

Created: July 2012
Author: Staverton CE Primary
Ratified: Policy Review
(July '12)

This policy is part of
the **Safeguarding at
Staverton** set

**School
Committee**

Review:
July 2013, November 2015,
November 2016, February 2017,
January 2018, January 2019, January 2020 update

Signed by: (Head)

Signed by: (Chair of FGB)

Staverton CE VC Primary School

Health, Safety and Welfare Policy

1.0 STATEMENT OF INTENT

- 1.1 The aim of the Governing Body is to provide a safe, healthy, learning and working environment for staff, pupils and visitors.
- 1.2 The Health and Safety Policy is part of the **Safeguarding at Staverton** set and should be read in conjunction with the other policies in this set and the following documents:
 - i. The Health and Safety at Work Act 1974 and other Statutory Regulations.
 - ii. Wiltshire County Health & Safety Manual for Schools.
(A copy of the above named manual is held by the Head Teacher).
 - iii. Advice and guidance as provided by the LA at Wiltshire County.
- 1.3 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities.
- 1.4 The Governing Body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good quality of education for its pupils.
- 1.5 The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum. All staff and pupils must appreciate however, that their own safety, and that of others, depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2.0 THE DUTIES OF THE GOVERNING BODY

- 2.1 In the discharge of its duty the Governing Body, in consultation with the Head Teacher, will:

- i. make itself familiar with Wiltshire County (Local Authority) Health, Safety and Welfare Policy Statement for Schools and the advice and guidance provided by the LA and Governor services;
- ii. ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- iii. periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- iv. identify and evaluate all risks relating to:
 - the premises
 - school activities
 - school-sponsored events (including work experience)
 - behaviour and conduct of pupils, staff and visitors
- v. identify and evaluate risk control measures in order to select the most appropriate means of minimizing risk to staff, pupils and others;
- vi. create and monitor the procedures and structures designed for the effective implementation of this policy.

2.2 In particular, the Governing Body will endeavour to provide:

- i. a safe working place for staff and pupils including safe means of entry and exits;
- ii. equipment and systems of work which are safe;
- iii. safe arrangements for the handling, storage and transport of articles and substances;
- iv. safe and healthy working conditions which take account of all appropriate:
 - statutory requirements
 - codes of practice, whether statutory or advisory
 - guidance, whether statutory or advisory
- v. supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as considered appropriate to the school-related activities that they are carrying out. All training will be updated regularly.
- vi. necessary safety and protective equipment and clothing together with information on its use;
- vii. adequate welfare facilities;

2.3 So far as is reasonably practicable the Governing Body, through the

Head Teacher, will make arrangements for all staff to receive comprehensive information on the following 3 items (i – iii). This will include temporary staff, voluntary staff, helpers and those on fixed-term contracts. Information covers:

- i. this policy;
- ii. all other relevant health and safety matters;
- iii. the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 THE DUTIES OF THE HEAD TEACHER

- 3.1 As well as the general duties which all members of staff have, the Head Teacher has responsibility to manage the school's staff, site and activities so that health, safety and welfare of all those involved is secure. This is set out in the relevant section(s) of the LA policy statement on health, safety and welfare and should be understood and controlled. The Head Teacher will also bring any health and safety concerns or any health and safety responsibility that is unable to be met outside of his/her own control, to the attention of the Governing Body and to the LA representative responsible for schools' health and safety.
- 3.2 The Head Teacher is required to take all necessary and appropriate action to ensure that the proper health and safety standard is maintained at all times.
- 3.3 In particular, the Head Teacher will, on a day-to-day basis, be responsible for:
 - i. ensuring, at all times, the health, safety and welfare of staff, pupils and others using the school premises, facilities, services or attending or taking part in school-sponsored activities;
 - ii. ensuring safe working conditions of the school premises and facilities;
 - iii. ensuring safe working practices and procedures throughout the school so that all recognised risks are controlled;
 - iv. arranging systems of risk assessment to allow the prompt identification of potential hazards. As such, he/she will ensure that the Governing Body and the LA are made aware of the findings;
 - v. identifying the training needs of staff and pupils and ensuring, within the financial resources available, that all members of staff and pupils who have training needs identified receive adequate and appropriate training and instruction in health and safety matters;
 - vi. ensuring that any defects in the premises, its plant, equipment or facilities that relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk;
 - vii. ensuring collection and monitoring reports and occurrences of all accidents, near misses and episodes of work-related ill-health and, when necessary, carry out accident and incident investigations, where appropriate, ensuring that correct reporting procedures are followed;

