

## Health and Safety Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974. The School has taken into account the DfE advice 'Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head teachers, Staff and Governing Bodies (2013)'.

This is a whole school policy and applies to all staff and pupils at Mayfield Preparatory School, including all staff and pupils in the Early Years Foundation Stage.

In compliance with the Health and Safety at Work etc Act 1974, this school's Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees, and employee representatives, forms part of this policy.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

### Health, Safety and Welfare Policy – Organisation and Responsibility

Overall responsibility for health and safety in school rests with the Governors and the Head teacher who are obliged to ensure that the policy is implemented and have health and safety responsibility as the occupier of the premises.

The Head teacher, Mr Matthew Draper, must make arrangements for ensuring the implementation of the health, safety and welfare policies of his employer and any Governing Body arrangements arising out of their health and safety responsibilities.



## Organisation and Responsibilities for Health, Safety and Welfare

At Mayfield Preparatory School there are Policy-makers, Planners, Implementers, Assisters and Employees. All these have duties as outlined below.

### Policy-makers

#### Summary

<b>School Governors</b>	Devise and produce policy on health, safety and welfare at a strategic level.
<b>Head teacher</b>	Preserve, develop, promote and maintain the School's and the Council's health and safety management system.
<b>H &amp;S Committee</b>	Ensure that health and safety matters are taken into account when organisational decisions are made.

#### The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the Health, Safety and Welfare Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

#### As Policy Makers the Governing Body (GB);

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance

with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.

- Seek advice from and receive reports from H&S Advisers and their School H&S Committee as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.

## Planners

### Summary

<p><b>Headteacher</b></p> <p><b>Site Manager</b></p> <p><b>Members of SMT</b></p> <p><b>School Governors</b></p> <p><b>H&amp;S Committee</b></p>	<p>Develop the local plans to achieve corporate/school health &amp; safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area</p>
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### The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the Health, Safety and Welfare Policy
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process
- Delegate duties to other members of staff. **It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head teacher from the overall day to day responsibilities for health and safety within our school.**
- Ensure that these staff receive appropriate H&S training
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters, this is identified clearly to everyone in the premises
- Keep up to date with changes or updates in health and safety management by using other resources and communications
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process



- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall School Policy
- Seek help from the H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB where issues arise which cannot be managed at a local level, need additional resources or require external support
- Ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out.
- Ensure that an **Annual Self Audit** of the management of H&S is carried out. Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly
- Take part in and cooperate with any **Internal Health and Safety Audit** which may be carried out by the H&S Team
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this
- Consult with staff as necessary on matters of health and safety which may affect them at work

Health and safety is a regular agenda item at our staff meetings and is therefore passed on to other school employees at subsequent meetings. Minutes are kept in the meetings book. Teaching staff are involved in the drawing up of policies and risk assessments.

The Health and Safety Committee meets at least two or three times a month and reports to termly meetings of the Finance and Resources Governors' Sub-Committee.

Health and safety is also a regular agenda item at governors meetings.

The Finance and Resources Sub-Committee submits a report at every meeting of the Governing Body outlining achievements against the H&S plan and annual KPI's will be collated by the Health and Safety Committee. This will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

## Implementers

### Summary

<b>Headteacher</b>	
<b>Senior Management Team</b>	

<b>Teaching Staff</b> <b>Teaching Assistants</b> <b>Learning Support Staff</b> <b>Administration Staff</b> <b>Site Manager/Assistant Site Manager</b>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
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### **The Implementers will;**

- Maintain an understanding of the Health, Safety and Welfare Policies developed within school
- Demonstrate commitment to the management of health and safety by:
- Setting a good example to others
- Promoting good practice
- Identifying H&S problems and rectifying them if possible
- Challenging poor H&S performance or attitudes
- Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners
- Understand and know the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies
- Ensure than any personal targets set by Planners are achieved, feedback any issues identified in this process
- Ensure that individuals have health and safety objectives as part of their annual review process which may reflect the overall H&S plans
- Encourage participation in H&S and ensure that communication about H&S issues takes place
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented and the results of risk assessments communicated
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas
- Ensure that staff in these roles have received appropriate training
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary
- Supervise work adequately to ensure that good health and safety standards are maintained
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas



- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events
- Seek advice from the H&S Adviser or other specialist as required
- Make use of resources provided to promote H&S at work (e.g. intranet/Newsletters)

**In addition to the above, Teaching staff are responsible for the health and safety of all pupils in their group whilst involved in organised work activities both on site e.g. classrooms, and off site e.g. school trips.**

## Assisters

### Summary

<p><b>Health and Safety Committee</b></p> <p><b>Health and Safety Advisors</b></p> <p><b>Occupational Health Professionals</b></p> <p><b>Specialist Technical Staff</b></p>	<p>Have the authority, independence and competence to advise Governors, Managers and Employees (or their representatives).</p> <p>They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field</p>
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## Assisters

Act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so.

## The Health and Safety Committee

- Is formed of the: Head Teacher, Deputy Head, Governor with responsibility for H & S, Site Manager and Assistant Site Manager
- Is familiar with the responsibilities of Assisters laid down in the Health, Safety and Welfare Policy



- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planners and Policy-makers as necessary
- Will keep up to date with Health and Safety issues and changes by making use of resources provided to promote H&S at work
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head teacher
- May collate and produce an annual report on Health and Safety performance including essential KPIs for Governing Bodies to view as part of their monitoring process.



