



HEALTH & SAFETY POLICY

Date approved: 12th March 2019
Review date: March 2021

Health and Safety Policy

1. Statement of General Policy

The Governors of Sutton Park Primary RSA Academy recognise their responsibility under the Health and Safety at Work etc Act (1974), so far as is reasonably practicable to:

- (a) Provide and maintain safe and healthy working conditions, systems of work and equipment.
- (b) Provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely.
- (c) Provide for the safe use, handling, storage and transport of articles and substances.
- (d) Provide a safe place of work with safe means of access and exit for all persons using the premises.
- (e) Provide for the health and safety of persons not employed by the school, but who may be affected by its activities.
- (f) Encourage all staff to take reasonable care for their own health and safety and to co-operate with the Governors and Head teacher of the school in carrying out their statutory duty.
- (g) Require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.
- (h) Provide for the safe administration of medicines to pupils.

The Governors recognise the need to consult on matters of health and safety and also recognise the right of the staff to appoint Safety representatives through their recognised trade unions or professional associations.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function (e.g. School Safety Officer) without having first been consulted.

The Governors recognise the need to ensure that sufficient funds are reserved for the maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities are assessed (as required under the Management of Health and Safety at Work Regulations 1992, the Control of Substances Hazardous to Health (COSHH) Regulations 1988, the Manual Handling Regulations 1992 and the Display Screen Equipment Regulations 1992).

The Health and Safety Policy of Sutton Park Primary RSA Academy and the way in which it has operated will be reviewed annually.

The policy can be accessed electronically on the school network and a paper copy is freely available for inspection at any time.

2. Responsibilities

2.1 Central RSA Academies Trust (CRSAAT):

- (a) CRSAAT will ensure compliance with HSE and OFSTED requirements establishing clearly defined roles, responsibilities and arrangements at a local level
- (b) CRSAAT provide an overarching Health & Safety policy which the school will have due regard in conjunction with this local policy.

2.2 The Governing Body (through the Head teacher) will:

- (a) Ensure that the school's Health and Safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- (b) Ensure that sufficient funds are reserved for meeting their responsibilities for health and safety, in particular for the inspection and maintenance of those items of premises and equipment for which they have financial responsibility.
- (c) Monitor the 'health and safety' need for non-structural maintenance in school and initiating it.
- (d) Advise CRSAAT of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- (e) Be responsible for the safe condition, storage and maintenance of equipment and vehicles at the school, and ensure that such equipment can be used safely in the normal running of the school.
- (f) Ensure that the premises, the means of access and exit, and any substance on the premises are safe and without risks to health.
- (h) Ensure that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- (h) Ensure the adoption of safe working practices by staff and pupils, and by contractors when on site.
- (i) Act to deal with potential hazards to health and safety, liaising where appropriate with CRSAAT and contracting organisations.

2.3 The Head teacher will:

- (a) Familiarise themselves with the health and safety policy of the CRSAAT and ensure that all persons employed within their establishment or section comply with the policy at all times.
- (b) Ensure that health and safety matters are raised at staff meetings and at meetings of the full governing body.
- (c) Ensure that appropriate and adequate risk assessments are undertaken and recorded for all significant risks within their establishment or section.
- (d) Ensure that all accidents are investigated and accident reports are completed promptly.
- (e) Ensure that adequate supervision is available at all times, particularly where children and young persons or inexperienced employees are concerned.
- (f) Where applicable, prepare and review a written safety policy, with detailed arrangements for the safety of staff and pupils.
- (g) Ensure that only safe working practices are employed by all staff.
- (h) Ensure that health and safety problems brought to their attention are dealt with, in consultation with the health and safety lead.
- (i) Monitor safety performance through surveys and other such inspections and reviews as maybe necessary.

2.4 The Health and Safety link governor is responsible for:

Jointly undertaking a co-ordinating role in general health and safety matters with the School Safety Officer.

The Health and Safety Governors' duties are:

- (a) Reporting to the Full Governing Body on health and safety matters.
- (b) Reviewing the school Health and Safety Policy.

