



Highgate Primary School

Health & Safety: Fire and First Aid Information

Access and security during the School Day

- All hirers must only access the school via the main reception entrance where a designated member of staff will meet them.
- Please be aware that you must not open the door for other visitors whilst visiting the school.

Key Contacts within the School

Headteacher	William Dean	020 8340 7023
School Business Leader	Jaimini Lakhani	07834 381400
Facilities Manager	Terrance Bengtson	07834 546884
Site Manager	Jhojan Gallo	07715 654 292
Assistant Site Manager	Eyon Bailey	
Health and Safety officer for Highgate Primary School	Terrance Bengtson	07834 546884
School's Nominated Contact (SNC)	Terrance Bengtson	07834 546884

Reporting of Accidents and First Aid

It is the full responsibility of the hirer to ensure they are first aid trained and have a first aid kit at each session. Should access to the school's First Aid boxes be required then they are located in the following areas and are appropriately labelled:

- Medical Room
- Staff Room
- Blanche Nevile Office

Burns Kits are stored in the **Medical Room**.

All serious accidents must be reported to the SNC and an accident form must be completed. These are available from the SNC or Duty Caretaker

In the absence of the SNC, you should report the accident to the Duty Caretaker or School First Aider (if on site).

The nominated persons responsible for First Aid during school hours are:

Abdul Aziz
Ashleigh Roulston
Duncan Tanner
Elena Gopaul
Jakeline Londono
Julie Bland
Randa Khahil
Rebecca Lewis

The nominated persons responsible for First Aid during out of school hours are:

Jhojan Gallo

You should consult with these people in cases where treatment is required.

Fire and Emergency Evacuation in School

The fire routine detailed below should be followed in the event of a fire:

Alarm

Anyone (staff, pupils, visitors Contractor) discovering an outbreak of fire should, without hesitation, sound the nearest fire alarm/ raise the alarm. The alarm sounds like a two tone Klaxon.

Calling the Fire & Rescue Service

All outbreaks of fire, however small, or any suspected fire should be reported **immediately** to the Duty Manager who will call the Emergency services.

Evacuation

On hearing the alarm, leave the building by the nearest exit and make your way to the muster point as identified on the attached plan. Do not re-enter the building until the Fire & Rescue Service gives permission, or in case of drill, the senior person in charge so authorises.

Assembly

The assembly point is located in the **KS1 & KS2 Playgrounds**

Roll call

Immediately you have assembled, a roll call must be taken by your nominated person and the outcome reported to the duty manager.

Attacking the fire-

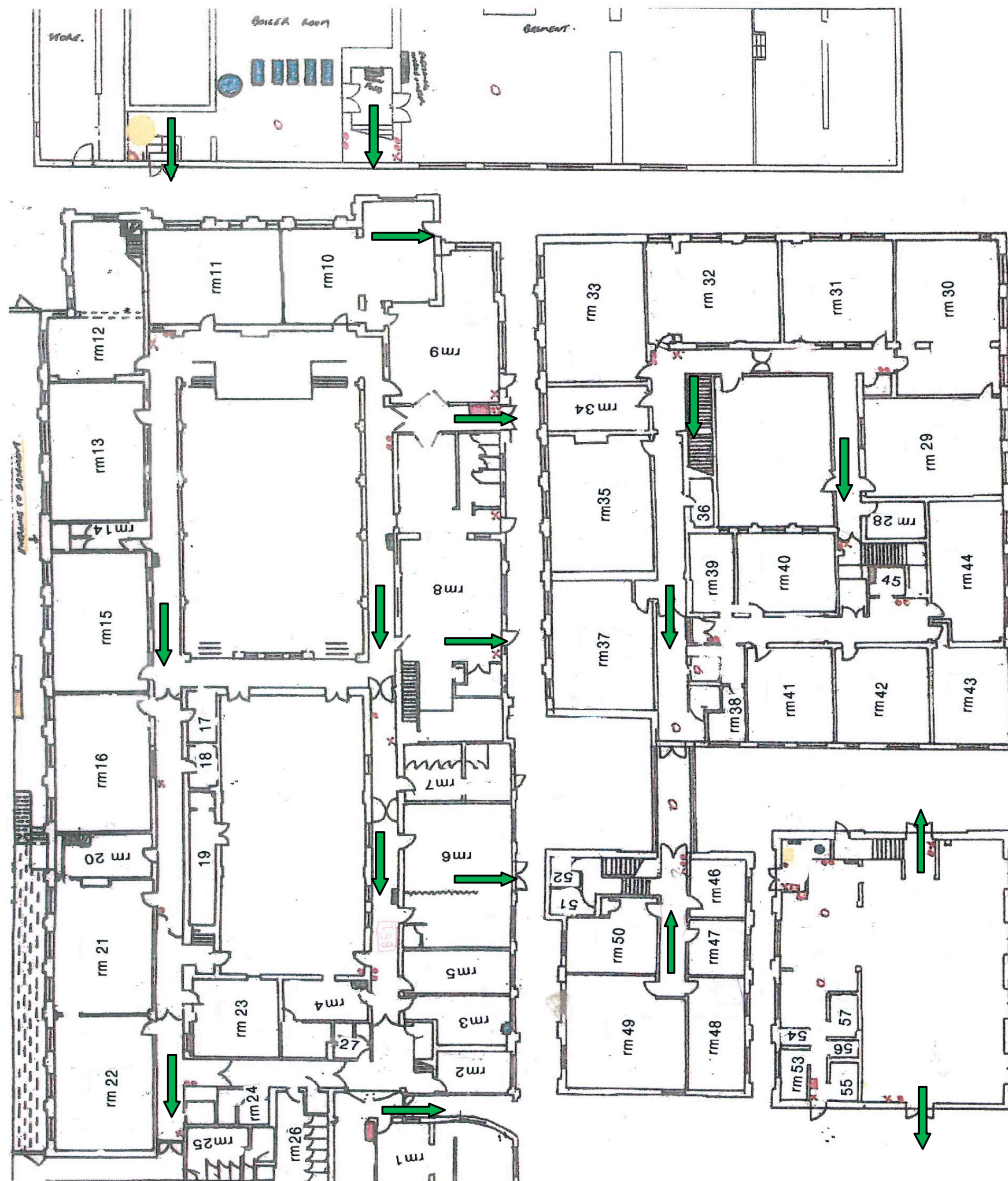
Circumstances will dictate whether fire-fighting operations should be attempted.

Fire fighting must always be secondary to the safety of life.

Notices

Each fire alarm point is clearly indicated by **“FIRE ALARM”** followed by the appropriate operating instructions.

Fire Escape routes and assembly points Map



Fire Escape routes and assembly points Map

Nursery