- viii. monitor the standards of health and safety throughout the school, including all school-based activities;
- ix. monitoring the management of Health and Safety procedures;
- x. consulting with members of staff, including Trade Union safety representatives, on health and safety issues;
- xi. overseeing any health and safety issues regarding new items introduced into school;
- xii. encouraging staff, pupils and others to promote health and safety;
- xiii. supplying an annual health and safety performance report of standard indicators to the appropriate LA;

4.0 THE DUTIES OF ALL MEMBERS OF STAFF

- 4.1 All staff members are expected to familiarize themselves with the health and safety aspects of their work.
- 4.2 All staff members are responsible for:
 - i. taking reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
 - ii. following agreed working practices and safety procedures;
 - iii. reporting to the Head Teacher or Governing Body any accident, near miss, hazard or any incidents of violent or verbal abuse;
 - iv. ensuring health and safety equipment is not interfered with or misused;

5.0 HIRERS, CONTRACTORS AND OTHERS

- 5.1 The Head Teacher will seek to ensure that hirers, contractors and others, who use the school premises, conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 5.2 When the premises are used for purposes not under the direction of the Head Teacher then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.3 of this document.
- 5.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section (5.0)
- 5.4 When the premises are hired to persons outside the employ of the Governing Body, it will be a condition of all hirers, contractors and others using the school premises or facilities, that they are familiar with this policy. They must comply with all safety

directives of the Governing Body and that they will not, without the prior consent of the Governing Body or Head Teacher:

- i. introduce other equipment for use on the school premises;
- ii. alter fixed installations;
- iii. remove fire and safety notices or equipment;
- iv. take any action that may create hazards for persons using the premises or for the staff or pupils of the school;

- 5.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the health and safety of all persons using the premises.
- 5.6 Contractors will only be able to undertake work in the school after providing a full risk assessment for the work to be undertaken and have it agreed in writing by the Head Teacher.
- 5.7 In instances where the contractor fails to comply with the risk assessment or creates hazardous conditions and refuses to eliminate them or fails to take action to make them safe, the Head Teacher will take such action as necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work and/or leave the site.
- 5.8 The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974. This states that, "no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare".

The school operates a No Smoking policy on its grounds and in its buildings.

6.0 STAFF CONSULTATIVE ARRANGEMENTS

- 6.1 The Governing Body, through the Head Teacher will arrange for full and proper consultation with employees on their responsibilities regarding health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

7.0 EMERGENCY PLANS

- 7.1 The Head Teacher will ensure that emergency plans are prepared to cover all foreseeable major incidents that could put occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- i. save life
- ii. prevent injury
- iii. minimise loss.

That listed sequence will determine the priorities of the emergency plan.

- 7.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body. The standard and results of these rehearsals will be recorded and filed in a logbook.

