



**Over Primary School**

**Over Community Primary School  
Statement of Safety Policy**

(as required by section 2(3) of the Health & Safety at Work Act 1974)

**POLICY OF THE GOVERNORS**

We the Governors of Over Primary School recognise and accept our responsibilities for the establishment and maintenance of a Health and Safety Management system as outlined in the LA's Health and Safety Management in Schools manual. We shall ensure, so far as is reasonable practicable, the Health and Safety and Welfare of our staff, pupils and any visitors to our premises and will adopt and incorporate the Health and Safety Policies and Procedures of the County Council and of the LA. To this end we have prepared this written Policy Statement, Organisation and Arrangements which sets out clearly the Health and Safety rules and procedures applicable to everyone in the school which are necessary if we are to discharge our responsibilities effectively. Responsibility for the day to day implementation and monitoring of this Health and Safety Policy rests with the Headteacher who will work in collaboration with the staff and the recognised appointed safety representative(s) to ensure compliance. The Governors will, guided by advice from the school's Health and Safety Committee, update and revise this Policy as is considered necessary.

**Signed**

**Chair of Governors**

**Signed**

**Headteacher**

**Date** Feb 2019

**Review** Feb 2022



Date	Feb 2019
Ratified	May 2019
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## HEALTH AND SAFETY POLICY

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## 1.0 Introduction

- 1.1 The governors of Over Primary School recognise and accept their statutory responsibilities under the Health and Safety at Work Act (1974) and are committed to:
- ensuring, as far as is reasonably practicable, the Health, Safety and Welfare of staff, pupils and any visitors to our premises; and
  - adopting and incorporating the Health and Safety Policies and Procedures of Cambridge County Council (CCC) and the Local Authority (LA), which can be accessed at : <https://www.learn-together.org.uk/services/hands/Pages/Welcome.aspx>

## 2.0 Objective

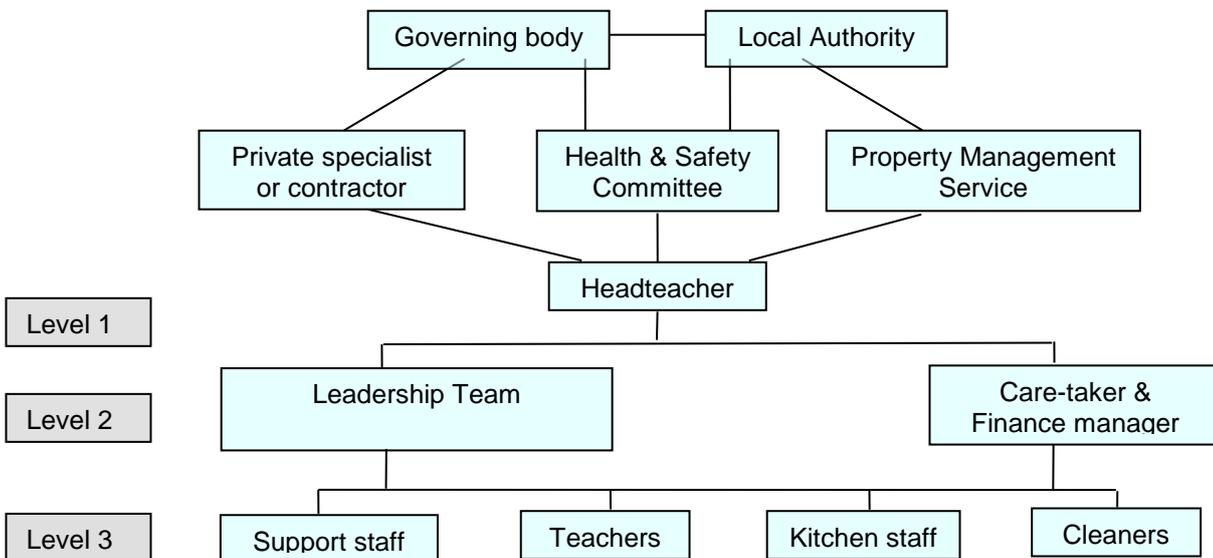
- 2.1 The aim of this policy is to ensure that the governors are able to discharge their responsibilities effectively by setting out clearly the school's:
- Health and Safety Management System:
  - Health and Safety Policies, arrangements and procedures: and
  - System for monitoring and reviewing the effectiveness of this policy.

## 3.0 Scope

- 3.1 This policy applies to all employees and pupils within the school and any visitors to the premises.
- 3.2 Employees are defined as all workers, including those engaged on a temporary/supply basis. In certain circumstances this category may be extended to include those people engaged to provide a service to the school. i.e. private contractors, voluntary workers, agency staff and consultants, e.g. the school photographer.
- 3.3 Visitors include those people who hire, or otherwise make authorised use of the school's facilities.

