# **Rosstulla School**

**‘Together Towards Tomorrow’**

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# **Health and Safety policies including**

**First Aid**

**Administration of medication**

**Fire Safety**

**Emergency Evacuation Procedures**

**Agreed by Governing Body, September 2023**

**Chairperson’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Objective**

The objective of this policy is to ensure, so far as is “reasonably practicable” , that no person is placed in a situation where injury or ill health may be caused as a result of the school and that all such risks are assessed and appropriately controlled.

**Rationale**

The health and safety of all pupils, staff and visitors to the premises and grounds of Rosstulla School remains our top priority. This policy has been developed and adopted by the governors with reference to the advice and procedures contained in the Health and Safety Policy of the former North-Eastern Education and Library Board (August 2004) now Education Authority (EA) North Eastern Region (NER).

Rosstulla recognises and accepts its responsibility for health and safety as an employer, and in particular the duties lain down in:

* Article 4 (Employers Duties) of the Health & Safety at Work (Northern Ireland) Order 1978;
* Articles 5 and 6 of that Order in respect to persons other than its employees: and
* Article 88 of the Education and Libraries (Northern Ireland) Order 1986.

Where reasonably practicable the school will pay particular attention to the provision and maintenance of:

* a safe place of work, safe access to it and safe egress from it;
* plant, equipment and systems of work that are safe;
* safe arrangements for the use, handling, storage and transport of articles and substances;
* sufficient information, instruction, training and supervision to enable all employees to avoid risk and contribute positively to health and safety at work;
* a healthy working environment; and
* adequate welfare facilities.

So far as is reasonably practicable, we will provide and maintain up-to-date information for all staff on the hazards and risks of substances, equipment and systems used at work including the recommendations of relevant risk assessments. The school will rely on EA to provide competent technical advice on safety and health matters and, where necessary, to assist in effecting improvements.

The school will co-operate fully with queries from staff representatives and recognised trade unions. It is mindful of its responsibility to consult with all members of staff on issues of health and safety.

Staff are reminded of their duties under Article 8 of the Health and Safety at Work (Northern Ireland) Order, 1978: to take reasonable care for their own safety and that of others.

The school has a Health and Safety Team to monitor and increase the effectiveness of its Health and Safety Policy. The team meets termly.

**The Board of Governors**

This school’s board of governors recognise their statutory duty to ensure health and safety on premises under their control. They also acknowledge their responsibility to ensure that the Education Authority’s (EA) health and safety policy is both understood and implemented in their school, that risk assessments are carried out to address significant risks, and that they operate within the procedures and guidelines set out in the employing authority’s scheme of management.

In fulfilling these duties and responsibilities the board of governors will:

* ensure that the school principal and management team develop a safety management system throughout the school;
* monitor the effectiveness of the school’s health and safety arrangements;
* develop and implement arrangements to ensure that:
* all school risk assessments are completed and are implemented;
* equipment and materials purchased by the school are safe and suitable for their intended use;
* contractors carry out their work in a safe manner;
* prompt and efficient maintenance is carried out on:
* all non-structural repairs;
* all equipment;
* ensure that arrangements are developed for the annual inspection of the school premises; and adopt a Plan, Do, Check, Act system in dealing with any issues arising from this inspection.
* ensure that both teaching and non-teaching staff are issued with a copy of the employer’s health and safety policy.

**The Principal**

The principal has overall responsibility for the health, safety and welfare of all children and staff and for ensuring that members of the general public who may be affected by any activity undertaken by or on behalf of the school are not exposed to reasonably foreseeable risks to their health or safety.

The principal is responsible for the day-to-day application of the Health and Safety Policy. In discharging this responsibility the principal will:

* ensure that all teaching staff hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
* ensure that both teaching and non-teaching staff are provided with training that will help them work safely;
* ensure the provision and maintenance of procedures for the safety of all teaching and non-teaching staff;
* ensure that all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by EA or DENI;
* ensure that all safety reports pertaining to the school are understood and that the detailed work has been completed;
* ensure that adequate arrangements exist for carrying out regular fire drills and that all staff are aware of, and participate in, such arrangements;
* ensure that safe systems of working are used by contractors or persons carrying out inspections or non-structural repairs that are the governors’ responsibility as set out in the Scheme for the Local Management of Schools;
* report all defects and hazards to the relevant officers in the EA (NER);
* ensure that all accidents to children, teaching staff and non-teaching staff are reported promptly to the EA (NER); and
* ensure that all staff operate safe working practices in the execution of their duties.
* Health and safety induction is carried out for all new staff (appendix 1)

In the absence of the principal the vice-principal, acting principal or nominated senior teacher will assume the role.

