

St. Thomas of Canterbury Catholic Primary School



Health and Safety Policy

Date Agreed:	September 2025	Review Date:	September 2026
Headteacher:	Mrs E Poulteney	Chair of Local Governing Body:	Mr T Thompson



SCHOOL MISSION STATEMENT



At St Thomas' we are learning to follow Jesus, showing respect and consideration for ourselves and others. We all have the opportunity to learn and work to the best of our ability in a safe and loving environment.

HEALTH & SAFETY POLICY

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STATEMENT OF INTENT

At St Thomas of Canterbury Catholic Primary School we are committed to the health and safety of our staff, pupils, and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

1. LEGAL FRAMEWORK

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2024) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2024) 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Uniform Policy
- Lone Worker Policy

- Supporting Pupils with Medical Conditions Policy
- Educational Visits and School Trips Policy

2. ROLES AND RESPONSIBILITIES

The Governing Board, in conjunction with the Headteacher, will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The Headteacher is also the Health and Safety Officer. They will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.

- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Read the Health and Safety Policy and comply with the agreed standards.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Instruct pupils in general class safety rules, e.g. how to carry scissors safely, using electrical equipment with dry hands, carrying PE mats, tucking chairs underneath tables.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.
- Faulty or dangerous equipment or facilities should be reported to the Site Manager / Headteacher immediately.
- Staff should report any condition considered hazardous. Such conditions can include uneven surfaces, holes, wet or slippery surfaces, worn carpets and trailing cables.

In addition to the above, the Site Manager will:

- Take responsibility for the security of the premises.
- Ensure the safe condition of the floors.
- Store potentially dangerous cleaning materials safely (see COSHH regulations).
- Ensure play and external areas are safe and clean from debris (see Job Description).
- Ensure cleaning staff are aware of safe working practices and the school Health & Safety policy.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules and procedures (See Appendix C) and follow instructions from staff.

- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

3. TRAINING, FIRST AID and MEDICINES

The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Staff will be trained on how to:

- Assess risks specific to their role.
- Meet their roles and responsibilities within this policy.

First Aid

The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The school will carry out a first aid needs assessment in order to assess the first aid needs appropriate to the circumstances of the school. When conducting a first aid needs assessment, the school will consider:

- The school site.
- Pupils and staff members.
- The hazards and risks present.

The Headteacher will ensure that there is an appropriate number of first aid trained staff members working within the school.

- First Aid boxes are located in the office, KS1 area and in the EYFS department. It is the responsibility of Administrative Assistants and/or designated Support Staff to maintain these, in addition to the equipment and supplies required for the treatment of minor accidents.
- Paediatric First Aiders (see Appendix G)
- In addition, most of our permanent Lunchtime staff have received approved General First Aid at Work Training and carry basic medical supplies during the lunchtime period. In addition to this, some support staff also received the same training.
- Accidents other than minor injuries that occur at lunchtime are dealt with by a first aider in the office. EYFS, KS1 children are escorted by a Midday Assistant. Any KS2

children whose injuries are more challenging will be escorted to the office. If a child has sustained potentially serious injuries which means it is not safe for them to move the First Aider on duty must be sent for where they will assess the situation.

- All adults dealing with bodily fluids must wear disposable gloves.
- If a child is unwell during the school day as a result of an accident, incident or illness during their time at school and are dealt with by a First Aider, then any treatment administered to a child should be recorded in the First Aid book kept with the first aid equipment. A copy of the slip must be sent home to the parents. It is the responsibility of the person dealing with the accident, incident or illness to ensure that this slip is given to the class teacher, so it can be sent home. The class teacher must be made aware so that the child can be monitored on returning to the classroom. Parents will be contacted by the school office if an accident, incident or illness is considered to be more serious and the child may be sent home.

See Appendix E for First Aid Procedure and Treatment of Head Injuries

Medication

- The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times. Staff will receive training in supporting pupils with medical conditions.
- Teachers must not keep or administer medicines.
- The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. Any pupil with a medical condition requiring school staff to administer an EpiPen, antihistamine, insulin or pupils with epilepsy who may require staff to administer emergency medication (Buccal Midazolam) will have a medical care plan issued by the pupil's medical professional. For these pupils, the school will also compile a risk assessment signed by parents annually. A record will be kept of any medication that pupils take - this will be checked prior to be administering any non-prescription medication.
- Asthma pumps which must be labelled with the child's name are kept in a bag within the classroom for immediate use. Children take their asthma pump with them when they are engaged in physical activity.
- All staff should be aware of children with specific medical conditions (e.g. diabetes, severe allergies requiring epipens etc.) and the location of their emergency treatment which is in the First Aid boxes. The children also carry their personal equipment with them when they leave the classroom. All medicines will be stored as outlined in the Supporting Pupils with Medical Conditions Policy.