## 4.0 Health and Safety Management System

- 4.1 The following management chain operates to ensure that working conditions are safe and healthy:



## 4.2 Level 1-Specific Responsibilities

4.2.1 The headteacher will take day to day responsibility for all health and safety matters in the school. This will include:

- ensuring, so far as is reasonably practicable, that risks are kept to a minimum;
- ensuring all employees are properly briefed and trained in their duties and responsibilities;
- arranging for all employees to be informed and trained as part of induction and thereafter as necessary;
- liaising with governors on health and safety matters;
- attending health and safety committee meetings;
- ensuring that problems in implementing health and safety policy are reported to the Local Authority;
- maintaining an up to date record of relevant training;
- carrying out risk assessments.

## 4.3 Level 2-Specific Responsibilities

4.3.1 The school leadership team, care-taker and finance manager will:

- ensure established procedures are followed;
- act on reports from other employees and report problems to the headteacher and/or finance manager;
- report all accidents in accordance with LA directives;
- encourage a safe attitude towards work amongst all employees;
- ensure that information relevant to employees' safety, health and welfare is available for scrutiny.

## 4.4 Level 3-Specific Responsibilities

4.4.1 The teaching and support staff will:

- check that the classrooms and work areas are safe;
- check equipment is safe before use;
- ensure safety procedures are followed;
- ensure protective equipment is used;
- report defects to senior colleagues;
- carry out safety procedures according to the schools guidelines, e.g. first aid, administering medicines and supervision;
- participate in relevant aspects of staff induction programme and other relevant training;
- carry out risk assessments for relevant curriculum activities and all off-site visits, and share these with the headteacher.

## 4.5 Employee General Responsibilities

### 4.5.1 It is the legal duty for all employees:

- to take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do;
- to co-operate with the governors on health and safety matters and observe the school's safety policies, arrangements and procedures; and
- not to interfere with or misuse anything provided for health and safety purpose.

## 4.6 Health and Safety Committee

4.6.1 In order to assess potential risks to the health, safety and welfare at work of all pupils, visitors and employees, and to take appropriate protective and preventative measures, the governors (through the Health and Safety committee) will undertake regular risk assessments (Termly premises risk assessments, annual review of standard premises' risk assessments).

4.6.2 The terms of reference of the committee can be found on the governor page of the school website.

## 5.0 **Policies**

### 5.1 Smoking

5.1.1 To comply with Health & Safety Legislation and Employment Law the school operates a *Smoke Free Policy*, available from the school office.

### 5.2 Working Time Regulations

The school will ensure it is compliant with the 1998 Working Time Regulations.  
<https://www.atl.org.uk/advice-and-resources/rights-and-conditions/working-hours>

### 5.3 Violence at work

Governors and school leaders will act to ensure staff are protected from violence and/or abuse in school, whether from adults or children, as detailed in the following: *Physical Intervention policy, Positive behaviour policy, Staff code of conduct, Procedure in case of allegations against staff, Disciplinary rules & procedures*. Incidents of violence/threatened violence will be recorded on the appropriate form and reported on a regular basis to the Health and Safety Committee.

### 5.3 Accidents and First Aid

The *First Aid Policy* details procedures for dealing with minor or major accidents. See also *Supporting Children with Medical Conditions Policy*.

## Arrangements

### 6.1 Risk Assessments

6.1.1 The management of Health and Safety at Work Regulations require a risk assessment to be made about any work activity and the significant findings recorded. Similar more specific provisions apply under other regulations, e.g. Control of Substances Hazardous to Health (COSHH).

6.1.2 Before risks can be assessed the hazards that give rise to them must be identified. A hazard of itself does not give rise to harm. It is only when circumstances arise in which a person is exposed to the hazard in such a way that he/she may suffer short or long term harm that it becomes a risk.

6.1.3 Therefore, the school will ensure that appropriate risk assessments are undertaken to consider the:

- nature of the hazard to which a person may be exposed;
- circumstances in which exposure may occur;
- the likelihood of harm occurring;
- the severity of the harm itself;

AND to identify

- the control measures required to reduce or eliminate the risks arising from exposure to those hazards.

6.1.4 As of October 2018, risk assessments will gradually have wording changed from “Estimated risk level” to “Residual risk level”. Anything recorded as ‘high’ must be dealt with urgently within an agreed timescale. ‘Medium’ risk must be reviewed in time.