**Building Supervisor**

The building supervisor’s line manager is the Principal

*In the discharge of this responsibility the building supervisor will:*

* ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken
* ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate);
* attend to defect reports and recommendations from the principal and staff,
* ensure that all portable electrical equipment is tested on an annual basis;
* ensure all accidents within the area of responsibility are recorded in line with the school policy;
* ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.
* carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out;
* liaising with contractors and maintenance contractors.
* assist the Principal and Governors in actioning the annual Health and Safety plan.

**Teaching Staff**

Each member of the teaching staff has a responsibility to exercise care and attention regarding the safety of themselves and pupils under their control. In the discharge of this responsibility all teachers shall:

* ensure that they take reasonable care during work activities to avoid accident or injury to themselves, other members of staff and pupils;
* observe all safety instructions and advice issued by EA or DENI and all safety rules relating to specific machinery or processes;
* ensure that all necessary protective clothing and equipment is both available and used by themselves and pupils;
* report all potential hazards affecting health and safety to the principal and make recommendations on the provision of safety equipment and on improvements to plant, tools or equipment which are dangerous, or potentially so;
* report all accidents to the principal and ensure that accident or incident report forms are fully completed;
* co-operate fully with the principal on all matters pertaining to health and safety;
* exercise effective supervision of pupils and know emergency procedures in respect of fire, first aid etc;
* know any special safety measures to be adopted in their own teaching area and ensure they are applied;
* give clear instruction and warnings to children as often as is necessary and follow safe working procedures personally.

**All Employees**

All employees have a responsibility to exercise personal care and attention for the safety of themselves and others and to co-operate with their employer in the execution of this policy. In the discharge of this responsibility all employees shall:

* co-operate with any health and safety training considered necessary and reasonably practicable;
* perform their duties in a safe manner;
* ensure that all toxic and flammable substances are correctly used, stored and labelled;
* ensure that they are aware of any safety precautions to be taken when undertaking potentially hazardous procedures;
* ensure that all necessary protective clothing and equipment are available;
* report all potential hazards and defects in equipment and protective clothing to the principal;
* include safe working methods in instruction to pupils;
* ensure that any equipment or machinery known to need repair is not used until the necessary work has been carried out;
* report all accidents and injuries to the principal as soon as possible;
* obtain adequate treatment as soon as practicable if injured;
* assist in the investigation of injuries and accidents as necessary; and
* observe the safety rules of EA and school.

**Procedures for Contractors and external maintenance personnel**

* Only EA approved contractors and maintenance personnel are to be allowed on site.
* The Building Supervisor is responsible for the liaising with contractors and maintenance contractors.
* The building supervisor has a responsibility to take appropriate action if he/she observes the contractor or his employees using any working practice or item of equipment which he/she considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Principal.
* The building supervisor must ensure that a contractor arriving at site reports to Reception and that he/she ensures that the contractors are informed of any hazards on the school site e.g. asbestos.
* Approval must be gained by the contractor to start work. Only those staff nominated by the principal to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement the EA’s policy on Asbestos and the Management of Contractors.

COVID HEALTH AND SAFETY

All staff, pupils and visitors to the school should follow COVID related health and safety rules set by DE under guidance from PHA.

**First Aid Procedures**

**Mrs Clugston, Mrs McCartney, Miss Davidson, Mrs Currie, Miss Fleming, Mrs Trimble and Mrs Agnew** are the **qualified first aiders** who will provide first aid if required during the school day.

**Sending a Student for First Aid**

Member of staff to accompany student (if required). Primary should go to Miss Fleming, Mrs Agnew, Mrs Trimble or Miss Davidson in the first instance. Secondary should go to Mrs McCartney, Mrs Clugston or Mrs Currie in the first instance.

**First Aid kits are stored in the following locations**

General Office

Secondary Learning Space (KS3 corridor)

Mrs Clugston’ s year 10 room (KS2 corridor)

The Tigers room (Primary Corridor)

Modular Building

Primary Kitchen

Technology and Design, Home Economics & Science labs

Gym

Minibus

These will be checked at the end of each term by Miss Davidson and Mrs McCartney.