4. CONTACTING THE EMERGENCY SERVICES

The Headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Where an ambulance is called for a pupil, office staff will contact the pupil's parent. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

5. ACCIDENT REPORTING AND INVESTIGATION

- All accidents and incidents, including near-misses or dangerous occurrences, other than minor injuries, must be reported to the Headteacher as soon as possible. In the case of a child, it must also be reported to the class teacher and parents.
- If a child needs to go to hospital in an emergency, parents should be informed immediately. If a parent is unavailable, a member of staff should accompany the child acting 'in loco parentis.'
- In an emergency an ambulance should be called.
- The school will always record and report work-related injuries to staff members or pupils.

Reporting significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The school will always report 'specified injuries' to the HSE without delay. These injuries include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs

- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure.

These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses will not be reported since they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The school will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Headteacher, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. The school will not submit written accident reports to the HSE, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

Reporting hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the Site Manager as soon as possible, who will then inform the Headteacher as appropriate. Serious hazards will be reported using the appropriate form available from the Headteacher.

Accident investigation

All accidents, however minor, will be investigated by the Headteacher and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The Headteacher will undertake evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

The Headteacher will monitor the accident book on a half termly basis to assess any need for preventative action.

6. ACTIVE MONITORING SYSTEM

The school's procedure for actively monitoring its system will include:

- Annual audits, including fire risk assessments and health and safety audits.

- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Monthly reports and updates to the Headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.
- The Health & Safety Officer carries out a safety inspection half termly to identify any health and safety problems. On-going inspections are carried out weekly. Items for action are the responsibility of the Headteacher. Successful outcomes should be included in the Headteacher's report to Governors.

7. RISK ASSESSMENT

The Headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. Annual risk assessments will be conducted for all areas of the school and displayed. All staff are required to undertake a risk assessment for their classrooms/ rooms. A copy should also be displayed in a prominent position in each room. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

The school will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

8. SLIPS AND TRIPS

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards - risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)

- Organisational (task, safety, culture, etc.)
 - Footwear (footwear worn for evening events may not be in line with the School Uniform Policy)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
 - Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
 - Record the findings
 - Review the assessment regularly and revise if necessary

The school will remain especially vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting - particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables
- Playgrounds and paths to be cleared and/or salted by the Site Manager in adverse weather conditions.

9. FIRE SAFETY ARRANGEMENTS

All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.

The Headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills. The school has designated fire wardens who will ensure that the building is evacuated effectively and all persons are accounted for. In addition to fire alarms we have smoke and heat detectors. There is a separate warning signal and flashing light signals for those who are Hearing Impaired and/ or Visually Impaired

The Finance Manager and Site Manager will arrange for firefighting equipment to be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school by the Site Manager, and records will be maintained and held in the school office. Emergency lighting will be tested regularly, and records will be maintained and held in the school office. These are monitored termly by the Headteacher and any necessary changes made.

Fire Precautions

- Do not store inflammable materials near a source of heat.
- Ensure fire exits are always accessible, clearly marked and kept clear ready for emergency evacuation.
- Do not store spirits, paraffin, petrol or solvents (including Tippex) within reach of children and keep them away from direct heat.
- Keep matches in a locked drawer or on a high shelf in a cupboard.
- Do not use naked flames as part of any free choice activity.
- Always closely supervise any activity/event such as Mass where lighted candles may be used.

Staff Fire Training

See **Appendix A**

See **Appendix B** for the location of the following:

- a) fire exits
- b) fire extinguishers and type
- c) fire blankets
- d) smoke detector alarms
- e) fire bells

10. EVACUATION AND INVACUATION PROCEDURE

Means of Escape and Emergency Exits

When the school is in session the designated exits (classroom external doors) must be opened from the inside without the use of a key. At other times staff will be responsible for assessing the level of risk and maintaining adequate means of escape. Some upstairs classrooms will use the fire escape. This door must be kept unlocked during school sessions times.

- Fire Drill must follow the procedure laid down for 'Fire Evacuations' as listed in Appendix A.
- School evacuation (fire drill) should be carried out termly. The evacuation will take place at different times of the day. The date and length of the evacuation is recorded in the Fire Precautions Log Book and is the responsibility of the Health & Safety Officer.

