

FCJ Primary School



Health and Safety Policy

Mission Statement

Teach the children with all the kindness and gentleness possible.

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Author	Site Manager

Article 3: Acting in the best interest of the children in our care.

The FCJ Governors are committed to safeguarding and promoting the welfare of children and young people at every opportunity and expect all staff and volunteers to share this commitment.



Contents

1. Health and Safety Policy Statement	Page 3
2. Responsibilities under the Policy	Page 3
3. Arrangements for carrying out the Policy	Page 5
4. Specific Risks	Page 7
5. Preventing Slips, Trips and Falls in Schools	Page 13
6. Training	Page 16
7. Safety Squad	Page 16
8. Visitors to School Premises	Page 16
9. Exception	Page 17



1 Health and Safety Policy Statement

In accordance with the Health and Safety at Work (Jersey) Law 1989 this is the Health and Safety Policy Statement of FCJ Primary School.

Our policy is to provide and maintain safe and healthy conditions, equipment and systems of work for our employees, pupils and other persons affected by the facilities and activities of the school; and to provide relevant information, training and supervision.

The commitment and support of all employees is necessary to achieve these standards and we recognise our particular responsibility, as a school, for the protection of young children.

Details of individual responsibilities, general arrangements, and arrangements for specific risks are shown below.

The policy will be reviewed periodically, and employees advised of any changes.

1.1 Our statement of general policy is:

- 1.1.1 To provide adequate control of the health and safety risks arising from our work activities;
- 1.1.2 To consult with our employees on matters affecting their health and safety;
- 1.1.3 To provide and maintain safe machinery and equipment;
- 1.1.4 To ensure safe handling and use of substances;
- 1.1.5 To provide information, instruction and supervision for employees;
- 1.1.6 To ensure all employees are competent to do their tasks, & provide adequate training;
- 1.1.7 To take reasonable steps to prevent accidents and cases of work-related ill health;
- 1.1.8 To maintain safe and healthy working conditions; and
- 1.1.9 To review and revise this policy as necessary at regular intervals.

2 Responsibilities Under the Policy

2.1 Overall and final responsibility for health and safety is that of The Board of Governors/Headteacher.

2.2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Headteacher, Deputy Headteacher the Site Manager, (the Health & Safety Officers).

During periods of absence, and where appropriate training has been given, the Health & Safety Officers responsibilities may be delegated to the other Named Individuals – please see table below:



2.3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the designated areas:

Site Manager	Premises / Playgrounds / Equipment/ COSHH
Foundation Stage Lead	Foundation Stage
Science Lead	Science Laboratory
Art & Design Teacher	Art & Design Classroom
Physical Education (PE) Lead / Teacher	Sports Hall / PE / Games Equipment
Information and Communications Technology (ICT) Technician	Computer Systems
First Aid Lead	First Aid
EDC Manager	EDC Registered Areas

2.4 All employees are required to:

- 2.4.1 co-operate with managers and responsible staff on health and safety matters;
- 2.4.2 not interfere with anything provided to safeguard their health and safety;
- 2.4.3 take reasonable care of their own health and safety as well as that of the pupils; and
- 2.4.4 report all health and safety concerns to the appropriate person as detailed in this policy document.

2.5 Named Individuals

Health & Safety Officers	Head Teacher Donna Lenzi Deputy Head Claire Inglis Site Manager Malcolm Wheatley
School Business Manager (SBM)	Lindsay Barraclough
SLT (SLT)	Donna Lenzi Claire Inglis Nataile De Gruchy Stefan Riccio Sophie Whitt Holly Syvret (SENDCo)



Site Manager	Malcolm Wheatley
Responsible Teachers	EYFS Manager Natalie De Gruchy (SLT) EDC Manager Nicky Salmon First Aid Natalie De Gruchy (SLT) PE Richard Cardwell ICT Leigh Thorne Science Solene Douse (MLT) A&D Nicky Salmon

