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# St Aidan's Catholic Primary School



## HEALTH AND SAFETY POLICY

Agreed by Governing Body	April 2014
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Reviewed	22 <sup>nd</sup> May 2017
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Reviewed	

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## **School Mission Statement**

'Learning and growing together, inspired by the love of Jesus'

In our School we aim to:

- S**pread happiness with a smile
- T**ake care of others and of property
- A**lways try our best
- I**nclude others and share
- D**o as Jesus asks us to
- A**lways tell the truth
- N**ever forget our manners
- S**peak calmly and kindly

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## **PART ONE**

### **St Aidan's Catholic Primary School STATEMENT OF INTENT**

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

This policy outlines how we intend to achieve these commitments. All staff in school have responsibility for ensuring the Health and Safety of themselves, each other and of all the pupils in our care. Some members of staff have specific responsibilities for areas of Health and Safety and Risk Assessment.

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## **HEALTH AND SAFETY POLICY**

### **PART TWO**

#### **ORGANISATION**

##### **INTRODUCTION**

To comply with the Governing Body's Statement of Intent the school's normal management structure have had additional responsibilities assigned, as detailed below.

An organisational chart showing the school's health and safety management structure is attached at Appendix 1.

##### **THE GOVERNING BODY**

The Governing Body has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

##### **THE HEADTEACHER (with support from members of the Leadership Team)**

The Headteacher has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written Policy for Health and Safety is created.
- c) Ensure that the Policy is communicated adequately to all relevant persons.

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- d) Ensure appropriate information on significant risk activities is given to visitors and contractors.
  - e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
  - f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
  - g) Make or arrange for risk assessments of the premises and working practices to be undertaken.
  - h) Ensure safe systems of work are in place as identified from risk assessments.
  - i) Ensure that emergency procedures are in place.
  - j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
  - k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
  - l) Ensure arrangements are in place to monitor premises and performance.
  - m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
  - n) To manage the keeping of records of all none premises related health and safety activities.
  - o) Investigate any serious accidents that occur in school.
  - p) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
  - q) Report to the Governing Body annually on the health and safety performance of the school.

## **PREMISES OFFICER**

The Premises Officer has the following responsibilities:

- a) To co-ordinate the annual risk assessment process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision (in liaison with Administrative/Finance staff) for the inspection and maintenance of work equipment throughout the school.

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- d) To manage the keeping of records of all premises related health and safety activities.
  - e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
  - f) To ensure the provision of sufficient information to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
  - a) Apply the school's Health and Safety Policy and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
  - b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
  - c) Resolve quickly as possible health and safety problems members of staff refer to them, or refer to the Headteacher or the School's health and safety representative any problems to which they cannot achieve a satisfactory solution within the resources available to them.
  - d) Carry out regular inspections of school premises and grounds to ensure that equipment, furniture and activities are safe and record and report these inspections to the weekly health and safety meeting with the headteacher and school's health and safety representative
  - e) Ensure the provision of sufficient information to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety
  - f) Ensure that the school premises are secure to enable staff to work in safe environment when working alone. This duty is very important in times before and after the school term time day and in school holidays.
  - g) Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.
  - h) Carrying out any other functions devolved to them by the Headteacher or Governing Body.

## **CLASS TEACHERS**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for other emergencies and to carry them out and assist the first aider when need.
- b) Follow the particular health and safety as highlighted in this policy.

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- c) Give clear oral and written instructions and warnings to pupils when necessary.
  - d) Follow safe working procedures.
  - e) Require the use of protective clothing and guards where necessary.
  - f) Make recommendations to their Headteacher or School's health and safety representative or site manager on health and safety equipment and on additions or necessary improvements to tools, equipment or machinery.
  - h) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
  - i) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
  - j) Report all accidents, defects and dangerous occurrences to School's health and safety representative or site manager.
  - k) Responsible for obtaining all information on trips and consent from parents and passing the correct paper work to health and Safety officer a week before the planned trip. Otherwise the trip will not be authorised.

## **ALL EMPLOYEES**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- b) Co-operate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) To inform the site manager when they are working only in the school. (See Lone Worker Policy)
- e) Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- f) Report all incidents in line with current incident reporting procedure.
- g) Act in accordance with any specific health and safety training received.

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Inform their headteacher of what they consider to be shortcomings in the school's health and safety arrangements.

- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Trade Union Health and Safety Representative(s).

## **PUPILS**

- a) Pupils, allowing for their age and aptitude, are expected to:
  - Exercise personal responsibility for the health and safety of themselves and others.
  - Observe standards of dress consistent with safety and/or hygiene.
  - Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
  - Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

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## HEALTH AND SAFETY POLICY

### PART THREE

#### PROCEDURES AND ARRANGEMENTS

##### INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

##### RISK ASSESSMENT

###### General Risk Assessment

General Risk Assessment will be co-ordinated by Headteacher (or representative) following guidance of Knowsley Children's Services Health and Safety Manual.

###### Maternity Risk Assessment

Maternity Risk Assessments will be carried out by Headteacher following guidance Knowsley of the Children's Services Health and Safety Manual.

###### Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant class teachers using Health and Safety Codes of Practice for Design & Technology, Science, PE, Art, Swimming and Drama of Knowsley Children's Services Health and Safety Manual.

###### Fire

A fire risk assessment will be carried out by Mr Wright following guidance Knowsley Children's Services Health and Safety Manual.

###### Manual Handling

Manual handling risk assessments will be carried out by Mr. Wright following guidance of Knowsley Children's services Health and Safety Manual.

###### Computers and Workstations

VDU risk assessments will be carried out by Mrs Wright following guidance contained in Knowsley Children's services of the Health and Safety Manual.

###### Design and Technology

- All staff should ensure that children are well supervised at all times. They must wear protective clothing when appropriate.

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- All sharp edged tools are stored so that the cutting edges cannot be accidentally touched.
  - All tools are stored appropriately in a commercially purchased storage unit sited in the technology resource area. The Design and Technology Leader to monitor use and storage of technology resources.
  - Files and similar objects should have properly fitted handles, hammer heads must be checked regularly. All tools must only be used for their intended purpose.
  - Glue guns and their uses are explained in the Technology Policy and Scheme of Work.
  - Teachers should consult Technology Policy and Scheme of Work to ensure that when they work with food they observe all the Health and Safety rules.

#### P. E. Including Swimming Supervision

- All P.E. equipment checked by an L.A. approved technical adviser annually. Unsafe equipment should be immediately condemned and not used.
- P.E. Co-ordinator to have regular meetings with the Premises Officer to ensure that the hall floors and outside areas are safe to use.
- Children are not allowed to “knot” the ends of ropes, as not only does this make them dangerous, it also damages the fibres.
- All mats used in P.E. are non-slip.
- All teachers to ensure all equipment is used correctly and stored away in a safe way after use in all P.E. and games lessons. P.E. Leader has a copy of “Safety in Physical Education” a BAALPE publication.
- All staff should follow the guidelines and checklists as provided in “Safety in Physical Education” a BAALPE publication. The P.E. Leader has a copy of the above publication.
- There should be continuous supervision by at least one fully qualified life guard patrolling the pool at all times for each 50 bathers.
- The instructor working with the swimmers cannot be the lifeguard but may be used to provide cover if she/he is adequately qualified. In this case the instructor must stop teaching and pupils must leave the water.
- The minimum Life Saving Qualification is either: -

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- a) Bronze Medallion Award enhanced by training in diving to a depth greater than 1.8m and ability to resuscitate by means of cardiac compression or preferably:
  - b) Bronze Pool Medallion Award.
- Teachers are instructed that they do not allow children into the pool unless the pool life guard is in attendance or if the individual teacher(s) possess the relevant qualification.
  - All staff and children need to be aware of pool emergency evacuation and fire drill at the procedures. Teacher in charge to make sure that all children and adults at the swimming pool know of the procedures before the first swimming lesson each academic year.

### Science

Clear guidance regarding health in science is recorded in the Science Policy and Scheme of Work. Staff to consult the Science Leader for guidance in this area.

### Equipment and Materials

- Correcting fluids: Only staff may use correcting fluids such as Tippex as such fluids are toxic. Children are not allowed to bring their own correcting fluids to school. All staff must watch for children who might do so.
- Marker pens: Pens which are mainly water-based should be used. When other pens are used, these should only be used by staff in well-ventilated areas

### Guillotines/Rotary Trimmers/ Photo- copiers

- Guillotines are housed in safe places in the school.
- Rotary trimmers can be kept in classrooms.
- Children are not allowed to use the photo-copiers
- Work experience under the age of 18 are not permitted to use photo copiers with out direct supervision of class teacher, TA or Administrator
- Headphones with an impedance of 400 to 1000 ohms are recommended as anything lower can damage ears.
- Overhead projector: The O.H.P should be kept out of sunlight and kept in a secure, safe place.
- Pen Tops: Staff need to be vigilant about open tops as there have been several accidents and deaths due to children putting pen tops in their mouths.