- The assembly point for fire drills is on the KS2 playground away from the main building. This ensures that the main entrance is kept free for access by the fire brigade.
- Fire safety notices, giving details of evacuation procedures must be displayed in all rooms and corridors in a prominent position. It is the responsibility of the Health & Safety Officer to check they are present.
- All staff, visitors and contractors must sign 'in' and 'out' on entering and leaving the building. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

Invacuation Procedures

The purpose of an invacuation is to keep staff, pupils and visitors inside the school building in order to ensure their safety from an internal or external incident which has the potential to pose a threat to their safety and wellbeing if they left the building. Examples of incidents that would warrant an invacuation include nearby bomb threats, toxic fumes and chemical spillages, and criminal activity.

- During an Invacuation, procedures must be followed as stated in **Appendix F**.
- School Invacuation practice should be carried out termly. The invacuation will take place at different times of the day. The HT and SLT will monitor invacuation procedures for effectiveness.
- Invacuation notices, giving details of procedures must be displayed in all rooms and corridors in a prominent position. It is the responsibility of the Health & Safety Officer to check they are present.

11. SHARPS

For the purposes of this policy, "sharps" is defined as sharp objects such as needles and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises, however, staff will be vigilant towards the following circumstances in which sharps may be found:

- Where an individual within the school requires injections to manage a health condition.
- Where glass is broken within the school, or broken glass is found on or around the school premises.

Handling and disposing of a sharp

All staff members who might need to support an individual within the school who requires injections to manage a health condition will receive training which will include:

- The safe collection and disposal of sharps.
- Immediate action in the event of sharps or needlestick injury.

Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by incineration'. They will be kept off the floor and out of the reach of pupils. Once filled, boxes must be

sealed immediately and removed by a clinical waste contractor or a specialist collection service.

Sharps injury

First aid staff will be trained in handling sharps injuries, and will adhere to the following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

12. VISITORS AND CONTRACTORS

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

13. CONSTRUCTION AND MAINTENANCE

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The Headteacher will ensure that all construction and maintenance projects have a formally

appointed principal designer and principal contractor. The Headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The Headteacher will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the school wants built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of the principal contractor and/or principal designer
 - Welfare arrangements
 - Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed - permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the Headteacher, and kept up to date. It is made available to anyone who needs to alter or maintain the building.

The Headteacher will hold regular progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

14. WORK-RELATED HAZARDS

Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

The school will, as far as practicable, will reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, training will be provided for any hazardous moving and handling activities, particularly if these relate to support for children with physical disabilities.

The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

All members of staff will receive manual handling information and training as needed.

Working at heights

When working at height (e.g. displaying materials) step ladders or kick stools should be used. Chairs must **not** be used for this purpose.

Stress management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

Contact number for Education Support Partnership is displayed on the staff noticeboard.

The school work with the Mental Health Support team and contact numbers are available on the staff noticeboard.

Display screen equipment

Display screen assessments will be carried out for teaching staff and administrative staff who regularly use laptops or desktop computers.

15. MAINTAINING EQUIPMENT

The school will ensure that staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances

- All fixed gymnasium equipment

It will be the responsibility of the Health and Safety Officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

Any portable electrical equipment will undergo PAT at intervals suitable for the type of equipment and its frequency of use.

16. CONTROL OF SUBSTANCES HARMFUL TO HEALTH (COSHH)

A risk assessment of substances hazardous to health is carried out on an annual basis by the Headteacher.

All harmful substances must be appropriately labelled and stored out of the children's reach.

In term time the Site Manager's office and storage cupboard should be kept locked during the school day.

Protective gloves should be worn when using cleaning agents or substances which have been deemed hazardous.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the Headteacher.

The Health and Safety Officer will be responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazard - the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The Site Manager, in liaison with the Health and Safety Officer, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the Site Manager to ensure continued effectiveness, even when they are known to be reliable.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil will ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons

without the approval of the health and safety officer. The Health and Safety officer will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The Site Manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

17. INFECTION CONTROL

The school will actively prevent the spread of infection through the following measures:

- Routine vaccination eg flu
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school will keep up to date with national and local immunisation scheduling and advice. The school encourages parents to have their children immunised.

All staff will be subject to a full occupational health check before starting employment at the school.

The school will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained. Pupils displaying signs of infection will be sent home and recommended to see a doctor.

18. SMOKING

In line with all public buildings the school is a non-smoking premises and no smoking will be permitted on the grounds. All staff, visitors and contractors are expected to comply with this when on site.

19. SECURITY

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the school's Data Protection Policy.

Money will be held in a safe and banked regularly to ensure large amounts are not held on site. Money will be counted in an appropriate location, and staff should not be placed at risk of robbery.

Staff and pupils will be responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.