A record will be kept of any first aid treatment given in school. Records are to be completed by the first aider and sent to the main office for storage in the ‘First Aid File’ with a duplicate in the pupil folder

**EMERGENCY PROCEDURES**

1. The identified first aiders will also provide emergency aid if, during the school day, a student/member of staff sustains a serious injury or requires emergency treatment.
2. If necessary, the first aider will send a message to the office (by whatever means possible) where an ambulance will be called.
3. The most senior member of staff present will be informed
4. Parent/next of kin informed as directed by the senior member of staff.

Student/member of staff will be accompanied in ambulance by a member of staff- medical consent form to accompany the injured party to casualty

In minor cases, for example, minor head injury, parents will be asked to collect the child and either keep under close observation or take to medical centre for further investigation. (Head injury guidance and record forms in office)

If the first aider is in any doubt they should contact the emergency services for advice.

Some members of staff have defibrillator training but any member of staff may use the defibrillator if necessary.

**Under no circumstances should a member of staff transport an injured pupil/staff member to casualty.**

**First Aid (Off Site)**

PE staff should take their own first aid kit to sporting events. This is to be checked termly by Miss Davidson and Mrs McCartney and replenished as required

In the event of an accident offsite the following procedure school be followed:

1. Call the onsite first aider
2. Call the emergency services if necessary
3. Inform the school immediately and advise the most senior member of staff of the situation
4. Senior staff will further support and advise you via phone and /or by coming to the scene
5. School will in turn inform the parents carer of the situation

All relevant forms should be completed upon return to school

Please note as there may not always be a first aider present on school outings the lead staff should always carry alcohol wipes, rubber gloves and plasters which all staff are free to administer.

**Record Keeping**

In addition to the forms (AR1 and AR2 – available from office) that have to be completed when you have treated a student make sure that you keep a record of the events surrounding the incident.

**Student Care Plans**

Students with Care Plans should be dealt with by LSAs with additional special needs who have been trained in and signed the care plan.

**Reporting an accident**

All accidents / injuries involving pupils or staff must be recorded on the EA online Accident Reporting App. Reports should be saved in draft and submitted to Principal for approval. <https://schoolapps.eani.org.uk/acReporting/>

**Policy for the Administration of Medicine in School**

The Board of Governors and staff of Rosstulla School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Principal will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members ofstaff have volunteered to do so or are expected to do so as part of their job description.

The School will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises even if additional arrangement might be required, however there may be occasions when it will not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

All staff will be made aware of the procedures to be followed in the event of an emergency.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision.

**Parental Responsibility:**

**Parents/carers should keep their children at home if acutely unwell or infectious.**

* Provide comprehensive information regarding the pupil’s condition and medication.
* Complete the required forms re prescribed medication *(AM1 and AM2 forms- available on request form main office)*. Medication will not be accepted without the completed forms.
* Providing written permission for the administration of non prescribed medication.
* Providing reasonable quantities of medication to the school (for example, a maximum of four weeks supply at any one time).
* Where the pupil travels on school transport ensuring the escort has written instructions relating to any medication sent with the pupil including medication for administration.

Deliver each item of medication to the Vice- Principal **in a secure and labelled container as originally dispensed.** Each item of medication must be clearly labelled with the following information:

* Pupil’s Name
* Name of medication
* Dosage
* Frequency of administration
* Date of dispensing
* Storage requirements (if important)
* Expiry date

**The school will not accept items of medication in unlabelled containers.**

Provide the school with a letter from the prescribing Doctor if the pupil’s need for medication has ceased or changed. (The school will not make changes to dosages on parental instructions).

Renew the medication when supplies are running low

Ensure that the medication supplied is within its expiry date.

Confirm in writing if they wish their child to carry their medication with them in school*. (by completing AM3 form – available on request from Main Office)*

**Paracetamol**

School will administer paracetamol to students suffering from minor ailments such as headaches and toothache. Paracetamol will not be given before 12 noon to avoid any risk of exceeding the maximum dose recommended. A note will be sent home to inform parents of the time, reason and person who administered the paracetamol. Where a pupil’s request for painkillers becomes regular, the parent will be contacted, a further guidance from the GP requested.

**The Vice-Principal will:**

Ensure medication is kept in a secure place out of the reach of pupil. Unless otherwise indicated, all medication to be administered in school will be kept in a locked cabinet.

Ensure records are kept on the individual pupils administrated medication and have these records available for parents upon request.

