

ST. BRIDES MAJOR CHURCH IN WALES PRIMARY SCHOOL



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HEALTH SAFETY AND WELLBEING POLICY

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1.

1. STATEMENT OF INTENT

The Governing Body of St Brides Major Church in Wales Primary will strive to achieve the highest standards of health, safety, and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff [a reference copy is kept in the school office.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements:

Vale of Glamorgan Council Health Safety and Well-being Policy.

Ann Jenkins

Duncan Mottram

Chair of Governors

Headteacher

1st October 2024

1st October 2024

2. Responsibilities

The Governing body along with the Head Teacher and staff team are responsible for the management of health, safety and well-being at the school including all it's undertakings with support and guidance from the Local Education Authority.

The governing body will:

- Promote and support the maintenance of a Healthy and Safe environment throughout the school, and in curriculum and related activities.
- provide adequate resources, training and equipment to support the above.

- Consult with the Headteacher and staff on the implementation of Health and Safety Policy and related issues.
- Monitor and regularly (at least once a year) review the relevance, effectiveness and implementation of the Policy.
- Ensure compliance is monitored and managed via regular reporting and updates

The Head teacher will:

- Promote a Healthy and Safety conscious culture throughout the school.
- Be responsible for producing clear policy, guidelines and procedures for Health & Safety and related issues and monitor the effectiveness of them.
- Ensure that all staff are given adequate direction and training to fulfil their responsibilities in respect of the School Policy and all relevant legislation that affects the school operation.
- Initiate Risk Assessments to identify hazards and take appropriate action.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- Ensure that compliance is monitored and managed

All staff will:

- Support the implementation of the Health Safety and well-being policy.
- Take reasonable care of themselves and others.
- Ensure as far as is reasonably practicable that their classroom or work areas are safe and healthy environments.
- Report maintenance issues and potential hazards to the school office so they can be recorded in the Site Maintenance Record Book and dealt with accordingly.
- Report all accidents, incidents or near miss events to the School leadership team
- Follow all school risk assessments and report any control measures that are no longer suitable and sufficient for the activity.

Caretaker will

- report any Health and Safety concerns to the Head teacher whilst managing site based risks on a day to day basis.
- Follow risk assessments for all work activities including working at height, manual handling etc. Carry out pre-use checking of any work equipment and reporting defects to the Head teacher.
- Carry out weekly testing of the school fire alarm and ensuring that if this cannot be done for any reason the Head teacher is aware to make alternative arrangements
- Carry out monthly test emergency lighting
- Be responsible for the school fire safety log book ensuring that all compliance information is filed and will report to the Head teacher any concerns
- undertake school maintenance checks weekly, half-termly and after any major incidents, such as storms, filling in maintenance check records.
- School Business Manager will
- Ensure all visitors sign in using the school entry system.
- Ensure all contractors and visitors are made aware of the emergency evacuation procedures prior to maintenance/building work commencing.

- Ensure all contractors have been shown the asbestos register and have been made aware of the significant risks and what to do with accidents and incident reporting.

Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents or concerns to a member of staff.

Contractors

Contractors will agree health and safety practices with the Headteacher or School Manager / Administrator before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

3. General Health and Safety Arrangements

The arrangements for managing health and safety in the school and during curriculum and related activities have been drawn up following the assessment of risks in accordance with the Management of Health and Safety Regulations 1999.

Monitoring and Review of Health and Safety Arrangements

The yearly check will be used to prioritise improvements and to inform planning. The Caretaker will monitor the school grounds and premises daily. The Caretakers Log Book will be used to ensure immediate remedial action is carried out when necessary, the log book will be monitored on a monthly basis. All staff will carry out monitoring on a day to day basis. Monitoring by governors will be via the Headteacher's Report and regular H & S walks by the Finance and Premises committee. The policy is reviewed annually.

4. Equipment

Any equipment in school should be used safely and for its intended purpose only. Equipment identified as defective should be taken out of use immediately and labelled accordingly. The Finance/Admin. Officer should be informed immediately in order that arrangements for repairs or replacement can be made swiftly. No second hand equipment can be introduced to school without the agreement of the Headteacher.