All staff will be expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

20. SCHOOL TRIPS AND VISITS

Detailed health and safety policy procedures concerning school trips and visits, are contained in the school's Educational Visits and School Trips Policy.

Preparations

- Before any activity takes place the approval of the Governing Body is required. They may delegate authority to the Headteacher/EVC to approve routine off-site activities.
- Staff must visit places for off-site activities prior to visiting them with children to carry out an assessment of potential risks.
- A risk assessment will be completed at least three weeks prior to the visit to be approved by the EVC/Headteacher.
- Parents must have full particulars of a visit before they are asked to give their consent.

Supervision

A recommended guide to minimum ratios is as follows:

Early Years: 1 adult for every 5 pupils
Years 1,2 and 3: 1 adult for every 6 pupils
Years 4 to 6: 1 adult for every 10/15 pupils

The DfE do however state that good supervision and informed ongoing risk assessment is more important than ratios

- Parents must have their role explained and appropriate preparation and instruction given. Police checks must be run on all adults who are not teachers, unless supervised by a member of school staff.
- Only police, traffic wardens and officially designated school crossing patrols have the right under law to control traffic. Therefore, if a teacher needs to see

children across a road, s/he must do so as a responsible person and to the best of his/her ability. Adults will wear High Visibility Waistcoats when escorting children.

Record of Groups going off-site

Prior to departure teachers must ensure that:

Accompanying adults have group lists showing:

- a) their own group responsibility
- b) who is travelling in which vehicle
- c) the name and telephone number of the person at school who may be contacted in an emergency.

The Officer Manager should be given a list detailing:

- a) The names of all adults and which children are in groups they are supervising
- b) The distribution, if travelling in separate vehicles
- c) Contact numbers for all adults travelling with the group

Travel by coach

- Coaches and minibuses should only be hired from reputable companies identified from the LA approved list.
- Seat or lap belts must be worn and it is the responsibility of the trip leaders to ensure that they are used.
- Children should not occupy the front seats of a coach.
- To ensure adequate supervision it is essential that supervising adults are spread throughout the coach and are not sitting together.

Emergency Action

In the event of an accident the senior member of staff in charge of the off-site activity should contact the school immediately so that parents can be informed. A mobile phone should be carried on each coach for this purpose.

It is the responsibility of the Headteacher to inform the LA Officers if a serious accident occurs.

Availability of Medical and Special Needs Information

Before going off-site staff must have, in advance, current information on children with specific medical or special needs problems.

- Prior to departure teachers should ensure that inhalers or any other medicine required for specific medical conditions are given to the supervising

adult.

- The statement 'In the event of illness or accident, I consent to any necessary medical treatment which might include the use of anaesthetics' should be included on the parental permission slip.

21. NEAR MISSES

A 'near miss' is an event not causing harm but has the potential to cause injury or ill health. If staff members, pupils, contractors, or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the Headteacher as soon as possible. The school will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the Headteacher and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

22. GENERAL HEALTH & SAFETY ARRANGEMENTS

Appendix C outlines general school rules for health and safety which must be adhered to.

- Staff should ensure that access to fire doors is unhindered.
- Travel mugs should be used for hot drinks. These should be kept away from children and should not be taken out onto the playground.
- Should it be necessary for staff to carry personal medicines in handbags, brief cases etc. these are not to be stored in class areas where children could have access to them.
- Should any batteries begin to leak, they should be disposed of appropriately. Rechargeable batteries are not to be used for children's activities.
- Dogs are not allowed on any part of the school site.

23. SUPERVISION

- The school day begins at 8.55am but children may enter the school at 8.40am. Staff open the gates at this time and supervise as the children enter. School ends at 3.15pm. At 3.15pm, children are handed over to their parents or carers by the class teacher or teaching assistant. If children are allowed to meet their parents elsewhere or walk home by themselves, parents are required to inform the class teacher in writing before this is allowed.
- Children being collected by 'after school' clubs should wait with supervisors.
- Any child not collected at the end of the day is supervised by a member of the office staff who will contact the parents. In the event of a member of the office staff not being available then a teacher or the Headteacher will contact the parents or carers

of the child/ren.

