



Health, safety & fire policy

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| Independent School Standards | Paragraphs 11, 12, 16, 25 and 34. |
| Last updated by senior leaders | June 2021 |
| Last reviewed by external consultant | June 2021 |
| Next review due | July 2021 following FRA |

Introduction

St. John's is committed to doing all that we can to ensure that the pupils in our care are healthy and safe. We also acknowledge our duty of care to the adults who work in and visit our School. We aim to provide a safe, secure and pleasant working environment for everyone. We:

- ensure that our School premises are safe and secure and that we comply with all Health and Safety regulations including the independent school standards
- give health and safety issues high priority in our planning and procedures
- complete documented weekly, monthly and termly health and safety checks of our premises, ensuring timely and effective action is taken when maintenance issues are identified.

Responsibilities

Ultimate responsibility for ensuring that all aspects of the Independent School Standards relating to premises and accommodation are met lies with the Proprietor, Mrs. C Tardios, who is also the Principal. Day-to-day responsibility for ensuring this policy is put into practice is delegated to senior leaders at each School site.

All employees, pupils and visitors must:

- cooperate with the School's leaders on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to a senior leader immediately.

Faults or damage

- Any problems found with equipment or any damage to the building or its contents should be reported immediately to a senior leader.
- Checks will be made on new equipment before it is purchased to ensure that it meets the correct health and safety requirements.
- All electrical equipment will be maintained in accordance with the manufacturer's instructions. All portable electrical equipment is PAT tested annually. Faulty or damaged electrical equipment is taken out of use until it has been repaired and tested.

Hazardous substances

- The School is relatively limited in its use of hazardous substances for on-site activities with the exception of chemicals used in the three Senior School science laboratories, art and design (e.g. adhesives, paints) and bleach and other agents for cleaning. All hazardous substances are securely stored in locked cupboards with appropriate signage, clearly identified and accessible only to specific staff members. Where pupils use hazardous substances, such

as during science and art lessons, they are closely supervised and monitored, and wear appropriate personal, protective equipment. First aid kit, including eye wash, is readily available in all specialist classrooms.

Health and safety legislation

- The Health and Safety Law poster is displayed at both Schools. St. John's complies with all its content. Any concerns should be raised with the Principal or Headteacher. Further information can be found at www.hse.gov.uk

Supervision of pupils

- Supervision of pupils both on-site and off-site is overseen and monitored by the Principal and Headteacher. Deployment of staff is coordinated in advance and suitable, depending on the School site and the age of the pupils.

Cleaning

- The buildings are cleaned daily by cleaners contracted by St. John's but it is the responsibility of all employees to keep work areas and rooms in a clean and tidy condition.
- All employees are responsible for cleaning up any spillages on the floor which they have caused. In the case of spillage caused by pupils and visitors, a member of staff should be contacted as soon as possible. Where there are spillages of bodily fluids, please see our first aid policy.

Alcohol or drugs

- All staff who are aware that a colleague, pupil or visitor to the premises is under the influence of alcohol or illegal drugs (e.g. cannabis, cocaine, heroin and any non-prescribed medication such as amphetamines) must inform a senior leader immediately.
- Disciplinary action will be taken if an employee attends work under the influence of alcohol or illegal drugs.
- Disciplinary action may well also be taken if an employee fails to disclose any permanent or temporary condition caused by medicines or has an illness that could affect the health and safety of employees, pupils or others on the premises.

Food hygiene

- St. John's has a responsibility to maintain acceptable levels of hygiene and health and safety with respect to food and therefore all staff working with food in this context must complete Food Hygiene Safety training, maintain high standards of personal hygiene and refrain from handling food when they or anyone at home are suffering from an infectious disease or have symptoms such as ulcers, cuts or rashes, diarrhoea, eye, ear or throat infections.

- The School's most recent food hygiene inspections by Enfield were in September 2018 (Prep) and January 2020 (Senior). Both inspections gave the highest rating (5: 'very good').

Contractors

- All maintenance activities commissioned by St. John's are carried out by trained, qualified and competent workers.
- All contractors attending to complete works at the School must agree the date, time and nature of the works in advance with the maintenance team.
- They must sign-in at reception as visitors and attend to the works at times when pupils are not on our premises.
- Where works must occur during the school day, all contractors are supervised at all times whilst on the premises with access to pupils.

Asbestos management

- There is some asbestos within both our premises, inaccessible to the buildings' users (e.g. basements, lofts, out-buildings) and closely monitored and managed by an external specialist company, Robyland. The company have identified, rated and risk-assessed the asbestos and confirmed its presence presents a negligible risk. Six-monthly checks are recorded to confirm the dormancy of the asbestos.

