

ALL SAINTS CHURCH OF ENGLAND PRIMARY SCHOOL

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'I have come that they many have life and have it abundantly-John 10:10'

Health & Safety Policy

Area: Resources Committee
Approved by: Resources Committee
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Head Teacher
Chair of Governors

Kieran Gorman
Geoff Green



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Statement of Intent

This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the statements of health and safety policy which have been written by Hammersmith and Fulham Education Department. The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of All Saints C.E. Primary School.

General Guidelines

The aim of the governing body is

“to ensure that all activities carried out on its premises or undertaken by its staff are managed in such a manner so as to avoid, reduce, or control, all foreseeable risks to the health & safety of any person(s) who may be affected by such activities to a tolerable level and to provide a safe, secure, healthy working and learning environment for staff, pupils and visitors.”

It is the policy of the governing body, so far as is reasonably practicable, to:

1. establish and maintain a safe and healthy environment throughout the school;
2. establish and maintain safe working procedures among staff and pupils;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. maintain all areas under the control of the governors and Head in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. formulate effective procedures for use in case of fire and for evacuating the school premises;
7. lay down procedures to be followed in case of accident;
8. teach safety as part of pupils' duties where appropriate;
9. Provide and maintain adequate welfare facilities and to make recommendations to the LA as appropriate.

To assist in the implementation of the Health & Safety Policy, not only will appropriate external sources of information be consulted, but the Governing Body will also seek advice and appoint adequate competent personnel to advise on health & safety matters.

Duties of the Governing Body

The governors and Head teacher are responsible for implementing this policy within the school. In the discharge of its duties the governing body, in consultation with the Head will:

1. monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;



3. make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the LA
4. make arrangements for the implementation of the LA's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
5. make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
6. ensure that regular safety inspections are undertaken. (A Health & Safety team will inspect all school premises and property once a term.);
7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
8. report to the Diocesan Board any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
N.B. The Governing Body will deal with all aspects of maintenance which are under their control, and report to the Diocesan Board any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them;
9. monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of the Diocesan Board hirers and other organisations present on site), as far as is reasonably practicable;
10. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the governors and Head in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Duties of the Head

As well as the general duties which all members of staff have (see page 7) the head has responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school will take all reasonably practical steps to achieve this end through senior members of staff ,teachers, support staff and others as appropriate.

The head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular the Head will:

- 1) keep abreast of all relevant health, safety and welfare legislation, codes of practice and guidelines relevant to school activities.
- 2) Ensure at all times the health and safety and welfare of the staff, pupils and those using the school in any way or attending taking part in school sponsored activities
- 3) Ensure safe working practices and procedures are operational throughout the school
- 4) Consult with members of staff including H & S representatives of recognized trade unions on H & S matters
- 5) Arrange termly inspections to allow the prompt identification and removal of potential hazards
- 6) Manage the risk assessment process and carry out periodic reviews on the findings to ensure all improvements have been actioned



- 7) Ensure that all staff and pupils who have identified needs receive appropriate H & S training/instruction and that it is adequately funded
- 8) Actively encourage staff and pupils and others to promote H & S and suggest ways of removing hazards/reducing risks
- 9) Ensure that any defects in the premises equipment or facilities which relate to or may affect the H & S of staff, pupils and others are made safe without delay
- 10) Collate accident and incident information and carry out accident and incident investigation
- 11) Monitor the H&S throughout the school including all school based activities encourage staff and pupils and others to achieve the highest possible standards and use the disciplinary procedures for those who consistently fail to consider their own well-being or the health and safety of others
- 12) Ensure there is adequate first aid and welfare provision
- 13) Regularly inform the governors of H & S issues, successes and problems

Duties of the Person Delegated/H & S Teacher Representative to Assist in the Management of Health and Safety

The delegated person (Sharon Whitehead), shall:

1. assist the Head teacher in the implementation, monitoring and development of the safety policy within the school;
2. monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school;
3. co-ordinate arrangements for the design and implementation of safe working practices within the school;
4. investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Head teacher;
6. assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
7. ensure that staff with control of resources (both financial and other) give due regard to safety;
8. co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

The duties of All Members of Teaching Staff

All staff will make themselves familiar with this policy and any procedures relevant to them for ensuring health and safety

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including pupils;



2. be aware of and implement safe working practices and to set a good example personally. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
4. provide written job instructions, warning notices and signs as appropriate;
5. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
6. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
7. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
8. provide the opportunity for discussion of health and safety arrangements;
9. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
10. provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
11. where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Head teacher.