8.0 FIRST AID

- 8.1 The arrangements for first aid provision will be adequate to cope with all foreseeable incidents.
- 8.2 Supplies of first aid materials will be held in medical room. The materials will be checked regularly and replenished as necessary by a designated staff member. (Jo Sykes). Each staff member is responsible for refilling own 'bumbags' with following items: **x10 wipes, x10 plasters (variety of sizes), x3 pairs of gloves, x1 allergy card (by end of term 5 2012), x1 ventaid, x1 child med/illness info pack, x10 first aid reporting slips, x5 yellow behaviour cards, and x1 pen.** Jo Sykes is responsible for restocking large first aid bags (child and adult first aid bags)
- 8.3 Adequate and appropriate first aid provision by suitably trained staff will form part of the arrangements for all out of school activities. An agenda item will be added to each Staff Meeting to ensure trained first aiders are available for each club.
- 8.4 A record will be made for each occasion that any member of staff, pupil or other person(s) who receive first aid treatment. This will be for school-related activity either on or off the school premises. If a child has received first aid treatment an accident reporting slip will be completed and given to the child. This will also be recorded in the accident book (located in PPA room) at a convenient time.
- 8.5 There will be designated first aiders at lunchtime and playtimes. All/most minor injuries can be dealt with on playground. Only serious/head injuries to be brought in to be seen by Designated First Aiders.
- 8.6 If a child (all ages) sustains a head injury then their parent/carer must be informed by immediate phone call. The child must receive their accident reporting slip also.
- 8.7 Accident reporting (external):

Employees: The Local Authority will be informed of all Employee injuries. Please see Noreen Roberts to report your injury.

Pupils: The Local Authority will be informed (of any type of accident in which a pupil or other member of the public is physically injured as result of: the condition or lay-out of the premises, the use of any equipment or materials, or the supervision or management of any situation. Noreen Roberts will report such accidents.

The Health and Safety Executive will also need to be informed of more serious injuries (any fracture, and amputation, dislocation, loss of sight, burns, electric shock, any injury requiring resuscitation, leading to unconsciousness or admittance to hospital for more than 24 hrs) and/or death via phone on 0845 300 9923

:

More detailed instructions for such accident reporting will be found on Right Choice.

9.0 MONITORING AND EVALUATION

- 9.1 Health and Safety inspections will be carried out each term using the inspection checklist attached as Appendix G of this policy.
- 9.2 Health and Safety inspections will be carried out by a team. As a minimum, there should be two persons: one of whom should be a member of the school staff responsible for Health and Safety. The other member should be a Governor responsible for Health and Safety.
- 9.3 Risk assessments will be carried out using pro-forma sheets available through Right Choice.
- 9.4 A member of school staff responsible for Health and Safety will co-ordinate the risk assessment process. This involves the distribution of the risk assessment forms to the relevant member of staff, making sure that they are completed diligently and then making sure that any actions identified within them are agreed and prioritised according to risk and approval of the Head Teacher. If deemed necessary, training in carrying out risk assessments will be provided.
- 9.5 Monitoring and review of the Health and Safety inspections, Risk Assessments, Fire Risk Assessments and Fire Drills will be carried out by the Governing Body Premises Team as and when required but, as a minimum, yearly.
- 9.6 The success criteria will be judged by a decrease in repetitive incidents related to Health and Safety issues.
- 9.7 It will be expected that a gradual decrease in Health and Safety issues will be recognised during each inspection.

10.0 SPECIFIC ADVICE AND GUIDANCE

- 10.1 The advice, guidance and procedures which make up the remainder of this school Health, Safety and Welfare policy is contained in the latest edition of Wiltshire County Health and Safety Manual for Schools, a copy of which is accessible on line.

Updates to key sections were made during Nov 2016 – Employee wellbeing, protective security, violence and aggression, medication for pupils, working at heights.

APPENDIX A

MEDICAL NEEDS

Governor(s) responsible: Carrie Hillis

School Staff responsible: Teaching assistants/MDSA, Class Teacher

Training Date(s): March 27th & 28th 2018 – due for renewal March 2021

First Aiders: Clare Adams, Amanda Cafferkey, Sarah Nevers, Lisa Kilford, Zoe Donaldson, Hannah Scane, Jo Sykes, Lorraine Barham

Paediatric First Aid –Danielle Plumpton November 2017, Emily Butterfield Jan 2020

(NB March 26th and 27th First Aid re-training for all staff)

Appointed persons (Responsible for checking and replenishing of First Aid boxes): Teachers responsible for classroom and Jo Sykes for first aid room

Medical Condition advice

Advice will be sought initially from the School Nurse.