3 Arrangements for carrying out the Policy

3.1 Health and safety risks arising from school activities:

- 3.1.1 Risk assessments, safety procedures and inspections will be undertaken by Health & Safety Officers/Site Manager/Teachers/School Staff as appropriate.
- 3.1.2 The findings of the risk assessments will be reported to the Health & Safety Officers/Site Manager.
- 3.1.3 Actions required to remove/control risks will be approved by the Board of Governors / Health & Safety Officers/Site Manager.
- 3.1.4 Health & Safety Officers/Site Manager will be responsible for ensuring the action required is implemented.
- 3.1.5 Health & Safety Officers/Site Manager will check the implemented actions have removed/reduced the risks and that any actions required to control residual risks are communicated to all who are involved in the activities.
- 3.1.6 Risk assessments will be reviewed when the work activity changes by Health & Safety Officers/Site Manager

3.2 Consultation with employees

- 3.2.1 The Health & Safety Officers/Site Manager are available for consultation by any member of staff with a concern either individually or at regular staff meetings.
- 3.2.2 All staff should report any health and safety concerns firstly to the Site Manager.

3.3 Safe machinery and equipment

- 3.3.1 Site Manager will be responsible for identifying all equipment / machinery needing maintenance.
- 3.3.2 Site Manager will be responsible for ensuring effective maintenance procedures are drawn up and that any actions required to control residual risks are communicated to all who are involved in the activities.
- 3.3.3 Site Manager will be responsible for ensuring that all identified maintenance is implemented. Any machinery or equipment requiring a periodic certified inspection, e.g. boilers, should not be used if its certificate has expired or service schedule has not been fulfilled.



- 3.3.4 Any problems found with machinery or equipment should be reported to Responsible Teachers, Site Manager and Health & Safety Officers.
- 3.3.5 Site Manager will check that new plant and equipment meets health and safety standards before it is purchased and that any specific training is provided before the equipment is brought into use.
- 3.4 Safe handling and use of substances
 - 3.4.1 The Control of Substances Harmful to Health (COSHH) - Site Manager will be responsible for identifying all substances which need a COSHH assessment.
 - 3.4.2 Site Manager will be responsible for undertaking COSHH assessments.
 - 3.4.3 Site Manager will be responsible for ensuring that all actions identified in the assessments are implemented.
 - 3.4.4 Site Manager will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
 - 3.4.5 Site Manager will check that new substances can be used safely before they are purchased.
 - 3.4.6 Assessments will be reviewed every year or when the work activity changes, whichever is soonest.
- 3.5 Information, instruction, and supervision
 - 3.5.1 Health and safety advice is available from the Health & Safety Officers & Site Manager.
 - 3.5.2 Supervision of young workers / trainees will be arranged, undertaken and monitored by the staff member responsible for Project Trident trainees. A SLT member will co-ordinate any training required.
 - 3.5.3 Further health and safety information and advice may be obtained from the Health & Safety at Work Inspectorate, PO Box 55, Philip Le Feuvre House, La Motte Street, St. Helier, JE4 8PE, Tel: 447300 Email: hsi@gov.je Website: www.gov.je/hsi
- 3.6 Competency for tasks and training
 - 3.6.1 Induction training will be provided for all employees by the SLT / Site Manager / First Aid Lead / Health & Safety Officers.
 - 3.6.2 Job specific training will be provided by SLT / Site Manager / HR / Health & Safety Officers.
 - 3.6.3 Specific staff members requiring special training are:
 - a. Teachers
 - b. Teaching Assistants
 - c. Cleaning staff
 - d. Physical Education / Games staff
 - e. Art and Design & Technology staff
 - f. ICT staff
 - g. School Office staff and other First Aiders
 - 3.6.4 Training records are kept by the HR Manager.



