

Netherfield Primary School



Risk Assessment for relocation to the Loco Centre

Context

From 11/10/17 until 20/10/17 (and possibly later thereafter) Y4 and Y5 (120 children in all) are relocating to the Loco Centre on Victoria Street, Netherfield whilst remedial work is carried out at the school following a flood. The site was visited on 10/10/17 by P Hardern, P Taylor of NPS along with S Bingley and M Bland from NCC H&S.

Travel between Chandos Street and the Loco Centre

- Children to wear coats
- Adults to carry mobile phones
- 2 groups of 60 with at least 3 adults per group
- 1 designated leader for each group
- Adults in hi-viz
- Paper register at Chandos street – give one copy to the office, take one copy with you
- No latecomers to join the crocodile – they must go to school and be registered there. Latecomers will be walked down separately at a convenient time
- Route: Chandos St, Clumber Ave, Forester St, Ley St, Curzon St, Asper St, Dunstan St, Victoria Rd.
- Register again on arrival at Loco
- No children to be dismissed from the crocodile on the return to Chandos.
- Children to carry own inhalers

Jackie Bell's Park

- Adult to check for dog mess, discarded needles, undesirables before using the park
- At least 4 adults supervising if the whole area is to be used – in which case, one to stay by the gate onto Victoria Rd, one to stay by the gate on Arthur St
- At least 2 adults if only the Muga is to be used
- Cross at the zebra crossing
- Assess equipment for safety following rain and act accordingly
- Adults to carry mobile phones
- Maintain vigilance and conduct a dynamic RA in the event of issues with members of the public, dogs etc.
- Brief the children to line up at the Victoria Rd entrance on the sound of a whistle.
- Staff to carry whistles

Medical

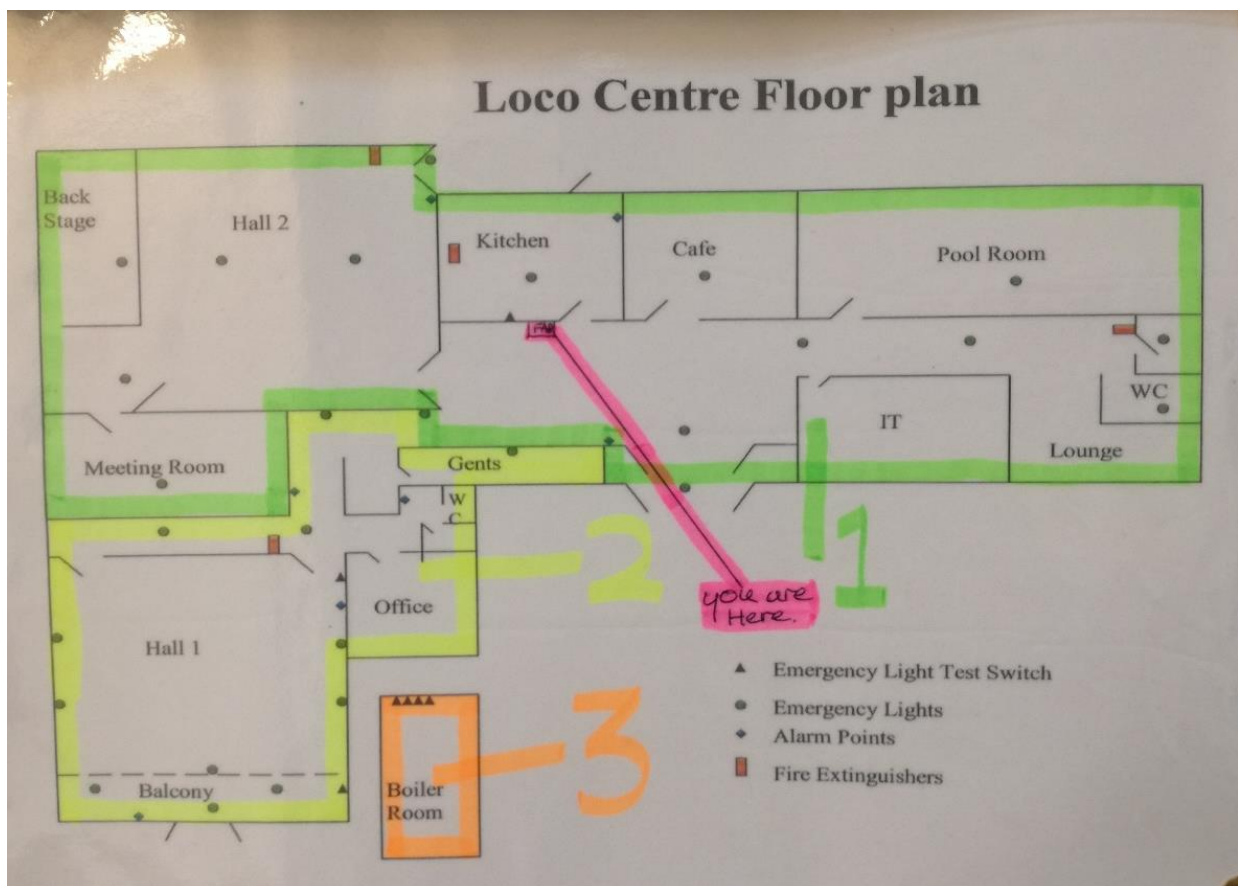
- Check with LB regarding any medication that may need to be administered and make arrangements in accordance with the school policy (storage, administration, recording etc). Very vulnerable children to stay at Chandos.
- At least one first-aider to be on hand at Loco

