



GREENBANK PREPARATORY SCHOOL & DAY NURSERY

POLICY & RESPONSIBILITIES RELATING TO THE HEALTH & SAFETY OF STAFF, CHILDREN, CONTRACTORS & VISITORS

Member(s) of Staff Responsible	Denise Proud
Date of Current Policy	Spring 2019
Date to be Reviewed	Spring 2020

'Greenbank aims to provide a caring environment where traditional values of courtesy, respect for others and pride in work enables all children to develop their talents, gain self-esteem and reach their full potential.'

This is a whole school policy which includes the Early Years Foundation Stage, which is the Nursery, Preschool and Reception classes. It also includes temporary workers and volunteers.

RATIONALE:

Greenbank Preparatory School & Day Nursery (hereafter referred to as Greenbank) clearly recognises that a failure to take reasonable safety precautions in relation to identified hazards would represent a serious risk to staff, visitors, general public and contractors and, in particular, children, and expose the Trust to the possibility of prosecution.

POLICY STATEMENT:

It is the policy of the Trustees, Headteacher and the HR & Operations Manager of Greenbank Preparatory School to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment, safe equipment and effective procedures for all employees, children, contractors and to provide such information, training and supervision as may be necessary for this goal to be achieved.

The school additionally accepts responsibility for providing a safe working environment for all other persons who may, from time to time, lawfully use the school premises and grounds.

The policy will be reviewed periodically in order to ensure, so far as is reasonably practicable, that:

all relevant legislative changes have been incorporated
current good practices have been included
its contents and spirit are being observed throughout the school.

Signed for on behalf of Greenbank Preparatory School and Day Nursery
Signature

Date

Signed by Health and Safety Trustee

Signature

Date

1 INTRODUCTION

This is a statement of the Organisation & Arrangements (Codes of Practice) for Greenbank School.

This statement covers matters over which the Headteacher or HR and Operations Manager has control and addresses safety associated with the building structure, plant, fixed equipment and services. It describes how the Headteacher is discharging their responsibilities in respect of children, visitors, contractors and other employees who are present on the school premises in the internal organisation, management and discipline of the school in accordance with the Articles of Governance.

The aim of the statement is to ensure that all reasonable practical steps are taken to secure the health, safety and welfare of all persons using the premises:

- a) to establish and maintain safe working procedures among staff and children
- b) to establish and maintain a safe and healthy environment throughout the school
- c) to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- d) to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and children to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided
- e) to maintain a safe and healthy place of work and safe access and egress from it.
- f) to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises
- g) to lay down procedures for use in case of accident
- h) to provide and maintain adequate welfare services.

2 NO SMOKING POLICY

It is the school's policy that all school premises are 'No Smoking' areas.

3 RESPONSIBILITIES AND DUTIES

3.1 Headteacher

The day to day responsibility for all school safety organisation and activity rests with the Headteacher.

3.2 The HR & Operations Manager will

- be the focal point for day to day references on safety and give advice or indicate sources of advice

- co-ordinate the implementation of the approved safety procedures in the school
- maintain contact with outside agencies able to offer expert advice
- make recommendations to the Trustees for additions or improvements to plant, tools, equipment, machinery, etc. which are dangerous or potentially so.
- report monthly to the Trustees on Health & Safety matters.
- recommend necessary changes and improvements in facilities.
- conduct regular reviews of fire, emergency and safety procedures and ensure that the Headteacher is kept informed of accidents and hazardous situations
- conduct annual reviews of the provision of First Aid in the school and the Emergency Regulations.
- establish an ethos of safe working practices within the school through the process of:
 - conducting inspections of the premises in order to identify potential hazards, and to ensure that necessary action is taken with regard to H&S issues.
 - developing and maintaining H&S documents.
 - establishing procedures for Risk Assessment and ensuring that findings are implemented.
- advise the Headteacher on ways of ensuring that the school meets statutory requirements in relation to:
 - Portable Appliance Testing, COSHH etc.
 - Fire safety and First Aid training measures.
 - Such other H&S issues as may arise.

3.3 Health & Safety Committee

The Health & Safety Committee comprises the Headteacher, Site manager, Member of SLT, H&S Trustee and HR & Operations Manager. The committee will meet termly to discuss, and agree action regarding:

- Accidents which have occurred since the previous meeting.
- Premises Audits which are conducted twice yearly and filed for reference.
- Fire Drills / Lockdown Drills
- Risk Assessments
- Other issues related to Health & Safety.

3.4 Obligations of all employees

In order that the requirements of the Health & Safety at Work Act 1974 are met and responsibilities to children and other visitors are carried out all employees are expected:

- to know the special safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied
- to observe standards of dress consistent with safety and hygiene

- to exercise good standards of housekeeping and cleanliness
- to know and apply the emergency procedures in respect of fire and first aid
- to use, and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others
- to co-operate with other employees in promoting improved safety measures in the school
- to co-operate with the officers and representatives of the Health & Safety Committee.
- to maintain a safe and secure environment for all children by:
 - monitoring and controlling the physical fabric of the school and its environment.
 - controlling access to school premises and teaching areas.
 - monitoring visitors.
 - safeguarding Internet access through the use of software filters.
- Obligations related specifically to Safeguarding and Child Protection are covered in the School's Safeguarding Policy.

3.5 Teaching & Non-teaching staff having responsibilities in specific areas

This section applies to staff with responsibility for specialist subjects (such as science, music, drama, art & design , design & technology, information & communication technology, physical education, After-school and Holiday Clubs, nursery) and to staff with specific additional responsibilities (such as Senior Leadership Team).

These staff:

- have a general responsibility for the application of the school's safety policy to their own department and are directly responsible to the Headteacher for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by Trustees and the Headteacher, including the relevant parts of this policy shall be observed.
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, kiln, guillotines and other tools).
- shall resolve any health & safety problem which any member of staff may refer to them and refer to the Headteacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
- shall carry out regular safety inspection of the activities prior to use and report any faults to the Headteacher.
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and children to avoid hazards and to contribute positively to

their own health and safety at work.

- shall, where appropriate, seek the advice and guidance of the HR & Operations Manager.
- shall propose, to the HR & Operations Manager requirements for safety equipment and on additions or improvements to tools, equipment or machinery which are dangerous or potentially so.

3.6 Special obligations of staff

The safety of children in rooms, study areas and the grounds is the responsibility of staff; staff have traditionally carried responsibility for the safety of children when they are in their charge.

If, for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a member of staff considers s/he cannot accept this responsibility, s/he should discuss the matter with the Headteacher before allowing practical work to take place. Staff are expected:

- to exercise effective supervision of the children and to know the emergency procedures in respect of fire alerts, lockdown alerts and first aid and to carry them out.
- to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied.
- to give clear instructions and warnings as often as necessary.
- to follow safe working procedures personally including manual handling techniques
- to call for protective clothing, guards, special safe working procedures etc. where necessary, to make recommendations to their Subject Co-ordinator, e.g. on safety equipment and on additions or improvements to tools, equipment or machinery which are dangerous or potentially so.
- to make all children and parents aware of the contents of section 3.7

When working with tools equipment and materials in practical activities and in different environments, including those that are unfamiliar, children should be informed of potential hazards and risks.

3.7 Special obligations of children

The children are expected:

- to follow instructions in observing standards of dress consistent with safety and/or hygiene (this would preclude earrings other than studs, unsuitable footwear, knives and other items considered dangerous).
- to observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- to use, and not wilfully misuse, neglect or interfere with things provided for his/her safety.

Because of the special dangers of nut allergies children:

- may not bring nuts onto school premises.
- may not share food in case of the existence of trace elements to which others may be allergic.

3.8 Visitors

Regular visitors and other users of the premises should be required to observe the local safety rules of the school. In particular, parents helping out in school should be made aware of the health and safety arrangements applicable to them through the staff to whom they are assigned. Parents not cleared by DBS must be accompanied by an appropriate adult.

All visitors to the school will be expected to behave in accordance with the guidelines found in the Health & Safety Local Rules document available at the school office.

3.9 Contractors

Contractors will be selected by the HR and Operation Manager after submitting quotations and scope of work. This will include appropriate Health and Safety provision

Contractors should be made aware of the school's policies and should satisfy the school that they are working in a safe and proper manner in accordance, where appropriate, with all statutory and advisory standards. All contractors will sign in using the visitors book and be advised of fire drill procedures, hot work permits. All contractors will be expected to behave in accordance with the Health and Safety Local Rules document available at the school office.

4 SUPERVISION OF CHILDREN

4.1 Hours

The school's responsibility for children:

- commences at 0830 hours, except for the Day Nursery and Preschool (0730 hrs) and in those instances where special arrangements have been made (Breakfast Club) where responsibility is accepted from 0730 hours.
- at the end of the school day, extends until:
 - Reception, Year 1 & Year 2 1520 hours
 - Junior School 1530 hours
 - Nursery and Preschool 1800 hours
 - After School Care 1800 hours
 - Holiday Club 0800 – 1800 hours
- extends until 1800 hours, in the event of after school activities, or until such time as they finish.
- continues throughout break and lunch periods, under the supervision of teaching staff, support staff and ancillaries as appropriate.
- Members of staff will follow the *late collection policy* should children not be picked up by 6pm from Nursery, Pre School, or After School Club

It is expected that children, moving individually between different parts of the

school, will do so with due regard for their own safety and that of other children, staff and visitors to the school. Where children are moving as a group, additional supervision will be arranged by the teaching staff, as appropriate to the health and safety needs of the children.

4.2 Equipment

In areas where equipment is in use (e.g. gym, sports apparatus) a suitably qualified member of staff must always be in attendance.

5 VEHICLES & VISITING CONTRACTORS

In order to maintain the safety of children at all times when in the school grounds, no parents' cars may enter the grounds between the hours of 0800 and 1600, except at such times as when directed to enter for the safe carriage of children (e.g. school trips).

It is the responsibility of any person bringing a vehicle into the school grounds to ensure the safety of children by:

- minimising access during times when children may legitimately be in the areas used by vehicles (e.g. before and after school, break and lunch times).
- observing a 5mph speed limit within the school grounds.
- using designated parking areas.
- getting assistance when reversing any vehicle with restricted rear visibility (e.g. vans, lorries)

All delivery drivers must report to the School Office before proceeding any further onto school premises.