2.5 The Health and Safety Lead will:

- (a) Bring to the attention of the Head teacher and/or relevant person, any problems or defects affecting the health, safety or welfare of employees, pupils or other persons.
- (b) To promote an awareness in staff of their responsibilities for the safety of pupils and other persons in the school.

- (c) To establish and maintain emergency procedures including evacuation in case of fire.

2.6 Teachers and Teaching Assistants are responsible for:

- (a) Ensuring that any risks specific to the activity they are undertaking are adequately assessed.

2.7 All employees:

- (a) Must familiarise themselves with the health and safety policy of the Directorate of Children's Services and their own establishment, and comply with procedures laid down for their own safety and that of others.
- (b) Must at all times make use of appropriate safety equipment, protective clothing and safety devices provided for their use.
- (c) Must report any accidents, assaults, near misses, unsafe practices or systems or work, possible hazards, damage to buildings, dangerous plant or equipment to the health and safety lead or Headteacher.
- (d) Must take care for their own health and safety and for that of others, particularly that of children and young persons.
- (e) Must co-operate with their line managers and health and safety lead to enable them to carry out their responsibilities.
- (f) Should ensure any visitors have been signed in via the main office.

2.8 Site Manager is responsible for:

- (a) Ensuring they are familiar with and complies with the school health and safety policy and the CRSAAT health and safety policy.
- (b) Bringing to the attention of the health and safety lead and headteacher, any problems or defects affecting the health and safety of any person on the school premises.
- (c) Bringing the school Health and Safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff), in so far as it affects the work of those persons.
- (d) Ensuring that any staff under his direct control receive adequate training and instruction in the use of equipment or materials that they are expected to use.
- (e) Ensuring that all equipment and materials received have adequate health and safety information.

- (f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by him or others working under his direction.
- (g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises.
- (h) Informing the office of the arrival (or expected arrival) of contractors for maintenance work.
- (i) Informing contractors of any hazards that could affect their health and safety whilst working in the school.
- (j) The safe use and maintenance of all equipment and the safe use and storage of all materials used for that maintenance.
- (k) Informing organisations when letting the premises of any hazards that could affect their health and safety while using school premises.

2.9 First Aid Co-ordinator's responsibilities include:

- (a) Maintenance and oversight of first aid equipment and materials, e.g. restocking of first aid boxes.
- (b) Overseeing the implementation of the First Aid Policy and Procedures (appendix 2)

3. The Arrangements

3.1 Access and Exit

- Clearance of ice and snow– Site Manager
- Clearance of leaves – Contractors / Site Manager
- Prevention of obstructions to all fire exits – Site Manager and all staff
- Building repairs and contractors – Site Manager and office staff
- Provision for communication and liaison with contractors – Site Manager and office staff
- All contractors sign in whilst on school premises.
- For work pertaining to the school roof there is a 'Contractors book for access to the roof' in the Site Manager's office.
- All external gates are padlocked between the hours of 8.45am and 3.00pm. Access during these times is through a security gate with a buzzer and telecom system linked to the main school office.

3.2 Accident Reporting

For Pupils: Pupils to inform a member of staff.

All staff:

- Record all pupil accidents in the electronic Medgate accident reporting system

- If a child has had a head injury, a 'bumped head' letter needs to be filled in, handed to the class teacher responsible for that child and then given to the child's parent/carer so that they can monitor the child.

For Staff and others:

- All accidents must be recorded via the electronic Medgate reporting system.

3.3 Blood Borne Diseases

Disposable gloves should be worn by all staff having to deal with all spillages of body fluids, e.g. blood, vomit, urine or diarrhoea. Gloves, paper towels and contaminated dressings or other materials should be put into the yellow medical waste container which is emptied weekly by a competent contractor.

Nappies are to be put into the correct nappy bin which is emptied weekly by a competent contractor.

3.4 Cleaning

Yellow warning signs are used by cleaning staff to indicate wet and slippery floors. These are also freely available throughout the school so that should ANY member of staff find a wet or slippery floor they are able to highlight it whilst they arrange to make the area safe by clearing up any liquid.

All hazardous chemical should be kept in a locked cupboard.