General first advice

Advice will be sought initially from above named First Aiders

APPENDIX B

FIRST AID PROVISION IN SCHOOL

First Aid provision is available throughout the school day. During letting times, first aid provision must be supplied by those hiring the premises.

No rooms will be let which contain medication.

First Aid Points - The main First Aid point is located in the First Aid room located opposite the administration office.

It has a cupboard stocked to DFEE (original authority title) guidelines, an incident book, containing patient's name, date of injury, action taken and staff involved. There are changes of clothing; bedding; blankets; there is access to clean running water plus two bins, one marked for clinical waste.

Parents/carers of pupils are notified of all injuries to their respective family members via an injury reporting slip or phone call (if head injury or more serious).

Stickers will be given to children to wear if they have sustained a head injury.

A first aid kit for travelling is stocked to DFEE (original authority title) guidelines and kept in the PPA room. This kit is taken on outdoor activities, e.g. field trips etc.

"Bum bags" containing first aid materials are taken out by MDSAs and school staff during periods of outside activities for pupils, e.g. lunch time etc.

All first aid kits are checked and restocked weekly, by the appropriate staff member.

Notices regarding information on who to contact and where to get first aid treatment are posted throughout the school.

Children's inhalers and medicines are kept by the appropriate member of teaching staff in a standard clear medication box in teacher's cupboard, where appropriate. Epipens are to be stored in teacher's cupboard in a standard clear box.

A letter will be sent home at end of Term 2 and 4 to remind parents to check expiry dates on their child's medication. At end of term 6 the class teacher is to return the medication to the parent who is then responsible for supplying new class teacher with valid medication for use for the new school year. See Letter in Appendix E.

If a child has an allergy to any first aid equipment all staff are to be made aware.

Some medicines are kept in the PPA/Medical room or, if necessary, in the refrigerator in the staffroom. They are stored in a clearly identified container.

No medication is given to a child without the specific written consent of the parent/carer concerned. A logbook is kept of all medication administered by school staff.

Any pupil requiring special medical attention has an individual care plan outlining medical condition, medication requirement and action to be taken in the event of an emergency.

Any child/adult with a serious injury will be transported to the hospital by ambulance, parents or staff, as appropriate. When children are taken on school trips, a named person for first aid will be taken with the party.

Named first aiders will be on call for any first aid required during after school clubs. There will be an agenda item for this at every staff meeting to ensure adequate first aid cover is available for these clubs.

PERSONAL EMERGENCY EVACUATION PLAN

NAME:

LOCATION:

Building:

Floor:

AWARENESS OF PROCEDURE

I am informed of an emergency evacuation by:

existing alarm system ☐

visual alarm system ☐

pager device ☐

other (please specify) ☐

DESIGNATED ASSISTANCE: (The following people have been designated to give assistance when I need to get out of the building in an emergency).

METHODS OF ASSISTANCE: (eg: Transfer procedures, methods of guidance, etc.)

EQUIPMENT PROVIDED:

EVACUATION PROCEDURE: (A step by step account beginning from the first alarm).

SAFE ROUTE(S):

Signed: _____

Line Manager: _____

Signature of 'Evacuation buddy/buddies'

Health and Safety Advisor

APPENDIX C

HEALTH AND SAFETY HIRERS/CONTRACTORS FORM

This form must be completed and returned to the Head Teacher or school office for acceptance prior to any access to the school being granted.

Has the hirer/contractor carried out and handed in a risk assessment? Yes/No

Has the risk assessment been carried out with consideration for the age of the pupils that are in the school, as well as staff and other adults? Yes/No

Date of assessment

What safety issues have been raised as a result of the risk assessment?

.....

.....

.....

.....

.....

.....