### 6.2 Supervision of Children

6.2.1 Supervisory staff duties include morning break time, lunchtime, ~~afternoon break time~~ and handover at the end of the school day. Supervision details include wet weather arrangements during morning and lunch break periods.

6.2.2 Children go straight into classrooms on arrival in the morning. The office staff lock the school gates at 9:05am. Following the completion of the attendance registers, office staff will make every effort to contact the parents of any child who is absent, where the school has not been previously informed, to ascertain the reason for absence.

6.2.3 At least 2 members of staff will be on duty outside during morning break time.

6.2.4 The *Staff Handbook* details supervisory arrangements during lunchtime. There is a *Mid-day supervisor co-ordinator*, responsible for day to day management of Mid-day supervisors. S/he is line managed by the deputy headteacher.

6.2.3 The induction process for all staff will include details of pupil supervision (see *Staff Induction Policy*).

### 6.3 Educational visits

6.3.1 Planned out-of-school visits make a significant contribution to the educational development of the children and to the overall ethos of the school. Visits to places of interest during the school day are normally linked to curriculum activity and are organised in accordance with CCC guidance on educational visits and journeys.

- 6.3.2 For residential and day visits the children will be supervised on minimum ratios in accordance with CCC guidelines (see *Learning Beyond the Classroom manual*, Section 2 – D Ratios & Supervision paragraph 157, for recommended ratios).
- 6.3.3 The school subscribes to the LA School Journey Third Party and Public Liability Insurance for each organised visit.
- 6.3.4 Specific risk assessments will be carried out for all out of school visits.
- 6.4 Transporting Children by Car
- 6.4.1 The school will not usually become involved in arrangements for pupils to be transported to offsite curricular / extra-curricular activities by parents/carers, beyond providing parents with the names of children participating.
- 6.4.2 Parents must make their own arrangements, satisfying themselves that their child is being transported in accordance with seatbelts / child car seat regulations (see for example [www.childcarseats.org.uk](http://www.childcarseats.org.uk).)
- 6.4.3 Parents must ensure that the transport arrangements and the vehicle meet all legal requirements, that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.
- 6.4.4 If it is unavoidable for a member of school staff to transport children to offsite curricular/extra-curricular activities, the requirements on parents of 6.4.1 to 6.4.3 will apply to staff. Permission to do so must be sought, in advance, from the headteacher. The headteacher will inform the deputy headteacher if he/she is transporting children in this situation.
- 6.4.5 In any instance where a pupil is to be provided with transport by an employee in his or her own vehicle, it is essential to carry out a proper risk assessment, and for this to be shared with the headteacher before the event.
- 6.4.6 Staff must not transport a lone child without a second adult being present. In the very unlikely event of a child requiring lone transport in an emergency situation, the circumstances must always be reported to a senior manager and parent/carer as soon as possible.
- 6.5 Heating and Lighting
- 6.5.1 Adequate levels of heating and lighting are maintained by the care-taker, finance officer and headteacher, who will organise/manage any breakdown, repair or replacement.
- 6.6 Security of Premises
- 6.6.1 The premises are protected by an intruder alarm system. All teaching staff are allocated keys, padlock codes and alarm codes. Any member of staff on the premises outside normal caretaking hours will be responsible for the security of the building and must ensure that all doors and windows are locked and that the alarm is set before leaving (see *Lone Working Policy*).

- 6.6.2 The school gates are locked at 9.05am and unlocked at 3.05pm. Within these times the only entry is via the school office which has a security code. High, double handles are required to exit the site, ensuring children cannot open the exit door.
- 6.6.3 The governors' Premises H&S committee make regular H&S checks of the school's perimeter, to ensure site security is maintained.
- 6.7 Vandalism
- 6.7.1 All reasonable precautions are taken to ensure that the premises are secure during out of school hours. The building presents no specific hazard when used for its designated function and the premises are clearly labelled with warning signs to trespassers.
- 6.7.2 The front of the school is monitored, outside of school hours, by remotely accessed CCTV.
- 6.8 Vehicles on the Premises and Parking Regulations
- 6.8.1 Parking on the school site for the purpose of delivery and collection of children before and after school by parents is prohibited, unless specific permission is granted by the headteacher. The hazards created by parked vehicles blocking the school entrance contravene Health and Safety Legislation, which requires safe and clear access to and exit from the school site at all times for the emergency services, visitors, employees and legitimate traffic.
- 6.8.2 Contractors coming on site during the school day must report to the school office on arrival and control measures identified in the risk assessment must be adhered to.
- 6.8.3 The school gates will be locked overnight and at weekends.
- 6.9 Lone Working
- The headteacher will undertake risk assessment in respect of lone/ late working.
  - The head teacher will ensure that all staff are fully aware of the risks associated with lone/ late working (see also *Lone Working Policy*).
- 6.10 Visitor Safety
- 6.10.1 Visitors to the school are required to report to reception and to sign the visitors' book on arrival and leaving. All visitors will be issued with a visitor's badge.
- 6.10.2 All contractors are required to sign the 5C Control of Contractors on arrival at the school, before commencing any work.
- 6.10.3 See *Safeguarding & Child Protection Policy* for details of the school's *Single Central Record*. Details, ID and safety checks for **all** regular visitors must be logged on the SCR on their arrival.
- 6.11 Lifting Loads, Using Ladders and Working at Height
- 6.11.1 Employees involved in carrying/lifting loads and in regularly using ladders shall receive appropriate training before undertaking these activities.