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- **Kettles:** These should **not be** used in classes or activity areas. Kettles used in the adult designated area only. All staff make refreshments by using facilities in the staffroom. **Children must not make, carry or walk round school with hot drinks under any circumstances**

## **Hazardous Substances**

Mr. Wright will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned above, following guidance contained in Knowsley Children's services Health and Safety Manual.

## **Violence**

Assessment of the risks of violence to staff will be carried out by Headteacher following guidance contained in Knowsley Children's services Health and Safety Manual.

## **EMERGENCY PROCEDURES**

### **Fire and Evacuation**

Fire and evacuation procedures are detailed in Appendix 2.

### **First Aid**

First aid boxes are provided at the following locations:

- Premises Officer's room (off Reception)
- Medical Room
- Nursery

The following staff are available to provide first aid:

Mrs Degnan – Nominated First aider  
All staff can provide basic first aid  
Some staff are defibrillator trained

In event of needing first aid assistance, either: -

Locate the nearest first aider or if the accident is minor deal with it yourself, record all incidents in the accident book.

### ***Transport to hospital:***

If an ambulance is required, call "999". It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, therefore if parents can not be contacted this should be done by taxi or if using own car another adult must accompany the child.

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No casualty should be allowed to travel to hospital unaccompanied. Headteacher will designate an accompanying adult in emergencies where parents cannot be contacted.

## **Incident Reporting**

See Appendix 3.

## **Bomb Hoaxes and Bomb Alerts**

Responses to bomb threats will follow guidance contained in Knowsley council policy.

The Headteacher, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident.

The control point from where such an incident will be handled is school office.

The signal for evacuation of the building, should this be necessary, will be setting of the fire alarm.

The normal evacuation procedure should be followed.

## **Gas Leaks**

Any member of staff discovering a suspected gas leak should inform a senior staff member who will make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone National Grid on 0800 111 999.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

## **HEALTH AND SAFETY TRAINING**

Health and safety induction training will be provided for all new employees.

The following staffs have received or will receive health and safety training in the following areas:

### **Strategic Health and Safety Management and Premises Management Training**

- Site manager- training for asbestos, fire & risk assessments
- Headteacher training - risk assessment
- P.E. leader- training on risk management in P.E. and School Sports
- Premises Officer- PAT testing
- Breakfast Club leaders - Food Safety

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- Mid day Supervisors - First Aid at Work and Appointed Persons
  - Headteacher training – educational visits
  - Teacher and support staff- team teach

## **INSPECTION AND TESTING OF PLANT AND EQUIPMENT**

### **Statutory Inspections**

#### **Portable Electrical Appliances**

Inspection and testing of portable electrical appliances will be carried out annually this will be organised and coordinated by Mr Wright and Mrs Wright.

#### **Equipment Maintenance - Curriculum**

The PE leader will be responsible for ensuring maintenance of P.E. equipment. Mr Wright will coordinate the annual maintenance check of large equipment.

#### **Ladders and Access Equipment**

The Premises Officer will be responsible for inspection and maintenance of ladders and other access equipment.

## **HEALTH AND SAFETY MONITORING**

### **Inspection of Premises**

General Workplace Inspections will be co-ordinated by Headteacher and site manager.

### **Performance Monitoring**

Performance monitoring will be co-ordinated by Headteacher.

## **CONSULTATION AND COMMUNICATION OF INFORMATION**

### **Consultation**

The premises Health and Safety Committee meets half termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Committee members are: Headteacher, Deputy Headteacher, Site Manager, First Aider and School Business Manager.

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## **Communication of Information**

The school's Health and Safety Co-ordinator will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.

The Health and Safety Law poster is displayed in the Reception Office.

Health and safety advice is available from School Health and Safety Officer or Headteacher or the Children's Services Health and Safety Adviser.

## **PREMISES MANAGEMENT**

### **Supervision of Pupils**

Class teacher and TAs working with the children supervise children during the day, except for play and lunch times. See behaviour policy.