Classroom Organisation

The use of equipment and apparatus with sharp or pointed edges is restricted:

- a) Guillotines must be kept safely in a cupboard.
- b) Staple guns should not be used near children and no account should they be handled by the children or left unattended. Hand staples may be used by the children if adequately supervised.
- c) Knives, scissors and other cutting implements may be used by the children under supervision.

The use of equipment or products containing spirit based solvents are restricted:

- a) no child is permitted to use spirit based correction fluid. The use of such liquid is restricted to adults and any container must be returned to a place of safety immediately after use.
- b) no child is permitted to use spirit based felt tipped marker pens. The school purchases such items for adult use, children may only use water soluble markers. Children may bring their own water based markers from home, but they must first be checked by their class teacher.

No child should be left unsupervised in any part of the school building at playtimes or lunchtime, before or after school.

No child is permitted to leave the premises without prior notice and only after clearance has been obtained from the Head.

Children will be registered in accordance with the guidance notes printed in class registers at the commencement of each school session, at 09.00 and 13.30. Head counts of children in the Nursery and Reception classes should be made after playtimes.



Responsibilities of all Staff

All staff have a responsibility to:

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions co-operate with him or her and others in meeting statutory requirements. not interfere with or misuse anything provided in the interests of health, safety and welfare;
3. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Head teacher;
4. check all plant, machinery and equipment are adequately guarded and are in safe working order prior to being operated
5. not make unauthorised or improper use of plant, machinery, equipment or substances
6. ensure that tools and equipment are in good condition and report any defects to the Head teacher;
7. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
8. ensure toxic, hazardous and highly flammable substances are correctly used, stored and labelled tidy;
9. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Head teacher.
10. take an active interest in promoting health and safety and suggest ways of reducing risks.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.

Please note the following: -

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.



Hirers, Contractors and Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school. All visitors are required to sign-in at the office on our Inventory system and wear an identification badge at all times whilst on the school premises.

The Governors and Head teacher must ensure that:

1. the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Head teacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
2. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
3. hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and firefighting equipment. Notices regarding emergency procedures should be prominently displayed;
4. hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
5. arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

All contractors who work on the premises are required to ensure safe working practices by their own employees.

The Resources and Premises Committee

The Resources Committee is responsible to the Governing Body for overseeing all matters of health and safety.

Review

The Resources Committee will review this statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.



Fire and Emergency Evacuation Procedures

1. The school's procedures for fire and emergency evacuation are appended. They are also posted in the school entrance hall and in every classroom.
2. These procedures will be updated as appropriate.
3. The log book for the recording and evaluation of practice and evacuation drills is available.

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

There is a Fire Risk Assessment that details the potential hazards and their controls. A copy of this assessment is kept in the Fire Safety file in the school office.

Fire Drills are rehearsed regularly throughout the school year (at least two drills per term) practising a variety of scenarios

- a) Blocked staircase
- b) Blocked playground passage
- c) Varying times of day, days of week
- d) Different fire alarm call points are used each time

A reasonable time for the complete evacuation of the building with everyone mustered at the assembly point and roll call taken with all information passed to the person in charge in 3 minutes.

The fire alarm is tested weekly by the school. Firefighting equipment is regularly inspected and is serviced every twelve months. 25% of smoke detectors are serviced every six months. Fulham Cross Enterprise service and maintain the fire extinguishers and fire alarms.

First Aid and Accident Reporting Procedures

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents and will follow the standards set out in the DfES document on First Aid which is available from <http://www.dfes.gov.uk/first/>.