Inform parent/carer if a children refuses to take medicines (staff will not force them to do so) as a matter of urgency on the same day. If a refusal to take medicines results in an emergency the school’s emergency procedure will be followed.

Ensure date expired medicines or those no longer required for treatment are returned immediately to the parent/carer for transfer to a community pharmacist for safe disposal.

For each pupil with long term medical issues, ensure that a Medication Plan and Protocol is drawn up in conjunction with the appropriate health professionals.

Ensure that Staff who assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service

NB: Prescribed daily routine medication will be administered and witnessed by class staff will be administered by class staff.

**FIRE SAFETY PROCEDURES**

**Roles and Responsibilities**

**Governors are responsible for ensuring:**

* EA policy and guidance in respect of fire safety is adopted and implemented
* a safe working environment for all staff
* relevant training is undertaken by staff
* policies and procedures are in place for safe evacuation of the premises and fire risk reduction
* all staff are fully aware of their roles and responsibilities re fire safety
* any guidance/direction issued by EA following an annual fire risk assessment is implemented

**The Principal (or his/her deputy) is responsible for ensuring:**

* the day to day management/safety of the premises in relation to fire safety
* staff are trained (when training is available from EA)
* all staff follow fire safety policy and guidance
* adequate records are maintained an available for inspection
* a fire safety drill is held termly (timed and recorded by the building supervisor)
* reporting to the governors any areas of concern/actions taken relating to fire safety
* guests to school events held are made aware of evacuation procedures
* new and substitute staff are aware of policy and procedure in relation to Fire Safety
* staff training is arranged

**Teachers are responsible for ensuring that:**

* areas they use have a fire drill notice. (Appendix 2)
* the content of the notice is understood by pupils
* they have shared with pupils how to raise a fire alarm
* they have taught pupils what to do if they find themselves alone or unsupervised when the fire alarm sounds
* a pupil who requires a Personal Evacuation Plan has one drawn up and that this is shared with relevant staff
* secondary aged pupils sign out if leaving the building for lunch
* displays do not contain plastic or highly flammable materials
* Flammable materials (petrol, gas etc.) are locked away in appropriate storage and containers away from other combustible materials e.g. wood or paper

**The Building Supervisor is responsible for ensuring that:**

* public areas have a fire drill notice. (Appendix 2)
* the fire alarm system and emergency lighting is inspected annually by an EA appointed contractor
* testing the alarm system, emergency exits and lighting as per EA schedule
* any reported/identified faults re the fire alarm, firefighting equipment, fire doors, emergency exits and lighting are reported to maintenance for repair
* cleaning staff are aware of their duties re fire safety and don’t wedge open doors when in a room, dispose of all combustible waste appropriately and securely store flammable liquids etc. at the end of their shift
* waste bins are chained together and stored away from external doors
* when setting up for public events fire exits are clear, there is adequate aisle space and that chairs are firmly linked together
* liaising with the principal re fire safety concerns

**It is the responsibility of ALL staff to ensure:**

* a safe working environment is maintained
* pupil safety in the event of a fire alarm
* they quickly raise the alarm if they discover a fire
* they are fully aware of the location of all fire exits
* rooms used by staff (including staffroom, ICT suites and photocopying room) are kept free of combustible materials (particularly waste paper)
* they fully understand the evacuation procedure and fire safety policies and how these translate into daily practice
* they know the code for the gate key boxes in primary playground
* all exits (and the path to them) from to/their rooms are free from obstructions
* electrical equipment is turned off and if appropriate unplugged, computers are powered down at the end of the school day and electrical items are not left to charge over night
* all faults/concerns (relating to fire safety) are reported promptly to the building supervisor and or principal
* fire doors are kept closed and not wedged or hooked open
* they sign in and out at the start and end of the working day

Leaving the building:

* if leaving the building during the working day (other than with a class or at lunchtime) staff should sign out
* if during lunchtime or with a class the signing out sheet must be completed
* pupils leaving school early with parents must be signed out

**Fire Alarm and Evacuation Procedures**

In the event of fire, the safety of life overrides all other considerations, such as saving property and extinguishing the fire. If a fire is discovered, the alarm should be raised immediately by the operation of a “break glass” manual call point (Figure 1). This should be the first action taken on the discovery of any fire, however small. All employees are empowered to take this action if they believe there is a fire. The board will always support employees who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.

No member of staff is required to attempt to extinguish a fire, but this may be done if there is a clear means of escape and the employee is comfortable with using the extinguisher.