Will the hirer/contractor require vehicular access to the school between 8:30 a.m. and 3:30 p.m.? Yes/No

Please note - no vehicles must attempt to come to the school between the hours of 8.30 a.m. and 9.15 a.m.; 2.45 p.m. and 3.30 p.m. during term time. During these times, parents, children and other members of the public will be moving on and off the school site.

During term time, the Head Teacher or Deputy Head Teacher shall be notified at the beginning of the day when lorries or large plant equipment require access to the school site.

When the premises are hired to persons outside the employ of the Governing Body, it will be a condition of all hirers, contractors and others using the school premises or facilities, that they each comply with all safety directives of the Governing Body.

Such persons requiring access will not continue without the prior consent of the Governing Body or Head Teacher to:

- i. introduce equipment for use on the school premises;
- ii. alter fixed installations;
- iii. remove fire and safety notices or equipment;
- iv. take any action that may create hazards for the staff or pupils of the school or for other persons using the premises.

**HEALTH AND SAFETY - HIRERS/CONTRACTORS
CONDITIONS OF WORK
Agreement**

All contractors working on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974. They must pay due regard to the safety of all other persons using the premises.

In instances where the contractor fails to comply with the risk assessment or creates hazardous conditions and refuses to eliminate them, or fails to take action to make them safe, the Head Teacher will take such action as necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

Attention is drawn to all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that ; **"no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare"**.

The school operates a No Smoking policy on its grounds and in its buildings.

I understand and agree to comply with all the above conditions.

Name (Printed):.....

Position:.....

Signature:.....

Date:.....

If there are any problems in completing the above form, please discuss these with the Head Teacher or Deputy Head Teacher.

For Office Use

The completed form must be approved by 2 of the following: - Head Teacher; Deputy Head Teacher; Chair of Governors.

Signed

Signed

Dated

APPENDIX D

FIRE PROCEDURE

Governor(s) responsible: Chair of Governors

School Staff responsible:

Extinguisher trained staff:

Training Date(s):

Risk assessments/inspections

Fire Risk assessments are to be carried out periodically by the appointed member of LA contractors. Responsible staff also operates a report to the Governing Body of incidents or occasions of possible risk during intervals of each term.

Fire risks assessments are to be carried out using the fire risk assessment forms provided by Wiltshire County. Such a survey is operated by a contractor service nominated by the LA.

On completion of the risk assessment form, the form is to be signed by the Head Teacher and a copy retained for inspection by the fire authority and/or the County Health & Safety Service.

The appointed member of staff will also carry out a weekly inspection of the fire alarm control panel in the administration office, recording each inspection in a logbook kept beside the fire alarm control panel.

He/she will also carry out a weekly test of the fire alarm system using a different wall point each week as well as carrying out a 6-monthly inspection of the emergency lighting. These tests/inspections are to be logged in the same logbook as is used to record inspections of the fire alarm control panel.

Other activities

On a **monthly** basis: Test each self contained light and each internally illuminated exit sign by simulating a failure of the mains supply for a period sufficient to ensure each lamp is illuminated by its own internal battery.

On a **six-monthly** basis: Have a service engineer carry out a full maintenance check of the fire alarm system and emergency lighting.

On an **annual** basis: Have all extinguishers checked by a maintenance contractor.

At the **start of terms** 1, 3 and 5, a fire drill is to be carried out. A record of all drills shall be kept. Evacuation time and problems encountered must be noted.