- Parents of all children are asked to complete a written consent form stating who can collect their child on a daily basis. Parents are asked to inform members of staff preferably in writing, if their child is going to be collected by someone who does not routinely collect them. Members of staff should be extra vigilant if an unknown adult arrives to collect a child - when this happens the office will attempt to contact the child's parents to verify the identity of the adult. If this is not possible the member of staff will only release the child if the child definitely knows the adult and is happy to leave with them.
- No teacher must leave a class unattended. All classes and group rooms have a telephone which should be used in the event of an emergency taking place. If an emergency should take place on the playground, field or hall the school office should be contacted by another adult or sensible child.
- All children should enter their classrooms at 8.40am where supervision by the class teacher commences. Particular care should be taken to ensure that all children follow the correct procedures from 8.40am. External exit points are monitored by staff with walkie talkies.
- All children will be supervised by a teacher and teaching assistant at morning playtime. Staff should be vigilant at all times.
- At lunchtimes the Midday Assistants will monitor the children in the playground.
- Particular care must be taken of supervision by EYFS gates.
- All staff must exercise as much care and responsibility towards the children as that which would be taken by a caring parent.

24. EXTRA CURRICULAR CLUBS AND ACTIVITIES

There is a programme of extra curricular clubs that children can attend. Parents are informed of the clubs and can sign up their child through Arbor.

The same level of supervision is necessary as that which is required during similar activities during the normal school day. **For activities taking place in the hall no child should enter the hall without a member of staff being present. Children should NEVER be left unsupervised.** For activities involving P.E the children should change into their kit in a classroom assigned by the person running the club or school activity.

Where possible, twenty-four hours notice needs to be given to parents regarding a child the cancellation of any activity. The Arbor contact number will be used if the club needs to be cancelled on the day due to staff absence or in emergency situations. If a child's parents cannot be contacted the child will be informed that they must wait at the school office which is the same system used if a child's parents are not at school at the end of the school day. As the school office is only open until 4:15pm, if children are left in school beyond 5pm and we cannot contact their parents or carer it may be necessary to contact Social Services to ensure that they can be taken care of.

A register of children attending the Club and details about the days and times when the club is being run should be saved on Arbor and passed onto the school office. This is important if the Club needs to be cancelled due to the unforeseen illness of the person running the club.

A register must be taken at the beginning of each session. In cases of non-attendance without a supporting letter, a letter must be sent to parents informing them that their child was not present at the club [see **appendix E**]. This is vitally important as we are responsible for the children's safety if the parents think that their child is attending an after-school club.

25. VIOLENCE / ABUSIVE BEHAVIOUR TOWARDS SCHOOL STAFF

The School Community of St Thomas of Canterbury is clear about actions which will be taken if instances of unacceptable behaviour occur, including verbal or physical threats or assaults to staff. Being on the receiving end of any unacceptable behaviour or act of aggression [verbal or physical] will not ever be regarded by school staff as "a normal part of the job."

We use the following definition of violence:

"any incident in which an employee is abused, threatened or assaulted by a pupil, parent or member of the public in circumstances arising out of the course of his or her employment"

This includes verbal abuse and threats, rude gestures, sexual or racial harassment.

We consider the following types of behaviour serious and unacceptable:

- Shouting at school staff, either in person or over the telephone
- Physically intimidating a member of staff e.g. standing very close to him/her
- The use of aggressive hand gestures
- Threatening school staff
- Shaking or holding a fist towards another person
- Swearing at a member of school staff
- Pushing
- Hitting e.g. slapping, punching, kicking
- Spitting
- Racist or sexist comments
- Breaking the school's security procedures

In the event of an incident staff are advised to:

- Speak calmly and without raising their voice
- Be assertive but not aggressive
- Be polite but firm
- Seek assistance
- Think about an escape route should the need arise

- Walk away

Where children are abusive procedures to be followed are outlined in the Behaviour and Discipline Policy.

In the case of an abusive adult, the person involved will be asked to leave the premises or be taken to a room away from other persons. If the abusive adult refuses to calm down or leave the premises;

- The Headteacher or senior member of staff present will inform the:
 - Police [999] and ask them to attend the scene
 - Local Education Officer
 - Chair of Governors
- After all occurrences of violent or abusive behaviour, the adult affected will write a witness statement.
- Consideration will be given in conjunction with the Chair of Governors as to what follow up action may be necessary: for example whether someone should be refused entry to the premises.

Section 206 of the Education Act 2002 makes it a criminal offence punishable with a fine of up to £500 for a person to trespass on school premises and cause a nuisance or disturbance. Although Parents and some other visitors normally have implied permission to be on school premises at certain times and for certain purposes and they will not therefore be trespassers unless the implied permission is withdrawn. There is a procedure in place withdrawing permission for any parent or other person who behaves unreasonably on school premises to be on site. Incidents which could warrant this should be reported to the Headteacher.

In some instances, the school may need to carry out a risk assessment in relation to a specific individual whose behaviour has been, or may be, a cause for concern

MONITORING & REVIEW OF POLICY

The effectiveness of this policy will be monitored continually by the Headteacher and the governing board. Any necessary amendments will be made immediately.