## Employees

### Summary

#### **Employees (including temporary & volunteers)**

All staff are employees and therefore all the employee responsibilities within the Health, Safety and Welfare Policy apply to everyone.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

#### **Pupils**

All pupils are encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc
- inform any member of staff of any situation which may affect their safety



## Arrangements & Procedures for Health, Safety and Welfare at Mayfield Preparatory School

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### **1. Training of staff in health and safety, including risk assessment**

There is regular training for staff in Health and Safety. This policy is regularly reviewed and discussed. Staff are trained in safe working practice and new health and safety regulations and advice. New staff are briefed about health and safety arrangements by the Head Teacher or Induction Mentor.

Risk assessments are to be carried out by all staff as groups or individuals with specific responsibilities. They will be overseen by the Head teacher.

Currently a risk assessment is carried out for all off-site school activities, educational visits, sporting fixtures, walks in the community for example and also for relatively high risk activities within school like cooking activities, which are shared with the children.

Risk assessments will be carried out in line with HSE guidance 5 steps to risk assessment. On completion of the risk assessments a judgement will be made as to a reasonable review time. Special risk assessments will be undertaken as circumstances require and are the responsibility of the Head teacher.

### **2. Staff Consultation and Communication**

Health and Safety is a regular agenda item at staff meetings and governors meetings, led by the Head teacher. Minutes are kept. Staff can raise issues of concern and suggestions about health and safety improvements are welcomed at any time. For information about Health and Safety staff can ask the Head Teacher, who will seek further advice if necessary.

### **3. Accident Reporting, Recording & Investigation**

Minor incidents to children including playground or classroom tumbles or bumps are noted in the accident book by a member of staff, generally the teaching assistant or lunchtime supervisor who provides any required first aid. Bumps to the head or face and cuts and bruises are reported to parents in a short note.

More serious accidents to children and any accidents to staff are reported following RIDDOR guidelines on form F2508 if reportable and in the accident book. Details are sent to parents by the school secretary. Any required investigation is carried out by the Head teacher and any advisors considered necessary on a case by case basis.

### **4. School Trips/ Off-Site Activities**

See Appendix A for the detailed policy which deals specifically with health and safety aspects of educational visits.



Off-site activities including educational visits need to be discussed in the planning stages with the Head teacher or Deputy Head.

Written risk assessment is carried out prior to visits (generic school risk assessments for example on using school buses may constitute part of this), which includes details of numbers, places to be visited, the nature of the visit and costs. For activities that are considered to be medium or high risk this form is submitted to the Head Teacher.

In line with RoSPA advice, our supervision ratios for low risk educational visits are 1:10 - 15 for children in years 3-6, and 1:6 for younger children. Often these ratios are greatly exceeded, particularly for Early Years Foundation Stage children. If the nature of the activity demands higher ratios, these are put in place. We will take a qualified first-aider for every off-site activity. Parents are informed about all off-site activities and generally invited to pay a contribution towards any costs.

## **5. Health and safety emergencies**

The school has in place contingency measures for health and safety emergencies. Please see Appendices B - D for the following Emergency Planned Responses:

Road traffic accident involving pupils/accident during school trip

Aggressive or violent incident in school; and

Disaster in the community.

## **6. First Aid and supporting medical needs**

Please refer to the school's First Aid and Medicine policies for more detailed guidance.

The qualified First Aiders are listed and displayed in the staffroom, school office and Head's Study. The First Aider will attend to minor injuries and be responsible for communication with staff and parents. For more serious injuries, accidents and emergencies, emergency services should be called on 999, arrangements made for access to the school, and the Head teacher and parents should be informed as soon as possible.

The Appointed person responsible for replenishment of the first aid boxes are the school secretaries.

A First Aider will always accompany children whilst on school trips and be made available at all times when required.

Drugs and medications are administered by school staff only if prescribed by a GP and after a parent has signed the written consent form.

Relieving Inhalers for asthma sufferers, and epi pens for children with severe allergies, are kept in the school office or in the classroom in a labelled, lidded plastic box accessible to children and staff. Children with epi pens also have their photograph and details of allergies and medication displayed in the staffroom. They have a prescribed schedule in case of an anaphylactic attack and staff receive annual training in the use of their epi pens.



Any exceptional circumstances with respect to drugs and medication can be discussed on a case by case basis with the Head teacher.

## **7. Stress and occupational health**

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Headteacher, or senior staff as soon as possible. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

If necessary, the school will contact occupational health services in cases where a member of staff or pupil requires support to carry on working in school, or on return to school following illness or injury.

## **8. Workplace Safety for teachers, pupils and visitors**

### **Curriculum Safety** [including out of school learning activity/study support]

Risk assessments following county guidelines are carried out by teachers prior to any off site visits. When commencing any hazardous activities within school (for example D&T or science projects) teachers, very often with children, carry out written risk assessments using the school risk assessment proforma recommended by the H & S advisor . We follow Safety in PE. Only qualified teachers teach PE using large apparatus. Cover Supervision T A's may occasionally take groups for PE and use small apparatus like balls and beanbags.