COSHH data sheets and COSHH Risk Assessments for products used on site are kept in Site Manager's office, main school office and cleaning cupboards. No cleaning products are to be brought in by the Site Manager/cleaning staff without the express permission and prior approval of the Health and Safety lead.

3.5 Communication

Any queries, concerns or issues related to health and safety should be reported to the Health and Safety lead and the Head teacher.

3.6 Contractors – management of:

The Site Manager will manage any contractors used whilst on site including exchanging of relevant information and agreeing safe working practices.

Contractors are selected following advice or known 'good quality' workmen are sourced to quote for the job.

Staff should report any concerns regarding the contractors to the school office.

Contract work is arranged mainly for holiday periods when there are no children on site.

3.7 Contractors – management of asbestos

There is no asbestos in the building.

3.8 Curriculum Resources and equipment

Prior to any equipment being used, the staff inspect its condition. Any defects are reported to the Site Manager or school office and the equipment is labelled and not used.

Fixed PE equipment in the hall is checked annually by a competent person. All other PE resources are checked in accordance with the Safe Practice in PE and Sport guidance.

Electrical equipment is checked – see Portable Appliance Testing

Outdoor fixed play equipment is to be checked annually by a suitably qualified inspector.

3.9 Educational Visits

Any queries, concerns or issues related to educational visits should be directed to the EV co-ordinator. Further details are found in the EVC file on the staff network, in the Educational Visits Policy and on the Outdoor Education Advisors' Panel (www.oeapng.info).

3.9.1 Electricity

All users of electrical equipment should check the condition of the equipment before use. Any defects should be reported immediately.

3.9.2 Gas and Heating

All users of gas and heating equipment should check the condition of the equipment before use. Any defects should be reported immediately.

3.10 Emergency Lighting

It is tested monthly and records kept in the 'Fire Book' in the main school office.

3.11 Fire Alarm System

This is tested weekly and a record kept in the 'Fire Book' in the main school office.

3.12 Fire Appliances

Monthly visual inspection by the Site Manager is to be carried out plus an annual examination of all equipment by a competent contractor.

3.13 Fire Evacuation and Fire Drills

When hearing the fire alarm, all staff and children should assemble at their designated assembly point.

Fire drills should be undertaken at least every term, recorded in the Fire file under the Fire Drill section and any issues arising followed up.

Fire marshals are trained in 'sweeping' designated zones of the school (appendix 3)

No member of staff should put themselves at risk when going to 'sweep' their area, if the area is unable to be swept the marshal should inform the relevant member of staff when outside.

Where necessary, Personal Emergency Evacuation Plans (PEEPS) are written for individual children with mobility concerns. The school safety officer is responsible for ensuring they are reviewed annually or when the pupil's condition changes.

3.14 First Aid

Named First Aid Co-ordinator and qualified first aiders throughout the school.

Updated lists to be found at various points around the school (school office, staff room, medical room).

First Aid Co-ordinator responsibilities include:

- a) maintenance and oversight of first aid equipment and materials
- (b) Overseeing the implementation of the First Aid Policy and Procedures (appendix 2)

3.15 Flammable Substances

All cleaning materials are kept locked in Site Manager's cupboard.

3.16 Food Hygiene

Five members of staff are trained and hold food hygiene certificates.

3.17 Forest School

The teacher in charge is responsible for writing the relevant risk assessment needed for the area and activity being completed.

3.18 Infection prevention and control

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

3.18.1 Hand washing

Wash hands with liquid soap and warm water, and dry with paper towels.

Always wash hands after using the toilet, before eating or handling food, and after handling animals.

Cover all cuts and abrasions with waterproof dressings.

3.18.2 Coughing and sneezing

Cover mouth and nose with a tissue.

Wash hands after using and disposing of tissues.

3.18.3 Personal protective equipment

Staff should wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or soiled underwear changing).

Wear goggles if there is a risk of splashing to the face.

Use the correct personal protective equipment when handling cleaning chemicals.

3.18.4 Cleaning of the environment

Clean the environment, including toys and equipment, frequently and thoroughly.

3.18.5 Cleaning of blood and body fluid spillages

Staff should clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.

3.18.6 Laundry

Bag children's soiled clothing to be sent home, never rinse by hand.