- 3.6.5 Training will be identified, arranged and monitored by SLT / HR Manager / Health & Safety Officers.
- 3.7 Accidents, first aid and work-related ill health
 - 3.7.1 Documentation will be arranged as appropriate by the Site Manager/School Office/HR Manager.
 - 3.7.2 Health & Safety records will be kept by the /Site Manager/School Office/HR Manager.
 - 3.7.3 The first aid boxes are kept in some classrooms, school medical room, EDC, Pre-School, and Minibuses.
 - 3.7.4 The appointed persons / first aiders list is maintained by the Site Manager and displayed in multiple locations throughout the premises.
 - 3.7.5 All accidents and cases of work-related ill health whether to pupils, staff members or third parties are to be recorded on an accident/incident form, which should be given to the Site Manager. Forms are obtainable from the Medical Room and are also on the network.
- 3.8 Monitoring
 - 3.8.1 To check our working conditions and ensure our safe working practices are being followed, we will:
 - a. discuss Health & Safety issues with all staff during Inset Days and Staff meetings;
 - b. inspect the site on a regular basis;
 - c. meet with senior staff regularly to review implementation of agreed remedial actions.
 - 3.8.2 Health & Safety Officers/Site Manager are responsible for investigating accidents.
 - 3.8.3 Health & Safety Officers/Site Manager are responsible for investigating work-related causes of sickness and absences.
 - 3.8.4 Health & Safety Officers/Site Manager are responsible for acting on investigation findings to prevent a recurrence.
- 3.9 Emergency procedures - fire and evacuation
 - 3.9.1 Health & Safety Officers/Site Manager are responsible for ensuring periodic fire risk assessment is undertaken and any issues referred to the emergency services, as appropriate, and resolved.
 - 3.9.2 Escape routes are checked by the Site Manager / Fire Marshalls
 - 3.9.3 Fire extinguishers are maintained and checked by Island Fire Extinguisher Co Ltd on annual contract and Regular visual checks by the Site Manager.
 - 3.9.4 Alarms are tested by C I Fire & Security Limited on annual contract and the Site Manager every week using a rotating cycle of call point tests.
 - 3.9.5 Emergency evacuation is tested every term.

4 Specific Risks

- 4.1 Asbestos and RAAC

The Asbestos and RAAC Report/Register is maintained in the Site Managers office.



4.2 Child Protection/Safeguarding

Child Protection and Safeguarding Policies are maintained by the SLT. Copies are available on the school website and by request to the school

4.3 Contractors on school premises

The school's general approach is to use competent contractors and to ensure the adequacy of their public liability insurance. Contractors are asked to complete a Letter of Assurance to confirm the staff working at FCJ hold an Enhanced DBS certificate. Records are held by HR Manager. Contractors are requested, where appropriate and practicable, to complete work outside of school opening hours (8:30 – 3:30)

4.4 Display screen equipment

The school follows the Display Screen Equipment at Work Approved Code of Practice.

4.5 Electricity

Fixed Installation Inspections are carried out every five years by an approved Contractor. Portable Appliance Testing is carried out by ATC Electrical.

4.6 Emergency evacuation

The Emergency Evacuation Procedures are shown below.

During School Hours

BE PREPARED

When arriving or leaving the school, all staff must use their access fob. Similarly, all visitors must sign in and out and remain the responsibility of the person they are visiting for the duration of their time on site.

Become familiar with the location of break-glass units, fire extinguishers and emergency exit routes from their floor; which are clearly marked with the green 'running man' signs.

If staff have been trained in their use, they must become familiar with the location of fire extinguishers and the operating instructions on them:

- Water (Large Red): for wood, textiles, paper etc. Never use on oil, fat or electrical fires.
- Foam (Large Red or Cream): for wood, textile, paper and oil or fat. Never use on electrical fires.
- Wet Chemical (Large Red): for wood, textile, paper and oil or fat. Never use on electrical fires. -
- Carbon Dioxide (Thin Red); for electrical fires
- Fire Blanket: for smothering small fires

Should an extinguisher be discharged, notify the Site Manager at once.

Action on Discovering a Small Fire

DO NOT PUT YOURSELF OR OTHERS AT RISK

Do not attempt to tackle the fire unless you have been trained in the use of fire extinguishers. If in any doubt: Activate the alarm by using a break-glass unit and evacuate the building by the safest exit.



Always: Immediately inform the Site Manager, Ext 231

Action on Discovering a Large Fire

DO NOT PUT YOURSELF OR OTHERS AT RISK

Immediately: Activate the alarm by using a break-glass unit

Immediately: Evacuate the building by the safest exit.