Immediate evacuation of the building must take place as soon as the evacuation signal is given - a continuous loud bell. **All occupants** must report to the designated assembly point at each location within the school

All workers have a duty to conduct their operations in such a way as to minimise the risk of fire, keeping combustible materials separate from sources of ignition, and avoiding unnecessary accumulation of combustible materials.

### Fire detection equipment

Manually operated fire alarm points are located at the exit doors of the building. Breaking the glass in the fire alarm point will immediately activate the fire alarm system. It is the responsibility of each employee to activate the alarm on discovering a fire, and to be conversant with the location of the fire alarm points.

Figure 1: Fire alarm point

# alarm button

# **Fire fighting equipment**

Fire extinguishers are located at strategic points throughout the workplace. A Fire Point sign denotes these (Figure 2 refers). All personnel should familiarise themselves with the positions of the fire extinguishers. Four different types of extinguisher are provided. These are:

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Colour** | **Use for** | **Not to be used on** |
| **Water** | **Red** | **Paper, wood** | **Electrical equipment, or burning oil** |
| **Foam** | **Red with Cream Band** | **Oils, fats, paints** | **Electrical or metal** |
| **Carbon dioxide**  **Co2** | **Red with Black Band** | **Electrical fires** |  |
| **Powder** | **Red with Blue Band** | **Flammable liquids and gases** | **Solvent, material, wood** |

A fire equipment supplier checks all fire extinguishers annually.

**Employees are only expected to tackle a fire themselves if they feel suitably capable and a means of escape is always available to them and they are fully conversant and comfortable with extinguisher usage. The alarm should always be activated first.**

#### **Figure 2: Fire point**

# **Fire doors**

Fire doors are designed to slow the spread of fire and smoke, are installed at strategic points throughout the building. Fire doors must never be blocked, jammed or tied open.

### Figure 3: Fire door sign

### Fire exits

Emergency exit doors are located on the ground floor of buildings. Pressing downward on the quick release mechanism fitted on each door will open these doors (see Figure 4). **Exit doors and corridors must never be locked, blocked or used as storage space.**

#### Figure 4: Emergency exit doors



### Smoking

Smoking is prohibited in all areas of the school grounds.

### Practice fire drills

Practice fire drills will be conducted at regular intervals to ensure employee familiarity with emergency evacuation procedures. All members of staff are encouraged to report any shortfalls they may observe in the evacuation arrangement in the course of practice fire drills.

### Fire Wardens

In an emergency situation fire marshals will assume control. Their role is to clear the buildings as quickly and safely as possible. Their instructions to evacuate the building in both trial and real emergencies must be followed at all times. The names of fire wardens are displayed in classrooms and are known to all members of staff.

### Evacuation control officer - **the school principal**

The evacuation control officer co-ordinates the evacuation of the building. The fire wardens report to them at the meeting point.

The named deputy is the vice principal who is located on site for the majority of the working day.

## Fire evacuation procedure

1. Activate the nearest alarm on discovery of any fire, however small, immediately by breaking the “push glass to break” alarm point. These are located at the exits of the building.
2. Inform the principal / office or fire warden of the fire location and type.
3. After raising the alarm, and only if your means of escape is clear & you feel competent, attack the fire using a suitable extinguisher.
4. Evacuate the building by the nearest safe route as soon as the evacuation signal is given. Do not wait to conclude meetings or telephone calls, or to collect belongings. Walk quickly and calmly closing all doors behind you.
5. Staff must escort or direct pupils out of the building.
6. Stand well clear of the exits when you leave the building.
7. Go to the designated assembly point.
8. **Under no circumstances should you leave the site assembly point during either a trial or real fire evacuation.**
9. Report to your fire warden and wait further instructions.