6.11.3 Employees or volunteers must not undertake any work at height (above ground level) involving a leaning ladder unless they have been authorised to do so by the headteacher and have been informed of the risk assessment.

6.11.3 Employees are permitted to use step ladders and kick-stools without having attended ladder training, but must ensure they do so in line with HSE guidance: <http://www.hse.gov.uk/work-at-height/index.htm> . All staff receive an annual refresher in September.

6.11.4 Employees must ensure they have sensible clothing and footwear on when working at height.

6.11.2 Employees involved in carrying/lifting loads, using ladders or working at height without training and authorisation do so at their own risk.

6.11.3 Pupils must never be allowed to work at height unless a specific risk assessment has been completed.

## 6.12 Specialist Services

6.12.1 The following services are managed and maintained by external contractors:

- electrical testing of portable electrical appliances;
- PE equipment;
- fire equipment and emergency lighting;
- grounds maintenance;
- waste disposal, including personal hygiene services;
- building repairs and maintenance;
- cleaning;
- school meals;
- heating and hot water systems;
- water system hygiene; and
- intruder alarm system.

6.12.2 The majority of contracted services are approved through our property management service, PCM Ltd. They ensure that all practices and procedures are in accordance with necessary guidelines. Any agency or service that contracts direct with the school will be required to provide evidence that it adheres to safe working practices and procedures.

6.12.3 All contractors, when onsite, are required to sign in the Hazards folder and provide proof of ID and details of DBS safeguarding checks. If these cannot be provided contractors must be accompanied by a member of staff at all times, if children are on site.

6.13 All staff, especially those who regularly use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, are appropriately advised. There is a prominent Display Screen Equipment poster displayed in the staffroom. Those staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician.

## 6.14 **Asbestos Management Plan**

The school site contains some asbestos (of low or very low risk categories). Where exposed these panels are painted bright red. Asbestos should not be interfered with, including the use of pins, staples etc. Staff are made aware (during induction) of where

these panels are and should report any damage to them, or the red paint, immediately to the headteacher.

The school's asbestos register is kept in the hazard file, in the office lobby, for easy reference by any contractors working in the school.

The asbestos register is reviewed every 6 months. A visual check is made by the site manager and this is reported to the Local Authority who update [www.asbestos-online.co.uk](http://www.asbestos-online.co.uk) on our behalf.

## **7.0 Procedures**

### **7.1 Curriculum Safety**

7.1.1 Common sense and safety considerations should apply to all curriculum activity. It is the responsibility of the class teachers and subject leaders to ensure that children are given appropriate safety guidelines prior to undertaking tasks that require the use of equipment and tools. The policy statements for curriculum areas will outline any special arrangements or considerations for that subject.

7.1.2 Appendix 2 sets out the main rules governing curriculum safety and Appendix 8 – Earrings and other Jewellery.

### **7.2 Emergency Evacuation Procedure**

7.2.1 Appendix 2 sets out the school's procedure to be applied in the event of fire, gas leak, terrorist threat, swimming pool chemical leak, bomb scare or a similar emergency situation.

7.2.1 Evacuation drills are carried out termly and reported in the *Fire Log Book*, located in the school office. Invacuation (lock-down) drills are also carried out at least annually.

### **7.3 Accident and First Aid Procedures**

7.3.1 The school has agreed procedures on:

- the administration of medicines to children (see *Supporting Children With Medical Conditions Policy*);
- the retention of medical information and storage of first aid equipment (see *First Aid Policy*).

### **7.4 Critical Incident Management Plan**

7.4.1 The purpose of this plan is to provide the school with a set of emergency procedures should a critical incident occur. A copy of the plan is provided in Appendix 5.