If possible: Close doors and windows to contain the fire.

Make the Health & Safety Officers/Site Manager aware that you are the person who activated the alarm.

Action on Hearing an Alarm Sounding

Treat any alarm as an emergency, not a drill.

Immediately, and quietly, evacuate the building by the shortest safe exit route and proceed directly to the Emergency Assembly Point.

Do not delay for collection of personal belongings or to finish any activity but do switch off any potentially hazardous equipment.

If the situation permits, close windows and doors.

Walk and do not run, and never turn back for any reason, even if the danger does not seem obvious.

Teachers: Supervise pupils and, if relevant, take pupil register.

Fire Marshals and Site Manager: Take walkie-talkies and mobile phones, if possible. Investigate the cause of the alarm and assess the situation. If safe to do so, ensure everybody has left by conducting a detailed sweep of the affected building.

If appropriate, **Dial 999** for Fire Service from a safe telephone.

School Office: Take mobile phone, walkie-talkie, electronic class registers, Staff & Visitor signing-in book. Quickly secure School Office, if possible.

The Emergency **Assembly Point** is on the **field in front of the school and the back playground**.

Emergency Assembly and Roll-Call Procedures

Fire Marshals Responsible for Pupils/Staff on PEEPS: Personal Emergency Evacuation Plans are the method of assisting persons who may require assistance to evacuate premises in the case of fire or other emergencies.

This can take many forms:

- Providing equipment interfaced with the existing fire alarm system to alert persons who cannot hear the sound clearly
- Buddy system to lead or assist persons to a place of safety
- Providing emergency evacuation equipment should it be necessary (e.g., ski pads or ski sheets).



Site Managers Responsibilities

1. Ascertain if in the event of an emergency there are pupils/staff who would require extra assistance in evacuating the building
2. Discuss with the person what assistance she/he would require. Ensure that you consider multi-site working if appropriate.
3. Formulate a plan to include an agreed method of evacuation and number of persons and/or equipment required to execute it.
4. Inform and train all staff affected
5. **Practise your procedure.**

Teachers: Advise pupil count to the Headteacher.

School Secretary: Check all staff and visitors accounted for and liaise with the Headteacher regarding any discrepancies.

Fire Marshalls: Assist School Staff to account for personnel.

All other Staff, Visitors and Residents: Assemble on the playground / field.

Headteacher: Liaise with Teachers and School Officers to ensure all present are accounted for. Liaise with Fire Marshalls regarding cause of alarm and status. Liaise with Fire Officers upon arrival.

Fire Marshalls: Advise Head or School Officers that all staff are accounted for, cause of alarm and status. Contact the Fire Service, if appropriate, and liaise with Fire Officers upon arrival.

All: Do not return to the building until instructed by the Headteacher. Keep well clear of access areas for emergency vehicles.

Communicate

Advise the Headteacher or School staff if anyone you know who has left the premises prior to the alert (e.g. appointments, walking in the grounds) or if anyone you know is still inside the building.

In the absence of the designated staff member, the next most senior person should assume their position and advise the Headteacher or School staff that he/she is doing so.

Do not leave the Emergency Assembly Point unless directed to do so by the Head teacher.

Upon completion of the roll call and feedback from the Fire Marshalls and Site Manager regarding the cause of the alarm and status.

Outside School Hours

Follow normal emergency evacuation procedures to the extent possible and appropriate.

In the event of an alarm sounding, immediately evacuate the building and proceed to the Emergency Assembly Point on the playground / field.

Report immediately to the Site Manager.

In the absence of the Site Manager the most senior person present should assume responsibility and deal with the situation as appropriate, ensuring all personnel are accounted for and the Fire Service (Dial 999) are alerted as appropriate.



4.7 Fire safety

The Fire Alarm, Fire Extinguisher and Emergency Lighting Maintenance Records are held in the Site Manager's Office.

A Fire Safety review is carried out annually by the Site Manager.

4.8 First aid provision

Trained First Aider details are held on the network and updated by the Site Manager. They are re-printed whenever there are changes. The list is displayed in the school office and is circulated by email to all Teachers for printing and display in classrooms and the EDC Club.