### **Supervision** [including out of school learning activity/study support]

All adults who work with our children individually or in small groups are DBS checked, and visitors are also supervised by employed staff. For off-site activities it is advised adult to children ratios are adhered to.

### **Jewellery**

Children do not wear any jewellery in school with the exception of stud earrings. These are not advised and must be removed for certain PE activities including swimming, following county guidelines.

### **Poster on Health and Safety Law**

This is sited in the staffroom and the Head Teacher is responsible for keeping it up to date.

### **Use of VDU's / Display Screens / DSE**

Many members of staff make significant use of VDUs. Staff are advised to work no longer than 2 hours uninterrupted on computers, and most work periods would not allow for longer use. Adjustable chairs for use with computers are available. Identified DSE users conduct their own self assessments.

### **Personal Protective Equipment (PPE)**

The Site Managers have personal protective equipment to enable them to work safely. They have protective eyewear, boots and also claims for overalls or work trousers as they require them.



## **Working at Height**

All working at height must have a risk assessment in place prior to the commencement of work.

All stock cupboards have step ladders or other means available, so that staff can access equipment or complete displays safely. A longer ladder is also available but is generally used by the Site Manager. Children do not work at height. Ladders are checked by Site Manager.

## **Water Hygiene**

Water temperatures are checked regularly by the Site Manager. Records are kept in the Site Manager's Office. The Water Hygiene Manual is kept in the Site Manager's Office. The Site Manager checks water pressure.

Throughout the school there are sufficient sources of drinking water available. These sources are clearly labelled as such.

## **Lone Working**

Arrangements are made to minimise lone working. Teaching staff generally work in school alongside others outside school time. During school holidays, for example, they usually work in school on agreed days when the school is being opened by the key holder anyway for cleaning or painting to be done. On these occasions gates are locked so that members of the public are not on the premises.

## **Recording Defects**

Any discrepancies regarding Health and Safety are recorded in the Near Miss Book, with the date and time, any remedial and then final action taken.

## **Reporting Defects**

Hazards and defects are reported to and generally attended to by the Site Manager. Immediate health and safety concerns are reported to the Head teacher, who arranges emergency action on a case by case basis.

## **Visitors**

All visitors are asked to enter school via the main reception area where they can be greeted by office staff. They are asked to sign in on entry to school and wear a visitor's badge. On the rear of the badge are instructions for evacuation in case of emergency or fire, which office staff bring to their attention. Visitors sign out on exit. Further details are contained within the School Visitors policy.

## **Health and Safety Advice**

In all matters of Health and Safety we work closely with the advisor Rob Burgon from RoSPA, who puts us in contact with other advisory bodies should that be appropriate.

## **9. School security**

Access to the school site is via the automated gates on the school driveway, the pedestrian gate on Sutton Road and the pedestrian gate on Birmingham Road. The gates are locked between 9.00am and 3.00pm. The automated gates are closed between 8.00am and 5.15pm – access for staff is via a key

fob, while visitors ring the buzzer on the intercom connected to the school office. There is also a security camera, so the school secretary can visually identify the visitor. The school secretary can then open the gates with a switch located in the school office. All visitors are asked to enter school via the main reception area where they can be greeted by office staff. They are asked to sign in on entry to school and wear a visitor's badge. Visitors sign out on exit. Further details are contained within the School Visitors policy.

All external doors are kept closed and can only be opened from outside with a key or by entering the correct code on the keypad. Pupils are not permitted to open external doors to visitors. Doors in the Early Years Foundation Stage have handles out of reach of the young pupils.

ProGuard Security, a contracted security firm, regularly inspect the school premises when the school is closed and come to the school when the alarm goes off so that key holders are not expected to arrive and deal with potentially dangerous situations alone.

## **10. Violence to Staff**

In case of violence to staff, immediate actions will be taken to avoid injury to staff and pupils, treat injuries if necessary and render the situation safe. Please see Appendix D for further details and refer to the school's Behaviour and Discipline policies. Any incidence of verbal or physical violence towards staff is reported immediately to the head teacher.

## **11. Manual Handling & Lifting**

Children are taught how to lift any heavy items of PE equipment, what group size they need to carry it safely and how to pick them up and place them.

Lunchtime supervisors are also introduced to the correct ways of carrying tables and chairs during their induction, and they have trolleys to help them.

Other heavy lifting is carried out by the Site Manager. He uses appropriate equipment and has had training in handling and lifting.

## **12. Slips and trips**

Risk assessments have been carried out in all classrooms and areas around the school site and grounds. Measures are taken to reduce the risk of slips and trips. Pupils are constantly reminded to walk around the school. The edges of stairs and steps are painted or edged with tape in order to help anyone with a visual impairment to avoid slips or trips. The cleaners who clean our school use signs to minimise risk of slips on wet surfaces. These are also available at other times when children are present in school if floors become wet.

## **13. Vehicles on Site**

Cars are parked on the school car park which is segregated from pedestrian areas as far as possible. The gates to the school driveway are kept closed between 8.00am to 5.15pm in order to minimise vehicles using the driveway while pupils are in school.

## **14. Asbestos**

The Head teacher is responsible for the Asbestos record System manual which is kept in the Head's Study and a copy in the site Manager's Office. Prior to any intrusive work on the premises the Site

Manager works through the work permit to ensure that he is not working in asbestos containing materials. Other staff never do any intrusive work, it is all requested from the Site Manager. Any damage to the building including asbestos materials is reported to the Site Manager and Head Teacher. Contractors doing intrusive work on our school work through the procedures in the manual overseen by the Site Manager.