Water supplies

- The temperature of hot water at all sinks is regularly checked to ensure it is not a scalding risk to users.
- Water supplies are suitably labelled throughout the Schools, indicating whether or not they are suitable for drinking.

Security

- We require all staff and visitors to sign-in at the Reception area using our digital management system.
- Office staff will sign in all visitors, confirming fire evacuation procedures and whether or not there is a planned evacuation drill due that day.
- All adults on the premises must at all times be wearing either a St. John's staff lanyard with their staff ID, or a red visitors' lanyard with a printed copy of visitor ID from the digital management system.
- Any adult not wearing a lanyard and ID badge will be challenged. If any adult working in the School has suspicions that a person may be trespassing on the School site, they must inform the Principal or Headteacher immediately. Intruders will be asked to leave the School site immediately. If the Principal or the Headteacher has any concerns that an intruder may cause harm to anyone on the School site, she/he will contact the police.

- We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects, Health & Safety advisors and other consultants).
- Please also see our CCTV and risk assessment policies.

Pupil safety

- It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, subject leaders will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a staff member has any concerns about pupil safety, she/he should bring them to the attention of the Principal or the Headteacher before pupils engage in that particular activity again.
- Risk assessments are carried out for every area of the curriculum and normal activities involving pupils in School.
- We also carry out specific risk assessments for one-off activities or for visits and outings off the School site. Please see our risk assessment policy.
- We do not take any child off the School site without the prior permission of the parent.
- If an accident does happen, and it results in an injury to a child, the teacher will do all he/she can to aid the child concerned. Please see our first aid policy.
- There may be rare occasions on which it is necessary for staff to restrain a pupil physically. Please see our behaviour policy.

Missing pupils

In the unlikely event that a pupil is found to be missing during the day, a thorough search of the School and grounds will be carried out. If the pupil still cannot be found, the police and the pupil's parents will be informed immediately.

To safeguard against this happening, the School operates the following policy:

1. Pupils are greeted at the door each morning by a teacher on duty, who shakes their hand. At the Prep. School where a drop and go system operates, the teacher will also open the car door and help the pupil out of the vehicle. Pupils then move into their classroom and remain under the supervision of the Form teacher or the specialist teacher taking the class (Prep. school). At the Senior School, a teacher on 'walk-about' duty will patrol the classrooms to supervise the pupils' behaviour until their Form Teacher returns from morning briefing. Pupils are released at the end of the day by their form teacher who shakes their hand and wishes them a good evening. At the Prep. School, pupils are taken directly to their parent's car. At the Senior school, teachers are on duty on the piazza when pupils are collected by their parents, whilst a member of staff monitors the safe arrival and departure of cars.

2. Pupils are not allowed to leave the classroom during lessons. If an urgent need to visit the toilet arises, the teacher will give them permission, but will monitor their time out of the classroom. At the Lower Prep. School, another child will accompany them.
3. The School automatic gates are closed and only open for drop-off and collection of pupils at the start and end of the day. A teacher is always on duty when the pupils are at play in designated areas depending on age and activity.
4. Boundary fences are maintained in good condition and checked regularly.

Minibuses

- The School minibuses are regularly maintained, driven only by those qualified to do so and their use with pupils is risk-assessed.
- It is the responsibility of the driver to make safety checks prior to driving the vehicle. If the minibus is not in a suitable condition it must not be used.
- First aid kits are carried on all minibuses.
- Pupils are instructed to use the seat belts at all times when the minibus is moving.

Jewellery

- On grounds of health and safety, we do not allow pupils to wear jewellery in our School. An exception is a single stud earring in each pierced ear: we ask pupils either to remove these during physical education, or to cover them with a plaster from home.

The health and welfare of staff

- The School takes very seriously the need to safeguard the health and welfare of all our staff. We also pay particular attention to the assessment and prevention of work-related stress. If a member of staff is experiencing stress at work, he/she should inform the Principal or the Headteacher without delay.
- The School will not tolerate violence, threatening behaviour or abuse directed against School staff. If such incidents do occur, the School will take the matter very seriously, and the police will be contacted.

Fire safety

Our fire safety procedure is written in light of the Regulatory Reform (Fire Safety) Order 2005:

