

FIRE AND EMERGENCY PROCEDURES

- Fire drills must be carried out at least once per term to enable everyone to become familiar with the evacuation procedure. Details should be recorded in the Fire Log Book.
- Fire exits and fire exit routes should be free from obstruction. At all times all exit doors must be unlocked whilst there are people in the building.
- All fire exits must be clearly labelled and comply with legislation e.g. should be pictorial rather than just writing.
- The use of display materials must be controlled in fire exit corridors. Display/notice boards should be covered in perspex to limit combustible materials in fire corridors.
- All visitors spending any length of time in the school should be made aware of arrangements in case of fire.
- The fire log book is kept in the classroom filing cabinet. Full and detailed records are kept of evacuations, call point testing, alarm system servicing, fire fighting equipment checks etc.
- Go to the nearest telephone and dial 999
- Only if there is no risk to personal injury should attempts be made to tackle a fire using a suitable fire extinguisher. In addition, if there is no risk of injury, mains services such as gas and electricity should be turned off.

The mains isolator for gas and electricity can be found in the utility room.

Action in the event of a fire

- Teacher or responsible adult will supervise children leaving the building by appropriate exit, closing the door when the last person is out (diagrams located in each room).
- Proceed to line up point in the Orchard
- Walk quickly do not run.
- Keep calm.
- Do not stop to collect any personal belongings or books.
- Registers will be taken to the line up points by the secretary and distributed to teachers for roll call.
- If the fire brigade have been called there must be clear access to the site by emergency services.

DISPLAYS AND DECORATIONS

Decorations must not be placed near temporary heaters or suspended by light fittings.

SMOKING

The Country Classroom operates a strict No Smoking Policy.

ELECTRICAL SUPPLIES AND FITTINGS

Any faults must be reported immediately.

FIRST AID

The appointed person(s) who holds the nationally recognised qualification are:-

- 1) Mrs R Davison - 2) Mrs C Sellars 3) Mrs D Thorpe

These named persons are qualified to administer first aid to casualties. The responsibilities of appointed persons are:-

- i) To take charge in the situation where personal injury or illness has occurred and where further medical help is needed.
- ii) To ensure that the first aid boxes/cupboards are fully stocked with designated items only.

In the case of serious injury, responsibility of the appointed person ends when the patient is handed over to medical care or parent/guardian.

The first aid boxes/cupboards in The Country Classroom are located in:-

The Classroom
The Stables
The Kitchen

Notices giving details of whereabouts of first aid facilities will be displayed at appropriate sites.

All teaching staff at the Country Classroom act in loco parentis during the time that the school is open for children.

All injuries, whether to staff, pupils or visitors, must be recorded via the Country Classrooms accident book.

EQUIPMENT AND MATERIALS

Correction Fluids

- This should only be used by staff.
- Children should not bring their own correction fluids into schools.

Marker Pens

- Pens, which are mainly water based, should be used.
- If and when other marker pens are to be used, this must only be by staff in a well-ventilated area.

Rotary Trimmers

- The trimmer is kept in the classroom main cupboard. Care should be taken whilst carrying this, and it should be returned to the designated storage area after use.

Extension Cables

- They must not be used permanently - only as a temporary measure.
- Those with multi sockets may be used for computers.

School Outings

- Refer to BCC's policy on School Outings.

Animals in School

- It is felt that pupils can benefit from caring for, and observing animals.
- Pupils are not allowed to bring animals into school even for a day.

All activities carried out at the Country Classroom will be done so in the safest possible manner.