## **15. Hazardous Substances (COSHH)**

County approved substances are used for cleaning and kept in a locked cupboard. Cleaners are trained in their use and provided with protective clothing as appropriate.

The site technician also is trained in the use of hazardous substances required in the course of his duties.

No hazardous substances are used in school with children.

## **16. Contractors**

Contractors are selected from a list of approved (DBS checked where appropriate) contractors and their work is overseen by the Site Manager who arranges for the exchange health and safety information risk assessments, agrees safe working practices, and the frequency of liaison meetings. Staff should report concerns to the Site Manager or Head Teacher.

## **17. Maintenance of plant and equipment**

### **Maintenance / Inspection of Equipment (including selection of equipment)**

PE equipment is annually inspected. They make records and write equipment off if has become unsuitable for further use. Records are kept by the Head of PE.

Steps and ladders are checked by the Site Manager who keeps records of these inspections. He is also responsible for regular testing and recording of fire alarms, emergency lighting. Records are kept in the Site Manager's Office.

Fire fighting equipment is checked by Chubb and they make recommendations when to update and renew this equipment, and what is suitable to buy.

### **Electrical Equipment** [fixed & portable]

Portable appliance testing is carried out annually. Any untested portable equipment belonging to staff cannot be used in school. New equipment can be used provided the receipt is retained to provide proof of purchase date. Staff check portable equipment before use.

Fixed equipment testing is carried out every five years.

Defective equipment is reported to the Head teacher or Health and Safety Co-ordinator.

### **Gas appliances and central heating**

Gas appliances and the central heating, pressure and ventilation systems are checked and serviced annually by Measham's Central Heating. In case of problems, Measham's Central Heating are called in to assess and repair/replace faults. In case of a gas leak, British Gas

would be contacted on their emergency number by the Site Manager, Head teacher, Deputy Head or School Secretary.

### **Glass & Glazing**

All replacement glass in school is of safety standard. The Site Manager is to audit all glass to see where safety glass needs to be installed and advice on covering old glass with safety film will be sought on completion of the audit.

### **Housekeeping, cleaning & waste disposal**

Rubbish is taken out to the bins after lunchtime and at the end of every day. Bins are away from the school building to prevent them causing a fire risk or being used to gain access to the roof of the building. Waste paper is put in the recycling bank at least weekly.

A sharps box is in school for the disposal of glass and other sharp objects.

A metre wide path from the road to the main entrance is cleared in the case of ice or heavy snowfall if the grit is available for this, in line with H & S advice.

### **18. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

Fire drills are practised termly. Everybody meets at the designated area following advised routes and staff are responsible for taking registers and medication outside. In the event of a fire, any member of staff is authorised to ring the fire service. The fire alarm should be activated immediately and the school evacuated. Further details can be found in the school's Fire/Emergency policy.

Fire bells and emergency lighting are tested in line with the Regulatory Reform (Fire Safety) Order 2005. Fire Safety Equipment is checked by Chubb and following their advice is upgraded as appropriate. Equipment and emergency exits are labelled and kept clear.

A **Fire Risk Assessment** is carried out annually and when required. The most recent report and action plan is located in the Head's Study and Site Manager's Office.

### **Smoking**

Smoking is not permitted anywhere on the premises.



## **19. Staff taking medication/other substances**

Staff must seek medical advice if they are taking medication which may affect their ability to care for children, and any staff medication must be securely stored at all times.

## **20. Lettings/shared use of premises**

Health and safety procedures are discussed on a case by case basis when lettings are arranged and agreements are made on which areas of the premises are to be used. Groups using our premises need to be insured and have their own risk assessments.

At the start of school functions when members of the public are on our premises emergency procedures are always announced.

## **21. Monitoring the Policy and results**

The Health and Safety checklist is carried out by the Site Manager and regularly checked by the Head Teacher with the health and safety governor. The Head Teacher monitors accidents and makes an annual report to governors on these. The Head Teacher also ensures implementation of new and updated policies. Health and Safety performance is measured by Key Performance Indicators which are annually discussed at a full governors meeting.

Reviewed : June 2015

Review Date : June 2018

Headmaster : Matthew Draper

Chair of Governors : June Aubrook



## Appendix A: Educational Visit Health & Safety Policy

This is a whole school policy and applies to all staff and pupils at Mayfield Preparatory School, including all staff and pupils in the Early Years Foundation Stage.

### Aims and Objectives

At Mayfield Preparatory School, we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils, including our youngest pupils in the Early Years Foundation Stage, unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working. Others will extend their knowledge of the world. The common factor is that they all make an essential contribution to our pupils' development and education.

We aim to provide our pupils with the opportunities to broaden their educational development on educational visits and trips and to ensure the health and safety of our pupils with regard to the DfE guidance: 'Departmental Advice on Health and Safety for Schools' and HSE guidance: 'School Trips and Outdoor Learning Activities' which replaces DfE guidance: 'Health and Safety of Pupils on Educational Visits (HASPEV)' and 'Health and Safety: Responsibility and Powers'.