The next scheduled review date for this policy is [September 2026](#)

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

Policy reviewed: September 2025

FIRE EVACUATION PROCEDURES

At the sound of a continuous bell, the following procedures must be adopted;

- All children quietly line up at the specified fire door.
- The class teacher must, where possible, check that all **doors and windows** are closed.

Proceed to the allotted area:

- **Bases 1, 2 & 3 and Early Years Support room** through external fire doors, via the front of the school to the **KS2 playground**.
- **Bases 4, 5 & 6** through external fire doors, through EYFS playground to the **KS2 playground**.
- **Bases 7, 8, 9, Infant group room** through external fire door to the **KS2 playground**.
- **Bases 10, 11 & 12** through the external fire door, past the Music room, to **KS2 playground**.
- **Bases 13, 14 and upstairs office** down external fire escape to the **KS2 playground**.
- **Base 15** down internal stairs, through immediate **external fire door**- proceed to the **KS2 Playground**.
- **Year 4 group room** out of the main external fire door of Base 12 to the **KS2 Playground**.
- **Bases 16 & 17** through external fire doors to **KS2 playground**.
- **Bases 18, 19, 20 & 21** through external fire doors to **KS2 playground**.
- **Community Room** through external fire door to **KS2 playground**.
- **SEN Office** through external fire door to **KS2 playground**
- **Staffroom** through external fire door or main corridor (whichever is closest) to **KS2 playground**.
- **KS1 & KS2 halls** through external fire doors onto **KS2 playground**.
- **Music room** through external fire doors to **KS2 playground**.
- **Conference Room, Year 5/6 group room and peripatetic rooms** through external fire doors to the **KS2 playground**.
- **Blossom Class and The Hive** to exit via the closest door and through **EYFS playground** (Staff have access to key for gate kept in Blossom Class) and onto the **KS2 playground**
- Any classes on the **field** should make their way to the **KS2 playground**.
- Office based staff to proceed to the **KS2 playground** via their nearest exit.
- Kitchen staff to proceed to the **KS2 playground** via their nearest exit.
- Visitors in school to proceed to the nearest exit and follow the fire drill procedures for their location

When they reach the assembly point, pupils should line up in alphabetical order/ class lines.

All pupils sit down.

Class teachers to ensure all pupils are accounted for against class register/ Red absence card.

Class teachers raise their register in the air once all pupils have been accounted for.

Heads of year to ensure all teaching and support staff are accounted for.

Teachers to alert the Headteacher of any missing pupils/staff immediately.

Once all pupils and adults are accounted for, Headteacher instructs staff and pupils to re enter the building.

UPDATED September 2025

Name of Fire Warden	Fire Warden Responsibilities / Locations
Emilie Poulteney	If possible, take a personal mobile phone. Headteacher to phone the Fire Brigade. Headteacher to ensure all pupils, staff and visitors are accounted for.
Ian Wiseman	If possible, take a personal mobile phone. Make way to KS2 playground. Ensure nobody enters the school site by monitoring the main pedestrian entrance. Assist in access for emergency vehicles (Wait for them on Ward Avenue).
Janine Weale	If possible, take a personal mobile phone. Check all internal and external doors and windows in the Headteacher's office, Finance/HR office and men's staff toilet. Check all visitors are accounted for against INventory register. Advise headteacher when all office staff and visitors are accounted for.
Lauren Pike	If possible, take a personal mobile phone. Pick up the evacuation pack and make way to KS2 playground. Pick up registers, staff sign in list and make way to KS2 playground. Distribute registers to class teachers.
Jill Edwards	If possible, take a personal mobile phone. Check the Meeting Room and Office. Pick up registers, staff sign in list and make way to KS2 playground. Distribute registers to class teachers.
Natalie Hudson (Nicky J Smith on a Wednesday)	If possible, take a personal mobile phone. Proceed externally to EYFS. Check all internal and external doors in base 1, 2, and 3 and group rooms. Make way to KS2 playground.
Ann Castellette	If possible, take a personal mobile phone. Check on internal and external doors and windows in base 16 and 17, staff room, hall, ladies staff toilets, KS2 Community Room and leave out of Community Room fire door to KS2 playground.
Sylvie Pellat	If possible, take a personal mobile phone. Check all year 1 external doors, Blossom Class and The Hive. Advise headteacher when all SEN support staff are accounted for.
Susie Coppin (Nikki Smith / Louise McAnally if Susie is teaching on a Mon/Tues)	If possible, take a personal mobile phone. Check KS1 Group room, KS1 toilets and KS1 corridor internal doors, Bases 7,8 and 9 external doors and windows and make way to KS2 playground. Check internal and external doors and windows of bases 10-11, Conference Room room, Yr 4 group room, Yr 3 & 4 toilets out through the Conference Room. Advise headteacher when all pupils and staff in classes in EYFS and Year 1 are accounted for.
Nikki Smith / Louise McAnally	If possible, take a personal mobile phone. Check internal and external doors and windows of bases 10-11, Conference Room room, Yr 4 group room, Yr 3 & 4 toilets out through the Conference Room. Advise headteacher when all pupils and staff in classes in Year 2, 3 & 4 are accounted for.
Jemma Roche	Check Year 5/6 group room, music room, peripatetic room, Jemma's office, Conference Room, Year 6 corridor. Exit through Base 18.