There are 6 first aid trained staff whose names are displayed in the medical room. First Aid will be given, but only as far as knowledge and skill limit. Details of treatment given, child's name, class and date should be entered into the Accident Book kept in the Medical Room as soon as practicable following an incident involving pupils, staff and others using the school premises or participating in school-sponsored activities, details of the injuries sustained and the accident must be fully and accurately reported. Any injury sustained to the head is also accompanied by a phone call to parent/carer or if not available by letter. Any other injuries are at the discretion of the First Aider who will make a decision as to the severity and will act accordingly. Serious injury and any injury to the head neck or back must be referred immediately to the Head or Deputy.



The main First Aid kits are kept in the Medical Room and in Nursery. Smaller portable kits are available for use on off-site trips these are located in the Medical Room. Eye wash stations are located in the Medical Room, The Hall and in the Nursery. Basic supplies of first aid materials will be held at various locations throughout the school. Those locations will be determined by the first-aiders. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment, either on the school premises or as part of a school-related activity to a level deemed as serious. A record of further treatment in hospital, walk in centres or GP is reported to the LA through the appropriate online incident reporting website.

In dealing with accidents there are procedures that must be followed:

- a) disposable rubber gloves are available and must be worn by any person administering first aid, for whatever reason to whosoever.
- b) all medical waste should be disposed of in the Clinical Waste container stored in the Medical Room.
- c) *Deodorised Powder* is used to hygienically tackle body fluid spillages on carpet areas are available in the medical cupboard and Nursery. On no account should children be asked to clear away blood or other body fluids.

Medicines

The school policy on use of medicines can be found in the office and will follow the DFE document on Medicines which is available from <http://www.dfes.gov.uk/medical/>.

Children will only be given medicines if parents/carers have filled in the appropriate form which can be obtained from the office. Only designated First Aiders can administer medicines.

The school nurse completes health Care Plans for children with chronic long term conditions, she checks that medication in school is in date.

Local Rules and Procedures

These local rules and procedures are supplementary to the Council Health and Safety Handbook which can be obtained from <http://www.hafed.org.uk/secure-shared/health-and-safety-handbook.doc> and the Education Health * Safety Policy guidance from <http://www.hafed.org.uk/documents/health-and-safety-policy.doc>

Early & Late Supervision of Pupils

Pupils remain the responsibility of their parents/carers until the main doors open at 8.45am. Teaching staff will be in classrooms to meet children from 8.45am when they come into school.

Nursery children remain the responsibility of their parents/carers until brought into the Nursery classroom at 9.00am. Nursery children will be released into the care of their parents/carers at 3.05pm.



Key Stage One children will be dismissed at 3.20pm

- (a) into the safekeeping of their parents/carers
- (b) into the supervision of the Play Centre Staff or Afterschool Club staff

Key Stage Two children will be dismissed at 3.20pm

- (a) into the safekeeping of their parents/carers
- (b) on their own recognisance to make their own way home
- (c) into the supervision of the Play Centre Staff or Afterschool Club staff

In the event of any child not attending Play Centre and who has not been collected by their parents/carers, the child should be taken to the school office in order for their parents to be contacted.

Responsibility for the pupils is accepted for 10 minutes either side from the commencement and finish of the school day.

Playtime and Lunch Supervision

Adequate supervision should be maintained during playtimes and staff on duty should report any reduction in the level of cover. At playtimes 2 members of staff are required including one member of the teaching staff. In the Early Years 4 members of staff remain on duty. The Head delegates playground line management responsibilities to the teacher on supervision duty. They are responsible for ending playtime. Supervision must begin as the children exit the building and end only when all classes have been collected by the class teacher. The Head is responsible for establishing a rota for supervision.

Adequate supervision should be maintained during lunchtimes in the dining hall and playground areas and staff on duty should report any reduction in the level of cover. At lunchtime 2 members of staff are on duty in the Nursery, 1 Lunchtime supervisor and one member of Nursery staff. At lunchtime 5 Midday Meal Supervisors are required for KS1 & KS2. Day to day organisation and responsibility is delegated by the Head to the senior midday lunch supervisor who is line manager to the lunchtime supervisors and responsible for establishing a rota for supervision. The supervisors will be located at/near the following areas of the playground the toilet block, KS1 entrance and on the tarmac area to ensure all areas are adequately supervised.