Electrical equipment must be tested regularly in accordance with Vale of Glamorgan Council procedures. Plugs and leads will be visually checked regularly. Any electrical equipment used outside must be attached to the electricity supply through a Residual Current Device - 'Safety Switch' (RCD), and any lead should be covered by mats to allow safe passage over it. Electrical sockets should be switched off before a plug is inserted or removed. All electrical equipment will be subject to regular PAT testing.

Firefighting equipment and alarm systems are maintained under annual contracts. The Headteacher and Caretaker check the alarm systems each week. A log is kept by the Caretaker. PE equipment is maintained under an annual contract. Hazardous substances, such as cleaning materials, etc., are to be kept locked in appropriately marked storage areas or cabinets.

5. Curriculum - Use of Resources

The school follows the Local Authority guidelines with regard to Science, ICT, Technology, Art and PE. A copy of resources for each is kept in the subject files held by subject coordinator who is responsible for disseminating the information to the staff and pupils. The safe use of resources and equipment is given a high priority in instructions for use and as a teaching aid. Further support is utilised via CLEAPPs

PE

Clothing

All children should change into suitable clothing for the activity in which they will participate - details of clothing are listed in the school prospectus.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

Jewellery

The wearing of jewellery by pupils is not permitted. If ears are pierced, studs only may be worn. A watch may be worn if it has its owners name on it and is not of any great value, but must be removed for PE. Staff are advised to collect all such items prior to the lesson and store safely.

Mobile Phones and Smartwatches

The use of mobile phones and smartwatches in school is not permitted. These items are a huge distraction to children while they are trying to learn and present a potential child protection and bullying risk.

Lifting and Moving

Each child should be taught how to lift and move equipment. The techniques should be subject to a repeat lesson at least once each year and with each new class. Children should be stationed at the corners of each piece of equipment. A leader of the group says when the lift should start.

6. General Safety

School Building Access

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. Children may use the main pedestrian access. The vehicular access to the staff car park should not be used by parents or children. Anyone seen using this access on foot should be reminded of the restriction. All visitors must report to the school office and sign in. All visitors must sign out when leaving the school building. Any adults on site who do not work in the school and who are not wearing a visitors badge must be reported to the school office. The main entrance is locked, allowing access on request from the school office, via an intercom.

Vehicles

Parents are requested not to bring their cars onto the school site. Parents collecting children who are injured or unwell should ensure they comply with the parking restrictions. No cars should be parked across the main vehicular access to the school, which is the only emergency vehicle access. Staff cars should be parked in the appropriate areas for parking. Other areas should remain clear. Delivery vehicles are expected to use the delivery area. Wherever possible deliveries should be made once the children are safely in the building. Other trade vehicles should park safely and not block doorways, or delivery areas.

Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to be on site with them. Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/ blinds are closed when it is dark. Fire doors must be unlocked when staff are working in the premises out of normal school hours.

Anyone lone working on a regular basis should be equipped with an accessible network mobile phone or have access to the school's external landline. When two or more people work late they should try to leave the building together. Cars should be parked as close to the access doors as possible. Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

Key Holder Safety during Call Outs

Key holders on call out should be mindful of their own safety. If the police have left the premises a key holder can contact the police and request that they return before entering the building. Key holders should lock themselves in. Before leaving the key holder should ensure that the school is secure and the alarm re-set. If any member of staff is onsite and is concerned about people on or about the site they should telephone the police on 999 (if concerned about their own or the building's security).

Fire Safety

The school will provide a safe and healthy working environment with respect to fire safety. The Fire Safety Procedures are detailed at Appendix A.

Evacuation Procedures

Evacuation procedures are detailed in the Fire Safety Procedures and are practised termly and reviewed regularly and at least once a year. Evacuation routes and meeting points are detailed on the school Fire Safety site plan, which is shown at Appendix E.

7. Supervision of Children

School Hours: Nursery

Morning Session 9am– 11:30am.