Fire wardens to be vigilant of staff absence and cover locations if possible.

APPENDIX B

Location of fire exits, fire extinguishers, fire blankets, smoke detectors & fire bells.

Fire exits

- Reception, Year 1, Year 2, Year 3, Year 5 and Year 6 classrooms all have an outside door which is designated a fire exit
- Year 4 classrooms have a designated fire escape.
- Junior hall has a fire exit to the left of the storage cupboard
- Infant hall has 3 double door (push bar) exits plus 1 single door
- The main kitchen has an outside fire exit door
- The Music block has an outside fire exit door. There is also an additional outside fire exit door in the main music room.
- Blossom class and the Hive have a fire exit leading directly outside.

Fire extinguishers

- 2 inside entrance to Infant Department
- 1 near external door to Infant playground
- 2 on wall to the right of Foundation Stage door
- 2 in Infant Department near Foundation Stage door
- 1 inside main school kitchen external door
- 2 in Infant Hall
- 2 in Junior Hall
- 2 on wall in Year 3 area - between Base 10 and 11
- 2 on wall in Year 4 area and 2 near fire escape
- 4 along Year 5/ 6 corridor

- 2 in Music block
- 1 in corridor of demountable
- 2 along Admin corridor and 2 adjacent to exit door by office area
- 2 outside Community Room

Fire Blankets

- 1 in the main kitchen next to the refrigerators
- 1 in Reception kitchen
- 1 in Learning Base in demountable

Smoke Detectors

- Smoke and heat detectors are now situated throughout the school

Fire Bells

- 1 in junior hall on wall near to exit door
- 1 in infant hall on wall near single exit door
- 1 on ceiling in the main school kitchen
- 1 in year 4 cloakroom area
- 1 in year 3 cloakroom area - between Base 10 and 11
- 1 in year 3 corridor/central area
- 2 in corridor of main building
- 2 in year 6 corridor
- 1 in cloakroom area of Base 16
- 1 in cloakroom area of Base 17
- 2 in main corridor of infant department

- 1 in Base 1 classroom area
- 1 in Music room
- 1 in Conference room/PPA room
- 1 in each Music Practice room
- 1 in Blossom class/the Hive demountable

Fire alarm boxes

- 1 emergency fire alarm box is situated beside every fire exit door except in the demountable where it is situated by the main entrance.

APPENDIX C

General School Rules to ensure Safety

- 1) Jewellery such as necklaces or bracelets, should not be worn.
- 2) Children must **walk** in the school building.
- 3) Children are not allowed to:
 - play with doors and windows
 - climb on furniture
 - shout and/or indulge in rough play
 - move around the school with shoelaces undone
 - play with equipment in such a way that this becomes a danger to others.

Guidelines for Safety in P.E. Lessons

- No jewellery should be worn, including watches, earrings and studs.
- Long hair must be tied back.
- Children should not use any P.E. apparatus unsupervised.
- Staff should wear trainers, plimsolls or bare feet for all P.E. activities.

Guidelines for the use of the Playground and Field

Children:

- Should play away from windows and doors
- Only play on apparatus when permitted by a member of staff
- Should not play near the rubbish bins
- Should not walk on any walls

Staff:

- Should take care to monitor children at all times
- Should ensure all minor injuries are treated by a qualified first aider
- Should report any potential hazards to the Site Manager or Headteacher

APPENDIX D

St. Thomas of Canterbury Catholic Primary School

Ward Avenue Grays Essex RM17 5RW

Telephone 01375 375826

Email admin@stthomasofcanterbury.thurrock.sch.uk

Headteacher - Mrs E Poulteney



PhotoRoom



Date - _____

Dear Parents/Carers,

Non attendance

Unfortunately, your child(ren) did not attend _____ club yesterday, after being signed up to attend all sessions. Due to this occurring, we would like to remind you that if they do not attend next week, they will be removed from the club and their place given to another child.

