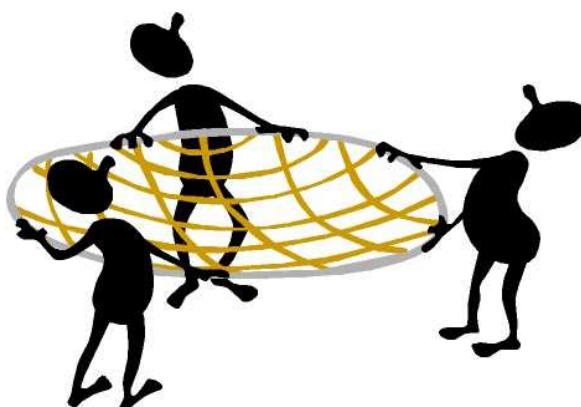


Stanborough Primary School

Health and Safety Policy



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Rinus Steyn – 15th November 2011

Review November 2012

Stanborough SDA Primary School Health and Safety Policy

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1. Introduction:

Statement of Intent

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence inline with relevant legislation. This policy has been drafted following the DfES guidance 803/2001 and HSPV2 Health and Safety of Pupils on Education Visits.

Responsibilities

The governing body together with the local education authority shares overall responsibility for health and safety. For its part

The Governing Body will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety

The Health and Safety Officer will:

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Update governors
- Draw up health and safety procedures
- Monitor effectiveness of procedures

All Staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the school office so they can be recorded in the Site Maintenance Record Book.

General Health and Safety Arrangements

The arrangements for Health and Safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

Smoking is not permitted anywhere on the school site.

When contractors are on site they are expected to follow school safety procedure. The Secretary, Bursar or Headteacher will liaise with contractors as appropriate.

Staff should follow the guidance on using controlled or hazardous substances found in the following publications:

Safety in Science;
Safety in Art;
Caretaker's Training Manual.

An annual check will be carried out by the Health and Safety Governor, the Maintenance Manager and the Health and Safety Officer to monitor the upkeep of buildings and grounds.

The governors agree to appropriate training for staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

Monitoring and Review of Health and Safety Arrangements

The yearly check will be used to prioritise need and to inform planning.

The Site Maintenance Record Book will be used to ensure immediate action is carried out when necessary.

All staff will carry out monitoring on a day to day basis.

The Maintenance Manager will monitor school grounds and premises daily.

The Health and Safety Representative will do a thorough check monthly and complete a Risk Assessment Form (Appendix A) using the Risk Assessment Matrix (Appendix B).

Monitoring by governors will be via the Maintenance Committee and the Head Teacher's Report.

The policy will be reviewed annually.

2. Equipment

Any equipment in school should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second hand equipment must be introduced to school without the agreement of the Head Teacher.

Electrical equipment will be tested regularly in accordance with Hertfordshire County Council policy. Plugs and leads will be visually checked regularly.

Any electrical equipment used outside must be attached to the electric supply through an RCD. Any leads, in- or outdoors, should be taped down or covered by mats to allow safe passage over the wires.

Electrical sockets should be switched off before a plug is removed.

Fire fighting equipment and alarm systems are maintained via annual contract.

PE equipment is maintained via an annual contract.

Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

3. Curriculum – Use of Resources

We follow the county guidelines with regard to science, ICT, technology, art and PE. A copy of each is kept in the school office and also with the subject co-ordinator who is responsible for disseminating the information to the staff and pupils.

In addition the following have higher risk aspects:

- Science reference should be made to the 'Safety in Science' document;
- Art reference should be made to the 'Safety in Art; document; and
- Technology reference should be made to 'make it Safe – Safety Guidance for the Teaching of Design and Technology at Key Stages 1 and 2' document.

PE

Clothing

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

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

Jewellery

The wearing of jewellery and nail varnish is not permitted. A watch may be worn if it is named and not of any great value.

It is advisable to collect all such items prior to the lesson and store safely.

Lifting and Moving

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with your new class.

Children should be stationed at the corners of each piece of equipment.

The leader of the group says when the lift should start.

