Specific arrangements for High Risk Areas

- Kitchens – Cooking appliances will be isolated
- Boiler House – Keep flammable materials to a minimum

Contingency Plans for when Safety Systems are Out of Order

- In the event of the fire detection system being out of order, a hand bell will be rung.

Contacting Rescue Services

- Staff in the main office are responsible for calling the fire service from the main office.

Procedure for meeting rescue services on their arrival and notifying them of any special risks

- The school has 3 access routes for the emergency services; the lower playground (Eastfield Road) the middle playground (Nightingale Lane) and the upper playground (Newland Road). Fire wardens have keys to open these gates. When the fire services are contacted they should be given the correct access route to tackle the fire. The Head Teacher or Deputy Head Teacher will liaise with the emergency services on their arrival.
- The Head Teacher and site officer will meet the fire services at the main entrance to the building.

What training employees need and the arrangements for ensuring that this training is given

- Fire drills will be held every term.
- The emergency procedure will be shared with staff, including the induction of new staff.
- Firefighting equipment training will comprise of
  - which extinguisher to use
  - the location of the nearest appliance to relevant workplace
  - information on how to operate the extinguishers
  - instruction to keep themselves between the fire and the exit.

Instruction has been given to all Fire Marshalls on how to use fire extinguishers.

Plans for Dealing with People once they have left the Premises

- If the premises cannot be re-occupied within a reasonable time the school will alert parents to collect pupils through Group Call which can be accessed on any computer.
- Contact details will be available in the event that the building cannot be re-occupied.

#### Invacuation

There may be occasions when it is necessary to lock down the school to protect children, staff and visitors from incidents outside the boundary of the school e.g. major police incident. The following procedures are followed should the school need to lock down:

#### ALARM - 5 short blasts on a whistle.

- Teachers should report immediately to their classroom doors and support pupils entering the building.
- Pupils to stop what they are doing and re-enter the building by their nearest entrance and go straight to class
- Once all pupils are inside the building the doors should be secured immediately.
- Staff should immediately register the children and await further instructions.
- Office staff will ring classes to check all children are accounted for.
- Designated staff should report to assigned doors and immediately secure the building.
- No doors should be opened until the Head teacher instructs staff to do so.

Line Managers are responsible for ensuring that all persons under their control know what to do in the event of a fire, know their evacuation routes and assembly points. Procedures to deal with fire, bomb, gas leaks, electricity supply failure and natural disasters, for example, flooding should be included in the Plan.

A full emergency / evacuation drill is undertaken every term.

Maintenance of fire systems are carried out by competent contractors and nominated persons, dependent upon their British Standard requirement. A full testing and maintenance schedule of periodical records is kept by the Premises Manager, available for audit.

### 3.9 First Aid

First Aid equipment has been provided in the First Aid Room and in all classrooms for children with specific conditions e.g. allergies. First Aid treatment is provided through trained First Aiders.

All new employees complete a pre-employment screening questionnaire and a separate pre-employment medical form.

The Headteacher will ensure that a suitable number of staff are qualified to administer first aid in an emergency. The need for first aiders, their level of training required and for first aid equipment will be ascertained through a first aid assessment.

First aid boxes are situated throughout the school and are clearly identified. The contents will be checked on no less than a monthly basis by a nominated first aider and all deficiencies made good.

A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on school premises or as part of a school-related activity.

### 3.10 Administration of medicine

Medicine can only be given to children when their parents complete a Medicine Consent Form and when the medicine has been prescribed by a doctor or other medical professional and has to be administered four times a day or more. Children with special needs will be accommodated in accordance with written medical recommendations.

Medicines must not be in the possession of children (except children who suffer from asthma), they must be handed to the secretary or a first aider and kept securely. Throat sweets are medicine and should be treated like other medication.

Medicine must only be administered by a first aider or their nominate representative. All medicine given must be noted on Medical Tracker.

Children who suffer from asthma need to have access to their medication at all times. For this reason, their medication is kept in the First Aid Room, unless a risk assessment has highlighted that a secondary asthma pump is required in the classroom where the child has been trained to administer the medication themselves.

### 3.11 Gas

All gas appliances, including boilers and kitchen equipment, will be examined in line with statutory requirements.

### 3.12 Grounds Safety & play equipment

Grounds, including trees, will be maintained in good order and periodically examined formally to ensure safe conditions.

### 3.13 Hazardous substances

COSHH Assessments are conducted in accordance with the "Control of Substances Hazardous to Health" Regulations; the results will be acted on accordingly.

A Health and Safety Data Manual is kept by the Premises Manager who is the nominated person responsible for COSHH. This manual should contain the COSHH assessments and material safety data sheets and be available to all employees.

Before any new substance is introduced the health and safety information will be obtained from the supplier. An assessment will be carried out and the information issued to employees and entered into the Manual. Where chemicals are used for teaching

purposes, an assessment must be performed, with reference to CLEAPSS, where necessary.

### 3.14 Lettings

Any lettings by the school will be in line with the school Letting Policy and will consider risk assessments, fire arrangements and maximum capacities.

When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities will ensure that measures are taken to ensure the health and safety of those taking part in that activity. These measures must be of an equal or better provision to those stated within this Health and Safety Policy. When the activity is a school sponsored event the organiser, even if an employee, will be treated as a hirer and will comply with the requirements of this Policy.

When the premises are hired to persons outside the employ of the Governing Body it is a condition that all such hirers, contractors, and others using the school facilities or premises, are familiar with the requirements of this Policy. They will comply with all safety directives of the Governing Body and will not, without the prior consent of the Governing Body:

- introduce equipment for use on the school premises;
- alter fixed installations;
- remove fire and safety notices or equipment;
- take any action that may create hazards for persons using the premises or the staff or pupils of the school.

Immediately prior to use the Premises Manager should meet and greet the user, ensure welfare facilities and emergency procedures are understood and ask if they would like any alterations made. This would include any alterations to the environment (e.g. alterations to the heating, ventilation including opening/closing of windows etc.), manual handling tasks (e.g. rearranging classroom furniture etc.) and any other task which may pose a risk to the user. These alterations should be carried out by the Premises Manager and it should be made clear to the user that if any further changes are required during the hire, they must summon the Premises Manager. As proof of due diligence, the arrangements should be signed off by the user.

### 3.15 Maintenance / Inspection of Premises

The premises will be periodically and formally inspected by members of staff including the premises manager and a member of the senior leadership team. Findings will be reviewed by the Senior Leadership team.

### 3.16 Maintenance / Inspection of Work equipment

All work equipment is inspected and maintained in line with statutory requirements. This will include:

- Design & Technology equipment – annually
- P.E equipment – annually

- Kitchen Equipment - annually
- Fire alarm - biannually
- Emergency lighting – annually
- Security systems – biannually
- Fire doors – annually
- Glazing – rolling period of review.

N.B. this list is not exhaustive. Other systems may be added as required.

### 3.17 Manual Handling

Manual Handling is considered in the school's risk assessments. Where necessary, staff are trained on person manual handling as the need arises for specific children.

### 3.18 New & Expectant Mothers

Risk assessments will be conducted for staff who are new or expectant mothers and suitable measures to manage any risk implemented.

### 3.19 Noise

Areas where noise exceeds the statutory thresholds will be managed in line with the current regulations.

### 3.20 Permit to work

A permit to work procedure will be used to ensure the safety of any person working on potentially dangerous jobs on school premises. Some of the areas included will be.

- Work at height
- Specified work on electrical equipment
- Excavations
- Hot work
- Work on Pressure systems
- Work in Confined spaces

### 3.21 Personal Protective equipment.

The need for personal protective equipment will be determined by risk assessment. Line Managers will ensure the provision, storage and use of this equipment in their areas. Where the requirements to use personal protective equipment has been identified for an activity, staff must comply and wear this equipment.

### 3.22 Reporting Defects

Staff must report any defects to the Premises Manager. The arrangements for reporting Defects are through the Every System.

### 3.23 Remote & Lone working

Where there is a requirement to work off-site, or alone on site, a lone working risk assessment will be completed with the Line Manager. Controls will be agreed between the staff member and the line manager.