A member of staff will be on duty from 8.45am.

Afternoon Session 12:55pm - 3.25pm.

School Hours: Foundation Phase

Morning Session 8.55am - 12.00 pm. Morning Break 10.45 am – 11am.

A member of staff will be on duty in both playgrounds from 8.45am.

Afternoon Session 1.15 pm - 3.30pm. Afternoon Break 2.40 – 2.50pm

Key Stage Two:

Morning Session 8.55 am - 12.15 pm. Morning Break 10.45am - 11 am.

A member of staff will be on duty in both playgrounds from 8.45am.

Afternoon Session 1.15 pm - 3.30pm. Afternoon Break 2.40 – 2.50pm

Office Hours

The school office is open during school hours.

Duties

A member of staff will be in the playground areas to supervise children arriving for school

from 8.45am.

At 3.30 p.m. the KS2 class teachers supervise the children leaving school. KS1 children are handed over to their parents/carers. At break times a minimum of one member of staff is on duty in each yard. All members of staff are responsible for making sure that their classroom is clear of children. All staff should meet their children in the playground when they arrive at 8.55 am, and at the end of breaks during the day (see times above). The rota for duties is on the staff room notice board. As part of a wrap around care agreement with St Brides Playgroup, the school Nursery staff walk the children who require the service to St Brides Playgroup at the end of the morning session.

Lunch-time Supervision

The Head teacher is responsible for the organisation and management of lunch times, and works with a team of Midday Supervisors. The Head teacher and Deputy Head teacher and senior staff also provide support at lunchtime. All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises. Any children working in classrooms or activity areas must be supervised by a class teacher.

8. Medical and First Aid

Health and Accidents to Children or Staff

School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc. that pupils sustain until they can, if necessary, receive professional medical treatment. All staff receive regular first aid training. First aid and medical supplies are available in the school office. Disposable gloves should always be used when dealing with blood and then disposed of safely. First aid bags for school journeys are stored in the school office as well as other items required to be on hand during a journey. Midday Supervisors have the responsibility of dealing with minor accidents at lunchtime. If a pupil receives a bump to the head parents will be contacted and given the option of coming to school to check the pupil themselves or leaving them to recover and return to class to be supervised by school staff.

An accurate record should be made of all accidents, incidents or near miss events at the school. Minor injuries to pupils will be recorded in the minor injuries log book and a copy sent home to parents.

AC1 or INC1 forms will be completed and sent to the Health Safety and Well-being team for all injuries to pupils where they left school and/or received medical treatment as a result, all accidents/incidents to staff and any accidents, incidents or near miss events that the Head Teacher wishes to have advice on. The HSW team will then make any necessary reports under RIDDOR for the school.

Medication Policy

If a pupil requires prescribed medicines whilst in school, the parent must complete an Administration of Medicines/Treatment (Form of Consent) which is available from the school office. Once completed these forms should be kept in the medical drawer. All medication should be stored safely either in the fridge in or in the lockable medicine box in the school office.

It is the responsibility of the class teachers to ensure that pupils have access to inhalers or prescribed medication on any off-site visits.

Allergies

Information about pupils who suffer from an allergy will be published in the staff corridor. All staff will be informed of the individuals involved. Class teachers are issued with lists informing them of any medical issues concerning pupils along with relevant risk assessments. The school has identified those able to administer adrenaline via an Epi Pen when necessary. Epi Pen training is given annually by the School Nurse.

Contagious Diseases, Infection prevention and control

Outbreaks of notifiable diseases will be published to parents following advice and guidance from Public Health Wales and/or the Local authority. All staff will be briefed in actions to take including any specific advice for pregnant staff.

The school will follow national published guidance by Public Health Wales when responding to infection control issues and will carry out local risk assessment where appropriate.

Thorough regular hand washing is promoted throughout the school.

Head lice

Parents are informed of procedures for dealing with head lice, should an outbreak occur in the school.