The First Aider and HR Manager are responsible for monitoring expiration details of First Aid qualifications. The HR Manager will arrange the bookings of staff onto relevant training courses.

There is a published First Aid Policy and is found on the network which relevant staff should familiarise themselves with.

4.9 Hot work

The Site Manager will be responsible for closely supervising any instances of hot work involving the School's own Contractors.

In the event of a larger, or potentially higher risk, project the Site Manager and the SBM will risk assess whether a Hot Work Permit process is required. If this showed that a Hot Work Permit was advisable the contractors would be required to provide the elements of such a system for the school to check and sign off.

4.10 Hazardous substances

The Site Manager is the COSHH Officer. All concerns regarding hazardous substances should be addressed to the COSHH Officer or the Health & Safety Officers immediately.

4.11 Health & safety concerns

Any concerns about Health & Safety should immediately be notified to both the Site Manager & Health & Safety Officers.

4.12 Housekeeping & waste disposal

Cooking equipment and extractors are regularly maintained.

4.13 Letting school premises to outside hirers

Sports Hall Conditions of Hire: Please refer to SBM.

4.14 Machinery

All staff are trained in the safe operation of machinery in their areas.

4.15 Manual handling

Relevant staff have been given manual handling training, which is updated on a regular basis.



4.16 Pupils' medical conditions

During the admission process parents are required to inform the school of any medical conditions affecting the pupil. In addition, prior to the start of each academic year, parents will be requested to provide in writing updated medical conditions information.

Medical conditions information is maintained by the School Office, who produce lists of pupils and their conditions on a regular basis to relevant staff.

4.17 Physical education

Refer to the PE Policy found on the network.

4.18 Playground equipment safety

4.18.1 Inspection

Playground equipment is inspected on a regular basis, both internally by the Site Manager and externally by a third party.

4.18.2 Impact-absorbing Surfaces & Pupil Supervision

In order to ensure the appropriate use of the School's playground equipment the following guideline should be followed by all teaching staff when on playground duty:

- Children should not be allowed to use playground equipment in such a way that exceeds the maximum fall height of 1 metre.
- Weather dependent.

Please ensure children are supervised in compliance with this guideline. That may mean restricting the height achieved on swings, the rope swing, slides or other equipment and, in general, ensuring that equipment is used appropriately.

4.19 Health & safety committee

Site Manager lead Health & Safety Officers meet regularly to review outstanding issues & remedial actions.

4.20 School transport policy (minibus)

The Site Manager is responsible for the maintenance of the minibus. However, all staff using the minibus are responsible for reporting any damage/faults. Any staff driving the minibus must have passed their minibus test and must have passed evidence of this to the Site Manager. The driver is responsible for ensuring that all seatbelts are working and are properly used by the children. Any faulty seat belts must be reported to the Site Manager immediately. The rear door must be kept clear at all times, and all doors must be kept unlocked when the bus is in use. The first aid kit must remain in the minibus and will be updated regularly by the Site Manager. Staff must ensure that a mobile phone is taken on every 'away' trip, in case of emergency.

4.21 School trips and visits policy

Risk assessments are an integral part of the preliminary work when arranging an off-site visit and full details of the school's control procedures are included in the Risk Assessment Policy.



5 Preventing Slips, Trips and Falls in Schools

5.1 Introduction

Slips, trips, and falls are by far the most commonly occurring accidents in all educational establishments. Injuries range from minor (sprains, twisted ankles etc.) to occasionally serious (fractures, concussion etc.).

All who use school premises can contribute to reducing the risk of slipping and tripping accidents but of most effect will be implementation of a safe system of work by the school/college management. Effective solutions are often simple, cheap and lead to other benefits.

5.2 Legal obligations

Health and Safety at Work (Jersey) Law 1989 requires employers to ensure, so far as is reasonably practicable, the health and safety of all employees and anyone who may be affected by their activities. More specifically, employers must also provide, so far as is reasonably practicable, a safe place of work and safe systems of work, this includes taking steps to control slip and trip risks.