Any contract transport for carrying staff and/or children must be provided by an approved transport company which can demonstrate that its vehicles are properly maintained and suitable for the school's children and that its drivers are suitably qualified and competent. In addition:

members of staff or other responsible adults (e.g. parents) must accompany children at all times.

- the responsible person(s) must ensure that the vehicle driver is not distracted by the children.
- ensure all vehicles have seat belts which are used and are correctly adjusted before a journey commences.

Small numbers of children may be transported in staff, or parents, vehicles with due regard for the health and safety of the children. In particular:

- children must wear seat belts, or be in safety seating suitable for the size of the child.
- children must use an appropriate booster seat if under 135cm tall.
- staff will sign an annual declaration confirming their vehicle is roadworthy and their driving licence, insurance and MOT are valid.
- parents will sign the a declaration as and when their vehicle is used

- drivers must be suitably qualified and competent.
- parents of children being transported must have signed the appropriate form giving permission for their child(ren) to be driven by other parents or members of staff.

Areas of the school premises in use by contractors must be properly guarded from children, who must not enter any designated area. Guard rails, screens, and other barriers should be used as appropriate. Contractors are responsible for:

- ensuring that children are excluded from the work area
- maintaining barriers in a safe condition
- entering and leaving school premises in a safe manner
- meeting all the requirements of the Health & Safety at Work Act as it applies to the safety of persons.

6 MEDICAL & FIRST AID FACILITIES

6.1 Accidents and Illnesses

- In the event of an illness or an accident, first aid should be rendered as far as knowledge and skill permits. The patient should be given all possible reassurances and if necessary removed from danger.
- Where it is prudent to move the patient, he/she should be accompanied to the office. Where it is sufficiently serious for the teaching staff to accompany the child, the nearest member of staff should be informed and in consultation with the Headteacher, the welfare and supervision of other children should be considered.
- If circumstances indicate, the assistance of a trained first aider or certificate holder should be enlisted. A current list of suitably qualified staff or other available personnel will be held at the school office.
- The School Office or appropriate delegate should contact the patient's parent or guardian at the earliest opportunity consistent with proper care of the patient.
- If transport to hospital is indicated as a matter of urgency, the School Office should use the 999 service to summon an ambulance. Responsibility for the care of the casualty would normally transfer to the attending paramedics but it should be borne in mind that, except in cases of life-threatening emergency, the consent of the parent would be required for most procedures.
- In less serious cases of apparently trivial injury or minor illness, the patient may be kept under observation in a suitable place and where possible the parent should be kept fully informed of the patient's progress. If the circumstances warrant leaving the school premises, the patient should normally be accompanied, preferably by the parent. If it is felt that the patient's best interest is served by going home (or to a relative) and after

reasonable attempts to contact the parents have been unsuccessful, a responsible person may be identified to act in loco parentis to accompany the child and steps should be taken to ensure that someone is present at the destination.

- As soon as possible after an incident (that is, as soon as the patient's immediate need has been satisfied) the circumstances and outcome, including any action taken, should be fully and accurately reported in the appropriate Accident Book or First Aid Record Form, held in the School Office. Injuries involving school employees which occurred on school premises must also be entered in the Accident Book, and may be required for inspection by officers of the HSE.
- Where current legislation requires it, accidents will be reported under RIDDOR to the HSE

6.2 First Aid

The school has a separate First Aid Policy.

6.3 Medicines

The school has a separate Administering Medicines Policy.

6.4 General Health Matters

- Basic standards of hygiene are observed in the school including common sense precautions in the handling of waste, blood, needles and any other potentially contaminated material. Personal protection of staff and others in contact with potential infective material is provided where appropriate and use of disposable gloves and safe disposal of waste should follow acceptable guidelines.
- Any member of the school community known to be afflicted by any potentially infectious condition, should in confidence be made known to the Headteacher. In consultation with the parents (in the case of a children) the risks to the patient and also other members of the school should be evaluated in the context of school activities. Appropriate precautions and arrangements will be instituted in regard to contacts and management of the condition in accordance with local authority procedures.
- All potentially harmful substances including cleaning agents must be kept in a secure location inaccessible to children. Tools, ladders and maintenance equipment should be suitably protected and is the responsibility of the Site Manager to minimise the likelihood of unauthorised use which may compromise safety to children or employees.
- A "Children' Annual Update" form is used to maintain an up-to-date record of:
 - Address and emergency numbers
 - Medical conditions & allergies
 - General permissions regarding school activities and medicines.

7 FIRE & EMERGENCY PROCEDURES

An emergency numbers file is kept in the School office which includes Gas, Electric and Water.

The school has a separate Fire Risk Policy

7.1 Prevention of Fire

- Procedures for dealing with hazardous and inflammable substances and other sources of fire are dealt with elsewhere. All users of the school premises and grounds must comply with those procedures in order to minimise the risk of fire. A document detailing hazards, Exits and other matters as required by the Fire department is held in the School office.
- Firefighting equipment is provided by the school at the locations shown in the Appendices.
- All employees should be conversant with :
 - the different types of extinguisher,
 - the fires for which they are suitable (and in particular the types of fire for which they are **not** suitable)
 - how to use them to tackle a fire.

7.2 Procedures in the event of fire

In the event of a fire

- The person discovering the fire should sound the alarm by using the nearest 'break-glass' alarm. The locations of the alarms are shown in the Appendices.
- All rooms should be evacuated using the route displayed in each classroom (See Appendices) or by some other route if the preferred route is compromised.
- Emergency services should be summoned by the School Secretary (or any other person in her absence) by using the 999 service. On internal phones dial 999.
- Once evacuated it is important that no person enters the school premises until clearance is given by a member of the emergency services.
- The Headteacher and senior member of staff will be positioned in the Assembly areas at the head of the class columns and will remain there until all persons are accounted for or until the emergency services arrive, whichever occurs first.
- The Headteacher is responsible for bringing class registers to the Assembly Point.
- Staff must, on arrival at Assembly Points (see Appendices), immediately take a roll call and convey the result to the Headteacher and a senior staff member present.
- The Headteacher and a senior member of staff present is responsible for collecting roll call details from staff and conveying that information to the emergency services personnel immediately on their arrival.
-

It is the duty of all members of staff to be competent in these procedures and to carry them out in the event of a fire, making due allowance for the circumstances prevailing at the time.

7.3 Fire Drills

All persons using the premises and grounds on a regular basis will have the opportunity to practise the procedures through regular fire drills:

- Fire drills will be held approximately six times in any 12 month period.
- The first drill will be held as soon as practicable in the school year.
- Except for the first drill of the academic year, all drills will be held without warning.
- Drills will be held at different times of the day in order to ensure that problems related to particular times (e.g. assembly, breaks, lunch) do not occur.
- Some drills will be based on a notional seat of fire, with 'danger areas' identified and marked.

Each fire drill will be reviewed at the Health & Safety Committee meeting to identify any possible additions or improvements to the procedure.

7.4 Procedures in the event of a Lockdown Emergency *see lockdown procedure*

In the event of the Lockdown alarm being sounded

- All staff to determine the room's suitability for lockdown .ie is there a key,bolt,thumblock to secure door access? If no then the member of staff should supervise the children to a secure area. If away from the building then staff to evacuate children to the children. (See Lockdown Procedures)

8. MAINTENANCE OF THE INDOOR ENVIRONMENT

8.1 Heating and Ventilation

- In order to provide a healthy environment, air should be constantly circulating and changing. Ventilation should be arranged such that a good circulation is achieved, whilst maintaining room temperature above 16°C.
- Corridors must, as far as is practicable, be kept clear of obstructions.
- Stairs and steps must be kept clear of obstructions at all times.
- As appropriate, the Site Manager will check the external temperature and adjust the heating such that, by 0930 hours (0900 in the Nursery), the temperature exceeds:
16°C in all rooms (measured 1 metre from the floor).

13°C in corridors and cloakrooms

10°C in halls

- Staff should check that room temperature meets the required level for comfortable working.
- At least once each term, staff should check that:
 - all opening windows will open
 - opening and closing can be achieved safely and easily, in order that ventilation may be readily provided when required
 - windows, when opened, do not constitute a hazard
 - any windows which are not satisfactory should be reported immediately to the HR & Operations Manager, who will take immediate action to correct the problem.
- Surfaces in the vicinity of radiant heaters should be regularly checked by staff to ensure that they are not becoming over-heated.
- The Site Manager will :
 - arrange for the school boiler to be serviced regularly by a competent engineer.
 - ensure that the boiler room is, at all times, free of combustible materials.
 - ensure that freedom of access to the boiler and its control mechanisms is maintained at all times.
 - Ensure that the kiln room is at all times, free of combustible materials.

8.2 Sanitary Arrangements

- Greenbank will ensure that the sanitary and washing facilities will meet at least the minimum standards required by the Health & Safety at Work Act.
- There will be sufficient lavatories, urinals and wash basins for the average number of staff and children using the premises. They will be conveniently located.
- Drinking water will be available to all staff and children in appropriate locations.
- Each children will have an allocated space for storing equipment (e.g. school bag, shoe bag) and hanging a coat.
- The Site Manager will check weekly that the facility is in good condition and will report any damage to the HR & Operations Manager. Such damage will be repaired as soon as practically possible.

8.3 Cleaning

Daily, the Site Manager will check, and renew where necessary:

- Soap and appropriate towels at all wash basins
- Toilet paper
- Maintain the premises at a reasonable standard of general cleanliness.

- Ensure the proper disposal of waste etc.

The Site Manager will check at least once per term that :

- all toilets are in good working order and are in good condition
- all toilet partitions, doors and locks are in good condition
- all wash basins are in good condition
- hot and cold water is available at all wash basins
- plugs, waste pipes, tap washers of all wash basins are working properly

8.4 Lighting

- There should be adequate lighting levels in those parts of the school in regular use by employees, children and visitors. The minimum level of lighting is that defined by the HSE.
- Windows will be cleaned (inside and outside) at regular intervals.
- Artificial lighting will be checked regularly and any failed bulbs reported as soon as practicable to the Site Manager.
- Bulbs must be replaced as soon as possible.
- Other suspected malfunctions must be rectified as soon as practicable.