**10**. Do not re-enter the building until informed it is safe to do so.

**11.** Employees/pupils should be told or shown how to activate the alarm

**13**. The reason for closing doors should be explained during induction training

12. The Vice Principal will complete an induction with all new staff members

Please note:

* Entering a smoke filled building to search for missing persons should not be attempted. The decision to search a building for a missing person should only be taken by a fire warden
* Searching for a missing child/person should never be done alone. Staff should not attempt to tackle a fire. The priority is to preserve life and evacuate the building as quickly as possible

**Responsibilities the event of a Fire Alarm**

Principal or Vice principal

In the event of fire or practice

* Check office area/Art suite, reception and corridor to collect hall, dining room & kitchen and ensure all fire doors are closed and area safely evacuated
* Advise staff when to re-enter the school

In the event of a fire

* Liaise with the fire brigade on arrival to scene
* Liaise with EA, transport, Thornfield school, Chairperson of Governors

Office staff:

* Put sign at front door alerting visitors not to enter

Take to the assembly point:

1. Class lists
2. Staff signing in sheet
3. Visitors book
4. Children collected sheet
5. Staff pupil signing in/out sheet
6. Asbestos File
7. Pupil contact files

Building Supervisor

In the event of fire practice

* agree timing with principal
* Trigger alarm
* Time the evacuation of the building
* Advise principal of timing and record practice in fire safety logbook- noting any issues

In the event of an alarm being triggered (unplanned)

* Check fire alarm panel to establish issue
* Await communication from fire wardens via walkie talkie regarding their area.
* Reset alarm panels after drill or false alarm

**The senior clerical officer will take on this role in the absence of the building supervisor**

**Class Staff**

* Line up the children in the classroom
* take the attendance register with them
* move in single file to the tarmac area beside the soft play building
* follow the Personal Evacuation Plan for those students who have them
* check roll from attendance register
* anyone missing to be reported to the principal
* do not leave the assembly point for any reason until permission has been given by the principal

**Fire Wardens**

### Zone 1: Staff block &3 canteen and collect hall – Miss Laura Matchett (backed up by Mrs Caroline McCarthy)

### Zone 2: Secondary corridor – Mrs Lorraine McCready (backed up by Mrs Lynda O’Connor)

### Zone 4: Primary corridor – Mrs Cara McCoey (backed up by Mr James Edge)

### Zone 5: Sports hall & Mobile unit– Mr Jamie Harte (backed up by Mr Willie

### Shirlow)

### Zone 6: Early years corridor & Woodwork area – Mr Aston (backed up by Mrs Nichola Shannon)

### **Fire Wardens role**

Fire wardens should be familiar with their allocated area and the alternative escape routes. They are authorised to assume control and;

1. Lift fire wardens vest, mobile phone and walkie talkie.
2. Direct personnel out of their allocated area.
3. Check that all areas, including toilets, have been vacated.
4. Report to the control officer via walkie talkie to confirm that their area has been cleared, or state the sections that they were unable to check.
5. Proceed to the assembly point, closing doors en-route, and liaising with colleagues to ensure that the building is vacated.
6. If necessary call the emergency services as soon as you have reached the assembly point.
7. Report to control officer at the assembly point.

**Fire wardens are not to remain or argue with persons refusing to leave.** They should note the person’s name and location and report the matter to the control officer.

Fire Wardens should:

* Refuse all entry to the building until the emergency is over;
* Check all remote rooms/areas for lone workers;
* Assist in directing the Fire Service to the location of the fire;

**Other Emergency Evacuations**

There may be any number of reasons necessitating the evacuation of part or the whole of the school building. The nature of the reason may have implications on how the normal evacuation can be adhered to and it may therefore require a degree of flexibility and for decisions to be taken instantly. It is not possible to give a comprehensive analysis of every eventuality but the aim of this part of our policy is to outline general points to be followed as closely as the situation will allow, minimising confusion, misunderstanding and danger. Examples of other situation which might warrant other emergency evacuation include: bomb alert, gas or water leak, a violent or aggressive intruder or visitor, a violent or aggressive pupil.

**In case of other emergency**

In the case of an emergency other than a fire, the bell will be rung in seven short rings followed by another seven sort rings and the following procedure operates in the same way an evacuation for fire:

* + fire wardens lift walkie talkies and mobile phones
  + children are lined up in the room
  + teacher to take the attendance register with them
  + move in single file to the tarmac area beside the soft play building (unless you have received other instructions regarding a different meeting point)
  + check roll from attendance register
  + anyone missing to be reported to the principal`
  + no person must leave the assembly point for any reason until permission has been given by the principal or vice principal

The PSNI will be called if it is felt that there is any danger to a member of the school community.

**T**he principal or vice principal will immediately instigate an evacuation of the building using the emergency evacuate alarm signal – the school bell will be rung in seven short rings, followed by seven more short rings.

If the usual meeting area is deemed an unsafe place the principal will inform staff of where they are to take the children through walkie talkie communication with fire wardens.