### Types of Trips and Visits

We regularly take pupils on day trips to: theatres, other schools, historic sites, museums, galleries, parks, farms and places of worship to support the curriculum in History, Art, Geography, English, Science, Religious Studies and Languages. In Lower III (Year 6) pupils are also taken on a residential trip at an outdoor activity centre. Pupils also visit other schools as part of school sports teams, choir and orchestra to support the curriculum in Physical Education and Music.

### Responsibilities for educational visits and trips

The law places the Group Leader and staff "in loco parentis". The DfE Guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," ([www.teachernet.gov.uk](http://www.teachernet.gov.uk)), should be read by all Group Leaders and staff. It explains that their responsibility is to "act as any reasonable parent would do in the same circumstances." Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Mayfield Preparatory School, as their employer will always stand behind them in the



unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school's guidelines.

## ROLE OF THE GROUP LEADER

Every trip or visit, no matter how short, must be planned in advance by the member of staff who is charge of organising and running it. He or she will always have had experience of accompanying school visits before taking on the role of Group Leader. At Mayfield Preparatory School we arrange for appropriate staff training for all potential Group Leaders and staff, which covers practical guidance on conducting risk assessments, emergency procedures, the school's insurance cover, budgeting for visits and the circumstances under which a visit might be terminated or curtailed, for instance if weather or sea conditions suddenly deteriorated. With the exception of the very shortest visits, such as to our local library or museum, we expect all Group Leaders either to hold a valid First Aid certificate themselves, or ensure that one of the other teachers accompanying the visit holds one. A Deputy Leader is nominated for all trips. S/He may not hold the qualifications of the Group Leader; but is nevertheless capable of taking over that role, if necessary.

## Pupils' Behaviour

Safety is top priority for us. We expect parents to support the school in ensuring that pupils follow the instructions given either by a member of staff, or by a qualified instructor, and use the proper equipment. We reserve the right to send any pupil home early at their parents' expense, if they decline to follow reasonable instructions given for their own safety, (or do not follow the school's behaviour code).

## Insurance

Mayfield Preparatory School has Employers' Liability Insurance and public liability insurance, as well as a group travel policy that covers most visits inside the UK and overseas. Cover includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The policy covers most school visits, including skiing holidays; but does not cover all adventurous activities, such as climbing or scuba diving. Any member of staff organising an adventurous or hazardous activity should therefore check, via the Head or Clerk, whether or not the activity is covered by the school's policy. An extension usually can be arranged. The Group Leader should ensure that s/he takes a copy of the school's travel insurance with him/her on all but the shortest of visits.



## Transport

Staff may transport pupils in their private cars to destinations within the Birmingham/Walsall area, provided that the member of staff has Business Class motor insurance. Pupils may be allowed to be transported in cars belonging to parent helpers, as long as their parents have given their consent. When travelling to destinations outside the Birmingham/Walsall area, transport must be arranged with Minibus or Coach hire firms, and their insurance must be checked.

## Planning

The group leader will collect the Visits File from the school office, which contains medical information about the pupils and parents' contact details. The group leader will also be responsible for any medicines, inhalers, epi-pens or any other medical aid which may be required by a pupil.

The amount of advance preparatory work needed will obviously vary considerably with the type of activity. Very little preparation may be needed for walking with a group of pupils to a local museum, spending an hour there and walking back in time for school lunch. By contrast, a residential visit to an outdoor activity centre, requires considerable research and preparation. Repeat visits and shorter visits will need less planning, and can be arranged at shorter notice, though it is always desirable to give parents as much notice as possible when planning visits.

The list that follows is designed to cover all the planning that a Group leader needs to undertake for any type of visit. It is designed to be as comprehensive as possible.

- Obtain advice from the Head and Deputy on suitable dates, precedents etc
- Discuss preliminary plan, including purpose, location, transport, hotels, activities, itinerary, number & age of participants with Head and Deputy
- Calculate the staff to pupil ratio, (see below)
- Prepare a draft itinerary
- Decide mode of transport for all legs of the journey.
- Prepare fully inclusive costs for the visit, including an appropriate contingency for delays and emergencies. (The costs of the accompanying staff must be included).
- When planning an activity involving caving, climbing, trekking, skiing or watersports, check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).
- Obtain clear statement from the Centre about their responsibilities for the safety of the pupils before making any commitment. Ask for copies of their risk assessments
- Prepare the risk assessment(s), (see below),
- Check the school's insurance cover, (see below) if the visit involves hazardous activities.

- Find other members of staff who are willing to participate in the trip, bearing in mind the need to have both male and female teaching staff when both sexes participate in a visit. It is desirable to have at least one member of staff who speaks the language of the country to be visited. We hope that Sports Coaches and Visiting Music Staff will participate in sports and music trips. They are also welcome to help with other visits. Office staff may assist with day trips and theatre visits. We do not usually encourage parents to accompany school visits, although we welcome them at all sports fixtures.
- If parent volunteers participate in a residential trip: Arrange for any volunteers participating in the trip to obtain an enhanced DBS disclosure. (The School office will make the necessary arrangements).
- Check that the tour company/airline is ATOL/ABTA bonded to provide cover in the event of the bankruptcy of the provider.
- Carry out a reconnaissance visit if the location is not one that the school has visited before. (If a reconnaissance visit is impossible, a reference from another school that has visited the site may suffice).
- Establish the minimum and maximum numbers for the visit to be viable (bearing in mind that the costs of the accompanying staff will be divided amongst the participants)
- Ascertain the medical and visa requirements
- Establish when the deposits are required by tour operators/airlines/activity centre etc, and ensure that the size of the deposit requested from parents is sufficient to cover these costs (including the costs of deposits for accompanying staff)
- Depending upon the destination: check with the Travel Advice Unit of the Foreign and Commonwealth Office
- Obtain the Head's approval.
- If necessary, attend a First Aid course beforehand.
- Write a preliminary letter to send to parents and guardians of the target age group, outlining the purpose of the trip, the programme and the expected maximum cost. Ask for expressions of interest/acceptance, together with a payment/deposit by a specific date. Mention that parents may be invited to a briefing meeting within six weeks of departure. Explain any restrictions on numbers. At Mayfield Preparatory School, we expect that these letters should always be cleared in advance with the Head.
- Brief the pupils about the visit, its dates and purpose
- Check names of all pupils wishing to participate with medical notes. Discuss with Head and Deputy concerns about special arrangements that may be required for handling any specific medical or SEN issues.
- Collect payment/deposits.
- Arrange for the School office to pay costs of the trip.
- On exchanges: assign pupils to host families. Encourage an exchange of letters/emails/photographs etc.
- Finalise the costs with travel company etc.



- Insist that all coaches are fitted with seat belts. (This may not be possible in every country).
- Inform parents of the medical and visa requirements. Advise parents of non-British passport holders that they are responsible for ascertaining the visa requirements of the country to be visited.
- Arrange for a school charge card to be issued for the duration of the visit, if necessary.
- Arrange with School office for loan of school mobile with pre-paid SIM card valid for the country to be visited to be available on the specific date.
- Ensure that they are given plenty of advance notice if they need special equipment (e.g. for skiing).
- Give the Bursary details of requirements for foreign currency/travellers' cheques/pre-paid foreign currency card. Agree collection arrangements. (Group Leaders will normally be required to collect and counter-sign their own travellers' cheques from the bank or airport terminal and will be required to produce their passport details for a pre-paid foreign currency card).
- If necessary, arrange meeting with parents to brief them on all aspects of the trip, including:
  - The itinerary, including the meeting and collection points.
  - Contact details for the hotels/hostels/ names and addresses of the host families.
  - The number of the school mobile phone issued to the Group Leader.
  - The money, kit and equipment that the pupils need. [The dress code of the country].
  - The medical and visa requirements.
  - The expected standards of behaviour, and the potential risks of irresponsible behaviour [and the ground rules for behaviour in host families' houses.]
  - The ground rules on consumption of alcohol, tobacco [and illegal substances.]
  - Remind parents those pupils who ignore or flout the behaviour code risk being sent home at their parents' expense. Pupils remain subject to school rules throughout the visit.
- Arrangements for handling illness and accidents, and arrangements for informing parents in such circumstances.
- Arrangements for communicating with parents in the event that the return is delayed.
- The need to notify the school in the event of contact with an infectious disease within four weeks of traveling.
- The reasons why a completed consent form is essential.
- The need for a copy of each pupil's passport, if necessary.
- Send all parents a copy of the consent form, with specified return date, including emergency contact details and permission for emergency medical treatment if parents cannot be contacted
- If appropriate, book picnic lunch with school office
- Brief pupils on expectations of standards of behaviour and cultural differences.
- Book traveling first aid kit from the school office



- Chase parents who have not returned their consent forms. Remind them that their child cannot participate unless the form is received within [3] working days of departure.
- Obtain photocopies of each pupil's passport, if necessary
- Check all tickets for accuracy. Store them in the school safe until collection
- If necessary, collect travellers' cheques from bank (if not collecting from airport terminal). Note their serial numbers before storing in safe until collection, with the foreign currency ordered by the Bursary/Store pre-paid foreign currency card in safe. Give copy to Bursary.
- Sign for school charge card. Store in safe. Give copy to Bursary
- Meet with the other members of staff to discuss the itinerary, the risk assessment, the respective roles of the Group Leader and other accompanying staff, and emergency procedures.
- Prepare packs for the School Office, that contain the following information:
  - The itinerary (including address, phone numbers etc of all locations where the party is staying).
  - The Group Leader's mobile number (i.e. the school mobile phone number),
  - Mobile numbers of all participating staff,
  - A list of pupils, together with copies of their parental contact forms (which includes details of each pupils' medical conditions),
  - Copies of all passports and travel documents, if necessary
  - Emergency contact numbers for the Head/Deputy Head/, Member of the SMT designated to be on-call,
  - Out of hours contact details for the School Caretaking or Security Staff.
  - The address and contact details of the nearest British Consul, if necessary.
  - [On exchanges, the names and contact details of the exchange school and the host families that are accommodating each pupil.]
  - A copy of the tickets, travel insurance document (including emergency contact details), if necessary.
  - A copy of the risk assessment.
  - Location of local hospital
  - Copies of the serial numbers of travellers' cheques, if necessary.
  - Collect tickets, credit card, [travellers' cheques/pre-paid foreign currency card] and foreign currency from the safe.
- Give trip information packs to designated school recipients and to other staff participants
- Give each pupil the names, addresses and phone numbers of their accommodation
- Remind pupils about the rendez-vous, dress code, standards of behaviour etc.
- Remind pupils of the potential risks of irresponsible behaviour
- If necessary, remind pupils to bring passports. Ask to see each passport.
- Collect traveling first aid kit(s). Check contents.
- Collect packed lunch



- Collect School Mobile and charger.