3.18.7 Clinical waste

Clinical waste is to be placed in the yellow clinical waste containers.

Clinical waste is to be removed by the school's registered waste contractor.

3.18.8 Animals

Wash hands before and after handling any animals.

Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

3.18.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought.

3.18.10 Exclusion periods for infectious diseases

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

3.19 Information dissemination procedure

School employees are informed of health and safety matters through their induction, staff briefings and notices on the staffroom board.

Policies are stored electronically on the school network for school to access freely. The school office will always provide a printed copy if needed.

Pupils will be told information through assemblies and via their class teacher.

Parents will be informed by letter, newsletter, and information on the school website or via text.

Governors will be informed by reports to the governing body at their regular meetings.

3.20 Ladder Safety

Regular checks are completed on the ladders used in school.

All staff must use ladders or elephant stools to reach high shelves or when putting up displays after receiving appropriate training or instruction.

Records kept in the 'Ladder Book' in the Site Manager's office.

3.21 Lifting equipment

Any heavy equipment to be lifted will be assessed. If it is deemed the equipment can be lifted safely it will be lifted using the correct lifting equipment and techniques.

The lift is tested twice yearly by a competent contractor.

3.22 Lone Working

The school adheres to a Lone Working policy. All staff are made aware of this on Induction.

3.23 Medicines

Generally, only prescribed medicines with parental signatures are administered by school staff. These should be stored securely in the first aid room either in the medical fridge or in one of the locked first aid lockers.

There is no legal requirement for staff in schools to administer medicines to pupils, but it is acknowledged that many agree to do so. Head teachers may not require staff to administer medicines unless they have indicated their willingness to do so. If a member of staff does not wish to administer medicine the head teacher will make other arrangements.

See First Aid Policy and Procedures for further details (appendix 2)

In certain circumstances non-prescribed medicines will be administered to pupils (see the "Supporting Pupils with Medical Conditions" policy).

Parents are more than welcome to come into school to administer non-prescribed medicines themselves.

3.24. New and expectant mothers

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.

Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

3.25 Playground Safety and Supervision

Site Manager 'sweeps' the site every morning before school.

When on duty staff should visually check playground area for potential hazards and deal with them appropriately.

There is no specific ratio of supervisory staff to pupils. The general rule is that there should always be adequate numbers of staff for all parts of the playground to be visible.

3.26 Portable Appliance Testing

Annual testing by competent person for all equipment used by pupils and staff is undertaken.

3.27 Reporting including defect reporting procedures

Any defects or issues which need attention are reported via "Freshdesk". The Site Manager receives notifications when issues are logged.

Any defective equipment is labelled and taken out of use until mended or disposed of correctly.

3.28 Risk Assessment

Risk assessments for certain areas, as agreed by Governors, are updated regularly (annually) following the Health and Safety Executives "Five Steps to Risk Assessment". Governors will review this list annually to identify relevant risks. The Headteacher has overall responsibility for risk assessments and may devolve this responsibility to a suitably trained member of staff. Relevant stakeholders will be consulted in the preparation of risk assessments and copies will be shared on both the school network and in the staff room.

3.29 Safety Inspections

The Site Manager carries out daily visual safety inspections.

All staff are to be vigilant in relation to health and safety matters when on duty or using the school site for learning.

A 5-year safety check on electrics and buildings is completed. (Last check – January 2015)

3.30 Security Alarm

The Site Manager should test this weekly.

It should be checked twice yearly by a competent contractor.

3.31 Security - Visitors

All visitors must report to the main reception. They must sign in and state the reason for their visit. Visitors will be told the procedures for reporting safeguarding concerns and fire evacuation via leaflets handed out by the School Receptionist or Administrator. Visitors must sign out on leaving the premises.

If concerned staff should check politely who they are and who they are visiting.

Any incidences to be reported to the Head teacher.

3.32 No Smoking and Vaping Policy

The school building and grounds adopt a strict no smoking / vaping policy. Signs are clearly displayed at the main school gates. This applies at all times even when the school premises are used out of school hours.