9 PHYSICAL EDUCATION & GAMES

9.1 Duty of Care

- It is particularly important in the area of P.E. and Games that all teaching and supervisory staff act *in loco parentis*.
- They must select activities which are compatible with prevailing weather and ground conditions and the age and competence of the children involved.
- They must guard against any danger from rough play, negligence, malicious intent or fault howsoever occasioned.
- In the conduct of games, members of staff and/or supervisors must pay particular attention to dangers created by the conduct of the sport, such as:
 - Close fielding in cricket.
 - The need for helmets in cricket
 - Dangerous tackling in football and rugby
 - Close marking in hockey and netball
- Children will be expected to wear gum shields for hockey and rugby sessions. Any parent wishing their child to be exempt from this requirement must sign an indemnity form.
- Risks inherent in swimming: the responsibility for meeting the necessary conditions lies on the Sport Centre's authorities.
- Staff are responsible for acting as a careful parent, with the proviso that they are supervising a number of children.

9.2 Equipment & Clothing

- P.E. equipment will be inspected at least once each year by an external contractor and passed as fit.
- Any apparatus identified as faulty at any time during use will be immediately removed from service and repaired.
- The Headteacher will be notified of these actions.
- Where possible equipment not in use (except gym mats) will be kept in the changing rooms.
- Children are expected to wear clothing suitable for the activity being undertaken.

- Where the P.E. staff are not satisfied with the standard of clothing, the children will not be allowed to take part.
- If, in the opinion of the P.E. staff, it is safe to do so, children may take part in bare feet.
- Personal kit must be stored in cloakrooms in a way which does not impede movement in the event of an emergency.
- All items of personal jewellery must be removed.

9.3 Sports Areas

- Staff must check any area to be used before children are allowed in/on to it to ensure that it is safe to use.
- Any items which will respond to maintenance should be reported to the HR & Operations Manager, who will take action as appropriate.
- Serious problems will be reported to the HR & Operations Manager and dealt with immediately by the Site Manager.
- Minor items will be dealt with by the site manager as soon as is practicable.

10 EDUCATIONAL VISITS

- All school visits will be organised following the guidelines set out in the Educational Visits Policy document.
- Although staff will not be required to perform any duty outside of working hours beyond that necessary for the smooth working of the business, any who volunteer to do so are bound by the conditions of the Act and the policies and procedures of Greenbank.
- As for P.E., all teaching and supervisory staff act *in loco parentis*, with the proviso that they are supervising large numbers of children and cannot, therefore, be responsible for maintaining total surveillance over all children. In order to provide the maximum level of care:
 - the teacher in charge of a trip must ensure a Trip Form is completed and given to the Headteacher in advance.
 - complete a risk assessment form and have this passed by the school's Educational Visits Coordinator in advance of the visit.
 - Generic forms for coach, car, train travel and walking outside of school are available and to be adapted if appropriate
- parents must re-affirm their permission for their child(ren) to leave the premises on each and every occasion and give an emergency telephone number.
- When travelling from Greenbank to the venue whilst using contract transport, staff will be responsible for:
 - ensuring that drivers are not distracted by the actions of the children
 - that no damage is caused to the vehicle
 - that all children use seat belts in the correct manner.
 - whilst crossing roads, staff will ensure that all children cross as a single group (i.e. they must await permission to cross) only when it is safe so to do in an orderly fashion quickly, but without running.

- At least one member of staff will precede children in order to collect them at the far side of the road.

11 HAZARDS

11.1 COSHH - Provisions and Record Keeping

- All substances stored and coming within the terms of the COSHH regulations will be recorded. Greenbank will maintain records, as required by the legislation, using the appropriate form, a copy of which will be placed in/near the place where the substance is normally stored.
- In order to control exposure all staff using substances covered by this legislation will:
 - ensure that all products are diluted to the strength recommended by the manufacturers
 - wear long sleeved impervious gloves for all wet work, or, if gloves are not practicable, a barrier cream
 - never mix products, particularly bleach products which may react to produce chlorine.
 - wear eye protection when appropriate, such as when using oven cleaners
- Any products which come in contact with the skin must be washed off immediately.
- Eyes must be washed in copious amounts of water and medical assistance sought.

11.2 Electrical Safety - General

- Greenbank will be working in accordance with the Electricity at Work Regulations as applied to schools. These make it mandatory to carry out certain tests of electrical equipment at periods of not more than five years which must be conducted by a competent person.

11.3 Inspection Regulations & Portable Appliance Testing

- PAT testing will be carried out on an annual basis.
- The frequency and extent of other testing will be determined by the risk of

damage to the equipment or exposure to its users. In each case, the work will be carried out by the PAT certificate holder, or by a person accepted by him as competent.

- Any equipment found to be faulty in use must be immediately taken out of use and given to the Site Manager to ensure that it does not inadvertently come back into use. The Site Manager will, depending on the nature of the fault, either repair the item or report it to the HR & Operations Manager as unrepairable.

11.4 Gas

- All gas appliances will be maintained according to the manufacturer's specification by a CORGI contractor.
- If there is any indication of a gas leak, the emergency procedures detailed earlier will come into force.

11.5 Slips and Trips

- Internal flooring and external walkways will be monitored and maintained weekly by the site managers during the weekly maintenance tour

11.6 Asbestos

- An asbestos risk assessment will be carried out as per legislation by a suitably qualified agent.
- Any contractors employed for building works, refurbishments will be notified of areas of asbestos using the risk assessment.

11.7 Working at height

- Access to areas at height will be restricted to suitably trained staff.
- Ladders are to be inspected as part of the maintenance programme

11.8 Security

- Entry to the premises is by Biometric access and CCTV is in operation
- Only authorised staff input details onto Biometric system
- Leavers details are removed by authorised staff
- All gates are fitted with combination padlocks and the access number changed annually and ad hoc
- Any incident of violence or threatened violence to staff is to be reported with immediate effect to the head

11.9 Manual Handling

Appendices EVACUATION ROUTES

Newsome Room

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

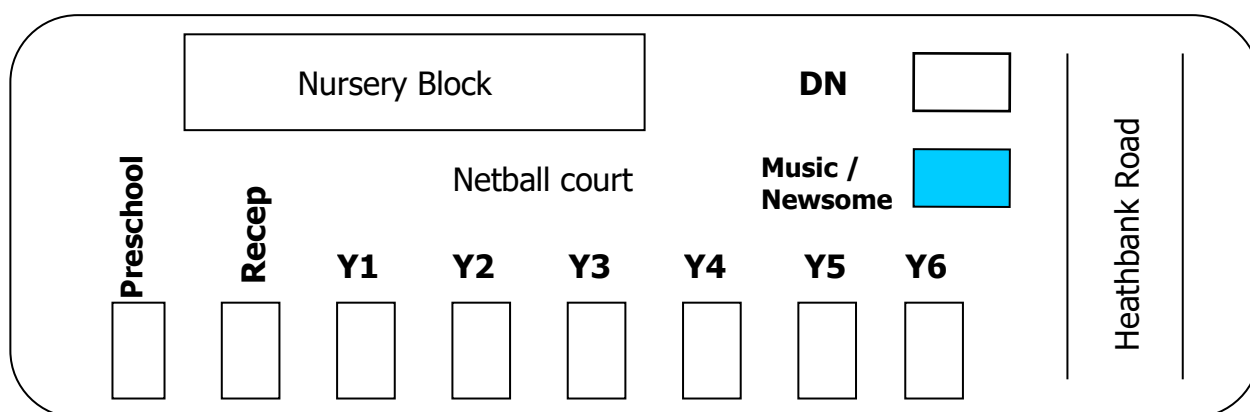
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

Down corridor towards front of building. Down main staircase and out front door.
Line up in Nursery garden.

Assembly Point

- Form up on the Nursery garden.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Cream (Foam)	Outside Y5/6 classrooms	Main staircase

Peter Rabbit

Alarm

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Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

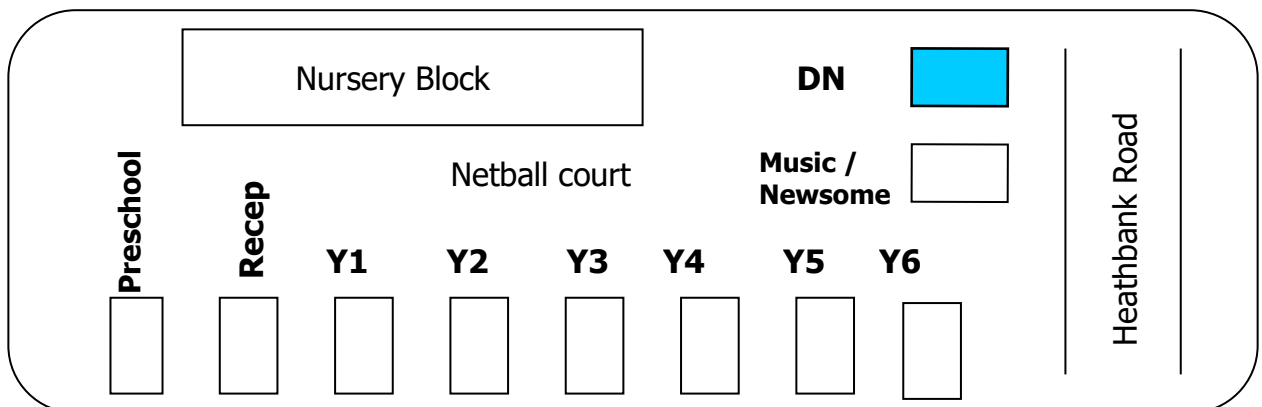
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

Out of conservatory doors and proceed to end of garden.