### **7.5 Risk Assessments**

7.5.1 Termly Health & Safety risk assessment walks will be carried out by members of the Governors' Health & Safety Committee.

7.5.2 Staff will carry out curriculum risk assessments as necessary.

7.5.3 Extra-curricular providers will be required to provide the school with a risk assessment.

7.5.4 Organisations or individuals using the school premises for an event must carry out a risk assessment.

## **8.0 Monitoring and Review**

8.1 The Health & Safety Committee will monitor and review the safety of the school site in the following ways:

- Regular health & safety walks, covering the whole school site over the course of a year.
- Review of risk assessments (several risk assessments are reviewed at each meeting).
- Regular review of accident books and first aid records.

## APPENDIX 1

### THE MAIN RULES GOVERNING CURRICULUM SAFETY

To ensure curriculum safety the following rules must be consistently applied within the school:

1. Electrical equipment, such as kettles and irons, **must only be used by adults**. Other equipment, glue guns, kitchen knives and craft knives must only be used under the direct supervision of an adult and following written risk assessment. All portable electrical appliances will be tested annually in accordance with current legislation.
2. PE apparatus must be checked by the teacher before use. Pupils must remove all jewellery before taking part in P.E. lessons. Newly pierced ears must be covered with tape.
3. For specific safety guidance for science and technology activities refer to the *Curriculum Policy for Science*. Craft knives **must** only be used with the correct rulers and cutting mat and only under direct supervision. Goggles **must** be worn where experiments may involve “flying objects” and splashes. Cooking knives **must** only be used under direct supervision. (See relevant Risk Assessments.)

## APPENDIX 2

### EMERGENCY EVACUATION PROCEDURES

**The following procedures will operate in the event of a fire, gas leak, bomb scare, terrorist threat, swimming pool chemical leak or other emergency situation where the headteacher or senior leader has made the decision that 'evacuation' rather than 'invacuation' (or lock-down) is the safest course of action.**

The fire alarm will be the sounding of the fire alarm system. Upon hearing the alarm the staff must adopt the following procedures:

- stop the lesson in progress in a firm clear voice;
- instruct the children to leave the room/area quickly, quietly and without running by the safest exit;
- check the toilets in their area and close all doors behind them;
- line up the children on the playground, in silence, and call the register;
- a member of the office staff will deliver the attendance register;
- in the absence of the register the children should be counted;
- names of missing children should be given to the headteacher;
- if it is necessary to evacuate school grounds this will be to the Village Green or Community Centre, once all children and adults are accounted for and lined up on the playground.

#### **Please note:**

- If the headteacher or senior leader decides that invacuation (or lock-down) is a safer course of action than evacuation (eg, an air-born chemical leak), admin staff will spread the word to all classes, and teachers will be responsible for registering children and keeping them in their current location until they are told it is safe to do otherwise.
- During evacuation, classes or groups being held in the school hall, ICT suite or library should leave by the safest exit and line up in the front playground. If the class is split an adult must inform the person taking the register of which children are accounted for.
- if any children are out of their class areas the supervisory adult is responsible for seeing them to safety and ensuring they are registered.
- Early Years staff are responsible for checking that the Group Rooms (inc. toilet) are clear.
- If the alarm sounds during the lunch period the mid-day supervisors will ensure that the children evacuate the premises and line up in their class groups on the playground. The registers will be delivered by office staff and the children will be registered.
- In the event of a fire when the electric alarm system is out of use (eg, during a power-cut) the school bell will be rung and adults must ensure that the alarm has been spread to adjacent rooms via word-of-mouth.
- **there must be safe, clear passage to all fire exits and doors at all times.**

Guidance & checklist on receipt of a bomb threat:

[www.gov.uk/government/publications/bomb-threats-guidance](http://www.gov.uk/government/publications/bomb-threats-guidance)

## CRITICAL INCIDENT MANAGEMENT PLAN

### 1.0 Introduction

- 1.1 The purpose of this plan is to provide the school with a set of emergency procedures should a critical incident occur.
- 1.2 See also guidance: '*Responding to Critical and Major Incidents, CCC, June 2019*'.

### 2.0 Definition

- 2.1 A school may experience a range of incidents that have to be managed.

**Incident:** a situation that is dealt with by the staff Team. This may, perhaps, involve some communication with the school leadership team (and/or to parents, and some support from the school management), but the staff member remains in control and is able to cope.

**Emergency:** an incident which overwhelms the coping mechanisms of the Staff Team and which requires the Establishment's Emergency Plan to be initiated. This may, perhaps, involve some communication with outside agencies and maybe support, but the Establishment takes control of the situation and is able to cope.