### 3.24 Safeguarding – Access to school

Parents and guardians are requested to deliver their children to the main playgrounds. Nursery children are taken to the nursery entrance. Parents should collect their children from the nursery or the assembly area.

Parents must not take late children into the classroom but deliver them to the school office. If the children are young or new to the school a settling-in period should be allowed. However, all staff should frequently remind adults of the correct procedures. Any persistent problems should be reported to the Headteacher who will speak to the individuals concerned.

In order to make this easier for parents, all teachers must be available to speak to parents before and after school – on the playground from 8.40am to 8.50am (Infants) and 8.45am to 8.55am (Juniors) thus giving all parents the opportunity to pass on brief messages.

The school gates are opened before school and closed at 8.55(Infants) and 9.00 (Juniors). From that time onwards it is only unlocked by a visitor pressing a button and alerting a member of the office staff. The gate is opened at 3.20pm (Infants) and 3.25pm (Juniors) and locked again when all the children have left.

All visitors and contactors will be instructed to report to the secretary's office and will be given a badge to wear whilst on the premises. Therefore, anyone without a badge has not conformed with this request and should be approached and asked to do so.

All staff, both teaching and support, have their police record checked before they begin work in the school, and then every three years. The agencies that are used for supply staff vet their own staff. The school only uses agency staff who have been vetted in this way.

### 3.25 Safeguarding – Collection of children

Parents who wish to collect their children during the school day are requested to come to the school office where a member of the office staff will contact the teacher to send the child to the office. No child will be allowed to leave school during the day unaccompanied unless a request has been made in writing to the class teacher or a telephone message given to a member of the office staff.

If any teacher is unsure as to whether an adult has the legal right to collect a child, they should check with the Headteacher, Deputy Headteacher or member of the office staff.

### 3.26 Risk Assessments

Risk assessments will be carried out and all significant risks will be recorded using the Council's risk assessment process. The risk assessments will then be used to prioritise the risk reduction measures required and allocate the resources required to implement them. All risk assessments will be reviewed on an annual basis or following an incident or a significant change.

Where specific risk assessments are required, e.g. lone working, new and expectant mothers, the relevant Line Manager will complete the assessment and consider guidance from the competent person, where required.

### 3.27 Cash handling

The amount of cash entering and being handled on the premises should be kept to a minimum. Cash must be kept in the school safe and should be banked on a regular basis, as a minimum either weekly or when a certain amount has accumulated.

Cash should be counted out of sight, for example in an inner room. Where staff necessarily need to take staff to the bank this should be carried out at random times and, in the instance of a member of staff being subjected to a robbery, should hand over the cash and report the incident immediately to the Police.

### 3.28 Statutory Inspections

The Premises Manager is responsible for ensuring that records and statutory registers are maintained.

The Premises Manager duties are to monitor and advise the Business Manager where there are breaches of compliance with the specified periods.

### 3.29 Training

All new employees undergo 'in house' induction training in health and safety. The training will have as its first objective, an understanding of emergency arrangements and personal responsibilities.

Health and Safety Training for all employees will be an essential part of specific job training within the school. Line Managers will ensure that employees in their area are competent and are fully trained regarding health and safety.

Training will depend upon risk assessments, the needs of the individual and the specific job concerned. Such training may include:

- PPE
- Manual Handling
- COSHH information and data
- First aid

- Fire awareness
- Health and safety awareness
- Safe use of ladders

Records of training will be retained and monitored by line managers.

- Premises Staff - Site Manager
- Kitchen Staff – School Chef
- After School Club – After School Club Manager
- All teaching and support staff including Admin – Head Teacher

### 3.31 Welfare

The school provides a welfare room for staff who may need additional welfare arrangements, such as expectant mothers.

Staff also have access to an Employee Assistance programme <https://www.educationsupport.org.uk/> which offers independent support on a wide range of issues.

## 4. School Safety rules

### 4.1 General Safety

No employee should conduct an activity unless they have been trained and are competent in the activity or they are adequately supervised. If in doubt, please consult your Line Manager.

### 4.2 Housekeeping and Cleanliness

A clean and tidy workplace is a fundamental of safe working conditions. Accumulations of material and waste can result in fire and trip hazards. Do not obstruct marked gangways or fire exits. All employees are asked to co-operate with maintaining a high level of good housekeeping.

### 4.3 Pupil Safety

No child is to be left unattended anywhere in the school buildings, and should be escorted in an orderly fashion around the grounds – no running.

All children should be escorted when moving around the school, for example, to assembly, a P.E. lesson, etc. The teacher should remain with their class at all times unless they hand that responsibility over to another adult i.e. when the teacher has non-contact time or when the midday supervisors or LSAs are in charge.

No child is to carry glass or crockery and are to be reminded to take care when using scissors, compasses, etc.

#### 4.4 General Safety

All staff should ensure that working areas are sufficiently ventilated.

No hot drinks are to be walked around the school or taken onto the playground.

All staff should be aware of the procedure for moving and assembling P.E. apparatus as listed in the P.E. procedure/safe system of work. The apparatus should be stored safely in the cupboard after use.

All staff will be given a copy of the Health and Safety policy at the commencement of their contract.

Parking within the school grounds is for staff and official visitor only. In order to ensure the safety of children extreme care must be taken at all times. Parents should not drive in the school grounds unless it is to collect a sick child or it is outside the school day. The speed limit of 5 mph must be adhered to at all times.

#### 4.5 Waste Disposal

Place wastepaper in the baskets provided. Do not litter the floor or work surfaces. Do not contaminate segregated wastes containers.

Broken glass or empty bottles should not be put into wastepaper baskets but be wrapped carefully and placed in a dustbin.

#### 4.6 Smoking

Smoking is not allowed on site. Cigarettes and matches should not be left where the children can have access to them. If teachers light candles for any reason (e.g. religious services, scientific experiments, etc.) they should not be left unattended.

#### 4.7 Intoxicants

In the best interests of health and safety the consumption of alcohol on the premises is not permitted.

Any person who is considered to be under the influence of alcohol or drugs will not be allowed on the premises. Where such a person is an employee, the matter will be thoroughly investigated by the Head Teacher & Business Manager.

#### 4.8 Fire Precautions

See Appendix A

#### 4.9 Emergency Exits & Fire Routes

These must be kept clear and unobstructed at all times. Fire doors must not be wedged open.

#### 4.10. Hazard Reporting

If you think you have seen a hazard to safety in the building, please report it immediately, following this procedure ENTER DETAILS.

#### 4.11. Notification of Accidents and Dangerous Occurrences

All employees must report accidents, incident, near-misses and dangerous occurrences to their line manager on the actual day of occurrence. It is a legal requirement that these events are recorded on the incident form. The local authority must be informed of all incidents except minor injuries to pupils e.g. playground incidents should be recorded in the accident book and the school protocol followed e.g. head injury protocol.

Major accidents, i.e. any fatality, major injury, reportable disease or dangerous occurrence, must be reported immediately by telephone to the Council Health and Safety Team to enable a report to be submitted to the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. The Council Health and Safety Team reports such incidents to the HSE.

#### 4.12. Protective Clothing & Equipment

Suitable clothing and protective equipment are supplied by the school for use on jobs or processes when required. Where identified as required by risk assessment the equipment must be worn.

#### 4.13 Eye Safety

Where there is a foreseeable risk of injury to the eyes from flying particles or splashes from chemicals, e.g. when handling chemicals or handling and using power tools, eye protection must be worn.

#### 4.14. Manual Handling

Some work may involve lifting and carrying. Remember to lift safely and keep your back moderately straight. If the loads are awkward, seek help. Further advice on safe lifting is given on safe working procedures for manual handling. Make sure you know what mechanical handling assistance is available and if in doubt – ASK. Where person handling is required, suitable training will be provided.

#### 4.15. Stacking/Storage

All materials must be stacked safely. Avoid overhangs into walkways and do not overload shelves.

#### 4.16. Electrical Equipment

Maintenance and repair of electrical equipment is a specialist's job and can have fatal results if undertaken by an untrained person. If equipment is faulty report it at once to your Line manager.

Personnel who use portable electrical appliances should pay regard to the condition of the cable and plug and rectify where necessary. Damage must be reported to your Line Manager.