## Risk Assessment

Group leaders must:

- Carry out a risk assessment appropriate for their responsibilities and indicate measures to control the risks.
- Inform the Head and other colleagues in the party of these measures.

Risk assessments should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level.
- Can the Group Leader put the safety measures in place?
- What steps will be taken in an emergency?
- Carrying out continual monitoring of hazards throughout the visit.

Group leaders should also consider:

- The type of visit.
- The location and modes of transport.
- The competence, experience and qualifications of supervisory staff.
- Ratio of staff to pupils.
- Special educational or medical needs of pupils.
- Emergency procedures
- How to cope if a pupil becomes ill or unwilling to participate.

Professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. The Group Leader should ask for copies at the planning stage. Provided that he/she is satisfied, it will meet the requirements of Mayfield Preparatory School, for the activity part of the visit. Additional risk assessments will probably be needed to ensure complete coverage of all aspects of the visit. Risk assessments carried out by the school for previous visits can generally be updated and re-used, unless there has been a change of circumstances. The school office maintains a dossier of generic risk assessments that cover sports fixtures, theatre and museum visits and most of our regular visits.

## First Aid

The minimum first-aid provision for a visit is:

- A suitably stocked first-aid box



- A suitably qualified person will always be in charge of first-aid arrangements on school trips

Other considerations when considering first-aid needs should include:

- The numbers in the group and the nature of the activity
- The likely injuries and how effective first-aid would be
- The distance to the nearest hospital

First aid should be available and accessible at all times including a travelling First-aid box containing:

- A leaflet giving general advice on first-aid
- Six individually wrapped sterile adhesive dressings
- One large sterile unmedicated wound dressing approximately 18cm x 18cm
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves
- A resuscitator (for hygienic mouth to mouth resuscitation) would also be helpful

## Supervision

Primary responsibility for the safe conduct of the visit rests with Group Leader. He or she has sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. He or she will liaise with the partner school in the event of difficulties between a pupil and their host family. S/He may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
- Checking that all pupils wear their seat belts.
- Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel.
- Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor).
- Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).
- [Ask all pupils to write their mobile numbers on a sheet of paper. Give all pupils the number of the school's mobile if they are going to be allowed out in small, unsupervised groups]



- Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups.
- Enforcing expected standards of behaviour.
- Looking after – or reminding pupils to look after – passports and valuables
- Storing cash, travellers' cheques and tickets in the hotel safe.
- Keeping an account of all expenditure.
- Recording all accidents and near misses.

## **Ratios**

It is important to have a high enough ratio of adult supervisors to pupils for any visit. The factors to take into consideration include:

- Sex, age and ability of group. (there will always be at least one female member of staff to accompany girls only trips, e.g. an away netball match, and at least one male member of staff to accompany boys only trips, e.g. an away rugby match)
- Pupils with special educational or medical needs
- Nature of activities
- Experience of adults in off-site supervision
- Duration and nature of the journey
- Type of any accommodation
- Competence of staff, both general and on specific activities
- Requirements of the organisation/location to be visited
- Competence and behaviour of pupils
- First aid cover

Staffing ratios for visits are difficult to prescribe as they will vary according to the activity, age, group, location and the efficient use of resources.

However, a general guide for visits to local historical sites and museums and for local walks, in normal circumstances, might be:

1 adult for every 6 pupils in school years 1 to 3 (under 5's reception classes should have a higher ratio)

1 adult for every 10-15 pupils in school years 4 to 6

The above are examples only. Group leaders should assess the risks and consider an appropriate safe supervision level for their particular group. There should be a minimum of one teacher in charge.

In addition to the teacher in charge there should be enough supervisors to cope effectively with an emergency.



Accompanying parents will not be left supervising pupils alone – a member of staff will always be in a supervisory role.

If parents/volunteers accompany a school trip on a residential/overnight visit, vetting checks will be carried out, including obtaining enhanced DBS checks for parents/volunteers.

### Staff Ratios in the EYFS

We operate a staffing ratio of 1:8 in Kindergarten (Reception), 1:6 in the Nursery (3 – 4 year olds) and 1:4 in Pre-Nursery (2 – 3 year olds) for all off-site visits involving children in our EYFS classes. At least one member of staff on the trip is qualified in paediatric first aid. We frequently invite parents to volunteer to help with off-site visits. Volunteers are never allowed to supervise children alone and are thoroughly briefed about their roles beforehand.

### Missing Child Policy

Our procedures are structured to ensure that this does not happen; but in the event that a child is missing – either from school, or on a visit, we follow the procedures set out in our Missing Child policy, which can be viewed on our web site.

### ILLNESS OR MINOR ACCIDENTS

If a Pupil has a minor accident or becomes ill, the Group leader, or another member of staff will take him/her to the local hospital or clinic. If the trip is outside the UK, s/he will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. At Mayfield Preparatory School, we expect the Group Leader to phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises.

