

Policy title	Kids/Youth Emergency Procedures and Reporting Hazards
Policy area	Health and Safety / Academic
Policy available for Students – yes/no	YES
Policy detail	<p>The Learning Connexion has procedures for earthquakes, fire and general emergencies.</p> <p>They are as follows:</p> <p>For fire and earthquake</p> <ol style="list-style-type: none"> 1. For an earthquake – drop, cover and hold – remain in the building until the shaking stops. For fire - Get down, get low, get out. 2. Check the exits before directing children to evacuation point. 3. If someone catches fire - stop, drop, and roll or smother flames with a blanket or towel. 4. Evacuation bells may or may not ring following an earthquake 5. Civil Defence advises that it is safest to remain in a building while an earthquake is happening. 6. When shaking stops – exit from the building taking care to check integrity of stairs and safety of exit points – check for falling glass or building materials before exiting. 7. If possible tutors are to bring their class attendance roll book with them 8. Gather students in the car park between the materials shed and ceramics studio 9. The school’s caretakers should meet tutors in the car park 10. Caretakers will check external situation – road closures, hazardous areas etc and pass this information on to those assembled 11. Tutors will contact parents and emergency contacts to pick up students. 12. Tutors will tick children off the roll and add sign out time when they are collected 13. When leaving, tutors will ensure that either Caretakers have the names of those who have left (including tutors) and the time of their leaving so they will be able to pass on this information to any callers asking about either students or staff. 14. TLC has some civil defence supplies in a container beside MM3 – if needed Caretakers will be able to gain access. 15. Should staff hear the evacuation bells ring at any time – please evacuate. <p>For All other Emergencies</p>

Staff and Children are to remain in the building with the door closed until given instructions.

Reporting Hazards

Tutors and staff are to report any hazards identified to the youth art coordinator.

The youth art coordinator will complete a RAMS (Risk Analysis Management Form) for the Kids Art Classes and Holiday Programme and update it each term. These are located in the file share.

The RAMS form and Emergency Procedures are to be overseen by the TLC Health and Safety Reps and will be reviewed every 6 months.

The Youth Art Coordinator and C & E are responsible for making sure relievers and casual staff are aware of hazards, hazard reporting and health and safety policies as they arise.

Toxic Materials

Any materials that can pose a health risk to students and staff need to be labeled with warnings and detailed instructions on how to use them correctly. These instructions should be clearly marked on bottles and containers and kept organised.

Related Procedures

Date Created March 2017

Review Dates March 2018, June 2020, August 2021

Next review date August 2022

Links