Assembly Point

- Form up on the Nursery garden.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Foam	Entrance	Room and Conservatory

Preschool

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

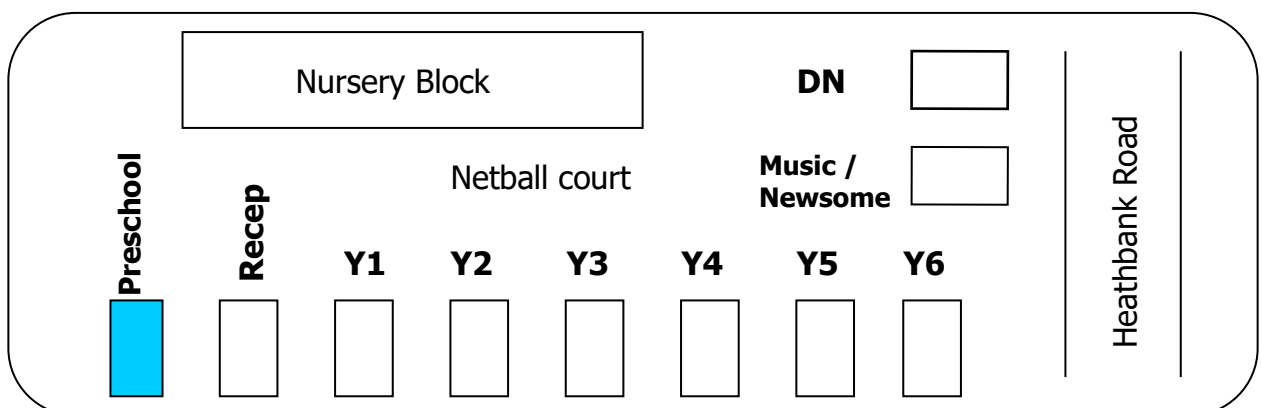
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

**Out of playground door and turn left along path
to Assembly Point on Netball Court.**

Assembly Point

- Form up on the Netball court facing Nursery.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Cream (Foam)	In Entrance lobby	Near playground door & in lobby to Reception
Red/Black (CO ₂)	In Entrance Lobby	

Reception

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

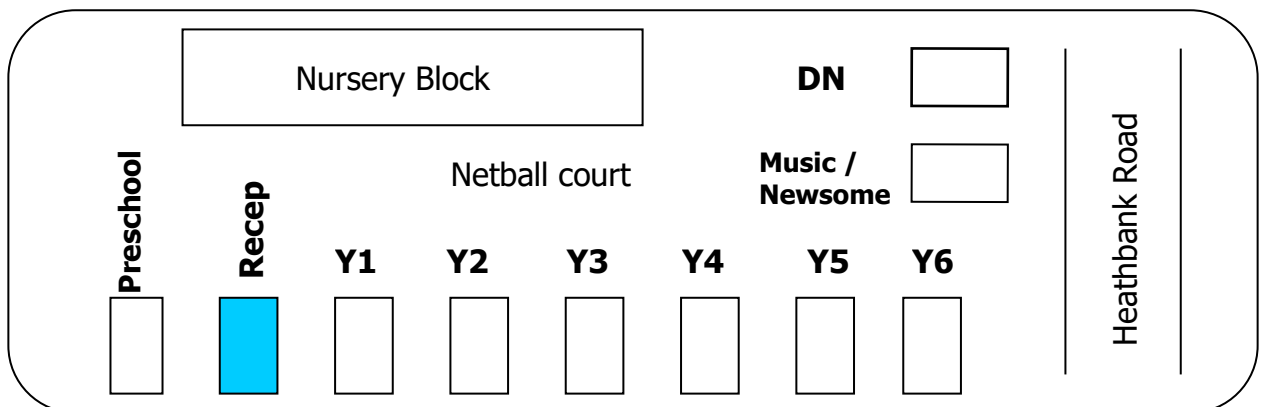
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

**Out of patio doors, left along path
to Assembly Point on Netball Court**

Assembly Point

- Form up on the Netball court facing Nursery.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Cream (Foam)	In Entrance lobby	Lobby to Preschool
Red/Black (CO ₂)	In Entrance Lobby	

Showers

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

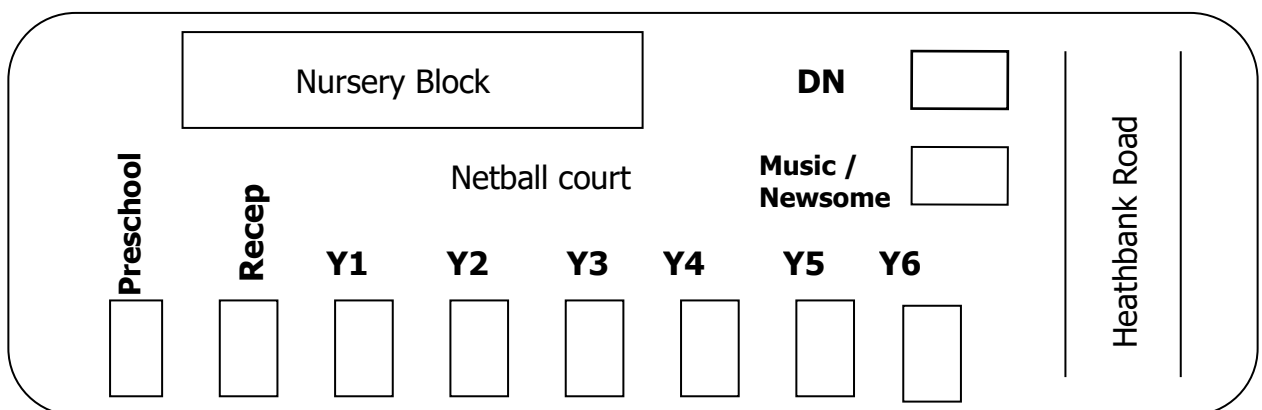
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

Down rear steps by the Eco-garden, turn LEFT along Infant Block then LEFT around Orsborn Room. Follow path to Netball Court. JOIN CLASS.

Assembly Point

- Form up on the Netball court facing Nursery.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Cream (Foam)	Outside shower room	Outside shower room

Speech / Drama Room

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

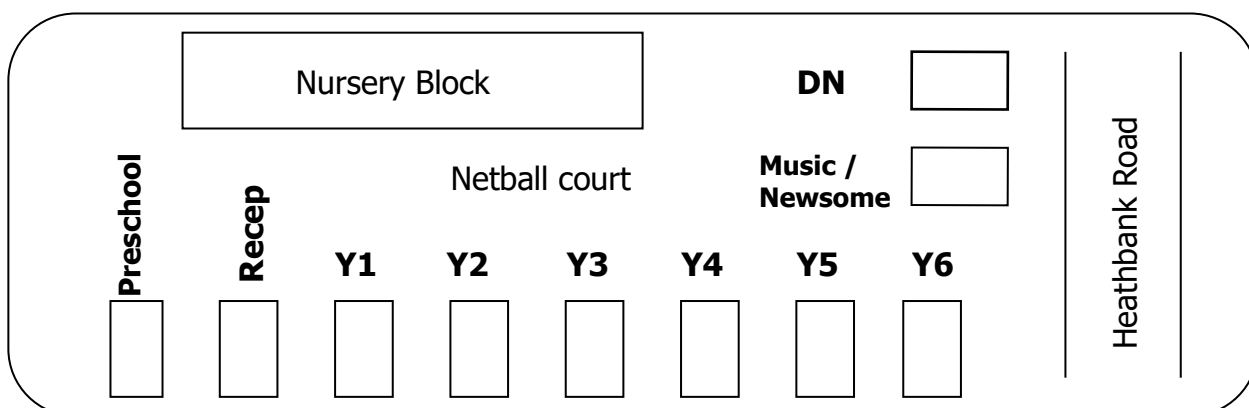
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

Down main staircase, through doors to Y3 & Y4 Cloakrooms. Turn LEFT along top path to Netball Court. JOIN CLASS.

Assembly Point

- Form up on the Netball court facing the Nursery.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Cream (Foam)	Outside Y5/6 classrooms	Main staircase

Staff Room & Offices

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

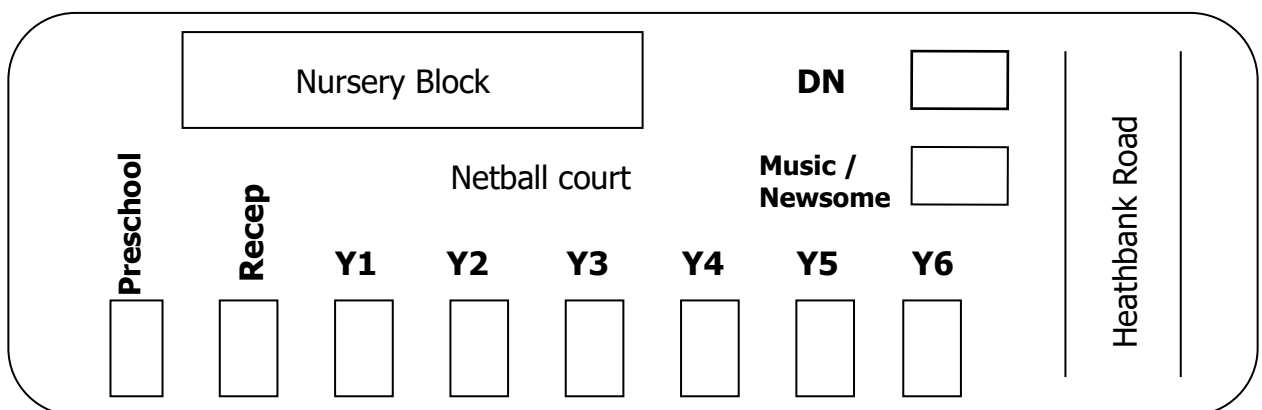
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

Office Staff to Baby Room.
All Staff to their children.