**Critical Incident:** an incident which overwhelms the coping mechanisms of both the Staff Team and the School, and which requires the school's Critical Incident Plan to be initiated.

**Major Incident:** an incident which (if in the UK) is declared as a major incident by the Police, who will take control, and where the relevant Local Authority's Major Incident Plan is initiated, or where (if outside the UK) the relevant authorities take control. The school's Critical Incident Plan will be required to co-ordinate with the police or other authorities.

Examples include:

- A major incident on the school site
- Gas leak
- Arson/fire or laboratory or gas explosion
- Public health threats (E.g. Pandemic Influenza)
- Pupil sudden death or suicide
- Sudden death of a staff member
- Abduction/disappearance
- Floods from a major water leak, excessive surface run off, or a nearby river or watercourse flooding
- An external security risk or incident requiring the lockdown of the school premises
- Terrorism or a bomb threat or explosion
- An incident which affects access to the school An incident off site whilst members of the school community are on a school visit
- A coach crash on a school visit returning to school, no pupils injured
- A terrorism event in London at one site at 7.45 am with a school group on their way into London

- A ferry strike in France, 24 hours before the Paris group are due to return home
- An environmental incident, for example, the release of hazardous substances or severe weather
- A deliberate act of violence, such as the use of a knife or firearm on site
- Civil disturbances
- A transport related incident near to the school

### 3.0 Critical Incident Management Team (CIMT)

**Headteacher** – Mr Mike Fish

**Deputy headteacher** – Miss Maria Burke

**Other Team Leaders** – Katherine Wright, Kate Baker, Karen High

**Chair of Governors** – Simon Gentry

**Caretaker** – Zara Buchholzer

### 4.0 Dealing with Critical incidents at School

The following plan is provided as a guide; each emergency situation will need to have planning individually tailored.

#### 4.1 Managing a Critical Incident – priorities

4.1.1 Identify responsible person(s) – The **headteacher will normally assume responsibility** for any situation. In the absence of the head the deputy head or senior staff will assume responsibility. The person in charge will ensure that the relevant emergency services have been called, including the police where serious injury has occurred. He/she will free him/herself from as many routine responsibilities as possible and remain for most of the time in the office or other known location in order to ensure effective control and communication.

4.1.2 Manage the immediate situation – where there is a life threatening situation:

- ❖ ***the primary aim will be to preserve life.*** This should be balanced with the recognition that staff and pupils involved in the incident will need immediate support.
- ❖ ***staff should not endanger themselves or put pupils at risk.*** Some situations can be defused with careful handling. Situations can sometimes be tackled effectively at an early stage before a situation escalates. However, members of staff should avoid provoking intruders.
- ❖ ***the alarm system*** should be used to evacuate staff and pupils
- ❖ evacuating pupils could make matters worse, e.g. a terrorist or some other person on the premises making a threat to peoples' lives. In the event of a threat of this nature a member of staff will advise each class teacher to keep pupils ***in the building and lock the external doors.***
- ❖ ***contact the emergency services*** – staff should feel free to contact the police directly in an emergency situation. A member of staff should ***meet the emergency services*** on arrival.
- ❖ ***the property manager*** should be informed if any part of the building or service, e.g. gas, water or electricity, is dangerous and needs to be isolated. The property manager will organise appropriate engineers to deal with the situation.
- ❖ ***in the event of an evacuation being necessary*** if the building is considered unsafe, shelter may be sought at the Community Centre.

#### 4.1.3. Manage any Casualties

- ❖ where a disaster involves casualties on the school premises **two members of staff should accompany any casualties to hospital**. The names of those injured should be recorded along with the name of the hospital to which they were taken. One senior staff member should **inform parents** as soon as possible.
- ❖ where deaths have occurred parents should be **told in person** as soon as possible:
  - (a) at home or at work by a member of the CIMT. Staff on such duties should travel by taxi and **be accompanied by a member of the Police**;
  - (b) at home or at work **by the police**;
  - (c) where parents arrive at the school, on site by a member of the CIMT, **in conjunction with the Police**.