Deputy Headteacher responsible for arranging morning playground duty rota. Staff on duty have the responsibility to look after the children at morning break.

Mid day Supervisors under the leadership of the Deputy Head look after the children during the dinner time period. See lunch time policy for lunch time supervision.

### **Security and Visitors**

All visitors must report to school office where they will be asked to sign the visitors' book and wear an identification badge.

### **Vehicles on Site/Parking**

Cars must be parked in designated areas.

The risks of persons and vehicles coming into contact will be controlled by Site Manager.

Delivery/contractor vehicles must park at delivery area near the school kitchen

### **Arrangements for Disabled Persons**

There is car parking space available for blue badge holders.  
There is a disabled toilet available for children and adults with special needs.

### **Building Maintenance**

General building maintenance is carried out by Mr Wright and or contractors organised by school or Cunliffes

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## **Asbestos**

The asbestos register is held at in the Premises Officers room. He is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to Knowsley Asset Manager.

## **Control of Contractors**

All contractors must report to school office where they will be asked to sign the visitors book and wear an identification badge. Contractors will follow the school health and safety policies of the school

The Premises Officer is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and is responsible for keeping records of all contractor work.

## **Lettings**

Currently the school is not let to any person or company.

## **OTHER PROCEDURES**

### **Critical Incident Management**

The Knowsley Council's Critical Incident Management guidelines are followed and staff are made aware of the advice given.

### **Managing Medicines**

Prescribed medication will be administered to pupils following guidance contained in the staff handbook.

Headteacher, SENCO and First Aider have been nominated as responsible persons for control of administration of medicines to pupils.

Employees working under the School Teachers' Terms and Conditions of Employment have no contractual obligation to administer medicine. The Governors of St Aidan's Catholic Primary School advises all staff not to administer medicine to children. However if teachers and support staff do voluntarily agree to administer medicine then the parents and staff must jointly complete a medical plan in the presence of the Headteacher (SEN or life threatening circumstances.)

Parents/carers are responsible for administering medicines to children. If children are receiving medicines over a long period of time then they need to complete a

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medical care plan. If children fall ill during the day then parents should be informed immediately and children collected as soon as possible.

**Asthma** - is a physical condition and affects at least one in every ten children. Asthma can be controlled by firstly avoiding known irritants and secondly, by inhaling specific drugs. Drugs can be self administered by the child concerned. Only limited and low level Asthma inhalers to be kept in a safe place in the classroom by the class teacher.

**Epilepsy** - affects one person in every hundred. Some seizures, “petit mal” involve a brief interlude of unconsciousness. Some seizures are convulsive.

- If a known epileptic suffers a short seizure and shows rapid signs of recovery, then it is appropriate to sit the child quietly down and to monitor closely his/her condition.
- If the fit is violent and /or prolonged, medical help should be sought, or an ambulance called as well as contacting parents or partners in the case of an adult.
- All staff should be informed of children who are epileptic and should be aware of action to be taken.
- If a child with no past history of epilepsy has a seizure, parents should be contacted immediately and medical advice sought.

**Diabetes** - is a disorder in which the body is unable to control the amount of sugar in the blood. Insulin, a hormone secreted by the pancreas, essential to the sugar conversion.

- All staff must ensure that they have a written record and agreement between the school and the parents about the handling of the child’s diabetic disorder.

**HIV/AIDS** - there are publications available regarding the care of children and adults who suffer with HIV/AIDS. More information available from the Knowsley/St Helens Health/ Authority via the School Nurse.

### **Animals in School**

It is felt that children can benefit from observing animals in class. Teachers should discuss with the Headteacher the possibility of bringing animals into school.

The animals must be among the approved kinds mentioned in the Dangerous Wild Animals Act 1976. Staff and children are not allowed to bring in unscheduled animals into school. This would be an offence.

The animals not allowed in school are included

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- a) All canines, except the trained domestic dog;**
  - b) All cats, except the domestic cat**
  - c) Monkeys; apes; crocodiles or alligators; poisonous snakes, including adders.**

### **School Transport Policy**

Children on all (including swimming trips to the Leisure centre) school trips will use coaches that have seat belts and bucket seats (children 145cm and smaller need to sit in bucket seats in a car). Teachers to use only companies that are approved by the Governors of the school.