3.33 Sprinkler System

The Site Manager should test this weekly. It is also tested twice a year by a competent contractor. Records are kept in the Site Manager's office.

3.34 Stress and Staff Wellbeing

Central RSA Academies Truist schools have an overarching Stress Management policy in place. Any staff experiencing stress levels which could lead to health implications are strongly advised to speak to a member of the Senior Leadership Team.

All staff will have a "Return to Work" meeting with the School Business Manager after any incidence of sickness.

3.35 Vehicles on site / car park arrangements

Staff are to park in the school staff car park. This car park will be locked between 8.45am and 3.00pm.

Visitors park in the located parking bays on the left of the school drive as you come up to school.

Parents and carers should park on the main road and walk up to school.

Access is shared with allotment holders and so the school drive needs to be clear at all times. This also enables emergency vehicles to reach the school.

Pupils who cycle to school should walk their bike up and down the school drive and not ride through the car park area.

3.36 Violence to Staff / School Security

Any violent or aggressive behaviour towards staff or pupils will not be tolerated. Any incidents should be reported to the Headteacher immediately.

3.37 Water

Water temperatures are checked weekly by the Site Manager and records kept in Site Manager's office.

3.38 Work experience pupils and students

See Induction Policy and arrangements.

4.0 Review

The Head teacher, Staff and Governing Body will review this policy annually or sooner should the need arise.

Appendix 1

| | |
|--------------------------|----------------|
| Health and Safety Lead | Beverley Pain |
| Head teacher | Angela Crawley |
| Health & Safety Governor | Nigel Chilman |

Named Staff:

| | | |
|----|----------------------------------|---|
| 1. | Educational Visits Co-ordinator | Lorna Weatherby |
| 2. | Site Manager | Paul Dallaway |
| 3. | First Aid Co-ordinator | Beverley Pain |
| 4. | Named First Aiders | Joanne Campbell Kelly Goodyear Joanna Liggitt Debbie Nicholls Beverley Pain Lisa Tipping |
| 5. | Diabetic injection trained staff | Joanne Campbell Joanna Liggitt Beverley Pain Lisa Tipping Angela Crawley Debbie Nicholls |
| 6. | Fire Warden | Beverley Pain |
| 7. | P. E. Coordinator | Hayley Oakley |
| 8. | Food Hygiene certificate holders | Joanne Campbell Kelly Goodyear Joanna Liggitt Debbie Mann Lorna Weatherby |

Appendix 2:

Sutton Park Primary RSA Academy

First Aid Policy Statement

Aim:

To ensure the first aid needs of children and staff are met with prompt and efficient action which will minimise the extent of trauma created.

Arrangements for First Aid:

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools'.

The location of First Aid kits in school are;

- In the medical room on the wall
- In the drawer in the Design & Technology area
- In the Nursery in the toilet cupboard
- All mobile first aid boxes are kept in the medical room and should be returned there after use.

Training for Staff:

| Name | Course | Renewal date |
|-----------------|--|--------------|
| Jo Campbell | 3-day First Aid at Work with Paediatric Care | 17/03/2020 |
| Kelly Goodyear | Paediatric First Aid | 16/05/2021 |
| Jo Liggitt | 3-day First Aid at Work with Paediatric Care | 09/02/2020 |
| Debbie Nicholls | 3-day First Aid at Work with Paediatric Care | 25/01/2020 |
| Beverley Pain | 3-day First Aid at Work with Paediatric Care | 17/03/2022 |
| Lisa Tipping | 3-day First Aid at Work with Paediatric Care | 25/06/2021 |

All other members of staff attended a 1 day first aid training course on September 2nd 2016 and have certificates valid for 3 years from this date.

Off site activities:

At least one first aid kit will be taken on all off-site activities, along with individual pupil's

medication including inhalers, epi-pens and diabetic equipment.

Information on First Aid arrangements:

The Senior Leadership Team will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in First Aid.
- The location of First Aid kits.
- In addition, the head teacher will ensure that signs are displayed throughout the school providing the following information:
 - Names of employees with first aid qualifications.
 - Location of first aid boxes.
- All members of staff will be made aware of the school's First Aid Policy.