#### 4.1.4. Communication

- ❖ Under normal circumstances **the person in charge should meet with the CIMT** as soon as possible to discuss planning.
- ❖ The following people may need to be informed of any major incident:
  - (a) parents of any child involved- this will include parents of children who witnessed an incident and may suffer trauma as a result;
  - (b) the chair and vice chair of governors ;
  - (c) the Local Authority representative, usually school support officer;
  - (d) the Health and Safety Executive;
  - (e) the Health Authority; and
  - (f) where an incident occurs out of school hours the staff communication chain will be employed to inform staff of the situation.
- ❖ All staff have a copy of the Emergency Phone Chain detailing staff phone numbers and that of the chair of governors.
- ❖ Pupil phone numbers are available in the school office and online via central hosting.
- ❖ Senior staff should ensure that parents and governors are kept informed, by letter where applicable. Information should be given to parents of sources of help that are available. Where parents need to contact school for advice they should be advised whom they should contact- normally the head or senior staff.
- ❖ For all incidents it will need to be decided which pupils are to be briefed on the incident and by whom. In general, briefings will be undertaken by senior staff. The first briefing should be given on the day of the incident to squash any rumours or untruths. Where briefing of pupils takes place concerning traumatic incidents staff should be provided with written notes. Briefings should include the following elements:
  - (g) a factual account of the problem or incident;
  - (h) details of any arrangements necessary as a result;
  - (i) details of help that is available;
  - (j) information on coping with the media. Pupils should be advised not to talk to the media unless arrangements have been made for them to do so by a senior member of staff.
- ❖ Subsequent briefings should be undertaken on a daily basis with staff meetings at the beginning of each day to discuss what is to be communicated to pupils. Consideration should be given to providing staff with briefing notes. Subsequent briefings might advise staff and pupils of available help, e.g. counselling.

## 5.0 Critical incident on an educational visit

5.1 Prior to any educational visit a list of pupils and adults should be available in the school office.

**In the event of an emergency** the staff should adopt the following guidance:

- Establish the **nature and extent** of the emergency.
- Ensure all other members of the party are **accounted for and safe**.
- **If there are injuries**, establish their extent
- Advise all other party staff of the incidents and the action taken. Decide, if appropriate, **who is in charge** and the responsibilities to be undertaken by each adult member of the group.
- Ensure that an adult accompanies any **casualty to hospital**. If only one adult is available in the circumstances a decision will have to be reached as to the best course of action.
- Ensure all pupils are adequately supervised and **arrange for an early return to school** or base.
- Arrange for **one adult to remain at the site of the incident** to liaise with the emergency services until the incident is over and all children are accounted for.
- The senior member of staff should **contact the head** and establish who will be in charge of the situation and what immediate action will be taken.
  
- At the school - **control access to telephones** until parents/others directly involved have been contacted.
- The head will **advise the Chair of Governors and the LA School Support Officer**.
- Give full details of the incident including;
  - nature, date, location and time of the incident;
  - details of the injuries;
  - names and home telephone numbers of those involved;
  - action taken so far; and
  - telephone number for future communication.
- **Do not discuss matters with the media**.
- The **party leader** should, should at the first opportunity, **make notes on the incident**, as should other people involved. A record should be kept of the names and addresses of any witnesses or people involved.
- **Do not discuss legal liability** when passing information to parents/others.
- **Inform parents of any delays** that will be necessitated.
- Ensure incident forms **IRF(96) are completed as soon as possible**.

## 6.0 In the event of a critical incident in the community

The school may be commandeered by the Local Authority if an emergency or disaster were to occur in the community. In this event the relevant authority would assume control and direct proceedings at the school.

## 7.0 After an Incident

Consideration should be given to setting up meetings of pupils/parents seriously affected by traumatic incidents to talk things through and to help each other. Senior staff should decide who is to lead such a group. Leaders and groups will need to be assisted by educational psychologists.

## **8.0 Visiting Parents**

Consideration should be given to staff visiting the homes of pupils seriously affected by the incident. This should generally be a senior staff member known to the pupil and parent. Visits by other staff should be sanctioned by senior staff and may require briefing or training.

## **9.0 Sources of Help**

Staff, pupils and parents may need help in coping with problems. Parents should be informed of the various sources of help. (See “Responding to Critical Incidents” Appendix 1 (Pink pages)). Parents should decide which is the most appropriate for their children where it is necessary.

## **10.0 Talking about Traumatic Incidents**

Decisions should be made on whether the incident is to be discussed in school in a controlled way. If it is, it should be decided how this is to take place. Will there be a main briefing session first? If so, there should be clear aims and objectives by staff taking them.

## **11.0 The Media**

The teacher in charge should seek advice from the CCC Press Office: 01223 717627, before speaking to the media. Consideration should be given to briefing the media on a daily basis and to providing them with a room at the school.

## **12.0 The Police**

The police may need an incident room.

## **13.0 Funerals**

Consideration should be given to closing the school on the day of the funeral, where deaths have occurred as a mark of respect. Consideration should be given to one member of the senior staff being present at the funeral to represent the school. Floral tributes or donations to charities will need to be considered where funerals take place.