4. General Safety

School Building Access

Children enter the building from the playground via their appropriate 'Key Stage door'. The doors are locked at 8:50 a.m. and after this time visitors or late arrivals should enter via the main entrance. All visitors must report to the school office and sign the visitor's book where they will be issued with a visitor's badge. All visitors must sign out when leaving the school building.

Any adults on site who do not work in the school and who are not wearing a visitors badge must be reported to the school office.

The main entrance is locked, allowing access on request from the school office, via an electronically controlled door.

Vehicles

Parents are allowed to park in the car park in the designated spaces for parents. Staff cars should be parked in the marked bays. Other areas should remain clear. Delivery vehicles are expected to use the area closest to the main entrance.

Wherever possible deliveries should be made once the children are safely in the building. Trade vehicles should park safely and not block doorways or delivery areas.

Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.

Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Fire doors must be unlocked when a staff member is working on the premises, e.g. out of school hours.

Anyone working alone on a regular basis should be equipped with a personal mobile phone.

Security lights are present in the visitors' car park.

When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

Key Holder Safety during Call Outs

Key holders on call out should be mindful of their own safety.

If the police have left the premises a key holder can contact the police and request that they return before entering the building.

Key holders should lock themselves in.

Before leaving the key holder should ensure that the school is secure and the alarm re-set.

If any member of staff is on site and is concerned about the safety of the school or of anyone on the school's premises, they should telephone the police on 999 immediately.

5. Supervision of Children Policy

School Hours: Foundation Stage and Key Stage 1:

Morning Session 8:45 a.m. – 11.45/12 noon

Morning break 10:30 a.m. – 10:45 a.m.

Afternoon Session 1:10 – 3:30 p.m.

Key Stage Two:

Morning Session 8:45 a.m. – 12:15 p.m.

Morning Break 10:30 a.m. – 10:45 a.m.

Afternoon Session 1:10 p.m. – 3:35 p.m.

Children should not arrive at school before 8:30 a.m. unless they are signed in for the Breakfast Club which starts at 8:00 a.m.

Office Hours:

The school office is open during school hours.

Duties:

A member of staff needs to be around the playground area to supervise children arriving for school. The school bell rings at 8:45 a.m.

At the end of the afternoon session the class teacher supervises the children leaving school. Children who are not picked up by 3:45 p.m. will attend the After School Club.

At break times, depending on the size of the group of children, two to four members of staff are on duty. Teaching staff should meet their classes in line in the playground and supervise their entry into the classrooms. Teachers need to be prompt about these appointments.

Outdoor duty: The staff on duty covers the play areas. Zones have been allocated and staff must check the Duty Rota to see in which zone they need to be in. The whistle should be blown promptly at the end of breaks.

Indoor Duty: If it is a too cold or raining outside, one playtime staff member supervises the infant classes in the hall and the other members supervise the Key Stage 2 classrooms. During Lunch the children from both Key Stages will go to their own classrooms. Prefects will help with supervision. Staff will rotate to ensure that all children are monitored. See rota. The rota for duties is on the staff room notice board.

All members of staff are responsible for making sure that their classroom is clear of children during play times and after school.

All teaching staff should receive the children from their class from where they are lined up first thing in the morning, from morning break and after lunch, and lead them to the classroom.

Lunch-time supervision

One staff member is responsible for managing the supervision of lunch times. See rota. The rota for duties is on the staff room notice board.

Two, three or four supervisors have duties supervising the children at play in the lunch break. See rota. The rota for duties is on the staff room notice board.

All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.

6. Fire Safety Policy

Stanborough SDA Primary School will provide a safe and healthy working environment with respect to fire safety in its establishments.

The named Fire Safety Officer is the Maintenance Officer, Mr Richard Harris, or in his absence the Deputy Headteacher, Mr Rinus Steyn.

The Maintenance Manager / Health and Safety Officer will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards
- Checking all escape routes are clear
- Checking all fire doors can be opened quickly and easily
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open
- Making sure the fire alarm can be heard clearly throughout the school building and school grounds
- General housekeeping standards are adequate
- Building generally tidy
- Rubbish and waste materials are not being allowed to accumulate
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Waste containers are stored externally in a secure compound.