Supervising staff should ensure that

- a) energetic games are played by the children in the main playground and that the easigrass by KS1 and the Nature trail are maintained as a quiet areas
- b) the children are not handling sharp stones or similar objects.
- c) there is no swinging around, hanging on to or carrying each other by the children
- d) there are NO rough games
- e) there is no climbing other than on the Trim Trail equipment
- f) no child is within the compounds of the vegetable plot without permission
- g) no unauthorised adults are allowed in the playground at playtimes
- h) all accidents should be dealt with immediately by a designated first aider (See First Aid page)
- i) any hazards should be reported to the Head or School Business Manager.



Movement around School

The movement of children between different parts of the building should be orderly and quiet. Running in the hall, corridors and on staircases is discouraged. Pupils will walk on the left hand side when going up or down stairs. Total silence is expected during a Fire Alarm alert.

Crisis Management and Emergency Evacuation

The Head and School Business Manager will ensure that a crises or emergency plan is prepared to cover foreseeable major incidents which could put at risk the occupants or users of the school.

Risk Assessment

The Head and School Business Manager will ensure that risk assessments or significant hazards are carried out and reviewed regularly. This includes comprehensive COVID-19 risk assessments which are shared with all stakeholders. Other areas that will require written risk assessments include: school journeys, fire, glazing, manual handling, computer workstations, legionella first aid. Other areas that may require written assessments include violence and aggression, stress, asbestos, and any other areas identified as having significant hazards.

Copies of the LA risk assessment form can be found in the office.

Inspection

The Head, governors' rep, teacher responsible for Health & Safety and school business manager will ensure that regular termly inspections of the premises, methods of work are conducted, and where possible involve the school Health & Safety Trade Union Rep(s). This will identify all defects and deficiencies, together with the necessary remedial action and control measures. The result of all such surveys will be reported to the governing body.

Electrical Equipment

All electrical equipment receives a regular safety check and bears a dated "pass" sticker. All equipment will be given at least an annual visual inspection by the site manager. For office equipment a formal test in line with the HSE guidance on low risk environments will be followed. Classroom equipment will be tested at least annually.

The moving of equipment by children is restricted:

- a) Monitors and pianos should never be moved by children.

The use of electrical equipment has restrictions:

- a) No child should be permitted to plug in, or remove, a mains plug on any electrical apparatus.
- b) Electrical equipment may only be brought in to school on the approval of the Head.



Security

All visitors must report to the School Office and should be directed to do so on enquiry. All visitors must sign in using the Inventory system on arrival and again on departure. All visitors are asked to wear an identification badge. Teachers will not allow any adult to enter their classroom if the school visitors badge does not identify them. Where appropriate the Head or School Business Manager will notify all staff of work persons on site.

All strangers should be challenged but no employee must put themselves at risk. The presence of a stranger acting in a suspicious manner, on or off-site, should be reported to the Head and school office as soon as possible.

General Rules of Safety

The handling of substances has health implications:

- a) Broken glass or china should not be handled by the children, but wrapped in newspaper by an adult and either disposed of directly into the paladin refuse bins or clearly labelled and placed in the waste paper bin.
- b) Small spillages of sand and water should be cleaned up immediately whilst larger spillages should be reported to the School Business Manager.

Only animals approved by the LA should be kept in school. Cages must be kept clean and litter wrapped in newspaper prior to disposal. Animals must be handled and kept in a befitting manner. No animal should be allowed to roam the classroom and children must wash their hands after handling animals.

Smoking or vaping is not permitted in any part of the school building or grounds.

No dogs are allowed on the school premises without prior permission from the head teacher and must be carried around the school premises, with the exception of guide dogs.

Children should be trained to use the toilet facilities correctly and to leave them in a suitable condition for others. They should also wash their hands.