FIRE PROCEDURE

STAVERTON C.E. V.C. PRIMARY SCHOOL
SCHOOL LANE, STAVERTON
TROWBRIDGE
WILTSHIRE. BA14 6NZ
Telephone: 01225 782388
Head Teacher: Mr J M Bartlett

ANY PERSON DISCOVERING A FIRE

1. Sound the alarm – at the nearest Break Glass alarm point.
OR
2. Call Fire Brigade – 999 from the nearest telephone.

ON HEARING THE FIRE ALARM

3. Leave the building by the nearest escape route;
 - a. Walk, don't run.
 - b. Do not stop to collect possessions.
 - c. Assemble at the assembly point and await instructions.
4. Assembly point – In the rear play ground at furthest point away from the school.
5. Teaching staff are to ensure that all pupils in their class are evacuated in an orderly manner from the school, using the nearest escape route to assemble at the fire assembly point. If the fire is blocking the escape route, then use the next nearest exit. Avoid using the front entrance to the school or the main drive because access will be required by emergency personnel/vehicles.
6. Teaching assistants are to check the nearest toilet areas prior to assembling at the fire assembly point.
7. Administrative Officer to collect staff register, visitors' book and site plan of school, prior to leaving the building and assembling at the fire assembly point.
8. At the assembly point, class teachers are to take registry and check numbers then stay with pupils to await instructions from Head Teacher or Deputy Head Teacher.
The Administrative Officer will check for staff, parents and visitors registration books.
9. The Head Teacher or Deputy Head Teacher is to carry out a final check of the building and liaise with Fire Brigade including provision of school site plan.
10. After control and assessment of the emergency, with the agreement and approval by all senior persons (Fire Brigade attending Officer, Police, Head Teacher or Deputy Head Teacher); the premises may then be reoccupied if safe to do so.

APPENDIX E

Dear Parent/Carer,

At the end of terms 2 and 4 we are asking that parents check the expiry date on their child's medication to ensure that the medication is valid for use. Please come into the classroom at a convenient time and check the medication with your child's teacher.

At the end of the Summer Term please ensure your child's class teacher returns any medication to you. You will then need to provide your child's new class teacher with up to date medication at the start of the new school year.

Mr J M Bartlett

APPENDIX F

EMERGENCY PROCEDURES

At the earliest possible moment, after the occurrence of a major incident at/or involving the school, the Head Teacher shall inform the relevant department at Wiltshire County Headquarters.

Press enquiries - Refer to Wiltshire County, Director of Education.

SCHOOL BASED:

Fire - See Fire Procedure, Appendix D.

Arson - If the school is occupied - follow Fire Procedures. If the school is empty, the Site Manager is to inform the Head Teacher as soon as possible.

Bomb Alert - Evacuate school according to Fire Procedures. The Head Teacher or the Deputy Head Teacher is to telephone police.

Do not return to building until given an "All Clear" message from the Emergency Service Controller.

Violence and Aggression – Outside menace

Sound the panic alarm and ensure all external doors are closed.

Telephone the police.

Remove children from the vicinity of the aggression.

Violence and Aggression – Inside menace

Remove children from the vicinity of the aggression.

Telephone the police.

Senior staff member(s) should support the person subjected to the behaviour.

Gas Leak - Evacuate the school as for fire procedures. Do not touch any switches.

Notify the gas board and shut off gas supply to the school, if possible to do so safely.

Gain "All Clear" message from gas board. Ventilate school before returning.

FAILURE OF SERVICES

Water: Where there is no water supply for an extended period and toilets are unusable, children will be sent home as soon as possible.

Parents/carers or authorised persons must attend to collect the pupil.

Electricity/Gas: Where heating fails for an extended period, in cold weather, the children would be sent home accompanied by parents/carers or authorised person.

Structural Damage: Where structural damage is apparent which poses a danger, children will be removed to a safe area of the school or evacuated in line with Fire Procedure, depending on the severity. A Wiltshire County architect and/or fire brigade officer will be called accordingly, to assess the identified risk.

OUTBREAKS OF COMMUNICABLE DISEASE

Notices are posted when there are cases of German measles or other diseases in school, especially those that may affect pregnant women.

Parents will be informed by letter where there is an outbreak of a communicable disease. This is in line with Environmental Health Department guidelines.

Staff will be alerted to possible infections and appropriate first aid procedures.