Reporting of accidents:

Sutton Park Primary RSA Academy is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety Executive as it applies to employees:

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.
- For non-employees and pupils an accident will only be reported under RIDDOR:
 - where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
 - It is an accident in school which requires immediate emergency treatment at hospital.
- Death of an employee.

Administering prescribed medicine:

- The administration of prescribed medication can be completed by any two members of school staff.
- Children will only be given prescribed medication when an "Administration of Prescribed medicine plan" has been completed by the parent / carer. Forms are located in the school office. (Appendix 5)
- Any medication given will be recorded with the date, time and two signatures.
- Medication will only be accepted into school via the office or Breakfast Club.

Storing of Prescribed Medicine:

Prescribed medication in school must be stored in accordance with the label. This will be discussed as part of the "Administration of Prescribed medicine plan".

- Medication requiring storage in a fridge will be located in the medical fridge in the

First Aid Room.

- Medication requiring general storage will be stored in a lockable First Aid storage box in the First Aid room
- Medication requiring additional security (i.e. controlled drugs) will be stored in a locked container and then in a locked compartment in the school first aid room.

Information regarding the following will:

- the amount of medication stored in the container
- the administration – date, time, amount given

Epi-pens, inhalers and diabetic equipment will not be stored in a locked compartment as immediate access may be required.

Pupil accidents involving their head:

Sutton Park Primary RSA Academy recognises that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

In all cases a 'Head bump' letter will be handed to the class teacher in charge of that child and then handed to the parent/carer. Head bump letters are kept in the medical room.

Transport to hospital or home:

The First Aider will determine what is a "reasonable and sensible action to take" for each case in discussion with the head teacher or other member of the Senior Leadership Team, unless the incident is an obvious emergency and an ambulance should be called immediately.

- Where the injury is an emergency an ambulance will be called, following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, the first aider will ensure the parents/carers are contacted for them to take over responsibility for the child.

Care Plans:

Care plans are written in consultation with parents where pupils need extra support or medication in school or where school needs to be aware of a medical condition.

Care plans are reviewed annually and are overseen by the SENDCo.

Copies of the care plans are stored centrally on the school IT network. They are also in the child's classroom.

Appendix 3:

Fire Marshal Training

Role:

To ensure the safe evacuation of target zones within school

Responsibilities:

Fire Marshals are managed by the Fire Warden.

In the event of the fire bell ringing

- Check areas listed in "Zone of Responsibility" to ensure it is clear of people
- Ensure internal and external doors and windows are shut
- Leave the school building by the appropriate fire exit and walk to Fire Point
- Report to the Headteacher to inform them that Zone is checked and clear
- If a Fire Marshal is unable to check a zone they will report "zone not checked" to the Headteacher.

Map showing Zones across school



Fire marshal zones of responsibility

| ZONE | NAME | AREAS INCLUDED | CHECKED (✓ OR X) |
|--|-------------------------------------|--|-----------------------------|
| Office | Natalie Moseley/ Debbie Nicholls | School & SBM offices Staff toilet Lobby area Meeting room | |
| 1 | Not assigned | Hall Downstairs toilets/Changing room Caretaker's office | |
| 2 | Jo Campbell | Year 5 & 6 classrooms Year 5 & 6 toilets DT area | |
| 3 | Debbie Mann | Year 3 & 4 classrooms Year 3 & 4 toilets First Aid room Staffroom | |
| 4 | Jo Liggitt | Mainstream Language Unit (MLU) Nurture room Maths room MLU toilet All smaller areas around the MLU | |
| 5 | Nicky Chant | Year 1 & 2 classrooms Year 1 & 2 toilets Library & THRIVE room H/T / DHT office | |
| 6 | Jo Collins | Nursery & Reception classrooms Nursery & Reception toilets Nursery kitchen & office | |
| 7 | Kitchen manager | Kitchen | |
| All staff accounted for? | | | |
| All visitors accounted for? | | | |
| Are BOTH sets of diabetic medication available? | | | |
| Has EVERY class got their asthma medication? | | | |
| Has the Emergency Grab Bag been taken out? | | | |
| TIME TAKEN TO EVACUATE THE BUILDING: | | | |