#### 4.17. Hazardous Substances

This school has made an assessment of substances that are brought in for use on the premises, including appropriate pre and post use storage/segregation. Ensure that you understand and follow any precautions that must be taken.

#### 4.18 Display Screen Equipment

The school operates an Eye Care Policy (R:\Teacher Shared\Health and Safety\LA Health and Safety Procedures). Full details can be obtained from your Line Manager. A completed workstation DSE assessment is required for ALL employees who use DSE screens for more than one hour per working day

#### 4.19 Contractors Control Procedure

The school has a duty to consider the Health and Safety of contractors invited or brought onto site.

Any employee responsible for a contractor being brought onto site must ensure.

- That safety information is included in the invitation to tender documents to all those being considered for any work on the premises. (See Managing Contractors Policy) and consideration is given to the requirements of the Construction (Design and Management) Regulations 2015.
- Any work to be done by contractors must be risk assessed prior to attendance for work and a method statement provided to the Premises Manager, one week in advance for planned maintenance / repairs, or on the day for breakdowns. They must have a current public liability policy certificate on file. If the Premises Manager is not present on site, then a senior manager should review the risk assessment provided.
- Contractors must sign in when attending site, sign to confirm they have seen the asbestos register and the fire evacuation procedure and not commence work until permission has been given from the school.
- The Contractors work should be monitored frequently for compliance with the requirements of Health and Safety Policy Rules. Handovers should be made at the end of any contractor work period to ensure that everything has been safely completed and work is to a safe and satisfactory level.
- All contractors working on the site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises. In instances where, in the opinion of the Headteacher, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Headteacher must take such actions as are necessary to prevent persons in his/her care from risk of injury. In extreme circumstances this may be by instructing the contractor to cease work until the condition is remedied.

#### 4.20. Use of machinery

Care should be taken when using all machines. If anyone does not know how to use a particular machine, they should ask for help and advice before attempting to use it.

If there is a fault with any electrical equipment, the staff member who notices the defect should notify the site manager by raising a ticket using the EVERY online system. If the appliance is dangerous then the Premises Manager should be contacted immediately. The appliance should be marked so that other staff do not attempt to use it.

All staff members must visually check all appliances prior to each use. If staff members are in any doubt as to whether the appliance is faulty or not, they should not use it.

Staff should not use their own electrical appliances unless they have been PATested (except plugged via USB to a computer. All electrical appliances are checked periodically by the Premises Officer.

Computers - No adult or child should work with a computer for more than 20 minutes without a short break. The school office has appropriate lighting for employees to work with computers.

Photocopying machine - Instructions as to how toner is to be replaced in the machine are to be followed exactly. The machine should be switched off each evening.

Solvent abuse - Children should not be allowed to use corrections fluids, Copydex and other solvent based products. They must be used only by an adult and stored with care.

#### 4.21. Staff consultative arrangements

The Governing Body, through the Headteacher, will make arrangements for the establishment of a safety committee. Representatives of each accredited trade union and staff association will be offered places on the committee which will comprise staff across representative areas of work across the school.

#### 4.22. Monitoring

The Policy is put into practice and monitored on a daily basis and the results of any monitoring carried out will be reported to the Governors. Termly Health & Safety monitoring inspections will be carried out, by means of a walk around by the Headteacher, Premises Manager, Union representative and if possible, a member of the Governing Body.

A report will be drafted and actions allocated with deadlines. Any items not rectified by the next inspection will be carried forward, items rectified will remain on the report for everyone to note.

### 5. Codes of Safe Working Practice

#### 5.1 Aims

The aim of these Codes of Practice is to establish and maintain a safe and healthy environment throughout the school.

#### 5.2 Classroom safety

Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Periodic

checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the Headteacher.

Examples of items to be checked include:

- doors unlocked and free from obstruction
- floors kept clear of obstructions
- sinks will be kept clear to enable effective cleaning
- electrical equipment unplugged when not in use (report frayed or damaged flex)
- edged or pointed tools (scissors, compasses) should be regularly checked for damage and safely stored when not in use
- orderly sensible movement within the teaching area should be maintained
- always ensure children are not left unsupervised

### 5.3 Playground safety (including lunch and breaks)

Duty staff and lunch time controllers should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

Examples of items to check include:

- climbing equipment should not become overcrowded and children should be wearing suitable clothing, in particular footwear
- no child should leave the play areas without the permission of the staff on duty (teacher or controller)
- the field should only be used if the conditions are suitable
- at the end of the lunch break controllers should ensure an orderly return into the school and teaching staff should be ready to receive their pupils

#### 5.3.1 Large playground equipment

Duty staff should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

The following rules relate to all play equipment:

- Equipment must only be used under the direct supervision of a member of staff
- Children must only be allowed to use equipment suitable for their age
- Numbers of pupils at any time must be limited such that overcrowding is avoided

#### 5.3.2 Staff and pupil safety

Teaching and support staff should exercise effective supervision of the pupils and should integrate all relevant health and safety aspects into the teaching process and, if necessary, give special lessons in safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

Aspects to be considered include:

- children should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the pupils, examples include:
- suitable footwear for PE;
- wearing of earrings not permitted for PE;
- knives and other dangerous items should be removed from pupils and held by the Headteacher.
- children should be taught to exercise personal responsibility for safety of self and classmates
- children should be taught to observe all school safety rules and in particular those relating to evacuation and procedures to be observed in the case of fire or other major emergency

Specific guidance, which is to be followed by all staff, is given in DfE and CLEAPPS documents on safe working in:

- art and craft activities
- physical education
- electrical equipment
- science activities
- animals in schools
- swimming
- work at height

#### 5.4 Manual Handling

Movement of heavy materials and equipment should only be undertaken by trained staff and, wherever possible, should be undertaken using some mechanical assistance e.g. a trolley. Procedures should be developed and recorded for the movement of items that frequently require such movement:

- PE equipment - erection and dismantling of such apparatus must only be undertaken by children under the close supervision of staff. Each piece of equipment should be reduced to its basic parts for ease of carriage using at least two children to transport each part. Staff should check that apparatus has been correctly assembled before use.
- Piano - this must only be moved by staff and preferably by the Site Manager.

#### 5.5 Work at height

The Work at Height Regulations 2005 extend to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:

- Only the correct equipment is used to work at height, e.g. step ladders. The use of chairs, desks etc. to gain height is expressly forbidden. Staff must not stand or kneel on desks to open or close windows.

- Step ladders must be placed at right angles to the task to be carried out and must themselves be in a place of safety. If on a circulation route work must not be carried out if pupils are passing by.
- Step ladders must be fully open and locked into position and the top step is not to be used unless the supports extend higher. They should only be used on a firm, level surface.
- Step ladders must be examined prior to use to ensure that they are safe to use. If there is any doubt the step ladders are not to be used. Step ladders must be inspected by the Site Manager on a 6-monthly basis. Step ladders are to be marked with a unique identifier and a record kept of inspections.
- Staff using step ladders should be trained in their safe use.

#### 5.6 Staff training and information

It is expected that the Headteacher will act in a focal point role and as such obtain such information as is required to successfully discharge the requirements of this policy. Information and training should be available to all staff, in particular those with specific duties which involve a higher than normal risk e.g. the Site Manager.

Where information and/or advice is not locally available the Headteacher should seek such information from the Council Health and Safety Team.

#### 5.7 Staff and workplace safety

In order that the school can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular the following should be borne in mind:

- staff should know and apply any special safety measures and arrangements that exist in their working environment e.g. in the kiln area, use of ICT equipment, etc.
- staff should observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing apron and tying back hair.
- staff should exercise good standards of hygiene and housekeeping.
- staff should know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to first aid.
- staff must use and not interfere with any measures provided to ensure their continued health and safety e.g. staff should not remove protective covers on powered plant or electrical equipment.
- staff must co-operate with each other, teaching, non-teaching and support as well as contractors (cleaners, school meals service, etc.) in promoting improved safety measures.
- staff must report any perceived health and safety failings and any defective equipment to the Head teacher immediately such defect is discovered.



## **Appendix: A Fire Safety Procedures**

The fire safety order specifically requires a fire risk assessment to be carried out and to be suitably reviewed. This has been completed for the premises and is reviewed annually or when there is a significant change, whichever occurs first.