The Health and Safety at Work (Jersey) Law 1989 states employers have a duty to assess risks (including slip and trip risks) and where necessary take action to safeguard health and safety. Carrying out a risk assessment will determine what is 'reasonably practicable'.

It requires floors to be suitable, in good condition and free from obstructions. People must be able to move around safely.

5.3 Assessing slip and trip risks

A risk assessment helps to identify what the problems are, what needs to be done and prioritisation of action points. The Health & Safety Officers/Site Manager follow a five-step approach to risk assessment, and slip and trip risks should be among the risks examined:

Step 1:

- Look for slipping and tripping hazards around the workplace.
- Uneven floors
- Obstructions
- Areas that are sometimes slippery due to spillages?
- Include outdoor areas.

Step 2:

- Decide who might be harmed and how.
- Who comes into the school/area/workplace? Are they at risk?
- Are there any particularly vulnerable persons at risk?
- Young pupils rushing around obviously present an increased risk

Step 3:

- Evaluate the risks.
- What is the likelihood of someone slipping/tripping in a particular area?
- Are there any areas where slips/trips could have particularly serious consequences? Are the precautions already taken enough to deal with the risks?

Step 4:

- Record your findings if you have five or more employees.



Step 5:

- Regularly review the assessment.
- If any significant changes take place, make sure that precautions are still adequate to deal with the risks.

5.4 Safe system of work

The risk assessment should provide a framework to establish a safe system of work to prevent slips, trips and falls. An effective system should include:

- physical measures
- housekeeping, cleaning and maintenance
- monitoring
- information, instruction and training to appropriate staff and pupils
- first aid

5.5 Physical measures

- 5.5.1 **Floors** - choose only suitable surfaces, getting conditions right from the start will make dealing with slip and trip risks easier.
- 5.5.2 **Routes** - plan pedestrian and traffic routes and where possible adjust timings to avoid overcrowding.
- 5.5.3 **Lighting** - ensure levels are sufficient and placement of light fittings provide even lighting to all floor areas enabling people to see obstructions, potentially slippery areas etc. Replace, repair or clean lights before levels become too low for safe access.
- 5.5.4 **Obstructions** - tidy up properly and avoid leaving objects or allowing them to protrude into walkways, corridors etc. Provide sufficient and suitable storage areas for boxes and equipment.
- 5.5.5 **Slopes** - improve visibility, provide handrails, use floor markings.
- 5.5.6 **Changes of level** - where there is a change of level that is not obvious improve lighting. Add apparent tread nosings.
- 5.5.7 **Change from wet to dry floor surface** - warn of risks by using signs. Locate suitable doormats where these changes are likely.
- 5.5.8 **Rugs/mats** - ensure mats are securely fixed and do not have curling edges.
- 5.5.9 **Trailing cables** - position equipment to avoid cables crossing pedestrian routes. Use cable covers to securely fix to surfaces. Restrict access to prevent contact.

5.6 Housekeeping, cleaning and maintenance

Good housekeeping is important in preventing slipping and tripping hazards. Clean and tidy premises provide a better working environment and fewer accidents.

Cleaning methods and equipment must be suitable for the type of surface being treated (you may need to get advice on the appropriate method of treatment, e.g. from the manufacturer or supplier).

Carry out cleaning and maintenance work in accordance with recommended schedules (again, you may need to get outside help or guidance).

- Clean up spillages (of wet and dry substances) immediately. If a liquid is greasy ensure a suitable cleaning agent is used.



- Keep traffic routes/areas clear and free from rubbish (plastic bags for example). Empty bins frequently, do not allow rubbish to accumulate.
- Take care not to create additional slip or trip hazards while cleaning and maintenance work is being done (trailing leads from cleaning equipment etc.).
- A floor may remain wet for some time after it has been cleaned. Fence off wet areas, use appropriate signs to tell people the floor is still wet, arrange alternative bypass routes etc.

5.7 Monitoring

Carry out regular inspections to check for loose finishes, holes and cracks, worn rugs and mats, etc. Any hazards identified should be remedied as soon as possible.