9. Staff Health and Welfare

Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with the Head teacher, senior staff or the school's health and safety representative as soon as possible. The Head teacher will, where physically possible, discuss the matter with the person concerned within 24 hours of the issue being raised. A free and confidential counselling service is available to all employees. A list of emergency contact names and phone numbers for all staff is held in the school office.

The Vale of Glamorgan stress management procedures will be followed to draft stress risk assessments and provide advice and guidance.

Safety

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture. Staff should not climb on chairs or tables. Both staff and pupils should take care when moving or lifting equipment. If in doubt seek help.

Violence

Staff should always take steps to minimise the possibility of violence in school. Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

Where pupils behaviour escalates the BE1 form will be completed, and all available control measure implemented.

Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The caretaker retains ladders for working at height

- Pupils are prohibited from using ladders which will be locked away
 - Staff will wear appropriate footwear and clothing when using ladders
 - Contractors are expected to provide their own ladders and risk assessments for working at height
 - Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
 - Access to high levels, such as roofs, is only permitted by trained persons
- Also refer to the Vale of Glamorgan Working at Height Procedures

Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

Smoking

Smoking which includes the use of vaping, e-cigarettes etc. is not permitted anywhere on the school premises.

Further guidance and support for smoking cessation is available in the Vale of Glamorgan smoking and smoking cessation procedures

Personal protective equipment (PPE) and Respiratory Protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Risk assessments will include the use of PPE and any RPE (respiratory protective equipment) where relevant

Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet
- Risk assessments will be in place for all activities with animals (reference CLEAPPS)

New and expectant mothers

Pregnant Worker Risk assessments will be carried out whenever any employee notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified.

Display Screen Equipment (DSE)

The school will follow safety guidance in respect of DSE by carrying out workplace assessments and ensuring that all staff who work on display screen understand safety guidelines. Further information is covered in the Vale of Glamorgan DSE and eyetest procedures.

Drugs and Alcohol

The school will recognise the potential impact of their use in the workplace and follow the guidance as set out in the Vale of Glamorgan Drugs and Alcohol Policy.

Menopause

The school will ensure that provision is made in the work place for staff suffering from the adverse symptoms of menopause by following the Vale of Glamorgan Menopause Procedures.

Mental health and well-being

The school is committed to supporting the provision and processes to manage and support mental health in the workplace for the well-being of staff. Further guidance can be found in the Vale of Glamorgan Mental Health and Well-being procedures.

Risk assessments

The school will undertake suitable and sufficient risk assessments across all its activities whether they are educational risk assessments using CLEAPPS or Evolve or whether they are concerning the general running of the school.

Welfare

The school will provide suitable and sufficient welfare facilities for all staff and pupils.

COSHH

Control of substances hazardous to health (COSHH) risk assessments are completed by the School Administration/Manager and circulated to all employees who work with hazardous substances.

Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label.

All hazardous products are kept in their original containers, with clear labelling and product information.

Hazardous products are stored in locked cupboards with no pupil access.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

The school will also follow the guidance in the Vale of Glamorgan COSHH procedures.

Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. The School will ensure that the gas certification is kept up to date with an annual inspection
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

Legionella

- A water risk assessment has been commissioned with a competent contractor responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.
- This risk assessment will be reviewed every 2 years and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following: temperature checks, heating of water and the overall legionella management system as outlined in the risk assessment.

The School will also follow the guidance in the Vale of Glamorgan Water Hygiene and Legionella Management Procedures.

Asbestos

The Headteacher is responsible for the premises' asbestos management plan. The folder is kept on the main office shelves. Contractors and staff are not allowed to drill or affix anything to fabric of the building without first obtaining approval from the headteacher who will consult the asbestos management plan as required.

All contractors must sign the register log sheet.

A site inspection by the headteacher and caretaker is undertaken termly to check for any changes and logged in the file.

For further information on asbestos management please see the Vale of Glamorgan Asbestos Management Procedures and Emergency Procedures

8. Off Site Activities

The school has a named Educational Visits Coordinator. The school follows the Vale of Glamorgan arrangements for off-site visits which are available from the Headteacher's Office.