In addition, it is expected that the school will put in place a management system / policy and procedures to deal with fire safety and prevention.

This appendix sets out the objectives in respect of fire prevention and emphasises the school's commitment to fire safety.

### **FIRE SAFETY STATEMENT**

The school's primary focus is for the safety of its children, employees and visitors, to that end the fire safety management of the school is based around "life safety". The school has put procedures in place to protect records but this is not the primary focus.

The school aims to provide an environment which is safe and which promotes fire prevention at all times. To suitably manage the fire risk within the school environment the management has designated responsible people with specific tasks.

The school Governors and Head Teacher are ultimately the recognised responsible people. In practice responsibility for fire safety is delegated to the Head Teacher who manages the school and its fire safety on a day to day basis. The Head Teacher has specific areas of responsibility but has delegated defined duties to support staff. Please see fire management responsibilities and the organisation chart for details.

### **FIRE MANAGEMENT SYSTEM**

There is a clear fire management system in place to ensure that the school suitably manages the fire risk. The system seeks to anticipate and proactively identify the impact of any proposed changes. The management of the school identify any alternative protection and management measures that will be required as a result and ensures that they are implemented.

The staffing level provided is specifically appropriate to the fire safety requirements of a primary school. It includes sufficient trained personnel to ensure that all occupants are assisted or supported, to make their way out of the building effectively in an emergency.

The training ensures that there are sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures and able to use the appropriate extinguishing equipment (and media), so as to provide full coverage of the building, with provision for contingencies, sickness or holiday absences.

#### **Prevention of fire:**

- All entrances to school buildings and outside stores must be securely locked to prevent arson.
- Storage of paper materials must be kept tidy and layered and not scattered. Good housekeeping must be observed at all times.
- Waste paper materials must not be stored inside school premises
- Paper must not be placed on top of or hung above heat equipment such as monitors and televisions.
- Displays must be made secure and away from heat sources.
- All electrical equipment must be switched off when not in use and overnight.
- No radiant or convector type heater is to be used on the school premises.

- All portable electrical equipment must be tested annually and removed from service if faulty immediately.
- Staff must not use electrical appliances from home e.g. mobile phone chargers unless they have been PAT tested.
- The Local Education Authority is responsible for the testing of cabling, switch gear and safety interruption of electrical services.
- All internal doors must be kept closed at night.
- Fire doors must be closed at all times.
- THE NO SMOKING / VAPING POLICY MUST BE ADHERED TO BY ALL PERSONS ON THE SCHOOL PREMISES, INSIDE AND OUTSIDE.
- Flammable liquids and portable gas containers are only to be stored on school site if use is necessary and must be stored in correct and secure cupboard to the appropriate standard in correct locations.

## 2 General Fire Safety

All staff will make it their responsibility to ensure:

- Their exit doors are unlocked by one of our two site managers in the morning. The Site Officer or designated member of staff with keys ensures all doors are closed and locks the exits at night. (Please see security procedures)
- Fire doors will not be propped open
- Tops and fronts of heaters are kept clear
- There is 1 meter clearance to the routes of exit doors
- Displays where possible will not be above heaters, and if this is unavoidable they will be securely fixed
- Combustible materials (paper, card, fabrics etc) are not stored near to sockets or lights
- Unnecessary lights or electrical appliances (Computers, printers, TV and video, fans, laminator toaster, etc) are to be switched off and where possible unplugged.
- All electrical items, plugs and cables are checked each year in PAT testing
- The fire blanket will always accompany the cooker

### Planning

The most recent fire risk assessment was completed on 23<sup>rd</sup> June 2023 and will be reviewed annually or when there is a significant change, whichever occurs first.

The implementation of corrective actions is ongoing following each risk assessment review with priority given to the highest risks. Where budget restraints delay implementation, risk management strategies will be put in place to reduce the risk.

The planning system is proactive and takes into account a wide range of possible emergencies and incidents. These are likely to include planning for logistical issues such as the provision of shelter, communications, transport, the weather, time of day, time of week, time of year (holidays, etc.) and traffic related issues, as well as scenarios such as power failures or floods.

### Organisation

The Head Teacher is responsible for ensuring that all control measures identified in the fire risk assessment are in place and that further improvement actions are completed so far as is reasonably practicable.

The Head Teacher will assign an appropriate member of his team the responsibility to complete each improvement action.

The premises team complete fire management tasks. This includes maintenance and testing of fire safety systems. Some of these duties are contracted to suitably qualified engineers.

Fire wardens have been designated and are suitably trained in their fire evacuation duties. Fire drills are completed once every half term. All staff receive fire safety awareness training annually.

## **FIRE MANAGEMENT RESPONSIBILITIES**

The school communications system is able to ensure that all of those involved, or potentially involved, in an incident are informed rapidly and effectively, of relevant information. In addition, the systems make use of alternative formats as necessary, with contingency plans for when systems fail.

The following are the defined responsibilities for those working within the school who have been assigned specific duties.

### **HEAD TEACHER**

The Head Teacher is empowered to ensure that legislative requirements are met; and that testing, maintenance or repairs are initiated as required. Such powers are supported by the necessary, sufficient and appropriate resources, including funds.

#### **The Head Teacher is responsible for ensuring:**

- The school has a fire safety management policy and that such a policy is reviewed annually
- That a Fire Risk Assessment is completed and reviewed annually
- Staff are notified of the significant findings of the fire risk assessment
- Recommended actions derived from the fire risk assessment are completed
- The maintenance / testing of all fire fighting systems and equipment are completed and recorded in the fire log book
- That the school emergency plan and evacuation procedures are regularly reviewed
- The school has a major incident evacuation plan which may include agreements with local providers and additional training for staff
- All pupils, employees, visitors and others who use the building are made aware of the fire safety precautions and the fire evacuation procedures
- The provision of fire awareness training to all staff
- The provision of fire warden training for designated staff
- That an emergency fire drill is undertaken every term
- During a practice noting escape times and general observations for improvement
- The preparation of specific personal emergency evacuation plans for staff and/or pupils with special needs and or disability
- The provision of suitable fire safety systems i.e. fire alarm, automatic detection and emergency lighting
- The provision of suitable fire safety equipment such as fire doors, fire signs and fire fighting equipment
- Any fire prevention officer's recommendations and or enforcement notices are complied with.
- **Calling the fire and rescue service to ensure that they have been notified of the alarm**
- Liaising with the fire and rescue service to ensure that all relevant information is communicated effectively
- Providing the fire and rescue service with a detailed (laminated) plan of the building
- Ensuring that no one re-enters the building until deemed safe to do so by the fire and rescue service

- Implementing the major incident site evacuation plan if required.

### **Office Manager / Receptionist / Finance Administrator**

#### **The Office Manager / Receptionist / Finance Administrator are responsible for:**

- Ensuring that classroom registers are always available and are taken to the assembly point in the event of an evacuation
- Collecting all of the area and classroom information from Teachers and Fire Wardens
- Controlling the assembly point
- Ensuring that fire and rescue service access gates are opened
- During a practice noting escape times and general observations for improvement
- Ensuring that visitors and contractors are signed in to the building and are notified as to the evacuation procedures
- Where appropriate escorting visitors and contractors from the building
- Collecting information such as contact details of parents
- Taking such information to the assembly point for use in a major incident / site evacuation.

### **Site Manager**

The Site Manager is responsible for controlling work, maintaining safety systems and maintenance. A system has been developed proactively with clear lines of responsibility; a permit system; logging and audit processes and routine checking and supervision.

The maintenance system is one where there is dynamic monitoring of the fire safety systems, and the equipment is kept fully functional at all times when the building is in use.