### **Educational Visits**

Educational visits will be organised following guidance contained in DfES (DCSF) documentation and the Children's Services guidance document. The Educational Visits Co-ordinator is the Headteacher.

### **Parental Consent**

The written approval of parents must be obtained when there is a significant risk of injury before children participate in any activity. This will also be required for any outings, trips, activity holiday or after school activities.

### **REVIEW**

These arrangements will be reviewed annually and revised as new topics arise which may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

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## Appendix 1

### **FIRE AND EVACUATION PROCEDURES**

- Fire notices are displayed in all the classroom, offices, halls, toilets and corridors
- Escape routes are checked by Site Manager and School health and safety officer every week.
- Fire Extinguishers are maintained and checked every year
- Alarms are tested by Site Manager every week.
- Emergency evacuation procedure will be tested once every term.

**PREMISES EVACUATION ARRANGEMENTS** in case of an alarm being activated are as follows: -

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm. They should then notify the main office of the exact location.
- The EMERGENCY WARNING is the ALARM SIGNAL ringing continuously.
- School health and safety officer or Site Manager will telephone fire brigade if there is a genuine fire or false alarm.
- On hearing the alarm, pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available marked escape route. The last person to leave the classroom must close the door. Pupils should walk in their subject groups and remain with their teacher at the assembly point.
- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.
- In the event of an emergency during ASSEMBLY, LESSON TIME, PLAY TIME or the LUNCH HOUR, pupils must leave the building by the nearest marked escape route and go to the assembly area for the site they are on at the time of the emergency. Pupils should assemble in their classes.

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- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the senior office staff at the assembly point.

**The assembly areas are:**

**FRONT YARD FOR ALL PUPILS AND STAFF**

The most Senior Member of staff at each location should take charge of each yard

Immediately pupils arrive at the assembly area, they must stand in their classes in silence while staffs check their registers. The result of this check must be reported to the person in charge as soon as it is completed.

- The designated fire duty staff will collect sweep the building. A second designated person B will also sweep the building once the fire brigade has been informed.

Person A and Person B will liaise to check that any named disabled pupils and helper or disabled visitors have been evacuated.

When the school is clear Person A and Person B should report to the nominated senior member of staff at the assembly areas.

The senior member of staff will liaise with the Fire Brigade on their arrival.

When the senior member of staff is satisfied that it is a false alarm, he/she will direct staff, pupils and visitors to return to the building.

If the building cannot be reoccupied following an evacuation, all pupils will be evacuated as advised and arrangements made to contact parents.

All visitors', worker experience, supply personnel and contractors must be given a copy of the fire evacuation plan on arrival as this out lines the procedures they will need to follow and assembly points in case of a fire .

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## **Fire Evacuation Plan**

On hearing the fire alarm

- Stop what ever activity or lesson is going on
- Leave building and go straight to your nearest fire point
- Take register to ensure all persons are out of building
- Inform a fire marshall if anyone is missing
- Do not re-enter the building until you have been told it is safe to do so

## **Fire Assembly Points**

- Foundation classes –front yard by Nursery gate
- Y5 & 6 rooms – front yard
- Y3,4,1,2 rooms – front yard
- Library- front yard
- Mentor and Bubble Room – Front yard
- Staff room and General Office – Front yard

## **Fire Evacuation Plan** **For Office Staff**

On hearing the fire alarm and have not been informed of any fire drill taking place

- Collect the registers, visitors book and staff fire sheet register
- If possible collect children's contact numbers
- Evacuate the building and go to assembly point (front yard)
- Do not collect any personal belongings

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## **Appendix 2**

### **INCIDENT REPORTING AND INVESTIGATION**

All incidents will be reported and recorded and passed to School health and Safety Officer.

The School Accident Book (SAB) is kept in school office for Employees, Pupils and Third Parties.

To comply with the Data Protection requirements, individual incident reports will be removed from the SAB, passed to the Health and Safety Co-ordinator and stored securely to ensure that personal details remain confidential.

Minor accidents to pupils will be reported on the premises in the 'Minor Incident Report Books'. These forms are held in the Medical Room.

#### **Investigation of Incidents and Remedial Action**

School Health and Safety Officer or Headteacher will investigate all incidents and make appropriate recommendations to the premises manager to prevent a recurrence.

#### **Reporting**

The person responsible for recording and reporting of incidents to and maintaining records is School Health and Safety Officer.