Any visit off site must be approved by the Headteacher. Before any off site visit involving pupils takes place, consent from parents or authorised carers must be obtained and documented. At the beginning of each school year parents are asked to sign a form giving their permission for visits within walking distance of the school; they are also asked to provide emergency contact names and phone numbers for use in an emergency. On any school visit one copy of the official list of pupils and adults in the party and their contact numbers must be placed in the school office prior to departure. If a party is travelling on two or more coaches it should be clear on the official list of pupils and adults who is travelling on which coach. Each adult on the visit should have a copy of the list. The pupil: adult ratio recommended by the authority for the activity must be met.

Where transport is by car (either teacher or parent) the relevant insurance must be requested. Each adult should also carry an official list with the names of their passengers, and appropriate emergency contact details. If it is the intention to change vehicles for the return journey, the type and registration number of the replacement vehicle(s) must be known by the school office. Where a visit is in the evening, the group leader must hold the contact telephone numbers of members of the senior management team. All coaches hired by the school will have seat belts fitted and supervising adults must ensure that they are used. Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured. Pupils should not sit in the front seats of the coach, in the centre back seat or by an emergency exit. Pupils are not allowed to eat or drink on coaches and should sit still and avoid distracting the driver or drivers of other vehicles. On a visit involving transport the following should be easily accessible: Plastic gloves; First aid kit (containing official list of adults and pupils on the party, plus the school name and telephone number); Drinking water and beaker; Paper towels, handkerchiefs; and 'Sick bags'. Risk assessments need to be completed, safeguarding arrangements and requirements will need considered.

The class teachers are responsible for ensuring pupils have access to inhalers and their medication where necessary,

9. Critical Incidents

Planned Responses for the following Critical Incidents are included in:

Appendix C: Road traffic accident involving pupils/accident during school trip

Appendix D: Aggressive or violent incident in school.

Appendix E: Major Disaster in the community

This policy is supported by the Vale of Glamorgan Health Safety and well-being Policy and all it's subsidiary procedures which can be found

[Health and Safety Policies, Guidance, Forms and Procedures \(valeofglamorgan.gov.uk\)](http://valeofglamorgan.gov.uk)

APPENDIX A

Fire Safety Procedures

1. Premises

The Headteacher is responsible for fire safety on the school premises.

The Caretaker is responsible to the Headteacher for regularly (once a week):

- Checking all fire exits are free from obstructions and slip/trip hazards.
- Checking all escape routes are free from obstructions and slip/trip hazards.
- Checking all fire exits can be opened quickly and easily.
- Checking all fire resisting doors close properly and there is no damage to the intumescent strips or fire safety glass, where fitted, and door surrounds.
- Checking that no fire resisting doors are wedged or propped open.
- The buildings are kept generally tidy to allow unimpeded access to all areas.
- General housekeeping standards are such that rubbish and waste materials are not being allowed to accumulate.
- There is no storage of combustible materials in proximity to potential sources of ignition e.g. paper next to photocopiers.
- Bulk waste containers are stored externally and locked each night.
- All flammable liquids are stored in an appropriate fire proof container.

2. Responsibilities:

- A fire safety risk assessment is carried out by the Head Teacher and the Local authority Health & Safety Officer (designated competent person) and reviewed annually by the Finance and Premises Committee of the Governing Body.
- All members of staff must familiarise themselves with the location of the Fire Alarm Manual Call Points (Break Glass) and designated Fire Exits.
- The fire detection and alarm systems and fire extinguishers are checked on a regular basis and serviced annually under contract. This is recorded in the Fire Manual.
- Attendance Registers and sign in system are held by the School Finance/Admin Officer
- All staff have copies of the fire evacuation plans. Copies of the plans are also posted on the internal doors of classroom cupboards and the school office.
- The fire alarm is tested once a week by the Caretaker by activating MCPs on a sequential basis and recorded in the Fire Manual kept in the Headteacher's office.
- A fire evacuation drill is completed at least once a term. A record is kept in the Fire Manual which is kept in the Head Teacher's Office.
- Phoning fire service - Headteacher, thereafter any member of staff.
The Headteacher or his/her deputy is responsible for ensuring a clearance check is carried out. Routinely the following personnel should check:

Key Stage 2 toilets - Admin/Finance Officer
Foundation Phase toilets - Admin/Finance Officer
Classrooms - class teachers
Staff toilets - Headteacher
Staff Room - Headteacher

- The Head Teacher will be responsible for the upkeep of the Fire Manual. The Fire Safety Procedures will be reviewed annually.