#### **The Site Manager is responsible for:**

- The formal maintenance and regular testing of the fire alarm
- The formal maintenance and regular testing of the emergency lighting
- The formal maintenance and organising of testing for the automatic detection system
- The maintenance and inspection of the fire fighting equipment
- The maintenance of exit/escape routes and signage
- The completion and upkeep of the school fire log
- Supervision of contractors undertaking hot work and cold work
- Ensuring that fire compartmentation is sound and that any fire engineering solutions are suitably maintained
- Reporting any hazards (which can not be dealt with) to the Head Teacher
- Ensuring that access can be gained at all times to the electric and gas shut off devices
- Ensuring that fire critical plant such as gas boilers are annually serviced in line with the schools planned preventative maintenance regime
- Ensuring that electrical equipment is suitably maintained and that fixed electrical wiring is inspected at least every five years in line with the schools planned preventative maintenance regime
- Ensuring that fire fighter equipment is maintained and accessible i.e. fire hydrants and dry risers.
- During a practice noting escape times and general observations for improvement
- Any fire prevention officer's recommendations and or enforcement notices are complied with.
- Liaising with the fire and rescue service to ensure that all relevant information is communicated effectively

## **FIRE WARDENS**

**The Fire Wardens / Support Staff (given responsibility) are responsible for:**

- Ensuring that their designated areas are clear before leaving the building
- Closing all fire doors (not on automatic closers) before leaving their area
- Taking an active day to day role in fire prevention and hazard spotting
- Reporting fire safety issues such as missing fire extinguishers
- Ensuring that fire escape routes/stairs and fire exits are not blocked
- Reporting any hazards (which cannot be dealt with) to the Site Manager
- Reporting to the Head Teacher at the assembly point to notify them of the occupancy status of their area
- Assisting the Head Teacher in securing the building and ensuring that no one re-enters the premises until it is deemed safe to do so by the fire and rescue service.

## **TEACHERS**

**The Teachers are responsible for:**

- Acting as fire wardens when evacuating their class from the school
- Ensuring that their particular classrooms are kept free of hazards which may block escape routes
- Ensuring that all electrical equipment used within the classroom have been suitably maintained
- Reporting any hazards (which can not be dealt with) to the Premises Team
- Ensuring that new pupils are suitably trained in evacuation procedures
- Ensuring that pupils who attend class with a prohibitive injury are assessed and that a personal emergency evacuation plan is put in place
- Following school evacuation procedures including reporting to the head fire warden with the results of the register check
- Controlling their class at the assembly point, ensuring that no pupil re-enters the building until the head fire warden announces that the school is safe
- If required, being aware and trained in the major incident evacuation plan which may require escorting the class away from the premises to a safe site
- Taking part in any fire safety training provided by the school.

## **BREAKFAST CLUB / AFTER SCHOOL CLUB AND HOLIDAY CLUB MANAGERS**

**The Breakfast Club / After School Club and Holiday Club Managers are responsible for ensuring:**

- **Calling the fire and rescue service to ensure that they have been notified of the alarm**
- Liaising with the fire and rescue service to ensure that all relevant information is communicated effectively
- Providing the fire and rescue service with a detailed (laminated) plan of the building
- Ensuring that pupils who attend class with a prohibitive injury are assessed and that a personal emergency evacuation plan is put in place
- Ensuring that no one re-enters the building until deemed safe to do so by the fire and rescue service
- Implementing the major incident site evacuation plan if required.
- Ensuring that registers are always available and are taken to the assembly point in the event of an evacuation
- Collecting all of the area and classroom information from staff
- Controlling the assembly point

- Ensuring that fire and rescue service access gates are opened
- During a practice noting escape times and general observations for improvement
- Collecting information such as contact details of parents
- Taking such information to the assembly point for use in a major incident / site evacuation.

**The Breakfast Club / After School Club and Holiday Club Staff are responsible for ensuring:**

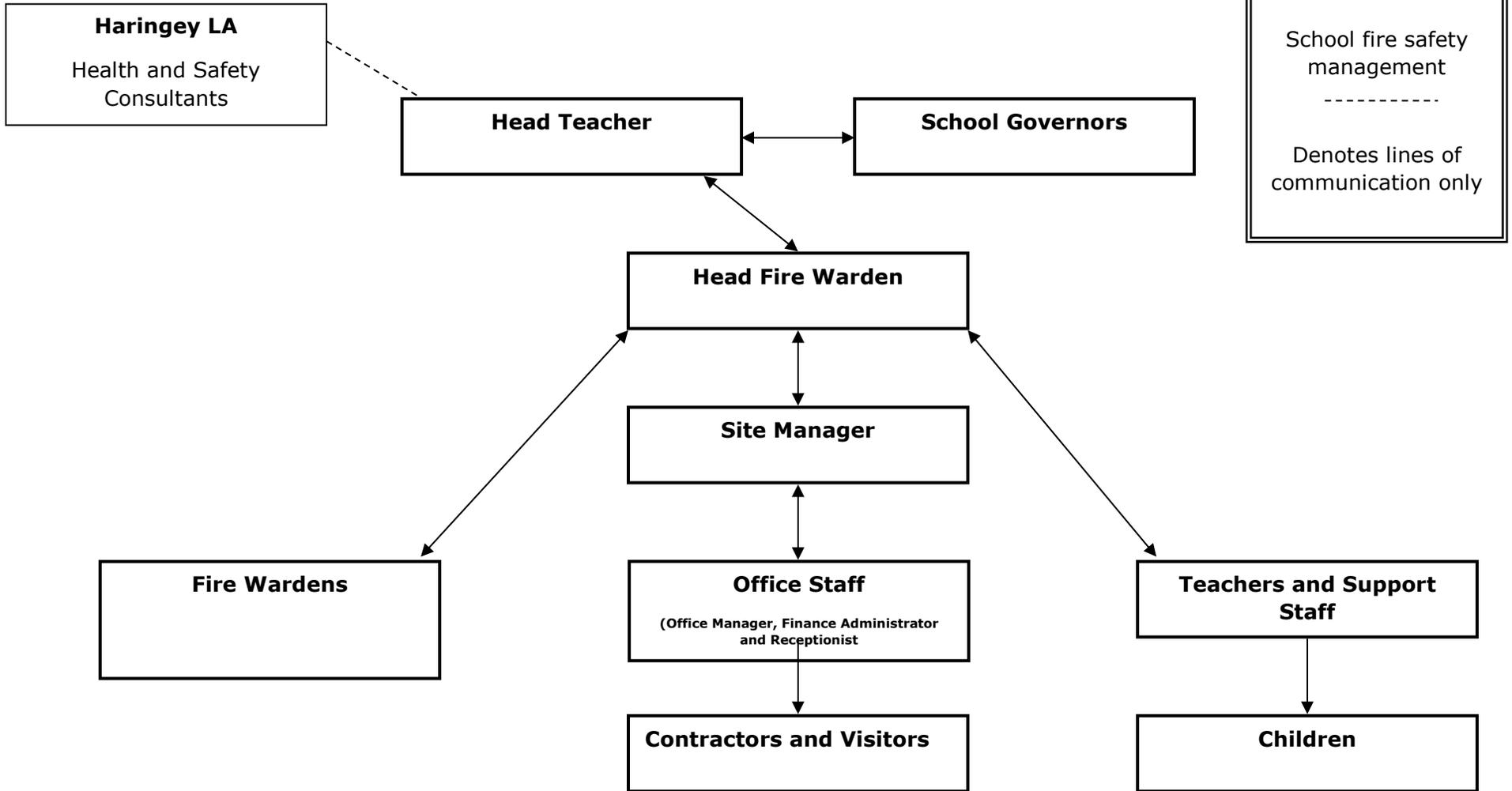
- Ensuring that their designated areas are clear before leaving the building
- Closing all fire doors (not on automatic closers) before leaving their area
- Taking an active day to day role in fire prevention and hazard spotting
- Reporting fire safety issues such as missing fire extinguishers
- Ensuring that fire escape routes/stairs and fire exits are not blocked
- Reporting any hazards (which cannot be dealt with) to the Site Manager
- Reporting to the Breakfast Club / After School Club / Holiday Club Manager at the assembly point to notify them of the occupancy status of their area
- Assisting the Breakfast Club / After School Club / Holiday Club Manager in securing the building and ensuring that no one re-enters the premises until it is deemed safe to do so by the fire and rescue service.
- Controlling children at the assembly point, ensuring that no child re-enters the building until the head fire warden announces that the school is safe
- If required, being aware and trained in the major incident evacuation plan which may require escorting the class away from the premises to a safe site
- Taking part in any fire safety training provided by the school.

**HIRERS and EXTENDED SCHOOL PROVIDERS**

All hirers and contracted users of the premises will receive written details of the fire procedure as part of the hire arrangements. Hirers of the building are required to adhere to the fire procedures at all times and take such measures as are necessary to ensure the safety of those children/persons for whom they have responsibility.

FIRE MANAGEMENT ORGANISATIONAL CHART

SCHOOL



FIRE MANAGEMENT ORGANISATIONAL CHART

**Extended Provision  
(Breakfast Club / After School Club / Holiday Club)**

**Haringey LA**  
Health and Safety

**Head Teacher**

**School Governors**

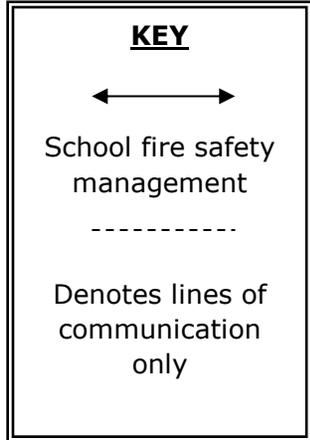
**Breakfast Club / After  
School Club / Holiday  
Club Manager**

**Site Manager**

**Contractors and Visitors**

**Breakfast Club / After  
School Club / Holiday  
Club Staff**

**Children**



## Details of the Schools Emergency Plan

### How people will be warned if there is a fire?

- The siren (same bell that denotes the end of a session) will sound as a continuous ringing bell within that school building.

### What staff should do if they discover a fire?

- Staff should break the nearest break glass point on their way out of the building and report the location of the fire to the Fire Wardens as soon as possible after ensuring pupils in their care have been evacuated to their designated school playground.
- Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use firefighting equipment safely.
- Staff should evacuate the building by the nearest available fire exit.
- Staff should not stop to collect personal belongings on their way out.
- Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head teacher.

### What visitors should do if they discover a fire?

- Visitors should inform the nearest staff member of the location of the fire and leave the building by the nearest exit.
- Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of a fire.

### Daily Responsibilities for Fire Safety

- Each class has an Emergency Class List. The Office Administrator prints a daily class list each morning which is updated throughout the day with names of children arriving late and leaving early.

### How the evacuation of the premises should be carried out?

- The class teachers take their Emergency Class List with them to their allocated assembly area.
- The fire wardens, (Office Manager, Finance Manager and Receptionist) are responsible for taking a spare daily class list and school keys to respective evacuation gates to the assembly points.
- Staff are responsible for making sure that all children within their class/group are accounted for. The fire wardens are responsible for ensuring that children who may be in a different school building are accounted for and opening the school gates in case the children need to be taken off the premises.
- The site officer and senior members of staff not in class are responsible for ensuring that the school building is evacuated.
- All occupiers of the premises should exit by the nearest available fire exit.
- Staff responsible for pupils should ensure that all pupils in the class have left the room before exiting themselves i.e. the last person out of an area should be an adult.
- Staff should close the door behind them on leaving the room.
- Staff and pupils should move quickly and quietly but do not run.
- All pupils, staff and visitors will go immediately to the assembly points. If the emergency evacuation occurs at the end of the school day or lunchtime, people will still report to the assembly points.
- Leave by the nearest exit, do not stop to collect belongings, move quickly and quietly but do not run, make your way to the designated assembly point.
- Should the school site need to be evacuated then children and staff would be escorted to St Marys Junior School, Rectory Gardens, Hornsey, London N8 7QN.

### Procedure for checking the premises have been evacuated

- Roll calls will be made by the class teachers against the Emergency Contact List and class register.
- The fire wardens will ensure all staff and visitors are accounted for.
- The site manager and senior staff members not in class will check toilets and corridors after instructing children to exit via the nearest door.

### **Evacuation Routes**

If the fire alarm sounds, leave the building quickly by the nearest exit/staircase onto the playground.

### **Fire Assembly Points**

There are two fire assembly points.

Lower Playground – Infant building / Dining Hall

Upper playground – Junior Building / Dining Hall / Eco Building / Gym / Swimming Pool

### **Personal Emergency Evacuation Plan (PEEP)**

Children with specific medical or special needs which may hinder their evacuation should have Personal Emergency Evacuation Plans. (Appendix D)

### **Infant Building**

**Nursery Class** - Through the nursery gate that leads into the Lower Playground.

**Reception (Gwen John)** – straight out onto Lower Playground through their outdoor area.

**Reception (Gainsborough) and Year 1 Classes** – straight out onto Lower Playground through the Infant School Hall.

**After School Play Rooms** - straight out onto Lower Playground through the Infant School Hall.

**Library** – straight out onto Lower Playground through the Infant School Hall.

**Medical Room, Happy Space, Space to Be Room, Small Music Room** - straight out onto Lower Playground through the Medical Room Exit.

**Lower Staffroom** - straight out onto Lower Playground through the Medical Room Exit.

### **Junior Building**

**Year 2 (Hepworth)** – straight out onto Upper Playground through left hand exit.

**Year 3 (Hockney)** – straight out onto Upper Playground right hand exit.

**Year 2 (Moore)** – straight out onto Middle Playground through left hand exit (Past music room)

**Year 3 (Cameron)** – straight out onto Middle Playground through left hand exit (Past music room)

**Year 5 (Turner) and Year 6 (Shonibare)** - straight out onto Upper Playground through left hand stair well.

**Year 5 (Thompson)** - straight out onto Upper Playground through right hand stair well.

**Year 4 (Whitread)** - straight out onto Upper Playground through right hand stair well.

**Year 4 (Kapoor) and Year 6 (Himid) and ICT Room** – down stairs and out into Middle Playground.

**Intervention Rooms and SENco / Site Manager Offices (Junior Building)** – Straight down stairwells into Upper Playground

**Music room** - straight out onto Middle Playground.

**Upper Staffroom** - straight out onto Upper Playground through bottom of left hand stair well.

**School Office and Family Room** - straight out onto Middle Playground

**Swimming Pool, Gym and Eco Room** - straight out onto Upper Playground.

### **Procedures for Evacuation during Whole School Assemblies**

Whole school assemblies take place 4 times during a normal school week. The capacity of the Junior Hall in the Ground Floor is 400. This means only Y1 to Y6 (Max 360 plus staff) attend whole school assemblies.

Small groups of children receiving interventions on the first floor must not exceed 6 per class during assembly time.

During a whole school assemblies there are sufficient staff to supervise fire exits so that doors can be held open to aid a quick evacuation.

### **Performances**

The hall on the first floor of the junior hall has a capacity of 200 including classrooms. The maximum number of chairs which can be used for the audience is 110. These must be arranged in rows of 10 split into two sections of 5 with a minimum 30cm gap between the front of the chair and the back of the next row.

All performances must only include one year group at a time in the hall. All other year groups participating in the performance must remain downstairs.

Whilst performances are taking place all classes must be relocated to other floors.

Before performance the audience of informed about the fire evacuation procedures including the locations of exits.

#### **2.1.1 After the Event**

- Do not re-enter the building until advised to do so by the senior fire service officer or by the head teacher if it is a fire practise.
- Classes re-enter the building once the all clear has been given by the senior fire service officer or the head teacher
- If the fire has been extinguished by school staff, do not disturb any evidence which could indicate the cause of the fire.
- Ensure that the premises are in safe working order before re-occupying.
- Take all class children back into their rooms for a final head count and explanation of what has happened.

### **Arrangements for Fighting Fire**

- Staff should only attempt to fight a fire if they can do so without risk to themselves or others and they feel they are competent to do so. If staff are, unsure they should leave firefighting to the Fire Service.

Type	Use
Water	Combustible materials such as wood, paper, cardboard. <b>Do not use on fires involving electrical equipment.</b> <b>Short circuits caused by water in electrical apparatus could expose the operator to the risk of electric shock.</b> <b>Do not use on flammable liquids.</b>
Dry Powder	Flammable liquids, Electrical fires
Carbon Dioxide (CO <sub>2</sub> )	Electrical fires and small fires involving flammable liquids
Foam	Flammable liquids and combustible materials
Fire Blanket	Deep fat fryers and frying pans et c.

Do not attempt to fight the fire unless there are exceptional circumstances such as in order to escape, if the fire is already contained, such as a small amount of burning material in a waste bin, use of a fire blanket for a cooking or clothing fire.

### Evacuation during Break times

Children should be escorted to their pick up and drop off point where they will be met by their class teachers.

### The Duties and Identity of Staff who have specific responsibilities if there is a fire

- Fire Wardens - Check toilets and general shared areas for evacuation
- Office Staff - Telephone the fire service and take registers and contact details to the assembly point
- Kitchen Staff - Turn off cooking appliances before leaving the kitchen
- Site Officer - Shut off any machinery in use when alarm sounds

### Arrangements for Evacuation of People Especially at Risk

- Children with severe mobility difficulties will be assisted by the Teaching Assistant assigned to them.

### Any Appliances or Power Supplies that have to be Isolated if there is a Fire

- Kitchen equipment

### Specific arrangements for High Risk Areas

- Kitchens – Cooking appliances will be isolated
- Boiler House – Keep flammable materials to a minimum

### Contingency Plans for when Safety Systems are Out of Order

- In the event of the fire detection system being out of order, a hand bell will be rung.

### Contacting Rescue Services

- The Head Teacher who lead member of staff in site e.g. After School Club / Holiday Club Manager is responsible for calling the fire service from the main office.

### Procedure for meeting rescue services on their arrival and notifying them of any special risks

- The school has 3 access routes for the emergency services; the lower playground (Eastfield Road) the middle playground (Nightingale Lane) and the upper playground (Newland Road). Fire wardens have keys to open these gates. When the fire services are contacted they should be given the correct access route to tackle the fire. The Head Teacher or Deputy Head Teacher will liaise with the emergency services on their arrival.
- The Head Teacher and site officer will meet the fire services at the main entrance to the building.

### **What training employees need and the arrangements for ensuring that this training is given**

- Fire drills will be held every term.
- The emergency procedure will be shared with staff, including the induction of new staff.
- Firefighting equipment training will comprise of
  - which extinguisher to use
  - the location of the nearest appliance to relevant workplace
  - information on how to operate the extinguishers
  - instruction to keep themselves between the fire and the exit.

Instruction has been given to all Fire Marshalls on how to use fire extinguishers.

### **Plans for Dealing with People once they have left the Premises**

- If the premises cannot be re-occupied within a reasonable time the school will alert parents to collect pupils through Group Call which can be accessed on any computer.
- Contact details will be available in the event that the building cannot be re-occupied.

### **Invacuation**

There may be occasions when it is necessary to lock down the school to protect children, staff and visitors from incidents outside the boundary of the school e.g. major police incident. The following procedures are followed should the school need to lock down:

#### **ALARM - 5 short blasts on a whistle.**

- Teachers should report immediately to their classroom doors and support pupils entering the building.
- Pupils to stop what they are doing and re-enter the building by their nearest entrance and go straight to class
- Once all pupils are inside the building the doors should be secured immediately.
- Staff should immediately register the children and await further instructions.
- Office staff will ring classes to check all children are accounted for.
- Designated staff should report to assigned doors and immediately secure the building.
- No doors should be opened until the Head teacher instructs staff to do so.

### **Fire Safety Procedures for Hirers**

#### **Role of the Building Site Supervisor**

- To thoroughly brief the named hirer on all aspects of the fire safety procedures identified below before any part of the premises is used by the hirer.
- Where work involves flame, welding and/or hot cutting then a Hot Works Permit must be signed. (See Working with Contractors Policy)
- To give emergency contact number in case of evacuation.

#### **Role of the Hirer**

- The hirer is the named person to whom the permit for school hiring is given to.
- To brief all users under their control on the fire emergency procedures identified in appendix A.
- To ensure that all procedures identified in this policy are carried out.
- To keep registers of all users on site at any particular time.
- To inform the caretaker of any emergency procedures carried out immediately

### **Procedures for Hirers**

- All hirers should make themselves aware of the following procedures.
- That access to a phone is always available. In the case of private users this will mean the availability of a mobile phone when the school office is closed.
- Before the commencement of any activity ALL USERS must be made aware of the fire notification and fire evacuation procedures.
- All users must be notified clearly about fire evacuation routes.
- All users must be notified of where to assemble upon evacuation of the building.
- This is usually on the playground of the school.
- All users must be aware of the position of the alarm buttons in the school corridors.
- All users must be made aware of the green safety switches at the security doors where they need to be instructed to break the glass in order to open doors without security fobs.
- All users must be told clearly of the school's no smoking policy on any part of its premises inside and out and that no naked flame or flammable materials should be allowed on the premises.
- All users must ensure that they do not use electrical equipment that is unsafe, able to ignite flammable equipment (e.g. electrical equipment) and that the equipment has had an annual portable appliance test.
- If smoke is seen or smelt, with or without flame, the fire alarm must be sounded, the building evacuated and the fire service called.
- All hirers must have a school contact name and telephone number in order to contact in the case of an emergency. This will be the school caretaker in the first instance or the school head teacher in the second.

**In the case of an emergency evacuation, the site officer and the head teacher must be notified.**

### **Contractors**

- All contractors must have this policy made available to them and fire procedures clearly explained to them.
- All flammable materials must be stored and safely secured outside the school premises and sources of heat must be switched off when not in use or unattended.
- Equipment must be left to cool down before any contractor leaves it unattended.
- Appropriate firefighting equipment must be made available by the contractor in case of fire.
- Exit routes must not be blocked as a result of work undertaken by the contractors.

## Appendix B

### Fire Alarm Call Points

Campsbourne Numbering	Cornerstone Numbering	Location
<b>Junior School, Swimming Pool and Gym</b>		
1	21	Ground Floor stairwell exit (The Hub)
2	23	Ground Floor stairwell exit (Site Manager's Office)
3	25	Plant Room
4	33	Ground Floor in corridor outside toilets
5	36	External storeroom (Oil Store)
6	40	Ground Floor in corridor, Exit from Music Room
7	53	Ground Floor School Entrance
8	12	1 <sup>st</sup> Floor Classroom 5C corridor
9	14	Upper Floor in corridor outside toilets
10	25	Upper Hall outside Y4 (Thompson)
11		Eco Classroom
12		Gym Entrance
13		Gym double door, fire exit
14		Swimming pool
15		Exit Door in Classroom Y2 (Moore)
<b>Kitchen &amp; Dining Hut</b>		
16		Kitchen entrance
17		Kitchen Fire Escape – outside Plant Room
18		Dining Hut entrance by wash troughs
19		2 <sup>nd</sup> Dining Hut entrance
20		Dining Hut beside door to toilets
21		Inside Dining Hut toilets
<b>Infants School</b>		
22		Plant Room
23		Corridor outside Medical Room
24		Corridor outside Happy Space
25		Stairwell to Staffroom
26		Library
27		Riley Classroom
28		Ofili Classroom
29		Hall
30		Hall
31		Gainsborough Classroom
32		After School Club, Playcentre
33		Gwen John Classroom
34		Gwen John Kitchen
35		Foyer, Nursery
36		Nursery
37		Nursery

## Appendix C

### Fire Extinguishers and Fire Blankets

Date: \_\_\_\_\_

	Position	Type	Last Service	Check Status
1	Site Manager's Office	Water	07/04/2025	
2	Site Manager's Office	CO <sub>2</sub>	07/04/2025	
3	Intervention Room Top floor above toilets	Water	07/04/2025	
4	Intervention Room Top Floor above toilets	CO <sub>2</sub>	07/04/2025	
5	Upper toilets corridor	Foam	07/04/2025	
6	Upper toilets corridor	CO <sub>2</sub>	07/04/2025	
7	Corridor to Shonibare	Foam	07/04/2025	
8	Corridor to Shonibare	CO <sub>2</sub>	07/04/2025	
9	Intervention Room SENCO	Water	07/04/2025	
10	Intervention Room SENCO	CO <sub>2</sub>	07/04/2025	
11	Upper Hall, outside Whiteread	CO <sub>2</sub>	07/04/2025	
12	Upper Hall, outside Thompson	CO <sub>2</sub>	07/04/2025	
13	Upper Hall, outside Thompson	Foam	07/04/2025	
14	Outside ICT	Water	07/04/2025	
15	Outside ICT	CO <sub>2</sub>	07/04/2025	
16	School Entrance Foyer	Water	07/04/2025	
17	School Entrance Foyer	CO <sub>2</sub>	07/04/2025	
18	Lower Hall	CO <sub>2</sub>	07/04/2025	
19	Outside Music Room	Foam	07/04/2025	
20	Outside Music Room	CO <sub>2</sub>	07/04/2025	
21	Outside Hub	Water	07/04/2025	
22	Outside Hub	CO <sub>2</sub>	07/04/2025	
23	Staffroom Junior School	Foam	07/04/2025	
24	Staffroom Junior School	Fire Blanket	07/04/2025	
25	Photocopy Room	CO <sub>2</sub>	07/04/2025	
26	Corridor Ground Floor Toilets	Water	07/04/2025	
27	Gym	Foam	07/04/2025	
28	Gym	CO <sub>2</sub>	07/04/2025	
29	The Hub	CO <sub>2</sub>	07/04/2025	
30	Swimming Pool	Foam	07/04/2025	
31	Swimming Pool	CO <sub>2</sub>	07/04/2025	
32	Plant Room Junior School	Powder	07/04/2025	
33	Plant Room Junior School	CO <sub>2</sub>	07/04/2025	
34	Gym Plant Room	Powder (9kg)	07/04/2025	
35	Oil Store	Powder (9kg)	07/04/2025	
36	Eco Classroom	CO <sub>2</sub>	07/04/2025	
37	Eco Classroom	Foam	07/04/2025	
38	Kitchen	Fire Blanket	07/04/2025	
39	Kitchen	Wet Chemical	07/04/2025	

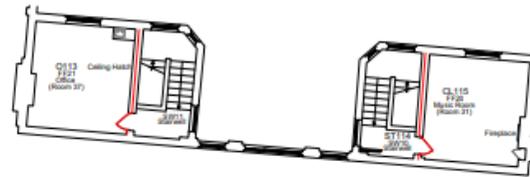
40	Kitchen	Foam	07/04/2025	
41	Kitchen	CO <sub>2</sub>	07/04/2025	
42	Kitchen Plant Room	Powder	07/04/2025	
43	Dining Hut	Foam	07/04/2025	
44	Dining Hut	Foam	07/04/2025	
45	Dining Hut Children's Toilets	Powder	07/04/2025	
46	Plant Room Infants School	CO <sub>2</sub>	07/04/2025	
47	Plant Room Infants School	Powder	07/04/2025	
48	Entrance Infants School o/s Happy Space	Water	07/04/2025	
49	Entrance Infants School o/s Happy Space	CO <sub>2</sub>	07/04/2025	
50	Photocopy Room Infants School	Foam	07/04/2025	
51	Staffroom Infants School	Fire Blanket	07/04/2025	
52	Staffroom Infants School	Foam	07/04/2025	
53	Staffroom Infants School	CO <sub>2</sub>	07/04/2025	
54	Infants School Hall	Foam	07/04/2025	
55	Infants School Hall	CO <sub>2</sub>	07/04/2025	
56	Library	CO <sub>2</sub>	07/04/2025	
57	Infants Hall outside Gainsborough Classroom	Water	07/04/2025	
58	Infants Hall outside Gainsborough Classroom	CO <sub>2</sub>	07/04/2025	
59	Play Centre	Fire Blanket	07/04/2025	
60	Play Centre	CO <sub>2</sub>	07/04/2025	
61	Gwen John Classroom	Water	07/04/2025	
62	Gwen John Kitchen	Fire Blanket	07/04/2025	
63	Gwen John Kitchen	CO <sub>2</sub>	07/04/2025	
64	Nursery Entrance Foyer	Water	07/04/2025	
65	Nursery Entrance Foyer	CO <sub>2</sub>	07/04/2025	
66	Nursery	Water	07/04/2025	



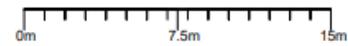




## Junior Building First Floor Mezzanine Level



Junior School - First Floor Mezzanine Plan



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**Works to Fire Doors**

- DD1.1 DD6.1
- DD2.1 DD7.1
- DD3.1 DD8.1
- DD4.1 DD9.1
- DD5.1 DD1.1

**Works to Compartmentation**

- CD1.1 CD6.1
- CD2.1 CD7.1
- CD3.1 CD8.1
- CD4.1 CD9.1
- CD5.1 CD1.1
- CD6.1

— Line of compartmentation. (See strategy document)



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L.B. HARINGEY

**Project**  
 WAVE 1 P1 URGENT WORKS  
 CAMPSBOURNE PRIMARY SCHOOL  
 NIGHTINGALE LANE  
 LONDON N8 7AF

**Title**  
 FIRST FLOOR MEZZANINE PLAN  
 SHOWING LOCATIONS OF  
 REMEDIAL WORKS TO EXISTING  
 FIRE COMPARTMENTATION

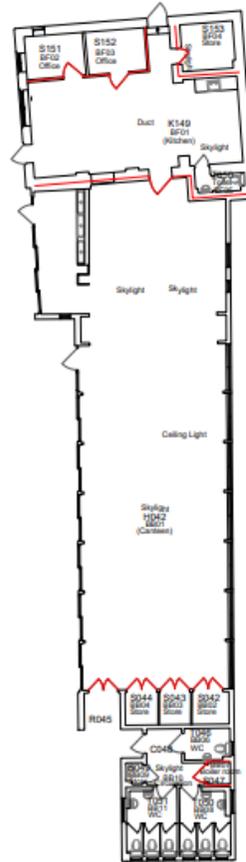
**Date** APRIL 2018 **Scale** 1:100 **Sheet** 08

**Reference**  
 219|016|D\_104





## Kitchen and Dining Hall



Block F  
(Kitchen Canteen and Toilet Block)

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- Works to Fire Doors**
- DD1.1 DD6.1
  - DD2.1 DD7.1
  - DD3.1 DD8.1
  - DD4.1 DD9.1
  - DD5.1 DD10.1

- Works to Compartmentation**
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  - CD2.1 CD7.1
  - CD3.1 CD8.1
  - CD4.1 CD9.1
  - CD5.1 CD10.1
  - CD6.1 CD11.1
  - CD7.1

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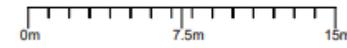
L.B. HARINGEY

**PROJECT:**  
 WAVE 1 P1 URGENT WORKS  
 CAMPSBOURNE PRIMARY SCHOOL  
 NIGHTINGALE LANE  
 LONDON N8 7AF

**TITLE:**  
 GROUND FLOOR PLAN OF BLOCK F  
 SHOWING LOCATIONS OF  
 REMEDIAL WORKS TO EXISTING  
 FIRE COMPARTMENTATION

**DATE:** APRIL 2018 **SCALE:** 1:100 **DATE:** 2018

**Drawing No:** 219/016/D\_107



Infant and Junior Basements  
(Boiler Room)



Junior School - Basement Floor Plan



Infant School - Basement Floor Plan

**Notes**  
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**Works to Fire Doors**

DB1.1	DB6.1
DB2.1	DB7.1
DB3.1	DB8.1
DB4.1	DB9.1
DB5.1	DB10.1

**Works to Compartmentation**

CB1.1	CB6.1
CB2.1	CB7.1
CB3.1	CB8.1
CB4.1	CB9.1
CB5.1	CB10.1
CB11.1	CB12.1
CB13.1	CB14.1
CB15.1	CB16.1

— Line of compartmentation.  
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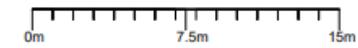
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**PROJECT**  
 WAVE 1 P1 URGENT WORKS  
 CAMPSBOURNE PRIMARY SCHOOL  
 NIGHTINGALE LANE  
 LONDON N8 7AF

**TITLE**  
 BASEMENT FLOOR PLAN SHOWING  
 LOCATIONS OF REMEDIAL WORKS  
 TO EXISTING FIRE  
 COMPARTMENTATION

DATE: APRIL 2016 SCALE: 1:100 DRAWN: SAH

219|016|D\_108



Appendix E



**Haringey**  
Educational Visits G