Assembly Point

- Form up on the Netball court facing Nursery.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Cream (Foam)	In entrance hall	By Fire door
Black (CO ₂)	In entrance hall	

Study Room Landing

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

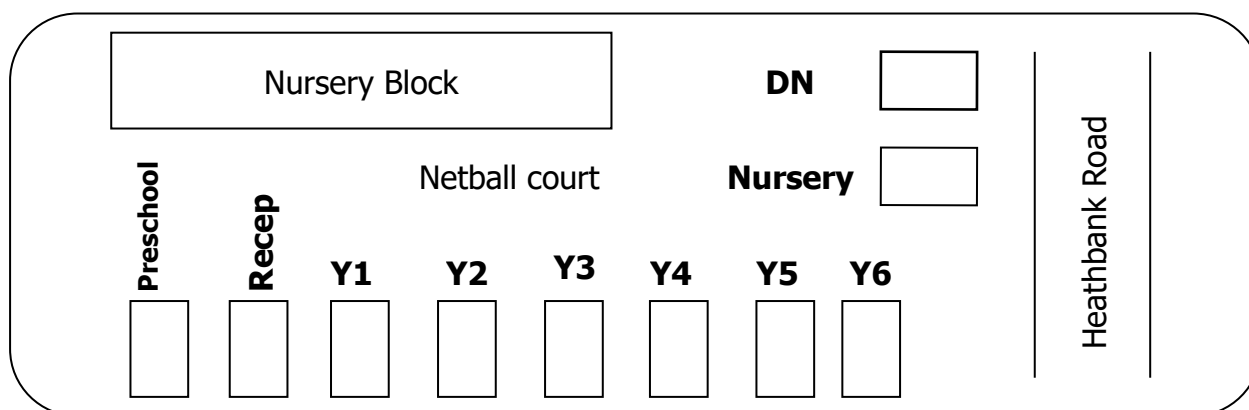
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

**Down staircase, through Nursery into garden.
Assemble at Class position.**

Assembly Point

- Form up on the Netball court facing the Nursery
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Red (Water)		

Study Room

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

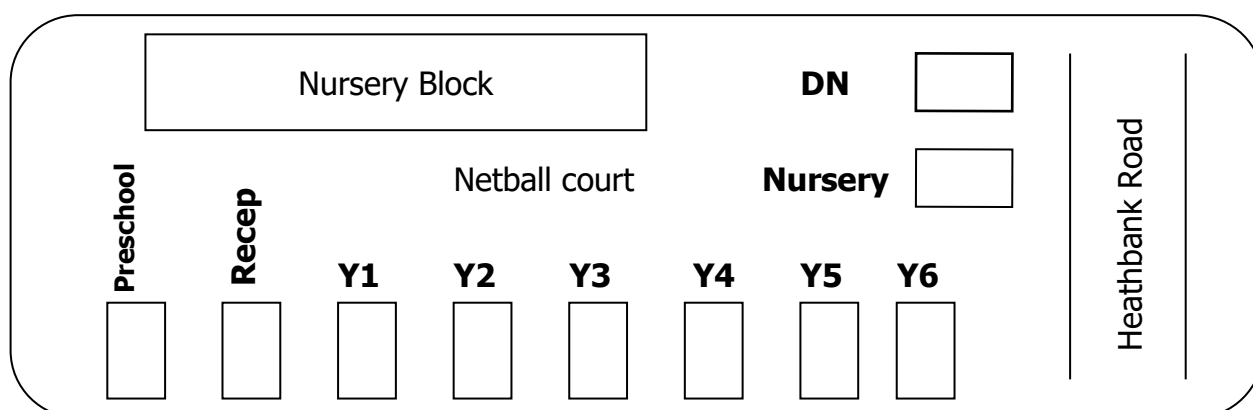
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

Down Fire Escape. Turn LEFT along top path to Netball Court. JOIN CLASS.

Assembly Point

- Form up on the Netball court facing the Nursery.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Cream (Foam)		

Timmy Tiptoes

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

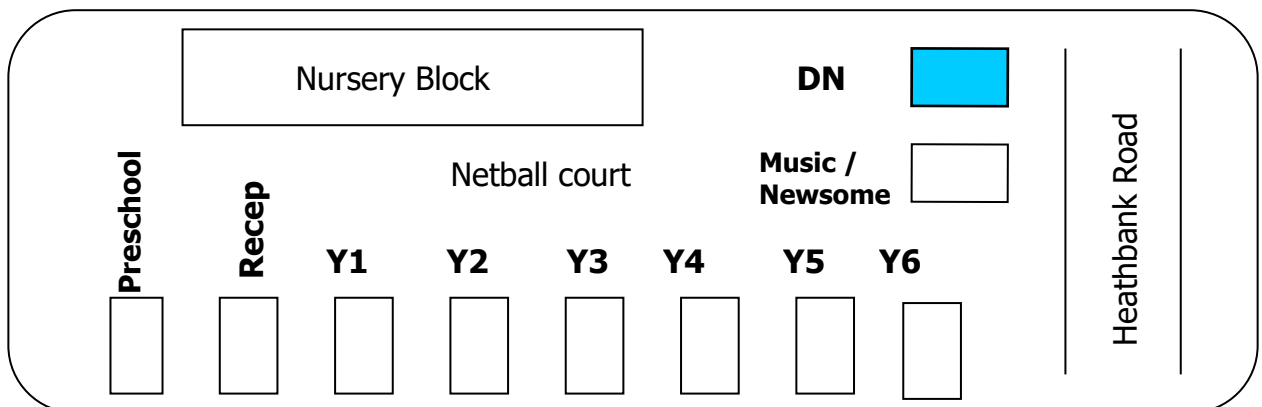
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

Out of French doors and proceed to end of garden.

Assembly Point

- Form up on the Nursery garden.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Foam	Entrance	Corridor & Cloakroom

Tom Kitten Room

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

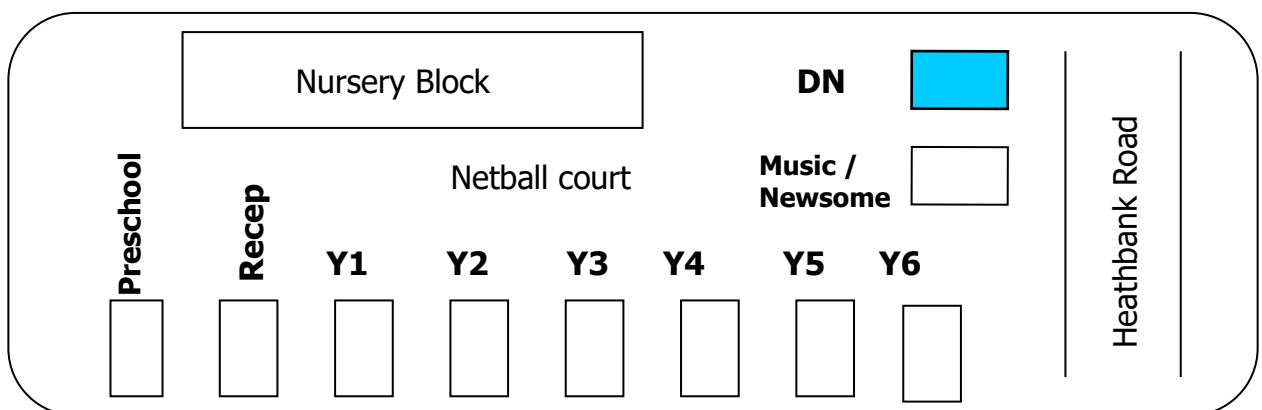
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

Through Jeremy Fisher Room. Along walkway through door to school. Down main staircase and out front door. Line up in Nursery garden.

Assembly Point

- Form up on the Nursery garden.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Powder	Kitchen	Toilets off Room
Foam	Hallway	

Year One

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

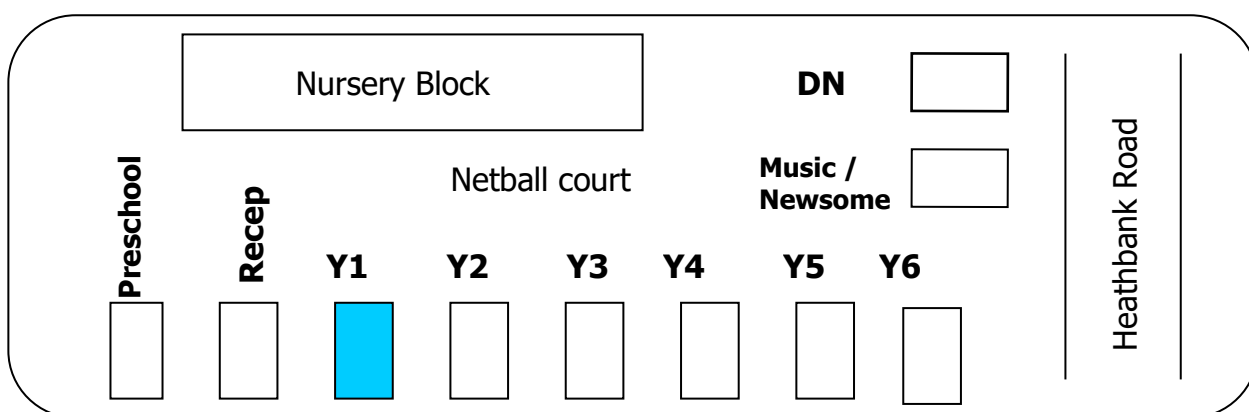
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

**Out of Fire Door, turn LEFT past Reception.
Take bottom path to Netball Court.**

Assembly Point

- Form up on the Netball court facing Nursery.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Cream (Foam)	By corridor Centre door	By Fire door
Black (CO ₂)	By corridor Centre door	Six others in block

Year Two

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

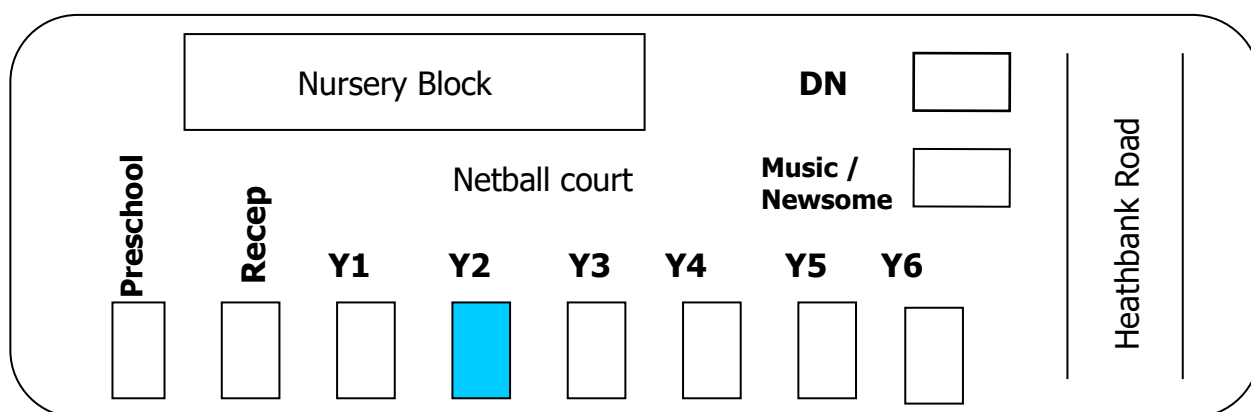
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