3. Evacuation Procedures

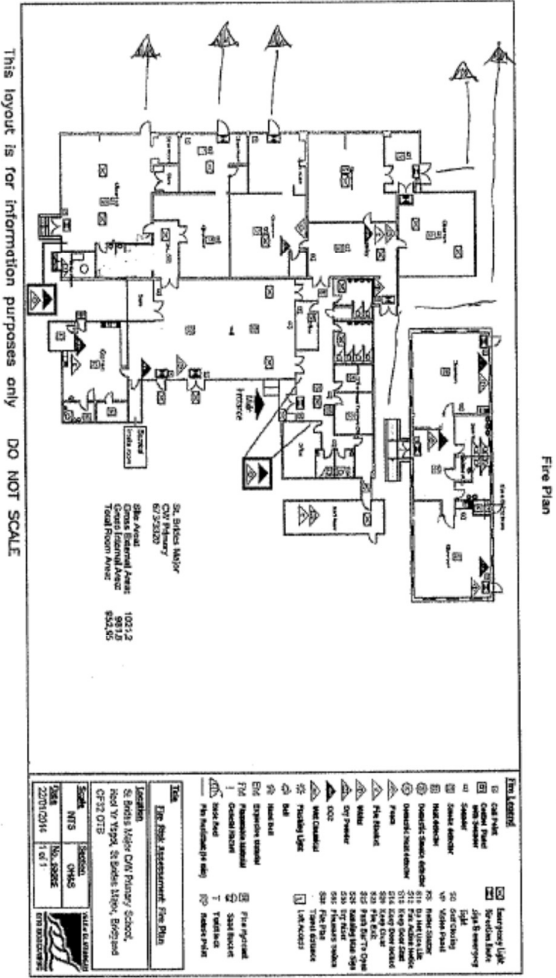
The primary priority in the event of a fire or similar emergency is to ensure the safety of life and limb of pupils, visitors and staff.

- In the event of a fire the person finding the fire should raise the alarm and ensure that the emergency services are contacted.
- Once the alarm is raised teaching staff in classrooms must supervise the orderly evacuation of all pupils to their designated fire assembly point(s) by the nearest available safe exit.
- All other members of staff and visitors must leave the building by the nearest safe exit and assemble at the designated fire assembly point.
- If the evacuation occurs at Lunch or Break Time all members of staff will assist in directing pupils and visitors in the building to the nearest safe exit. All other pupils and staff outside the building will move to their designated fire assembly point. Class teachers will meet their classes at their designated fire assembly points.
- Two designated members of staff will check that the children's toilets are empty.
- A senior member of staff should be nominated to supervise the fire assembly point(s) and call a roll. *
- Another member of staff, normally the school admin/finance officer, should ensure that the main vehicle gate is open and meet and brief the emergency services on arrival. Any doubts about the locality of any individual must be made known to the emergency services.
- At least two members of staff not directly involved in supervising the evacuation may tackle the fire with extinguishers if it is safe to do so.
- All visitors should be hosted? and ambulant visitors briefed on what to do in the event of a fire alarm. Visitors should sign in and sign out.
- Wheelchair users and anybody who has a physical or mental impairment should have a designated host responsible for making sure that they are evacuated to a place of safety. Any school staff or pupils who need assistance to evacuate will have a PEEP (Personal Emergency Evacuation) Plan in place
- A copy of the fire safety procedures must be made available to all out of hours users of the premises who must sign a document to say that they have, read, understood and will comply with the document.

* NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately. Please ensure that children arriving after registration has taken place are marked as present as soon as possible. Teachers should be mindful of any child that is later taken off site for illness or an appointment.