EMERGENCIES at OFF SITE VISITS

Coach Accidents

After ensuring that all the necessary emergency services have been called, and emergency first aid is being given where required, the most senior member of staff available must notify the school, using the school mobile phone. The most senior member of staff available at the school will take responsibility for informing parents/carers, as appropriate.

Where serious injury or loss of life occurs, support should be sought from Wiltshire County /Police before giving details to individual parents/carers as appropriate.

Lost child

The most senior member of staff available will inform the police and then the school. The most senior member of staff in school will take responsibility for informing parents/carers. The remaining party would return as planned, leaving a member of staff behind with a mobile phone to work with the police. It may be deemed appropriate to send a senior member of staff to the area to:

- i. take or accompany parents;
- ii. support the member of staff left behind;
- iii. to bring that member of staff back to school;

Serious accident to child/children/adult

First Aid procedures should be administered by the appointed person.

The senior member of staff will contact the emergency services and then inform the school.

The rest of the party should be taken to a safe place to await further instructions.

The most senior member of staff at school should seek support from Wiltshire /Police before contacting parents. It may be appropriate for the visit to be terminated and to return to the school immediately.

Violence and Aggression –

Remove children from the vicinity of the aggression and phone police.

Senior member(s) of staff should support the person subject to the aggressive behaviour.

The mobile phone will be used to contact the school and the most senior member of staff will contact relevant parties.

Site Specific Security Risk

- **There is an effective system of reporting suspicious incidents**

CCTV's cameras used to monitor outside areas, any suspicious incidents are reported to the office immediately and upscaled to police if danger to staff or pupils is evident.

- **The number of entrances is kept to a minimum**
- **There is a secure entrance that is well organised with visitor badges. Staff challenge strangers, and there is a log of visitors arriving and leaving**
- **Windows are closed and bolts are checked to make sure that they function properly**
- **An automatic fire detection system is in place**
- **All valuable property is marked**
- **External gates are locked during the day**
- **Children are supervised at morning, lunch and afternoon breaks**
- **CCTV used and footage reviewed as required**

GENERAL

All incidents will be reported in line with Statutory Regulations & Guidelines within Wiltshire County procedures.

No members of staff or governors should admit any liability.

No members of staff or governors should discuss details of any incident without first contacting the Head Teacher/Deputy Head Teacher to seek guidance.

Appendix G

	W/C	W/C	W/C	W/C	W/C	W/C	W/C
Details ✓							
Safety Fire Checks Completed							
Water safety Check (fortnightly) completed							
CCTV working properly							
Main Entrance							
Main entrance – free of trip hazards							
Main doors – functioning correctly							
Main area – lighting working correctly							
Main area – furniture safe, safely positioned etc							
Main Store – items stored safely and securely							
Main disabled toilet – free of trip/slip hazards							
Cleaners Cupboard							
Cleaners Cupboard – all items stored safely and securely							
Main Stock Cupboard							
Main Stock Cupboard – all items stored safely and securely							
Copier Room							
Copier Room – all items stored safely and securely							
Corridor/Shared Area							
Corridors – free of trip hazards							
Corridors – doorways free of obstructions							
Corridors – lights working properly							
KS1 Toilets/Corridor Area							
Free of trip/slip and hazards							
Lights working properly							
Fixtures/Fittings Sound (dryers/water fountain etc)							
Food Tech Room							
Food Tech Room – surfaces clean/clear							
Food Tech room – free of trip hazards							
Food Tech Room – equipment stored safely							
Sore cupboards locked – stored items stacked safely							
The Zone							
The Zone – free of trip hazards							
The Zone – stored materials stable/secure							
The Zone – lights working properly							
The Zone – furniture safe, safely positioned and used appropriately							
Reception Class							
Field Mice Class – free of trip hazards							
Field Mice Class – stored materials							