**Out of Fire door & turn LEFT past Year One.
Take bottom path to Netball Court.**

Assembly Point

- Form up on the Netball court facing Nursery.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Cream (Foam)	By corridor Centre door	By Fire door
Black (CO ₂)	By corridor Centre door	Six others in block

Year Three

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

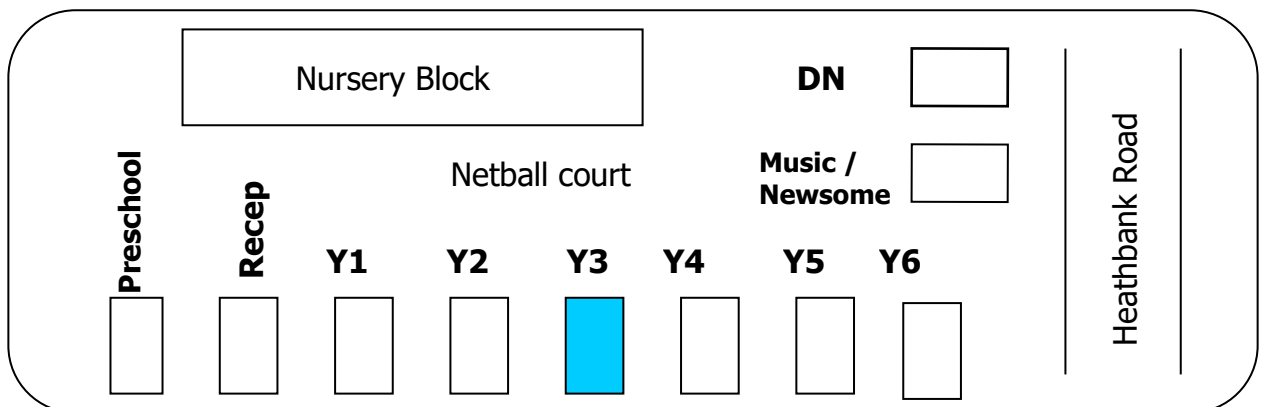
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

**Through both Cloakrooms.
Turn LEFT along top path to Netball Court.**

Assembly Point

- Form up on the Netball court facing the Nursery.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Red (Water)	Ground floor Cloakroom	Junior Block entrance
Black (CO ₂)	In classroom by window	

Year Four

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

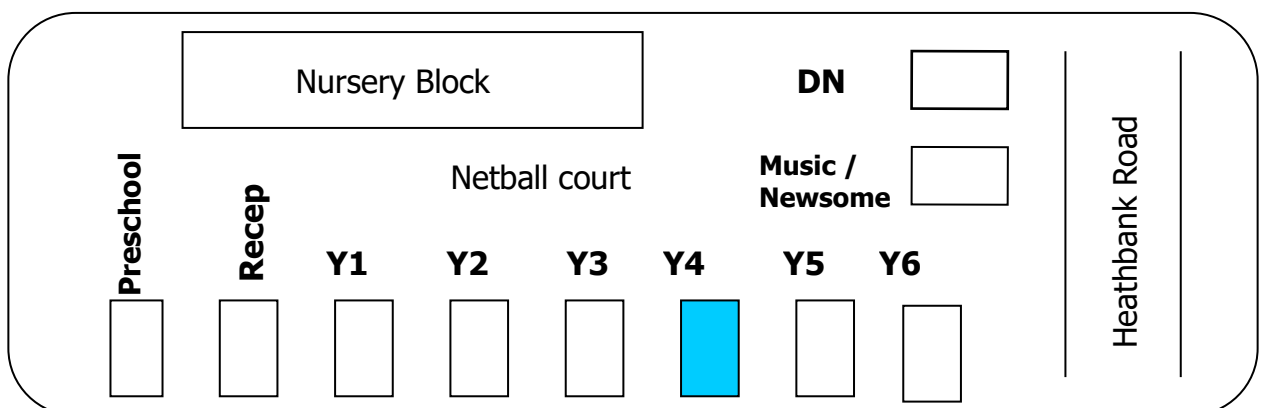
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

**Through both Cloakrooms.
Turn LEFT along top path to Netball Court.**

Assembly Point

- Form up on the Netball court facing the Nursery.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Red (Water)	Ground floor Cloakroom.	Junior Block entrance
Black (CO ₂)	In classroom by window	

Year Five

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

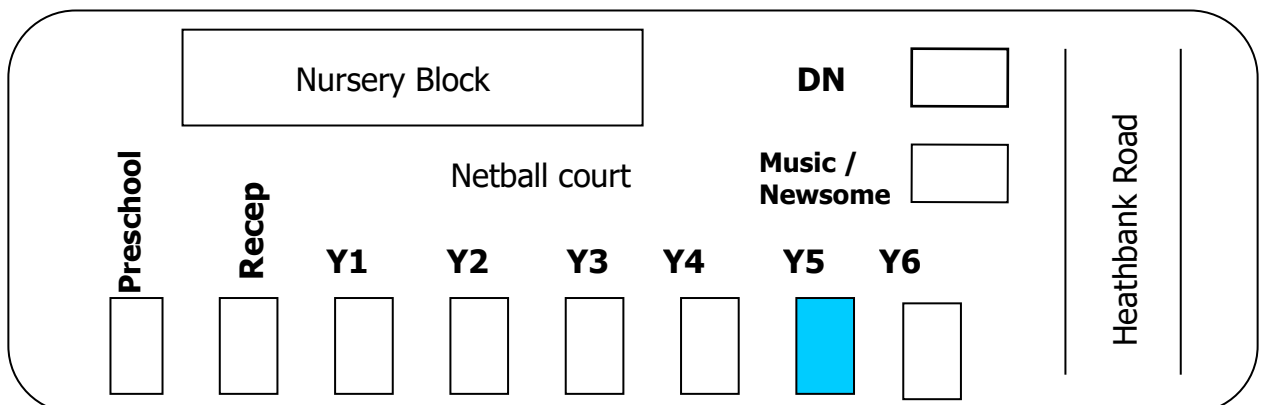
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

Down main staircase, through doors to Y3 & Y4 Cloakrooms.
Turn LEFT along top path to Netball Court.

Assembly Point

- Form up on the Netball court facing the Nursery.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Cream (Foam)	Outside Y5/6 classrooms	Main staircase

Year Six

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

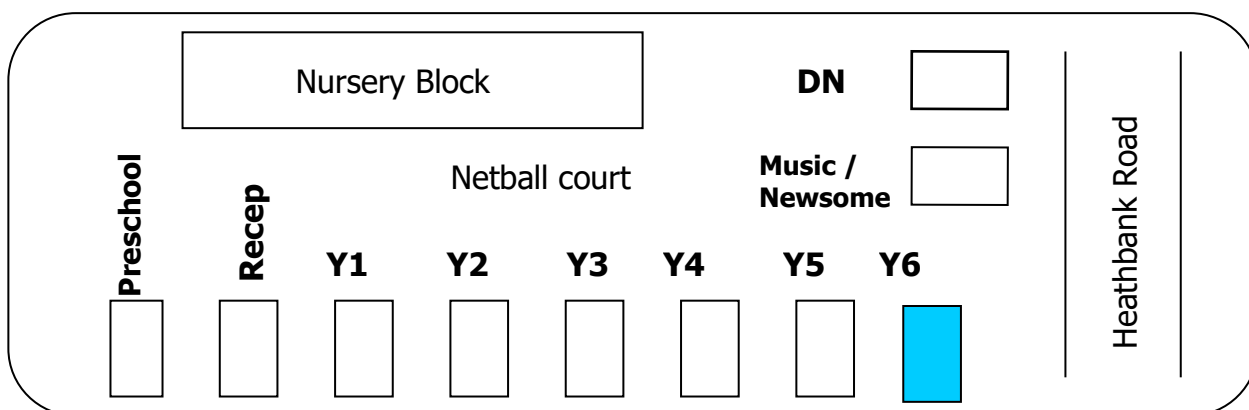
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

**Down main staircase, through doors to Y3 & Y4
Cloakrooms.**
Turn LEFT along top path to Netball Court.

Assembly Point

- Form up on the Netball court facing the Nursery.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Cream (Foam)	Outside Y5/6 classrooms	Main staircase

Admin Office

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

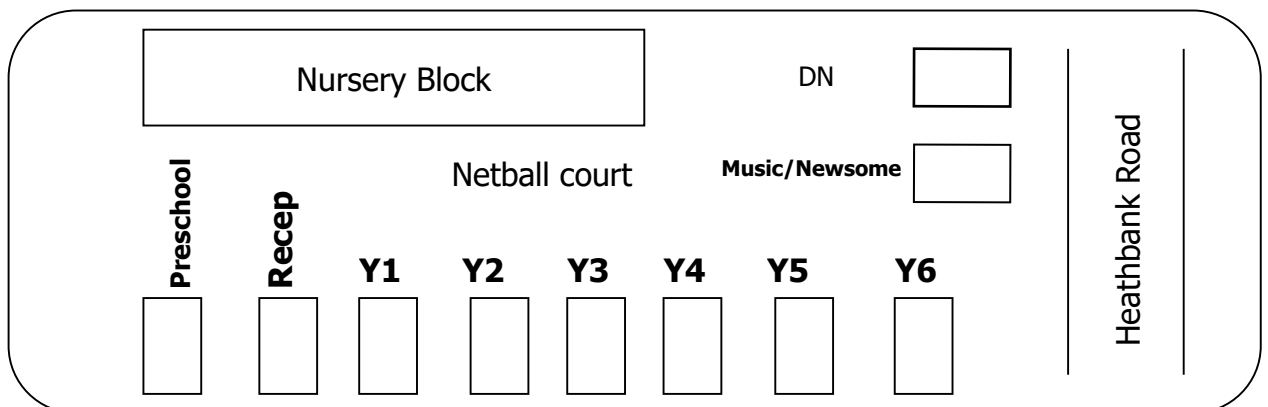
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

Staff to Baby Room

Assembly Point

- Form up on the Nursery garden.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Black (CO ₂)		