### EMERGENCY PROCEDURES

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Group Leader's first priority would be to summon the emergency services, and to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured pupil(s) to hospital. Ensuring that the rest of the group were safe and looked after, and informing the Head or on-call member of the SMT of what had



happened would be the next tasks for the Group Leader, who would need to give as full, calm and factual account as the circumstances permitted. Where the full facts had not yet emerged, he or she should say so, and ensure that follow-up communications with the Head are maintained. He/she would also need to arrange (perhaps using the Deputy Leader or another member of staff) for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas. A full record should be kept of the incident, the injuries and of the actions taken.

At Mayfield Preparatory School, depending on the nature of the incident, we may implement our own communications plan for informing as swiftly as possible both the families of the injured, and the families of those who are unhurt. We recognise that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. We will use mass communication methods (SMS, email, messages on our web, local radio) for communicating with those whose children are not affected.

Where possible, communication with the media should be left to the Head. The Group Leader should refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

## DELAYED RETURN

If a visit is delayed, the Group Leader should phone the school office, or the Site Manager (out of school hours), who will in turn phone all the parents on their contact numbers to alert them to the delay and the revised time of arrival.

## ON RETURN

Each Group Leader is asked to provide the Head/Deputy with a report on the visit, reports of accidents and near misses on his/her return. Personal observations and lessons learned are always valuable. The Group leader should return all school property, [together with a report of any lost or damaged property. He or she should also:

Instruct all pupils to delete their records of the school mobile [and of any staff mobiles].

Remind all staff to delete any records of pupils' mobile numbers that they may have acquired during the visit.



## Expenditure

The Group Leader is responsible for returning any unused cash or travellers' cheques to the Bursary. The pre-paid foreign currency card and the school credit card should be returned, together with all related transaction vouchers. The Group Leader is also responsible for producing a schedule of all expenditure on the trip. Unused balances will be returned to the parents by way of credits shown on the next school bill.

## Report for Governors

The Head Master's/Mistress' termly report to the Governors always contains a synopsis of all the school trips and visits that have taken place since the last visit.

Reviewed : June 2015

Review Date : June 2018

Headmaster : Matthew Draper

Chair of Governors : June Aubrook



## APPENDIX B

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

#### Immediate action:

- Remove children from danger if possible/appropriate
- Contact emergency services
- Bring children 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 just ask them to ring the school, do not leave a 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 as an outgoing line to leave main line free if it is expected that many parents will be 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 Headteacher will inform staff and pupils. (If sending a letter home give details of the facts, 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 Chair of Governors. The Headteacher or Deputy Head will inform the press office. Press or media will not be allowed onto school premises.

If there is need for an assembly point, the school hall or Art room should be used. Refreshments would be made in the staff room by members of staff and brought to the hall/Art room. Staff toilets would be available for adults to use.



## APPENDIX C

### Emergency Planned Response Aggressive or Violent Incident in School (attack by aggressive parent or pupil)

All external doors can only be opened from the inside or with keypad. The front entrance door lock can be activated by a switch in the office. If it is anticipated that an aggressive parent or intruder are on their way to school the office door will be kept locked. If appropriate the police will be called.

However, it is possible that parents could enter the building and proceed to demonstrate aggressive behaviour to teachers, perhaps in front of pupils. If this is the case the following should be observed:

Remove children if possible.

Seek immediate help (ask a child to take red hand to the nearest member of staff or use internal telephone).

Try to remain calm and ask aggressor if they would like to sit down to discuss the problem.

Staff going to aid the teacher should be accompanied by another adult.

They should remove the children if they are still present.

The headteacher should be informed.

If the situation is out of control, the police should be called.

In extreme cases it may be necessary to use restraint procedures but this must not be done alone.

If the situation can be calmed and the aggressor leaves the premises, all doors must be locked.

The headteacher will inform the aggressor in writing of the expected code of behaviour in school and in extreme cases may forbid the parent from further contact with the teacher/ school.

No comments will be given to the media and the press officer will be informed if necessary.

In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance.

If a pupil attacks a member of staff, the school's Behaviour and Discipline policies will be followed. Steps will be taken to calm the situation down, remove the threat of harm from the member of staff, other pupils and the pupil themselves. If necessary, the pupil may be restrained, following the DfE guidelines on 'Use of reasonable force in schools'. Parents will be informed and invited to discuss the incident with the Head teacher. Sanctions will be imposed according to the school's Behaviour and Discipline policies.



## APPENDIX D

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

### Immediate action:

If this happens within the close proximity of the school it will be necessary to remove children from any danger (use evacuation procedures).

Contact emergency services.

If the incident happens outside of the immediate vicinity of the school accurate information should be obtained.

If the incident occurred outside of school hours accurate information should still be sought so that discussions in school can be based on fact.

### Action as soon as possible:

Inform children of the incident. This should be told simply and without fabrication.

Keep incoming phone line clear so that emergency services are able to provide updates.

If it is necessary to keep children behind after school, children will stay with their class teacher and parents informed accordingly. Emergency services will advise.

Attempt to stick to normal school routines as soon as possible.

### Later action:

Give staff "Permission " to talk.

Head teacher / admin. officer to contact outside agencies where appropriate

Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).

Express sympathy (visit those who may be in hospital or bereaved).

Identify high risk pupils/staff

Monitor effects of all involved.

Organise treatment if necessary.