Responsibilities:

Checking all areas: Headteacher – overall supervision

Junior toilets –Headteacher

Library – Headteacher

Staffroom – Headteacher

Classrooms – Class teachers

Infant toilets – School Secretary

Phoning Fire Service – School Secretary

Registers and visitors book – School Secretary

Unlocking gates for access (after school hours) – Headteacher/Deputy Headteacher

Procedures

When the fire alarm sounds, everyone in the school buildings must make their way to the nearest exit. The children lead out of the building first. The class teachers leave the classrooms last and shut the doors where possible. Time should not be used to go back into the building for any reason. Everybody should assemble at the fire assembly point as indicated with signs in the play area. Everyone should wait at the fire assembly point until a complete register of all staff, children and visitors has been taken. Nobody should re-enter the school buildings until the Health and Safety Officer (Richard Harris) has deemed it safe to do so.

All staff has copies of evacuation plans.

Copies of fire evacuation plans are posted next to the internal doors of classroom doors and the school office

The fire alarm is tested regularly by the Maintenance Officer and recorded in the fire Manual, which is kept in the school office.

A fire safety risk assessment is carried out by the Maintenance Officer and the Health and Safety Officer (Richard Harris) each year.

Systems and extinguishers are checked on a regular basis. These records are kept in the office filing cabinet. The Fire Safety Officer (Richard Harris) will be responsible for the upkeep of the Fire Manual.

7. Evacuation Policy

The overall aim is to save life; therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Smoke detectors will be activated if there is a fire or smoke.

Fire drills are carried out at least once a term and recorded in the Fire Log Book which is kept in the school office.

On hearing the alarm:

Direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly point in the playground.

Ensure that the classroom is empty before leaving.

Everyone on site, children and adults, must leave by the nearest exit.

The school secretary will call the fire brigade.

The school secretary will issue registers and check signing in book for roll call by class teachers at the assembly points.

The Head Teacher or designated member of staff will check that all adults and children are accounted for.

Classes should stand still and quiet until asked to re-enter the building.

NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the school office. Please ensure that children arriving after registration has taken place report to the school office.

Teachers should be mindful of any child that is later taken off site for illness or an appointment.

If any visitors are present the adult they are working with should ensure that they know what to do.

If the Building has to be evacuated during lunchtime

On hearing the alarm:

Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground.

Children will line up in register order.

Everyone on site, children and adults, must leave by the nearest exit

The school secretary will call the fire brigade.

The school secretary will issue registers, check the Visitors Book, Staff, with the help of Teacher Assistants, will carry out roll call at the assembly point.

The Head Teacher or designated member of staff will check that all adults and children are accounted for.

The Evacuation Procedures will be reviewed annually.

8. First Aid Policy

Health and Accidents to Children or Staff

School staff are expected to take reasonable action as first aid trained adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

The school ensures that all staff have their first aid training updated every three years. The present designated person responsible for first aid is Mrs Laura Warwick.

First aid and medical treatment is available in the first aid area outside the staff room.

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin.

First aid boxes for school journeys are stored in the stock cupboard next to the First Aid post. Inhalers and Epi pens are stored in a medical box in the staffroom. These must be taken on excursions.

Minor accidents are dealt with by the nearest staff member to the accident or the school secretary who is also a trained First Aider. If a child receives a bump to the head, parents will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class.

A note must be made in the Accident Book, which is kept at the First Aid Post, of all actions taken. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any child that goes home should be recorded as having done so and the class teacher informed.

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the school office. Details of reporting procedures are in the A-Z handbook under accidents and emergencies.

Medical Policy

If a child requires prescribed medicines whilst in school, a parent of the child must complete an Administration of Medicines/Treatment (Form of Consent) which is available from the school office. Once completed these forms should be kept in the school office.

All medication, except inhalers, must be recorded when taken on the appropriate Administration of Medicines/Treatment Form, which is kept in the school office.

It is the responsibility of the admin staff and class teachers to ensure children have access to inhalers/medicines on any off-site visits.

Allergies

Information about children who suffer from an allergy will be published in the staff room. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children. During the First Aid training, all staff are trained in the use of administering adrenaline via an Epi Pen when necessary and in dealing with the identified diabetic children.

Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

Head lice

Incidents of head lice are reported to parents of children in the class where an outbreak has occurred. The names of the children affected will be kept confidential.

9. Security Policy

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Stanborough Primary School. The school's security procedures will operate within the framework described in this policy.

Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

The Governing Body will provide staff with enough resources, information and training to implement the security procedures.

The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of members of the school community.

Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

Governors

The Governors will ensure that the school has a security policy and that this has been implemented.

Governors will monitor the performance of the school security measures. This will be achieved:

- ☞ By the health & safety governor monitoring performance on their special interest visits
- ☞ Via the Headteacher's Reports to Governors.
- ☞ By all Governors observing its implementation when they visit the school.

Headteacher

The Headteacher will:

- ☞ Set up arrangements in school that comply with the security policy agreed by Governors.
- ☞ Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- ☞ Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- ☞ Ensure that all visitors, contractors and agency staff adhere to the security policy.
- ☞ Monitor the implementation of the policy and security arrangements.

Staff

All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the school site.

Those listed below have been given specific responsibilities for school security.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Governing Body delegated to relevant committees	Agree policy
Day to day implementation and management of policy	Headteacher / Deputy Headteacher	Inform staff Monitor performance Review arrangements
Securing school entrance/exits as detailed in this policy	All Staff	Locking external doors and making site secure
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, and fences)	Maintenance Team	Part of normal duties to check physical integrity of security devices
Control of contractors	Maintenance Team	Supervision
Control of visitors	School Secretary	Issue passes
Security of money	School Secretary	Keep money in a locked box in a locked drawer

Children

Children will be encouraged to exercise personal responsibility for the security of themselves and others.

Children will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

Information and Communication

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

All staff induction will include the Health and Safety Document.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools' security arrangements as a condition of sharing use of the building.

Parents will be informed about the schools' security arrangements and any part they are expected to play.

Controlled access and egress during the school day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Stanborough Primary School has, through risk assessment, balanced the need to remain a welcoming environment to the community whilst ensuring the safety of all our pupils and staff.

Buildings and Grounds

The school will take all reasonable efforts to restrict access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are –

- ☞ The main entrance to the school building is via reception office. Only authorised visitors are allowed through the security doors.
- ☞ As a Multi-block school – the main building has a reception desk and access control. Signage directs all visitors to this entrance. It is impractical to have access control on all other blocks and so pupils will be safeguarded in these other blocks by other methods such as supervision. The Year 6 classroom and the Nursery building doors are kept closed at all times. Visitors can ring the bell and wait for a member of staff to attend. Unauthorised visitors will be challenged by staff.
- ☞ Lights have been installed at all main entrances of the school building.
- ☞ The school has close links with local police. Police will patrol the school on request.
- ☞ The School operates a signing in /signing out system for all parents and visitors /students who are late/ leaving early.
- ☞ The maintenance team is responsible for contractors on site.
- ☞ Contractors comply fully with school procedures at all times.

Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that –

- ☞ All visitors report to the reception desk on arrival.
- ☞ All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors and any other person who is not school staff.
- ☞ Visitors on site will be accompanied by a member of staff to their destination and will be returned to Reception by a member off staff in order to “sign out” of school. Visitors are those people who are issued with a pass from Reception. This procedure does not apply for Supply Staff.
- ☞ Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.
- ☞ Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police.
- ☞ Visitors will not remove any items of school property without the express permission of school staff.
- ☞ For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

Locations where supervision is part of our safeguarding procedures

Playground and fields – Children are always supervised in this area and visitors professionally challenged. As communication is not easily possible whilst on the fields, supervisors in this location will use a walkie-talkie, supplied by the school office.

Times of the day when supervision is part of our safeguarding procedures

- ☞ Start of school day – as the grounds have open access, duty teams are deployed in designated areas from 8.30am to 8.45am.
- ☞ Lunchtime and Playtime – Staff supervise all areas of the playground – see rota for details.
- ☞ End of school day – A teacher is on duty until the last pupil leaves the school grounds – see rota for details.

Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account any other third parties who use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to groups who hire the school building.