Physical Education - Large Apparatus

The P.E large apparatus, i.e. stools, benches, ladders, poles and planks have annual safety checks carried out by Reliant Leisure. When setting out the apparatus teachers must:

- a) check for faults and report any defects to Head and Curriculum Co-ordinator.
- b) ensure that the P.E apparatus is deployed in a safe manner and that all equipment is properly position and secure.

When using the P.E apparatus:

- a) the children should be dressed in the appropriate clothing, of shorts and T-shirts.



- b) all jewellery and watches should be removed
- c) the children should work quietly
- d) no child, nor the teacher, should touch another child, except in an emergency or when it is part of a demonstration
- e) should use planks and poles one at a time
- f) should dismount from the equipment in a safe and orderly way, only jumping where there is a mat and only after instruction from the teacher.

Teachers are expected to:

- a) position themselves so that whole class is under constant supervision
- b) report any accident to the Head immediately. If serious, send a child for help
- c) ensure the apparatus is dismantled and stored away in the appropriate areas and that all safety locks are engaged.

Gymnastic equipment and large toys should be regularly inspected for faults. Any detected fault should be reported to the Head and the equipment put out of commission.

Educational Visits

The governing body recognise the value of educational visits in the development of the pupils. All educational visits will follow the DfE guidance, which is available from [http://www.teachernet.gov.uk/Management/guidance and legislation/visits/](http://www.teachernet.gov.uk/Management/guidance%20and%20legislation/visits/). The school's Proposed Educational Visit form must be completed to ensure that all arrangements regarding catering, transport and insurance are finalised.

The LA's Code of Practice concerning Educational Visits will be strictly followed.

The School Curriculum

We teach the children 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. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example in the geography curriculum in KS1 the unit of work entitled "People who help us" deals with the work of the police and fire service. Through this topic we teach children about the danger of fire and how to avoid accidents. Through the science curriculum we teach children about hazardous materials and how to handle equipment. The PSHE curriculum deals with Health and Safety issues comprehensively. Health and safety issues arise when we teach care for the environment and awareness of the dangers of litter. KS2 children receive sex and drugs education (See the Drugs and the Sex Education policy).



FIRE DRILL PROCEDURE

SCHOOL FIRE EVACUATION NOTICE

1. PURPOSE

In the event of fire, the first duty of all concerned is to prevent injury or loss of life.

2. RAISING THE FIRE ALARM

Immediately upon discovering a fire, or if one is reported, **SOUND THE FIRE ALARM.**

Fire Alarm Control Box: Main entrance of the hall.

Fire Boxes (Break Glass Points): Main entrance hall; inside kitchen; by double doors at external kitchen entrance; main entrance; 1st and 2nd floor landings of both staircases; **Exit 1** – doors to play area by main staircase; **Exit 2** – doors to play area by girls' toilet; **Exit 3** – doors to play area by mezzanine stairs; **Exit 4** – doors to play area through hall doors.

Fire Alarm Bells: Above external kitchen entrance doors; by alarm control box; by main entrance; above boys' toilets on ground floor; 1st and 2nd floor landings of both staircases; **boiler/intake rooms – bell and fire box located here.**

3. CALLING THE FIRE BRIGADE

The fire brigade shall be summoned by:

- **Headteacher or Designated Manager**
- **School Business Manager**

4. EVACUATION PROCEDURE – WHEN THE FIRE ALARM SOUNDS

i. NEAREST EXIT: Escort your class from the building using the **NEAREST EXIT** to the playground. All classes must assemble in lines on the main playground.

ii. CLOSE THE DOOR: Close the door behind you when leaving the room.

iii. SINGLE FILE: Children must proceed to the playground **walking in single file at all times.**

iv. HEAD COUNT: On reaching the playground, **Teachers must carry out a head count and raise their hand as quickly as possible to indicate that all children are accounted for.**

v. REPORT MISSING PUPILS: Inform the **Headteacher/Designated Manager** immediately if numbers are incorrect or if any pupil is missing.

5. RE-ENTRY

DO NOT RE-ENTER THE BUILDING No one must re-enter the building until permission has been given by the Headteacher/Designated Manager.