Obviously if there is knowledge of an area of the school that is unsafe then children will be directed away from this area. A decision to evacuate the pupils outside or to move the pupils further away from the school will be taken by the principal, vice-principal or senior teacher depending on the perceived risk prior to the arrival of the

PSNI.

The decision will depend on the nature of the situation. It may be possible to isolate a perpetrator in a safe way in a location away from others. It may be necessary for the pupils to be evacuated off site, or to remain in their rooms until the situation has been made safe. These decisions will be taken locally by a senior member of staff based on their view of what would be best for those on site.

The PSNI will take charge of the situation as soon as they arrive on scene.

Once the incident has been resolved either by the staff or by the PSNI, a written report of the incident will be completed and a review as to how the matter was addressed will be carried out.

If it is necessary to move further away from the school then this will be done in a safe and orderly manner. Teachers should endeavour to keep the children calm and safe in their class groups. Everyone will initially make their way towards the either Loughshore park or Jordanstown school depending on the place and nature of danger.

If parents arrive to collect their children during this movement then it is essential that teachers only release their child to a responsible adult, and makes a note of who has gone and who has taken the child. This will ensure that no child is unaccounted for in any confusion that may occur.

The schoolwill either be declared safe and pupils will return to their normal activities, or it will become obvious that there will be a long delay in returning to normal business and the principal will make the decision to dismiss the pupils for the day. No one will be permitted to re-enter the building until the PSNI have given permission for this to happen.

The schoolwill have an up-to-date emergency contact list which will be brought with the secretary, principal and vice-principal. The principal will endeavour to gain permission to use Thornfield school or Jordanstown school as a safe place to gather. The vice principal will contact the other offices on site if necessary.

**TRAINING**

All staff will receive a copy of the school Health and Safety Policy

The Principal and Vice Principal will identify related training needs and be responsible for training of staff to ensure the site remains compliant. Specific training will be related to job function and nominated responsibilities.

**Review**

A copy of this policy will be issued to all employees and is available under Microsoft Staff Whole School Team. Channel School Policies. It will be reviewed, added to or modified as necessary and may be supplemented in appropriate cases by further statements relating to the work of particular groups of children, staff or visitor.

Appendix 1

**Health and safety induction for all new staff**

Health and safety forms a significant component part of any induction training system. Fire safety and emergency evacuation procedures for new staff in the work place or new students in schools, should include the following: -

• Conducted tour of building indicating items worthy of note, e.g. emergency exits, break glass points, alternative routes, assembly point(s) etc.

• Fire warning system. The system should be explained with a demonstration of the audible warning. The use of continuous rings and intermittent rings should be explained if applicable.

• All means of escape should be indicated to building users. They should be signed appropriately to aid identification.

• Action on discovering a fire should be explained to staff/pupils and their attention should be drawn to the ‘FIRE ACTION’ placards on display.

• Location of fire fighting equipment will be pointed out to those taking part in the induction course. This will be done during the conducted tour. Training in its use will be made available at a later stage.

• Fire drill systems should be explained e.g. frequency of drills, target evacuation times, action at assembly points etc.

• The policy in relation to smoking at work will be explained and a copy of the policy will be made available to staff.

• Out of bounds, or restricted areas will be indicated to those who use the building. An explanation of why there is restriction will be provided.

• A brief outline of good house keeping practices that aid emergency evacuation will be given, e.g. keeping corridors and emergency exits free from obstructions etc.

• The reasons why fire stop doors should be kept closed during normal occupation and while evacuating the building will be explained.

•All breakdowns or faults in the emergency evacuation system or procedures should be reported immediately to management for investigation and remedy.

The above listed are key items to be covered in relation to the evacuation procedures. They are interrelated and could be adequately covered in a 45-minute training session (including 15 minutes conducted tour).

Appendix 2

**Fire Alarm and Evacuation Procedures**

**Discovery of a fire**

Raise the alarm by **breaking the nearest breakglass**

**Alarm Signal:** Continuous ringing of the electric bell

**Assembly Point:** Tarmacked area beside soft play

**Action**

* Quickly and calmly direct children (in walk and single file) to the nearest fire exit
* Do not collect bags, coats, etc. and make sure that the door is closed when you leave
* Quickly move to the assembly point
* Ensure that all pupils in your care are accounted for
* Immediately report any missing child or staff member to a fire warden
* Do not re-enter the building until advised to do so by the principal

**Treat all alarms as if there is a fire and evacuate the building.**