Boiler House

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

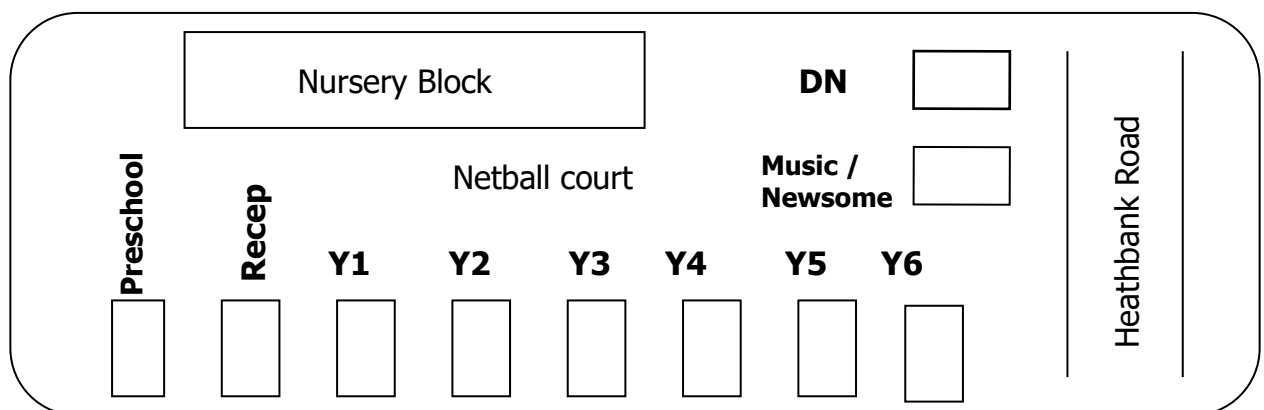
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

Proceed to Netball Court

Assembly Point

- Form up on the Netball court facing Nursery.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Black (CO ₂)	By exit	By exit

Day Nursery Bathroom

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

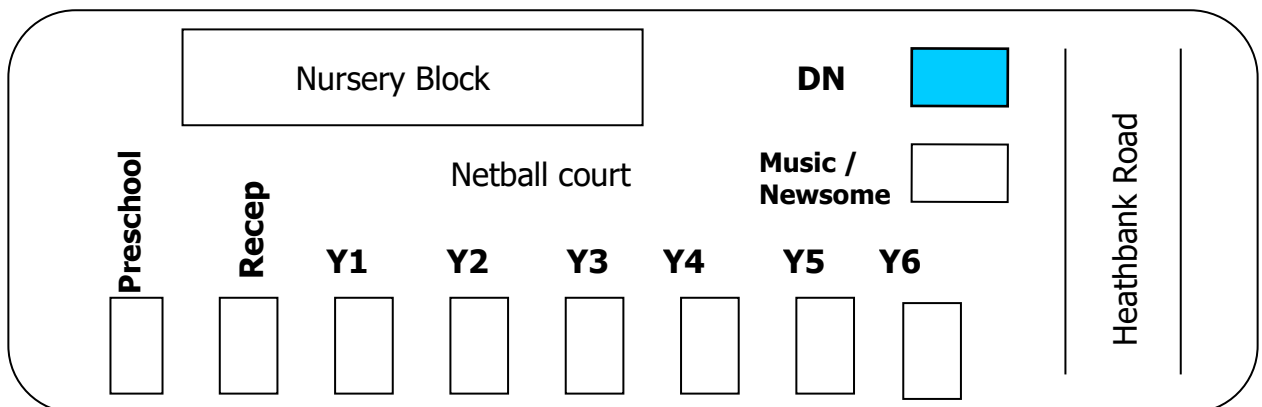
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

Down main staircase, out of the main entrance and proceed to the end of the nursery garden.

Assembly Point

- Form up on the Nursery garden.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Cream (Foam)	By main entrance door	By fire exits
Black (CO ₂)	Top of cellar steps	

Hall Lobby

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

The evacuation route from this room is shown below.

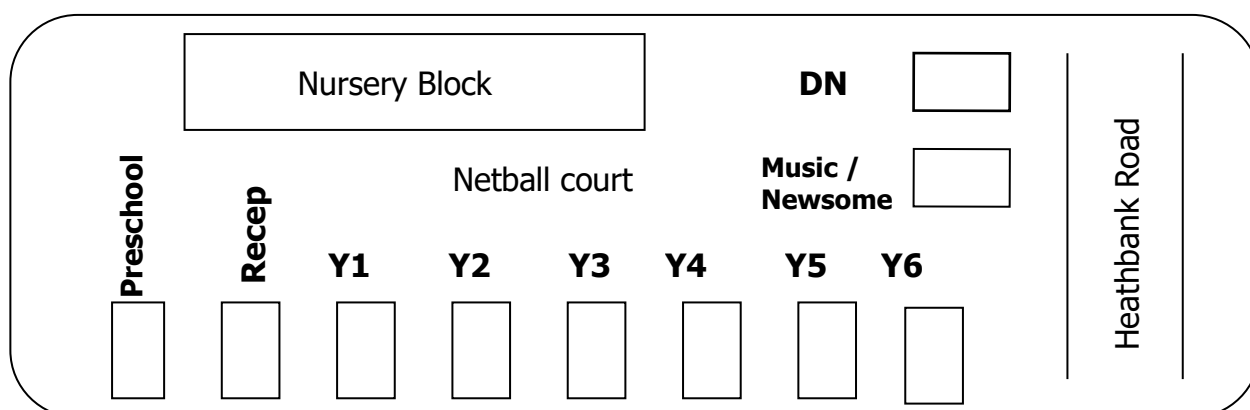
Regular users of this room should determine alternative routes in the event of the primary route being compromised.

Exit by door which is EITHER nearest to you or furthest from seat of fire. Primary Route: walk past School Office into Nursery garden to Class Assembly Point.

NON-SCHOOL EVENTS SHOULD ASSEMBLE ON PLAYING FIELD.

Assembly Point

- Form up in the Nursery garden.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Cream (Foam)	Corridor to rear exit & lobby	By fire exits
Black (CO ₂)	To left of stage	

Hall

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

The evacuation route from this room is shown below.

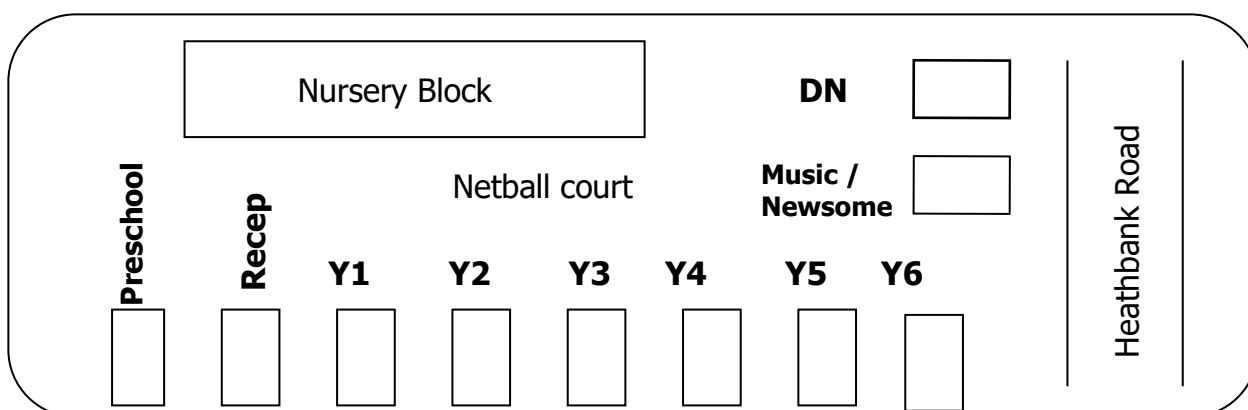
Regular users of this room should determine alternative routes in the event of the primary route being compromised.

Exit by door which is EITHER nearest to you or furthest from seat of fire. Primary Route: walk past School Office into Nursery garden to Class Assembly Point.

NON-SCHOOL EVENTS SHOULD ASSEMBLE ON THE ASTRO TURF

Assembly Point

- Form up in the Nursery garden.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present. | Astro Turf |



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Cream (Foam)	Corridor to rear exit & lobby	By fire exits
Black (CO ₂)	To left of stage	

Jeremy Fisher

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

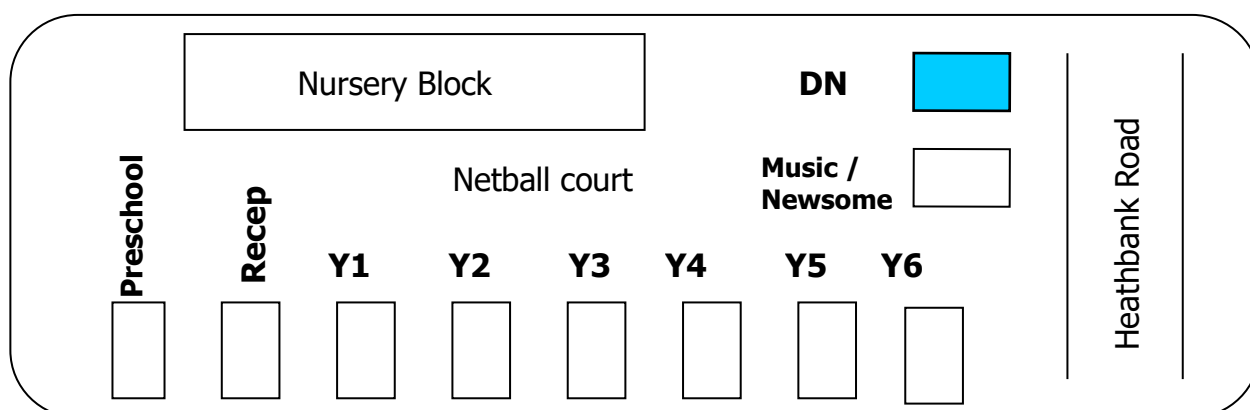
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

Along walkway through door to school.
Down main staircase and out front door.
Line up in Nursery garden.