Community use / extended school activities – Although not extensively used, community groups may use facilities at the end of the school day. When inside the building access to the rest of that block is restricted. Risk assessments as part of induction arrangements are carried out. No hirer will be allowed to use the school facilities unless they fully comply with the security risk assessment. Visitors in unauthorised locations will be professionally challenged by staff. Only personnel with CRB clearance will be allowed on site for extended school activities.

Supervision of contractors

Contractors and maintenance personnel will not always have been CRB checked therefore they should not have unsupervised access to children. They will therefore be controlled as follows:

- ☞ All will be given school badges and be expected to wear them
- ☞ They will only park where authorised to do so.
- ☞ Will only carry out work agreed at the start of the contract and at the times agreed.
- ☞ Will be supervised at all times by the maintenance team. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

Physical security measures

The Governing Body will consider the need to use physical measures such as fencing and electronic access controls and CCTV to ensure the safety of staff and pupils. The Governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account:

- ☞ The location and layout of the school
- ☞ Past incidents related to security
- ☞ The performance of other security measures already in place or that could be implemented.
- ☞ The cost of physical security improvements and the availability of funding.
- ☞ Where justified by consideration of the risk, Governors will ensure that physical security measures are installed. Where physical controls are not justified the Governing Body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.
- ☞ Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

Locking arrangements

All teaching staff has keys to the school building. The school building is opened by the first staff member to arrive at school and is locked by the last staff member who leaves the school. The senior staff member on duty will do a final check of all doors and windows before leaving after the last pupil has left the school building.

Cash Handling

Staff should avoid keeping cash on the premises whenever possible. Safes should be used and kept locked. Staff should avoid handling cash in visible areas; any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

Personal Property

Personal property will remain the responsibility of its owner. This applies to both staff and pupil personal property. Both are discouraged from bring to school any valuable personal property. Every teacher has a drawer or cupboard in their classroom that can lock.

Lost property should be put in the Lost and Found Basket.

Staff and pupil involvement

Everyone should be reminded it is their responsibility to prevent crime including:

- ☞ guarding against assault and theft of personal belongings;
- ☞ safeguarding school property;
- ☞ reporting assaults, disturbances, theft, damage and burglary;

Staff and pupils should be encouraged to offer ideas on good practice. Every suggestion should be considered. Co-operation comes from personal involvement and this is a powerful means of encouraging individuals to share in the task. The School Council have a vital role in this regard.

10. Staff Health and Welfare Policy

Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with the Headteacher or the school's Health and Safety Representative as soon as possible. The Headteacher will discuss the matter with the person concerned within twenty four hours of the issue being raised, where possible.

Safety

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. A stepladder is available for use and is stored in the Stock cupboard next to the staff room.

Both staff and children should take care when moving or lifting equipment. If in doubt seek help. (See notes re PE in curriculum section of this document.)

Staff are trained on a regular basis on how to use different equipment. Mr Harris keeps a log on the training that has been given and organizes training days as necessary.

Information on safe lifting techniques may be gained from the Maintenance Manager, Mr Harris.

Violence

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

VDU (Video Display Unit) Operators

Admin staff using VDUs should vary their work routines and follow guidance on regular eye tests.

11. Off Site Activities

Any visit off site must be approved by the Head teacher.

For any visit to take place off the school site, a letter home requesting permission is required. At the beginning of each school year parents are asked to give emergency contact names and phone numbers to be used in any emergency. Emergency contact details for every child will be requested again on this letter in case any information has changed since the start of the school year.

One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office. The list(s) should also include the registration number of any vehicle(s) involved.

If the party is travelling on two or more coaches it should be clear on the official list of children and adults who is travelling on which coach.

Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach/

The pupil : adult ratio recommended for the activity must be met.

Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

All coaches hired by the school will have seat belts fitted; adults should ensure that they are used.

Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.

Children should not sit in the front seats of the coach or in the centre back seat.

Children should not be seated by an emergency exit.

Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.

On a visit involving transport the following should be easily accessible:

- Return Slips (containing an official list of adults and children in the group, the school name and emergency telephone number);
- First aid kit with plastic gloves;
- Drinking water and beaker;
- Paper towels and 'sick bags'

NB: The office staff and class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

12. Critical Incidents Policy

The purpose of this document is to:

- outline routines and procedures to reduce the danger inherent in certain situations
- assist staff in coping with disasters if and when tragic incidents occur.