stable/secure							
Field Mice Class – lights working properly							
Field Mice Class – furniture safe, safely positioned and used appropriately							
Reception Class							
Harvest Mice Class – free of trip hazards							
Harvest Mice Class – stored materials stable/secure							
Harvest Mice Class – lights working properly							
Harvest Mice Class – furniture safe, safely positioned and used appropriately							
Year 1/2							
Kingfishes Class – free of trip hazards							
Kingfishes Class – stored materials stable/secure							
Kingfishes Class – lights working properly							
Kingfishes Class – furniture safe, safely positioned and used appropriately							
Year 1							
Sparrows Class – free of trip hazards							
Sparrows Class – stored materials stable/secure							
Sparrows Class – lights working properly							
Sparrows Class – furniture safe, safely positioned and used appropriately							
Year 2							
Squirrels Class – free of trip hazards							
Squirrels Class – stored materials stable/secure							
Squirrels Class – lights working properly							
Squirrels Class – furniture safe, safely positioned and used appropriately							
Year 3							
Ducks Class – free of trip hazards							
Ducks Class – stored materials stable/secure							
Ducks Class – lights working properly							
Ducks Class – furniture safe, safely positioned and used appropriately							
Year 4							
Otters Class – free of trip hazards							
Otters Class – stored materials stable/secure							
Otters Class – lights working properly							
Otters Class – furniture safe, safely positioned and used appropriately							
KS2 Toilets/Corridor Area							
Free of trip/slip and hazards							
Lights working properly							

Fixtures/Fittings Sound (dryers/water fountain etc)							
Year 5							
Foxes Class – free of trip hazards							
Foxes Class – stored materials stable/secure							
Foxes Class – lights working properly							
Foxes Class – furniture safe, safely positioned and used appropriately							
Year 6							
Eagles Class – free of trip hazards							
Eagles Class – stored materials stable/secure							
Eagles Class – lights working properly							
Eagles Class – furniture safe, safely positioned and used appropriately							
Library/Music Room							
Library/Music – free of trip hazards							
Library/Music – stored materials stable/secure							
Library/Music – lights working properly							
Library/Music – furniture safe, safely positioned and used appropriately							
SEN Room/Corridor							
SEN – free of trip hazards							
SEN – stored materials stable/secure							
SEN – lights working properly							
SEN – furniture safe, safely positioned and used appropriately							
Upper KS2 Toilets/Corridor Area							
Free of trip/slip and hazards							
Lights working properly							
Fixtures/Fittings Sound (dryers/water fountain etc)							
Hall							
Hall – free of trip/slip hazards							
Hall – equipment stored safely and securely							
Hall – dining tables stored safely and securely							
Hall – dining tables clean and working correctly							
Hall – Sore Cupboard - equipment stored safely and securely							
Offices (Admin/PPA/Heads)							
Offices – free of trip hazards							
Offices – stored materials stable/secure							
Offices – lights working properly							
Offices – furniture safe, safely positioned and used appropriately							
First Aid Room							
First Aid Kits adequately stocked							
Accident Book readily available							
Head injury forms/bump stickers readily							

available							
Staff Room							
Staff Room – free of trip hazards							
Staff Room – stored materials stable/secure							
Staff Room – lights working properly							
Staff Room – furniture safe, safely positioned and used appropriately							
Adult/Disabled Toilets/Corridor Area							
Free of trip/slip and hazards							
Lights working properly							
Fixtures/Fittings Sound (dryers/water fountain etc)							
Kitchen							
Kitchen – free of trip/slip hazards							
Kitchen – equipment safely positioned and working correctly							
Boiler Room							
Boiler Rooms – free of combustible materials							
Playground							
Main Playground – free of trip/slip hazards							
Playing field – boundary fences safe/secure							
Playing field – free of trip hazards							
Play equipment – safe and secure							
Picnic tables – safely positioned							
Gardening area – safe/secure							
Canopy – safe/secure							
Hard court Area – safe/secure							
Gazebo – safe/secure							
Wildlife Area– path free of trip hazards							
Gates – secure/free of defects							
Car park – free of trip hazards							

Notes: