



## **Health, Fire Safety and Welfare Policy Goodwyn School**

### **1 Introduction**

The health, safety and welfare of all the people who work or learn at Goodwyn School are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Management Team (SMT) takes responsibility for protecting the health and safety of all children and members of staff.

### **2 The School Curriculum**

- 2.1 Children are taught about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. These are taught through all areas of the curriculum and PSHE lessons.
- 2.2 Health and safety issues also arise when pupils are taught to care for the environment. Key Stage 2 children receive sex and drugs education, as appropriate.

### **3 School Meals**

- 3.1 Goodwyn School provides the opportunity for children to have a meal at lunchtimes. The meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998. The School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is thoroughly actioned and inspected by Barnet Environmental Department, with consideration for hygiene and safety of food storage, meal preparation and food serving.
- 3.2 If children choose to bring their own packed lunch, they are provided with a suitable place to eat their lunch, and they are supervised during this time.
- 3.3 Goodwyn School promotes a healthy lifestyle through its healthy snacks and meals as well as its PE curriculum.

#### **4 School Uniform**

- 4.1 Parents are asked to equip their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. If a child repeatedly attends school without the correct uniform or PE equipment, we will inform parents and request that they make sure their child leaves home with the proper uniform.
- 4.2 Goodwyn School has a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. Parents can discuss with the class teacher any issues relating to their child's appearance if this is influenced by religious belief.
- 4.3 On grounds of health and safety children do not wear jewellery or accessories in our school. The exception to this rule is earring studs in pierced ears. Children either to remove these during PE and games or to cover them with a plaster.

#### **5 Child Protection**

- 5.1 The Bursar is the Designated Safeguarding Lead and the Head of Academics is the Deputy Safeguarding Lead and as such are responsible for child protection in the school.
- 5.2 If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person about their concerns.
- 5.3 When necessary the named child protection officer works with social services and Mash services when investigating such incidents. All cases are dealt with sensitivity and paramount importance is placed on the interests of the child.
- 5.4 All adults employed in school are required to have their application vetted through police records and or DBS in order to ensure that there is no evidence of offences involving children or abuse.

#### **6 School Security**

- 6.1 All adult visitors to the school who arrive in normal school hours are required to sign the visitors' book in the reception area, and to wear an identification badge/lanyard at all times whilst on the school premises.
- 6.2 Teachers will not allow any adult to enter their classroom if the school visitor's badge/lanyard does not identify them.
- 6.3 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform a member of SMT immediately and they will warn any intruder that they must leave the school site straight away.

If SMT has any concerns that an intruder may cause harm to anyone on the school site, the police will be contacted.

## **7 Safety of Children**

Children should walk at all times when moving around the school.

Children are not allowed to climb on or over any of the walls, gates or fences within the school grounds.

All safety guidelines as listed in the various policies and schemes of work should be strictly adhered to. Teachers should consider carefully how best to use such equipment as glue guns, hand tools, food technology equipment etc and use a risk assessment form as necessary.

Staff and children should be fully aware of what to do in an emergency such as a fire. Practices for such eventualities will be undertaken at least once per term.

Children should be properly supervised at all times but levels and degrees of supervision will vary depending on the activities being undertaken and the ages of the children involved.

- 7.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of SMT before the activity takes place and complete a risk assessment form.
- 7.2 If an accident does happen, resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned. A first aid box in the Medical Room is taken to all events. There are nominated staff at the school have been trained in first aid.
- 7.3 Should any incident involving injury to a child take place, a nominated person of staff will be called to assist. If necessary, the school will telephone for emergency assistance.
- 7.4 We record all incidents involving injury in the school accident book, and parents are informed. Should a child be quite seriously hurt, parents are contacted through the emergency telephone number that we keep on the school files.
- 7.5 Our First Aiders are responsible for checking that all first aid boxes, eye wash stations, defibrillators, asthma inhalers and epipens are monitored and replenished as necessary.

### **GENERAL SAFETY**

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

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 is 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.

## EVACUATION

### **EMERGENCY LOCK DOWN DRILL**

Lock down is an emergency system (A protocol followed in an emergency that involves confining people in a secure place, such as the confinement of prison inmates in cells after a disturbance). Lock down will be executed in the case of a threaten attack by terrorist, rioters, or any person with the intent and the ability to harm the children and staff of the Goodwyn from outside the school or in the close proximity of the school.

Alerts – using the time table bell system by ringing continuously (which sounds in bursts of ringing) for the count of 10. This will be unusual as this is the only time you will hear the bell ringing in such a way.

A message can be sent through the telephone system.

Tel: Feature = 60 = extns = all = speak message = Alert all who may be by or near a phone of the attack.

### **RUN IF YOU CAN: HIDE IF YOU CAN'T RUN: TELL (CALL 999 TO ALERT)**

#### ***Ground Floor***

***Nursery*** Both Nursery classes will gather in Nursery Cloakroom. SB or nearest member of staff will ensure that both doors are shut and locked. All staff to stay with the children until the crisis is over.

***LKG, Transition C and anyone in the Hall*** will use the basement cloakroom. Sit on the floor with the light off and silence must be kept.

***Children in the Hall*** at lunchtime will assume their rooms as previously indicated. Staff on duty and kitchen staff to assist the children

***Children in the hall for Gym*** will assume their rooms as indicated (this will normally be Early Years and Key Stage 1)

***Children in the Music Room*** will go into the basement cloakroom.

## **First Floor**

**L Remove, Remove, UKG, Transition LM Prep and Lower Prep** will position themselves under the desks, switch lights off and lock doors.

**Staff in the Staff room**, please assist where you can, only if possible, join your class, as in an emergency you are the one the children will need reassurance from. **NEVER PUT YOURSELF IN ANY DANGER OR TAKE RISKS.** If it proves difficult to join your class use the Art room or remain in the staff room on the floor, with the door closed.

**Kitchen staff** use the basement cloakroom if in the kitchen. Use the nearest room if around the school. Close the outside kitchen door if at all possible. Do not return to the kitchen.

**Other Staff** consider the area of the school you are in and moved swiftly to nearest Lock Down point.

If possible all blinds to be drawn down, Do not adjust the blinds if you are with the children the importance is to keep them calm and distracted from the emergency.

**Playground** – All children who are outside engaged in activities will be called in immediately. Kitchen staff please ensure the hall door is open before going to Lock Down. Use the entry doors for the Nursery or Hall. Enter quickly and silently. **DO NOT GO AROUND THE SCHOOL TO THE FRONT OF THE BUILDING.** Lower Prep and Remove should enter through the Hall Door if possible. All children should go straight to the basement.

Playground (new)

All children who are outside engaged in activities will be called in immediately. Kitchen staff please ensure the hall door is open and remain in the hall to escort children before going to Lock Down.

All in the playground use the entry doors for the Hall or Nursery or the Basement if not congested and your Lock Down is in the basement.

E.g.: Early Years playtime assume your rooms for Lock Down. Nursery to use the nursery door or the hall door. LKG use the basement door and stay in the basement cloakroom.

Key Stage 1 playtime. Transition C and UKG to go the basement door and stay in the basement, other KS1 class to go to the Hall or Nursery door and ascend the stairs by nursery to go to your room.

Key Stage 2 playtime. Lower Prep and Remove should enter through the hall door cross the hall to the kitchen and go straight to their rooms. Lower Remove and Prep enter through Nursery door and ascend the stairs to their classrooms.

All playtime arrangements must resume their Lock Down positions once they are in their place of safety.

**DO NOT GO AROUND TO THE FRONT OF THE SCHOOL BUILDING AND AVOID THE ROAD SIDE PLAYGROUND AREA.**

**KEEP LOW AND QUIET AT ALL TIMES**

**Only move when you see in person either Mr Robertson or Mrs Hobden.**

## **8 Security**

### **Daily School Security**

The school doors must be kept closed at all times. Gates leading into the school grounds must be shut and locked. In the event of large deliveries to the school then the door being used must be manned.

Locking times for the gates:

Locked at 9.05 – unlocked 12.00 to allow nursery children to exit the building

Locked at 1.00 – unlocked 3.05 to allow children to exit the grounds at the end of the day

All doors around the school must remain closed.

Once the Nursery door has closed for the morning ensure parents do not exit using it. This door is a fire escape and as such should not be locked or blocked by any equipment.

Visitors to the school must be made known to the front office.

Children arriving late must be signed in the Late Book.

Children who have reason to leave school early must be signed out in the Home Early Book by the collector.

After the end of the normal school day there are usually members of staff remaining on the premises for some time. However, as this is not always the case, it is essential that the following guidelines are carried out:

1. All windows are closed and secured.
2. All lights are switched off.
3. Blinds pulled down closed

It is to be noted that all members of staff should be aware of the main doors and that when they leave the building, ensure that the door is securely closed behind them.

During the day, staff members are asked to safeguard their own personal property.

## **9 School Trips**

9.1 No child is taken off the school site without the prior permission of the parent. All coaches and mini-buses used by the school must have seat belts provided. Children are monitored by teachers to ensure they use seat belts at all times when the bus is moving.

9.2 Risk assessments will be written for activities onsite where necessary and for all offsite trips and visits.

9.3 Our trips and visits planning includes ensuring a sufficient number of staff with First Aid training. This is checked in advance as part of the trip and risk assessment approval process.

## **10 Theft or other Criminal Acts**

- 10.1 The teacher or SMT will investigate any incidents of theft involving children.
- 10.2 If there are serious incidents of theft from the school site, a member of SMT will inform the police and record the incident in the incident book.
- 10.3 Should any incident involve physical violence against a teacher, this will be reported to the SMT. Support will be offered to the teacher in question if he or she wishes the matter to be reported to the police.

## **11 Fire Safety**

### **IN THE CASE OF FIRE**

It must be made clear, in the event of fire; it is the first duty of all concerned to prevent injury or loss of life. It is therefore essential that all members of staff are familiar with fire bells, exits and extinguishers and evacuation maps. These are located in each room and found by each door. Ensure that you are aware of how to use them.

In the event of fire, the alarm automatically be sounded.  
The procedure for leaving the school should follow the same principle as all our movements as a class around the school:

**No running.**  
**Remain silent.**  
**Keep to the left.**  
**Line up in silence.**

Ensure, where possible, that any doors surrounding the fire situation are closed.  
Have the Fire Brigade been notified and by whom?

### **FIRE DRILL**

- Dial 999 (Press Line 1, 2 or 3 for an outside line)
- Give operator the telephone number and ask for FIRE
- When the Fire Brigade replies, give this message distinctly:
- Ensure the school telephone number is memorised

"FIRE AT GOODWYN SCHOOL, HAMMERS LANE, MILL HILL, NW7"

Do not replace the receiver until the address has been repeated by the Fire Brigade.

**CALL THE FIRE BRIGADE IMMEDIATELY TO EVERY FIRE OR ON SUSPICION OF FIRE.**

### **FIRE DRILL**

The exits are allocated for use in "safe" circumstances (obviously if a **staircase is** impassable then common sense should prevail). If your designated exit door appears

busy then use the nearest alternative exit if free.

Each room in the building will contain a laminated map to describe your exit while occupying that room. Please ensure you are familiar with these.

Ensure the Fire Brigade have been notified and by whom.

When the fire alarm sounds the following procedure must be followed by all members of staff and children.

- Everybody will immediately stop whatever it is they are doing and stand.
- All children will remain standing still whilst the teachers and other adults issue clear and precise instructions as to what they should do.
- The nearest or safest exit will be used *See Fire Escape Route in the room you are using*. Children will be required to walk in an orderly and quiet manner and line up at the exit, which will be opened by the teacher or adult. **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**
- The children will leave in an orderly manner under the supervision of the adult. The adult must make sure that all the children have left the room. Fire doors will close automatically. EYFS staff need to be cautious about the closing of the door by ensuring that a member of staff holds the door open until the end of the line. The Bursar and Caretaker will check all toilets before exiting.
- All adults and children will walk out of the building into Hammers Lane **in silence**, turn left and walk towards Milton Road. Turn left into Milton Road and proceed down the road into Birbeck Road and then left into Tennyson Road. Wait in Tennyson Road **in continued silence** at no 32 for the All Clear signal before returning to school. All kitchen staff and clerical staff will leave by the nearest or safest exit and follow the staff and children on the same route.
- **IN THE EVENT OF A FIRE PRACTICE/DRILL PLEASE WAIT AT No 25 MILTON ROAD FOR YOUR REGISTER AND SIGNAL TO RETURN TO SCHOOL**
- The office staff will bring with them attendance list, visitors book, late and early books with the PIC's and staff address box from their centrally held place. The presence of all children will be immediately checked by the class teachers. The Chef/Manager must ensure all her staff are present. The Principal or most senior member of staff will check on all other members of staff.
- At no time until the All Clear is given will any member of staff or any child re-enter the building.

Other actions to be taken:-

- If the fire alarm sounds, the secretary or the most senior member of staff will contact the emergency services and consult the alarm panel to find the source of the fire. See the coloured design of the school by the fire alarm box. Do not reset the fire

alarm this must be left for the Fire Services to view. The bell may be turned off but do not reset.

- Children need to be taught what to do if they find themselves without adult supervision when the alarm sounds. e.g. in the library or in the toilet. They must immediately leave the area they are in and walk from the nearest or safest exit and meet the rest of the school in Hammers Lane and report to a member of staff. The member of staff will escort the child to their class and hand the child to the teacher or person in charge of their class. Do not re-enter the school.
- Members of staff must not attempt to fight any fire other than when it is of a very minor nature and any attempt to prevent injury to others must not put their own safety at risk. Their main concern should be to evacuate the building and take a head count.
- The building should be evacuated and all staff and children accounted for within 2 minutes.
- Fire drills will take place at least once a term.
- The fire evacuation procedure must be displayed in every room throughout the school.

**NEVER CANCEL THE FIRE BELL EVEN IN THE CASE OF A FALSE ALARM. THIS MUST BE SEEN BY THE FIRE OFFICER ON ARRIVAL AT THE SCHOOL**

## **FIRE PREVENTION**

Ensure all staff is aware of fire prevention.

- All smoke / fire doors remain closed at all times.
- All art and craft displays are located away from possible ignition.
- All kitchen staff is to be especially aware of fire dangers.
- Fat deposits should be removed regularly from oven ranges, hoods and ducts.
- Smoking is not permitted in school.
- Electrical equipment should not be kept in any corridors or entries.

## **12 Monitoring and Review**

SMT has responsibility for health and fire safety matters. It is the responsibility of SMT to keep informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters

The following are reviewed regularly by SMT

- Safety and security
- Fire safety
- Electrical safety (PAT testing takes place)
- Emergencies

The school has a suitable fire risk assessment which is reviewed annually or when significant changes are made to the interior of buildings, or new buildings are bought or added. In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor. Health and Fire Safety is a standing item on the agendas for Phase meetings, all of which are minuted and termly fire drills take place.

### **Accident analysis**

SMT is responsible for maintaining an accident book and reporting notifiable accidents keeping statistics and preparing summary reports on School Health and Safety. SMT regularly consider a report including statistics on accidents to pupils, staff and visitors, staff training and fire practices, making and implementing improvements as necessary.

### **13 Staff**

The co-operation of all staff is essential to the success of the Policy. The School requires staff to alert their Phase Leaders to any hazards to health and safety which they notice and to notify them of any suggestion they wish to make regarding health and safety. Staff have regular Fire Safety training.

13.1 The SMT, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

Links

PHSE Policy

Safeguarding Policy

First Aid Policy

Risk Assessments

<b>Written by:</b>	<b>SMT</b>
<b>Date:</b>	<b>May 2017</b>
<b>Next review:</b>	<b>May 2018</b>