Appendix B

Fire Assembly
Point KSZ Yard



Full Building Plan



APPENDIX C

Planned Response Road Traffic Accident involving Pupils/Accident during School Trips

Immediate action:

Remove pupils from danger if possible/appropriate. Contact emergency services. Bring pupils home as soon as possible. Obtain accurate information and inform school (uncertainty breeds rumour which adds to distress).

Action as soon as possible:

The school (most likely the administrative office) will contact families of those involved. Contact lists are found in the school office. If you cannot get through simply ask them to ring the school, do not leave any other message. If there is death or serious injury the police will inform parents, possibly with a member of staff.

Plan communications to and from school e.g. use mobile phones or the fax line as an outgoing line to leave main line free for parents trying to contact the school. Give the same level of information to everyone. Provision of a script is sensible. The Headteacher and Deputy Head will be responsible for drafting of a script. The administrative office will make a careful note of those parents who still need to be informed. If support is required a designated support assistant will help. The Head teacher will inform staff and pupils. (If sending a letter home give details of the facts but do not apportion blame). Pupils will probably best be told in classes. Only facts should be given. Do not speculate on the causes and consequences.

School will contact the LEA and Chair of Governors. The Headteacher or Deputy Head will inform the Local Authority press office. Press or media will not be allowed onto school premises. If there is need for an assembly point the school hall should be used. Refreshments will be made in the staff room by members of staff and brought to the hall. Staff toilets will be available for adults to use.

APPENDIX D

Planned Response Aggressive or Violent Incident in School (Aggressive action by parent or pupil)

All external doors can only be opened from the inside and the main door must be kept shut at all times.

If an attempted intrusion by an aggressive parent or any other member of the public is anticipated the police should be called and all external access doors locked.

If a parent or member of the public demonstrates aggressive behaviour when they are already in the school then, where possible, they should be immediately separated from pupils and a call for assistance made by whatever means possible.

The Headteacher or member of the Senior Management Team should be notified as soon as possible and at least two members of staff should assist in dealing with the incident.

Any members of staff dealing with the aggressor should try not to antagonise them further and if it is appropriate invite them to sit down and discuss their "complaint" away from pupils.

At no time should staff put themselves at physical risk unless pupils are threatened.

If the aggressor cannot be calmed, is behaving in an irrational manner or there is a perceived threat to the safety of pupils or staff the police should be called.

If a situation is resolved the aggressor should however be notified by the Headteacher in writing of the expected code of behaviour in the school and if appropriate be denied further access to the school.

No comments should be made to the press or media but the Local Authority should be informed.

In the extreme but unlikely event of a pupil or member of staff being held hostage the building should be evacuated as quickly as possible and the police called. No negotiation should be attempted until the police are on site to provide guidance.

Reference in here the BE 1 process

APPENDIX E

Planned Response Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)

If there is a major incident in close proximity to the school it may be necessary to evacuate the building and move the staff and pupils to a place of safety e.g. the Church.

Contact the emergency services and give details of the known information.

If the incident happens outside of the immediate vicinity of the school accurate information should be obtained where possible to inform any further decision making.

Similarly if the incident occurs outside of school hours accurate information should be sought so that discussions in school and any further decision making can be based on fact.

Take appropriate action where necessary and inform pupils of the known facts. Explanations should be simple and without embellishment.

Keep the incoming phone line(s) clear so the emergency services are able to provide updates.

If it is necessary to keep pupils behind after school they should stay with their class teacher and

parents informed accordingly.

Follow the advice of the emergency services but try and maintain a normal school routine.

Depending on the type and severity of the incident it may be necessary to:

Offer first aid or refuge facilities.

Involve outside agencies.

Identify pupils or staff who may be affected by the incident

Hold counselling meetings led by professionals.

Visit hospitalised or bereaved individuals.

Monitor the effects on pupils and staff over time.

Monitoring and Review	
Author	F&P Committee
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Signed Headteacher	
Signed Chair of Governors	