Preventative and precautionary measures

Whilst no amount of planning can totally prevent accidents and problems occurring, it is hoped that some can be prevented and the effects of others minimised by taking sensible precautionary measures. It is expected that

- all staff and pupils should be familiar with the school's routines for fire and the evacuation of the school building on hearing the fire alarm.
- all staff should be familiar with the routines and procedures for dealing with emergencies (as detailed in this Policy).
- all staff and pupils should be familiar with the school's security procedures, in particular that all visitors not wearing a visitor's badge should be questioned and escorted to reception.
- all staff should sign in and out of the premises
- all staff are aware of pupils with health problems
- all staff are aware of school policy in dealing with violence at work.

A major incident may be defined as:

- An accident leading to a fatality;
- Severe injury or severe stress;
- Circumstances in which a person or persons might be at serious risk of illness;
- Circumstances in which any part, or the whole of the school is unable to function as normal due to external influences;
- Any situation in which the national press or media might be involved

As such, major incidents include:

- Death of a pupil or member of staff;
- Death or serious injury on a school trip;
- Epidemic in school or community;
- Violent incident in school;
- A pupil missing from home;
- Destruction or major vandalism in school;
- A hostage taking;
- A transport accident involving school members;
- A disaster in the community;
- A civil disturbance or terrorism.

In the event of such an incident the priorities of those adults in charge of the school or trip at the time must be able to:

- Save life
- Minimise personal injury
- Safeguard the interests of pupils and staff
- Minimise loss and to return to normal working quickly

A **Critical Incident Management Team (CIMT)** will comprise the following staff:-

- Kathleen Hanson (Head Teacher)
- Rinus Steyn (Deputy Headteacher)
- Ann Pilmoor (Education Director)
- Ian Sweeney (Chair of Coverners)
- Angelika Horwood (Child Protection Officer)

The school's reaction to a critical incident can be divided into the following categories:

- a) Immediate action
- b) Short term action
- c) Medium term action
- d) Longer term action

IMMEDIATE ACTION – i.e. within hours of the incident occurring

1. Obtain and collate information relating to the incident – uncertainty breeds rumour and accurate information is essential;
2. Gather and brief the CIMT (Critical Incident Management Team) – brief the team, allocate roles and responsibilities;
3. Trigger support from the BUC (British Union Conference), and other contacts on emergency list – establish clearly who is going to contact whom;
4. Set up an incident management room and dedicated phone line – to deal with calls from anxious parents etc. CIMT should agree a factual statement and avoid speculation;
5. Contact families affected – must be done quickly and with sensitivity. Consistency of information is vital. It may be appropriate for families to come to school and immediate emotional support could be a possibility;
6. Make arrangements to inform other parents – may need to take advice from BUC, especially if there is the possibility of legal liability. CIMT may wish to send a letter to parents, or prepare a leaflet.
7. Inform teaching and other school staff – staff need to be cautioned about talking to the media or responding to questions from reporters. It is vital that all staff in contact with pupils are kept well informed and feel secure in handling comments or questions from pupils.
8. Inform pupils – can be done in small or large groups depending on which is most appropriate. Care needs to be exercised to protect both children or adults closely involved in the incident. It is important that children receive a consistent account of the incident allowing for differences in their ability to understand.
9. Encourage people involved to talk – the incident may need to be discussed before children go home for the day, for both pupils and adults.
10. Deal with the media – most important to seek advice from BUC before agreeing to speak to or be interviewed by the media. If this is not an option then an agreed text for release should be prepared by the CIMT and a designated spokesperson briefed and prepared to respond on the school's behalf.
11. Devise a plan for handling the reactions and feelings of people affected – the most common reactions will include denial, distress, guilt, anger and helplessness. CIMT need to consider outside professionals to support and debrief staff and pupils affected by the incident. Those providing support also need support. At this point the CIMT will need to plan their short term reaction to the incident.