Assembly Point

- Form up on the Nursery garden.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Powder	Kitchen	Toilets off Room
Foam	Hallway	

Kitchen

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

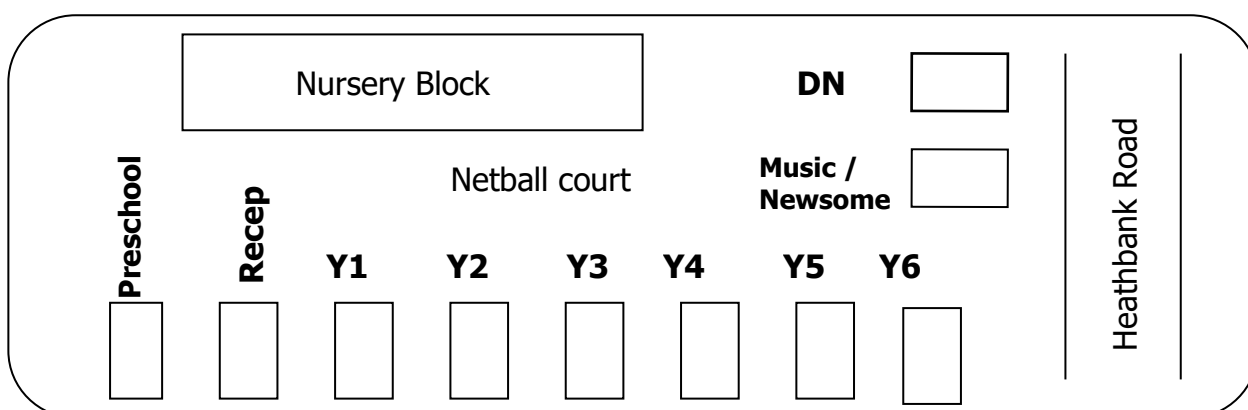
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

**Out of patio door, turn LEFT past Orsborn Room.
Take bottom path to Netball Court.**

Assembly Point

- Form up on the Netball court facing Nursery.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Cream (Foam)	By middle door into corridor	By patio door
Black (CO ₂)	By middle door into corridor	

Learning Support Room

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

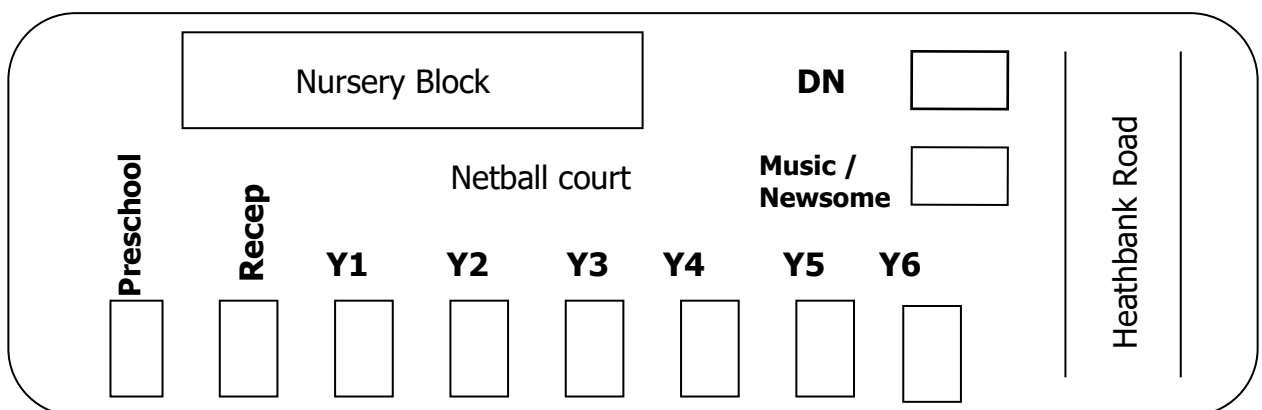
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

Down main staircase, through doors to Y3 & Y4 Cloakrooms. Turn LEFT along top path to Netball Court. JOIN CLASS.

Assembly Point

- Form up on the Netball court facing the Nursery.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Cream (Foam)	Outside Y5/6 classrooms	Main staircase

Library / Orsborn Room

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

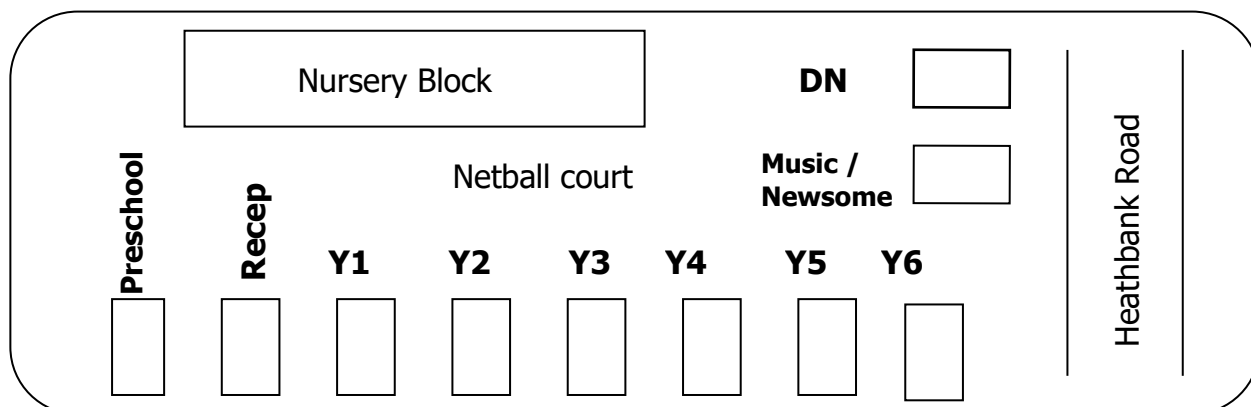
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

Exit by door which is EITHER nearest to you or furthest from seat of fire. Follow path to Netball Court.
JOIN CLASS.

Assembly Point

- Form up on the Netball court facing Nursery.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Black (CO ₂)	By rear fire exit door	By main entrance & rear fire exit door
Cream (Foam)	By rear fire exit door	By main entrance & rear fire exit door

[Click here and type Class]

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

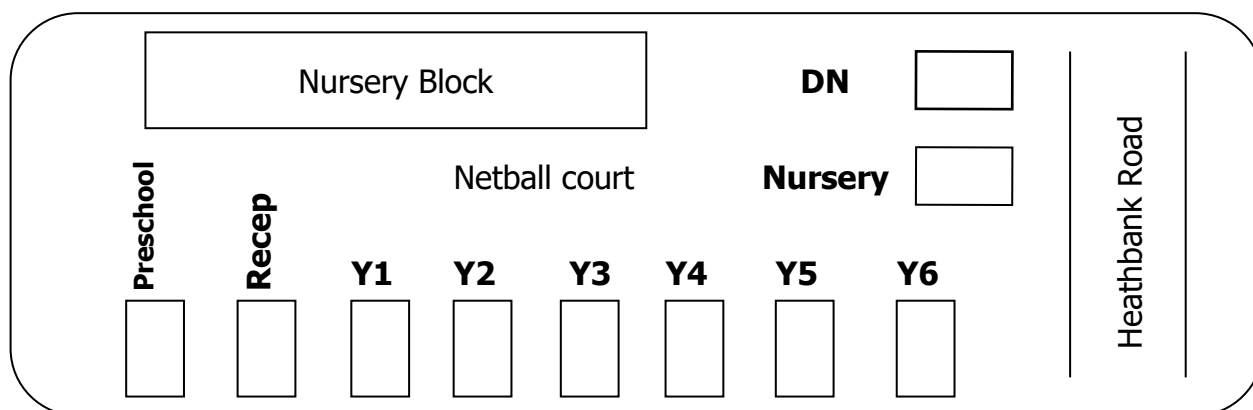
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

[Click here and type route]

Assembly Point

- Form up on the Netball court facing the Nursery
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Cream (Foam)		

Music Room

Alarm

If you discover a fire, GET OUT IMMEDIATELY, then inform the Office staff who will alert the Fire Brigade.

Continuous ringing of the alarm bells is the signal to **immediately** vacate the premises by the route shown. Leave immediately – do NOT collect any belongings, but bring the register if doing so poses NO risk and causes no delay.

Evacuation Route

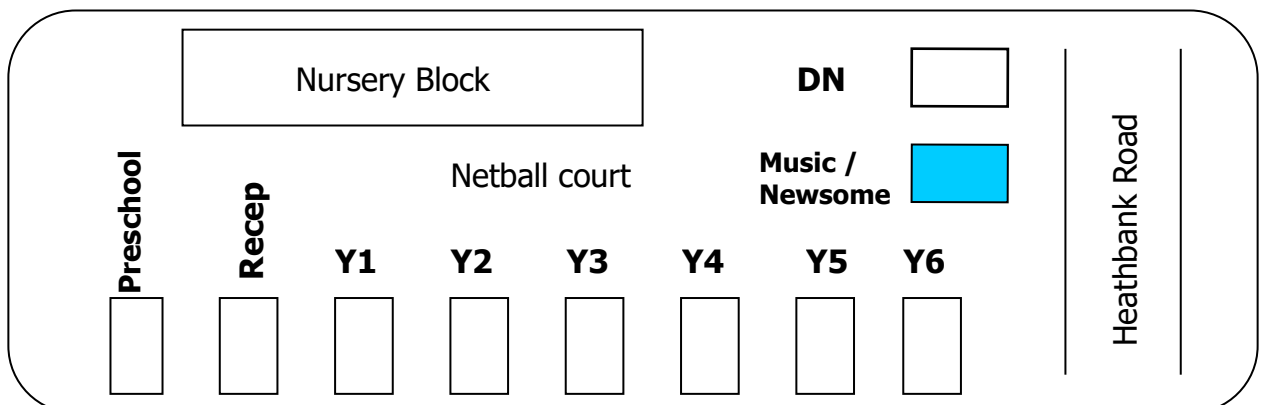
The evacuation route from this room is shown below.

Regular users of this room should determine alternative routes in the event of the primary route being compromised.

Down corridor towards front of building. Down main staircase and out front door.
Line up in Nursery garden.

Assembly Point

- Form up on the Nursery garden.
- Immediately take a roll call and **report status (including "All present")** to the Head or senior staff present.



Fire fighting Aids

Extinguishers	Location of extinguisher	Location of 'Break Glass' alarm
Cream (Foam)	Outside Y5/6 classrooms	Main staircase

Health & Safety Policy

I have received, read and understood the Greenbank Preparatory School & Day Nursery Health & Safety Policy.

Signed

Name (please print)

Date