

CHRISTCHURCH RUDOLF STEINER SCHOOL

COLLEGE PRINCIPAL GROUP

Management

NAG 5 Policy **HEALTH AND SAFETY PROCEDURES**

2.1 Procedures **Civil Emergencies**

The Board of Trustees shall in conjunction with the school's management ensure that the following civil defence teams are developed to oversee emergency procedures for the school:

- First Aid Team
- Fire and Earthquake Safety Team
- Emergency Evacuation Team
- Search and Rescue Team

These teams shall:

- Establish emergency response plans that ensure the safety of staff and pupils in each situation.
- Publish and disseminate simple, clear procedures
- Devise simple, clear contingency plans
- Examine all fire exits, evacuation routes and emergency equipment
- Identify problems of hazards, existing or potential
- Ensure an up-dated database is established and maintained for all personnel including their whereabouts

First Aid Team

- Administration staff are required to hold current First Aid certificates
- The first aid kits are in each class Civil Defence bag and in the Administration office kit.
- A station will be set up as soon as possible in a safe area to treat any people needing care.
- An ambulance (or other suitable transport) will be called for any patients requiring hospital treatment.

Fire & Earthquake Safety Team

The team should consider the following:

The Fire Safety (Evacuation of Buildings) Regulations, 1992, require:

- A fire evacuation scheme, which may have to be submitted to the Fire Safety Service.
- A properly organised and monitored fire evacuation drill twice per year.

Emergency Evacuation Team

In addition to the above, the Emergency Evacuation Team will ensure that the following measures are attended to on a regular basis:

- All exit doors checked at regular intervals and never blocked
- Identifications of alternative exit methods and routes where possible
- Clear notification of exits, routes and gathering points
- Fire extinguishers and smoke alarms checked regularly and maintained in working order
- Multiple use of power points avoided and condition of electrical equipment regularly monitored
- Paper stored away from classrooms
- Fire awareness built into specialist courses (workshops, laboratories etc)
- A variety of fire and earthquake drills, including: - Planned evacuations- school wide
- Surprise drills

Search and Rescue Team

- To form into a team when necessary to search buildings after a disaster for any missing and unaccounted for people.
- Ensure buildings are sound enough to search without further endangering lives

Evacuation procedures will include:

During emergency

- Clear instructions to all staff and pupils

- Established procedures followed, enforced and monitored
- All personnel checked against lists
- Appropriate authorities alerted
- Listening to local radio for Civil Defence advice

After emergency

- Appropriate teams check safety and security of buildings
- Appropriate teams liaise with Fire Service/ Civil Defence/ Police/ Parents
- Safety Committee consult with Principal and College Principal Group over return to work or closure of all or parts of the school.

Date approved: 11 September 2012
Signed

A handwritten signature in black ink, appearing to be 'P. Roth', written over a large, stylized circular flourish.

Responsibility for review: Management
Responsibility for administering this procedure: Management
Review: September 2018