## **14.0 School Telephone**

Consideration should be given to having the main telephone staffed in the event of an emergency during out of hours.

## **15.0 Checklist for Action**

### Short-term Action

To summarise, staff should:

- determine who is in charge;
- manage the immediate situation;
- manage any casualties;
- call emergency services;
- evacuate the building;
- communicate to staff, parents and appropriate agencies;

- arrange debriefing meeting for directly affected staff; and
- check that procedures for monitoring staff and pupils are in place.

### Medium-term Action

To summarise, staff should:

- contact those families of the hurt or bereaved and express sympathy;
- ensure a member of staff makes contact with children at home or hospital;
- make sensitive arrangements for the return to school;
- arrange alternative teaching if necessary;
- arrange support for affected staff;
- activate strategies for allowing young people to express their feelings about the situation, if they wish;
- arrange consultation so staff can better support the children;
- ensure clear understanding of consultation, especially its confidentiality;
- clarify procedures for referring children for individual help;
- liaise with parents, to include the sending of bulletins;
- decide about attendance at funerals;
- share the planning of a special assembly or memorial service; and
- check that monitoring procedures are in place and followed.

### Long-term Action

To summarise, the school should:

- introduce strategies to continue monitoring vulnerable pupils and staff;
- consult and decide on whether and how to mark anniversaries;
- ensure that new staff are aware of which pupils were affected, and in what way, and that they know how to obtain further help if necessary; and
- remember that legal processes, enquiries and even news stories may bring back distressing memories and cause temporary upset within the school.
- See also *Business Continuity Plan*.

### Useful Phone Numbers:

<b>School – Main Office</b>	01954 273332
<b>- Head's Office (direct line)</b>	01954 273330
<b>Police</b>	0845 4564564 Non-emergency - 101
<b>PCM Peter McKenny Mob: (Property Manager)</b>	01787 278333 07813 202131
<b>Simon Gentry (Chair of Govs)</b>	H 01954 202377 W 01223 345988 M 07742 514710
<b>Rev. David Smith (Baptist minister)</b>	01954 230411
<b>Local Authority Chris Meddle (Education Officer)</b>	01223 703564 Mob: 07798 571179
<b>PSHE service</b>	01480 376256
<b>Over Community Centre</b>	01954 206600

<b>Over Surgery</b>	01954 231550
<b>Health Authority</b>	<b>NHS Cambridgeshire Headquarters:</b> Telephone: 01223 725400  <b>Cambridgeshire Community Services base:</b> <b>The Priory, Priory Road, St Ives, Cambs PE27 5BB</b> Telephone: 01480 308222 Fax: 01480 308234
<b>Gas</b>	National <b>Gas Emergency</b> Service 0800 111 999
<b>Water</b>	Cambridge Water 01223 403098
<b>Electricity</b>	Southern Electric Power Distribution Emergency Line - <b>08000 727282</b>
<b>CCC Press &amp; Publicity Office</b>	01223 717627 Mob: 07584 490234

## PERSONAL EFFECTS, JEWELLERY

Jewellery, i.e. watches, rings, earrings, bracelets, necklaces etc. (including jewellery worn through the ears, nose, eyebrows, lips and other exposed areas of the body) should not be worn whilst participating in physical education lessons. In addition belts with metal buckles should not be worn and long hair should be secured as appropriate to the activity. Pupils should be consistently reminded of these requirements and a check carried out to ensure compliance before activity begins.

It is important that pupils make parents aware of the policy of the County council and school on the wearing of jewellery or other personal adornments. Information should be given to parents via the school prospectus or handbook outlining the school policy on this issue and on the requirements for physical education. Regular reminders in School Newsletters help to ensure the success of such a policy.

When ears, etc. are newly pierced studs and rings cannot be removed for a period of around four to six weeks while the piercing heals. In such cases AfPE guidance should be followed, i.e.:

The following principles should be applied:

- a** All personal effects should be removed.
- b** If they cannot be removed, the teacher in charge should take action to make the situation safe (e.g. adjust the activity for the individual pupil or group).
- c** if the situation cannot be made safe, the individual pupil should not actively participate.

Some pupils may need to wear personal effects such as spectacles or hearing aids. In these circumstances, the teacher in charge should determine whether it is more or less hazardous for the pupils to actively participate wearing such items, both in terms of their own safety and that of the other pupils.

Taping over ear studs is sometimes used to make the situation safe. However, the adult in charge should be confident that this strategy would be effective.

Teachers must not remove or replace earrings. They cannot be responsible for the consequences of removing or replacing earrings. Parents cannot transfer this responsibility to teachers.