SHORT TERM ACTION – the next stage

1. Reunion of children with their families – especially where the incident occurs outside the school. Mostly children will need to be brought home, but sometimes parents and families need to visit the scene of the incident to understand how they deal with repercussions in terms of children's fears etc.
2. Managing staff – support needs organising for all staff, preferably from within the school, but using outside agencies if appropriate. Staff monitoring should be a priority, even members of the CIMT. If a crisis persists over many hours staff become tired, weary and upset and this affects their powers to make sensible decisions.
3. Encourage pupils to talk – activate strategies for enabling young people to talk about the incident, and their feelings, using outside agencies if appropriate. Staff will need briefing about ways to help the children affected by the incident, and how to identify patterns of behaviour etc. This may have implications for the wider curriculum i.e. training in bereavement counselling for staff, provision of a range of books, PSHE discussions etc...
4. Debriefing meeting – it may be appropriate to hold a debriefing meeting for staff, children and parents to:
 - clarify what has happened
 - allow for sharing reactions
 - reassure people that reactions are normal
 - mobilise resources e.g. parental support groups

An experienced person, possibly someone from outside the school community, should lead this meeting.

Formal and informal recognition of rituals – it is important to remember to express sympathy to families of the hurt or bereaved. Visits to children/staff in hospital. Pupils may wish to send cards and letters. The school may also need to consider attendance at funerals, and/or the desirability of holding special assemblies or memorial services. Anniversaries are also key times when support and sensitivity are required.

Re-establishing routines – every attempt should be made to provide continuity for the children. The return to school of staff or pupils directly affected by the crisis will need to be managed carefully and with sensitivity but the re-establishment of routine is an important stage in emotional recovery.

MEDIUM TERM ACTION

1. Return to school for staff or pupils after long absence – reintegration will need to be planned carefully, and may involve home visits prior to return, part time attendance initially, reducing workloads, putting in place mentoring process etc.
2. Consulting professionals – consideration should be given to consulting the Educational Psychology Service for support and guidance, especially to help those showing unusual or prolonged reaction to the incident.
3. Keeping parents informed – it may be appropriate to produce a leaflet for parents giving guidance on the possible delayed reactions of pupils to an incident and making suggestions to help them deal with these.
4. Support for staff – ongoing monitoring and support for staff is a major consideration. CIMT especially will not be immune to reaction from their ordeal.

LONG TERM ACTION

Monitoring the vulnerable – the effects of a crisis can reverberate for years, and it is especially important that new staff and pupils are briefed in the school's history to help them understand and deal with potential repercussions especially at anniversary times.

Marking anniversaries – these difficult times need to be treated with sensitivity. Some suggestions for schools to mark anniversaries are by annual concerts, memorial services, memorial prize giving ceremonies, memorial gardens etc ...

Legal processes – the length of time taken over some legal processes can prolong the recovery process following a critical incident. CIMT may need to plan for this especially where staff may be involved attending legal processes, and facing extended emotional trauma.

Curriculum implications – it may be appropriate to schedule INSET training for staff in loss counselling, bereavement etc.

Appendix A

**Stanborough Primary School
Health & Safety – Risk Assessment**

Name of School: Stanborough Primary School				Risk Assessment					
				Reference No:					
Regular Health and Safety Check in School Building and Surrounding Premises.				Assessed By:					
				Approved By					
				Issue Date:					
				Revision Date:					
Hazard (Where is the hazard and how is it a danger?)	Consequences	Persons Affected	Control Measures (What can be done?)	Severity (Use Risk Assessment Matrix)	Likelihood (Use Risk Assessment Matrix)	Total Risk	Date Reviewed		

Appendix B

**Stanborough Primary School
Health & Safety – Risk Assessment Matrix**

Probability/Risk Maximum Possible Loss	Very Unlikely	Unlikely	Even Chance	Probable	Very likely
No loss	1	2	3	4	5
First Aid Required/Short Rest/Recovery	2	4	6	8	10
Fracture of a major bone or temporary illness	3	6	9	12	15
Loss of limb, eye or permanent illness	4	8	12	16	20
Fatality	5	10	15	20	25

Low = 1 – 5 ; Medium = 6 – 12 ; High = 15 – 25