Safeguarding

- Maintain security by keeping external doors closed (controlled access)
- On the occasions when other adults are in the building, (Mon 13:00 – 17:00, Tues 09:30 – 11:00 and Thurs 09:00 – 13:00) maintain vigilance. Do not access rooms in use by others and supervise toileting
- Apply all school safeguarding policies and procedures
- PT to carry 4G ipad to allow access to Scholarpack (Student Information System) as required.

Fire

- Staff must familiarise themselves with the evacuation plan (below)
- Staff using Hall to must have keys to gates ready in the event of an evacuation
- Staff to familiarise themselves with the site and site (below), paying particular attention to fire escape route signage and the location of alarm call points
- Dummy evacuation to be practiced on the morning of 11/10/17 – using a whistle as the alarm call



St George's Centre
 Fitness Club
 Monday Club
 Church
 Brownies
 CAB
 Netherfield Colts
 Karate
 Senior Citizen Group
 Boxing
 Football
 Dancing
 LOCO Centre
 Pharmacy
 Beaver Scouts
 Allotments
 Youth Service
 Rainbows
 Surestart
 Slimming World
 Medical Centre
 Neighbourhood Watch
 Line Dancing
 Aerobics

Loco Centre - EVACUATION PROCEDURES

To assist with a smooth evacuation all emergency exits & gates should be made accessible at the beginning of each session. The centre users / key holders are responsible to perform this task to ensure their users are safe.

Should it be necessary to evacuate the building, the alarm will sound.

Should you be on your route of exit, follow the following guidelines:

Exit route 1

Head directly out of the double doors located under the upper balcony, this will bring you onto Victoria Road and make your way to the zebra crossing (outside SureStart Centre), Assembly Point is by the notice board located within the Jackie Bells play park.

Exit route 2

Head along the corridor making your way to the main entrance, through the carpark, bearing right along Victoria Road to the zebra crossing (outside SureStart Centre) Assembly Point is by the notice board located within the Jackie Bells play park

Hall 2 and Meeting Room

Exit route 1

Head out the double doors of HALL 2 and out through the main entrance through the carpark, bearing right along Victoria Road to the zebra crossing (outside SureStart Centre). Assembly Point is by the notice board located within the Jackie Bells play park

Exit route 2

Alternatively you could exit via the fire exit door located within HALL 2 along the path which leads onto Dennis Street and walk left to get onto Victoria Road or walk right to come out in the car park and exit onto Victoria Road, make your way to the zebra crossing (outside sure start building), Assembly Point is by the notice board located within the Jackie Bells play park.

Kitchen

Head out the front door of the kitchen and exit through the main entrance onto Victoria Road Alternatively you could exit via the back door onto Dennis Street and walk left to get onto Victoria Road or walk right to come out in the car park and exit onto Victoria Road, make your way to the zebra crossing (outside Sure Start Centre). Assembly Point is by the notice board located within the Jackie Bells play park.

Café, Pool Room, Disabled Toilets, Ladies Toilets, IT Suite and Mens Toilets.

Head directly down the corridor and out the main entrance onto Victoria Road and make your way to the zebra crossing (outside SureStart Centre). Assembly Point is by the notice board located within the Jackie Bells play park.

Make sure all visitors to your meeting are accounted for by checking your register.