Inspections and routine checks should also ensure that good housekeeping is being maintained and cleaning schedules are being observed.

To help demonstrate that appropriate measures are in place to comply with legal duties it is also necessary to keep records of safety inspections, cleaning schedules, details of repairs and maintenance etc.

5.8 Information, instruction and training

Make staff/pupils aware of potential problems and warn/remind people of risks using prominent signs/notices.

Train staff in the importance of good housekeeping and the correct use of any safety and cleaning equipment provided.

5.9 First aid

Provide sufficient personnel and facilities adequate to administer prompt help in the event of injury.

5.10 Traffic management and car parking

Drop Off - The school site opens at 8:00am. Parents/guardians who drive have the choice of:

- Kiss 'n drop at the roundabout where one/two members of staff escort the children from the left-hand passenger door of the car. Parents/guardians remain in their vehicle, which allows traffic to flow smoothly and exit the service road past Grainville school.
- Park 'n stride by parking at the Grainville Playing Fields car park and walking the children down to FCJ School, via the safe footpath to a zebra crossing to enter FCJ School.

Collection - Parents/guardians who drive have the choice of:

- Parking on the FCJ back playground. The rear gate off Deloraine Road opens at 14:45 and parents/guardians drive in and park on the back playground as directed by a member of staff. Children must be collected from the appropriate school door and escorted to the car between 15:00 and 15:10. Vehicles are required to leave the premises promptly to reduce queuing on Deloraine Road and to allow other parents to enter the car park. Parents should park carefully and ensure that they do not obstruct access for emergency vehicles at any time.

Speed restrictions within the grounds are 5mph and Dead Slow operates between FCJ and Granville School.



Traffic notices are posted from time to time, and we ask they be followed.

Mobile phones and other similar technology must not be used when driving. Drivers must be aware, at all times, that young children can be unpredictable and are at risk around cars.

Pedestrians must exercise extreme care, remaining within designated pathways and crossing via the zebra crossing.

6 Training

Training is provided for new staff as part of the induction programme. Training records are retained on staff files, and key course details (e.g. First Aid and Safeguarding) are also retained.

7 Pupil 'Safety Squad'

Safety Squad members help to make sure the school is a safe place for all children to enjoy and learn. It is important that children have the relevant information to help keep themselves safe both in and out of school.

As part of their role, Safety Squad members will:

- 7.1 Attend meetings, bringing important pupil voice representation
- 7.2 Contribute ideas to the meeting that will help make the school as safe as possible
- 7.3 Canvass and feedback information to their class – ask their teacher for an appropriate time to do this

Wear their badge at all times, and high viz jackets when required, so people are aware they are a safety squad representative
- 7.4 Lead some assemblies about how to keep safe outside of school
- 7.5 Walk with the school Site Manager, to help conduct safety checks and walks around the school and school grounds.

8 Visitors To School Premises

The FCJ procedures in respect of visitors to the school have been developed to safeguard our pupils and staff and to ensure we are able to account for everybody in the event of an emergency.

- If the fire alarm sounds all persons present should assemble on the field at the front of the school, by the fire assembly point.
- Visitors are asked to read the Safeguarding Booklet and are made aware of the DLS.

Parents are reminded that on hearing the fire alarm they must assemble away from the children at the far end of the field / playground. Cars must be left such that they do not restrict emergency access and young infants should accompany parents and not be left in vehicles.

- All visitors to the site must report to the school office where they can sign in and will be issued with a visitor's badge. Visitors must not arrive at drop off or collection times, as detailed above.
- Visitors will also be required to return to the school office before they leave the premises in order to sign out and to return the visitor's badge to the School Office.



- It will be the responsibility of all staff members to ensure these procedures are followed and to challenge anybody on school premises who they do not recognise or who does not have a visitor's badge and, if appropriate, to accompany them to the school office.

9 Exceptions

This process will not normally apply to pre-planned major school events attended by large numbers of people, such as sports days, open days, football matches, assemblies etc. However, persons attending such events must be advised at the start of the event of the evacuation process and assembly point by the responsible staff member.