- We adopt a risk assessment based approach to managing fire safety within each of our premises.
- Our priority is to minimise the risk to life and to minimise injury by maintaining the physical fire safety of the school, by ensuring that staff, pupils and visitors do not add to the fire risk and evacuate quickly and safely if a fire were to break out.
- Both the Principal and the Headteacher are the most senior leaders responsible for fire safety at the Prep and Senior Schools respectively.
- The Principal and Headteacher are responsible for ensuring that fire drills are held every term, that the fire alarms are tested weekly and that the emergency lighting system is tested monthly. All fire drills, internal and external checks on alarm systems, emergency lighting, fire extinguishers and fire doors, are logged and kept in each of the School offices. Certificates and external risk assessments are kept in each of the School's health and safety folders.
- An external fire risk assessment (FRA) is completed annually; the next FRA is due to be completed in July 2021. The findings of the FRA are used to develop appropriate control measures to ensure the risks are reduced to a level as low as is reasonably practicable.
- The fire evacuation procedure is practised every term, the results being recorded in the fire log book. The details of the evacuation plan are displayed in all classrooms/general rooms and all staff are aware of these details.
- All employees receive annual fire safety training. Several members of staff have attended Fire Marshall training. Induction for new employees contains information about fire procedures within the School.
- All exits and emergency routes are to be kept clear at all times. These routes have been properly signed, adequately lit and fitted with the relevant standard of fire doors.
- The premises have appropriate fire equipment, detectors and alarms. Fire safety testing and maintenance is carried out on a regular basis as defined in the fire log book.
- The premises have been equipped with emergency lighting as required to allow for safe evacuation of staff in the event of the failure of normal lighting during an emergency. Emergency lighting is tested on a regular basis as defined in the fire log book.

- The fire alarms are tested each week from a different call point. Records are kept in the fire log book.
- All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully in complying with any fire precaution procedures that may be introduced as a measure to protect the safety and well-being of our staff, pupils and visitors. All employees have a responsibility to ensure that they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no flammable materials are stored in corridors or on stairs.

Evacuation procedures

1. Any pupil discovering a fire in the school should tell the nearest adult.
2. Any adult discovering a fire should operate the nearest fire alarm point.

These are operated in the following manner:

Press the black fire alarm button

The fire alarm points in the school are situated:

In all the external classrooms and

In all the communal areas.

At the Prep. School, the fire extinguishers are situated in the following areas:

Lower Ground Floor – Staff workroom, computer room, art room, music suite, Entrance to basement. Basement

Ground Floor

Main Entrance, Outside the Nursery, School Hall, Kitchen, Outside the School Office, Staff Room, top of stairs to lower ground floor. Reception classroom.

First Floor

Both landings (at the top of both stairways), Bursars Office, Classroom 1, classroom 3.

Outbuildings

1 fire extinguisher per unit in each outbuilding

At the Senior School the fire extinguishers are situated in the following areas:

Ground Floor

Lobby, Kitchen, Staffroom, Wooden Staircase, Office.

First Floor

Corridor outside conference room., I.C.T., Library, Main Staircase, Staircase leading to kitchen.

Outbuildings

Outside Laboratory, Sports Hall, English Office, Music Room, Domesday Building.

Basement

Boys' Toilets, Corridor Girls' Toilet, Boiler Room, Basement Corridor.

Do not use fire extinguishers unless you have been trained, or you need one to clear a path to safety for yourself or others. You must not put yourself or others at risk. Your only duty is to preserve life.

3. On hearing the fire alarm, the Principal or Head teacher will immediately telephone the fire brigade on 999. If the School telephone is out of action or cannot be reached, mobile phones will be used.
4. Upon hearing the alarm teachers should assemble their pupils and take them straight to their allocated assembly points outside the School. The assembly points for each class are:

At the Prep School, the grass area adjacent to the Prep 1 unit in ascending class order.

At the Senior School, the grass area on the other side of the piazza, lined up by Forms in register order. First forms to the right hand side facing the building up to the Sixth form to the left.

At both Schools, Form Tutors are responsible for checking attendance with their class register.

5. As soon as the alarm is given it will be the responsibility of the Fire Marshals to check the School and make sure that no pupil has been left behind in the toilets or anywhere else.

At the **Prep School**, these members of staff are:

Linda Robinson-Farenden – Outbuildings

Lee Irwin – Upper floor of main building

Mary Brown - Ground floor of main building

Jane Richardson – Lower Ground Floor of main building

At the **Senior School**, these members of staff are:

Art teachers - Domesday rooms -art classes and upstairs rooms.

Lab Technician – 3 Science Labs and AVA room.

Hugh O'Neill – Upstairs main building, library and ICT rooms.

Torsten – Ground floor and downstairs main building.

Jason Hodgson – Sports Hall, outside classrooms and Music cottage.

6. If for any reason, a teacher cannot use the usual route he or she should get the pupils to safety by other routes.
7. Staff with groups throughout the School should take their pupils out at once. The only responsibility of adults in the school is to get the pupils in their charge to safety as quickly as possible.
8. The office staff will take the registers out with them and teachers will take a roll call once the pupils have assembled outside.

9. Office staff are responsible for checking those visitors signed in on the digital management system and ensure that visitors have been escorted off the premises to the designated area.
10. No pupil or adult should go back into the school without the express permission of the Principal or Head teacher, who will only allow this after the Fire Service have indicated that it is safe to do so.