Please ensure your child attends next week - if they are unable to attend please do contact their club lead, so they are aware in advance of the club.

Kind regards,

Mr D Boulden

Extra-Curricular Club Lead

APPENDIX E

First Aid

During playtime the trained staff on duty will deal with minor accidents and at lunchtime the MDAs.

Staff dealing with the accident/incident will record the injury in the First Aid book.



An accident slip will be given to the class teacher, at the end of the play/lunchtime session, who will give this to the parent/carer at home time. Parents / carers must be informed of any accidents, injuries sustained and/or first aid treatment given to their child whilst in school.



If there is cause for concern, staff should inform the office who will contact the parent if necessary.

Treatment of Head Injuries

- It is the responsibility of the first aider dealing with the head bump to inform the school office. The school office must be informed of all head injuries so that they can telephone the parent/carer to advise them of the injury. These phone calls are logged in the accident book which is kept in the School Office.
- The class teacher should be made aware of head injuries for anyone in their class.

A child sustaining a bumped head should be treated with a cold compress and monitored closely. The child will also be given a bumped head sticker. If it is not serious the child will remain in school.



If it is a serious bump to the head, then the pupil should be taken to the office, so the parents can be contacted immediately.

Paediatric First Aiders should be sought if the child:

- becomes unconscious;
- is vomiting or shows signs of drowsiness;
- has a persistent headache;
- complains of blurred or double vision;
- is bleeding from the nose or ear; and/or
- has pale yellow fluid from the nose or ear.

If any of the above symptoms occurs in a child who has had a bang to the head, urgent medical attention is needed. Parents should be contacted and the emergency services too.

If a serious accident occurs in the classroom, the teacher should phone the office and stay with the injured child.

INVACUATION PROCEDURES

Invacuation to be actioned by dialling 80883 on the phone system and repeatedly saying 'INVAC'. This is likely to only be actioned by the HT or SLT.

At the sound of the phone repeatedly stating INVAC, the following procedures must be adopted;

- Finance Office to alert kitchen via internal corridor, then close doors/windows and switch off lights in the hall.
- Office to phone site supervisor on mobile phone and ask him to come inside via the nearest entrance.
- Blossom staff to alert pupils/staff in The Hive.
- SEND term to send INVAC alert via walkie talkies.

- Staff will close any external windows and doors, turn off lights and close any blinds.
- All staff, children and visitors to remain calm and quiet.
- Member of staff to alert any neighbouring classes/classes outside.
- If you are already outside, make your way into school via the nearest entrance.
- Teachers to count pupils and check against absence using red absence cards. Ring the main office if any children are unaccounted for.

If there is a further alert 'LOCKDOWN', from phone

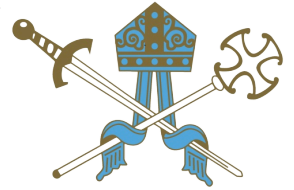
- Children and staff will move away from external windows and doors.
- If possible, staff will calmly usher children/visitors into a more central internal safe space.
- Communication from HT/SLT will continue via the phone system.
- If necessary the school will communicate with parents via Arbor to update them or instruct them to keep away from school.
- HT/SLT will liaise with emergency services.
- Staff are not to share any information via mobile phones or social media.

Bases	Lockdown - Internal Safe Space
Blossom Class & The Hive	Blossom Class
Bases 1,2 & 3 and Early Years Support room	Innermost area of EYFS
Bases 4, 5, 6, 7,8,9, group room, & office	KS1 corridor
Bases 10, 11 & 12	Year 3 internal corridor
Bases 13, 14, 15 and upstairs office	Remain in classrooms
Bases 16,17 & 18 offices.	Main internal corridor
Bases 19, 20 & 21	Year 6 internal corridor
Community Room & SEN Office	Walk through

Staffroom and offices	Main internal corridor
KS1 & KS2 halls	Main internal corridor
Music room, Conference Room, Year 5/6 group room, peripatetic rooms & office.	Music Room, away from door
Main Reception	Main internal Corridor
Kitchen	Kitchen office



APPENDIX G



St. Thomas of Canterbury Catholic Primary School



In School First Aiders are:

Paediatric First Aid

Clare Ashdown
Carol Auvache
Anne Davies
Linda McGinley
Lorraine Mead

General First Aid at Work

Jill Edwards
Justyna Lochowska
Ania Jachym
Marie Adams
Amanda Cantwell
Laura Wood
Reda Sutiene
Ancuta Alexandru
Lauren Pike
Natalie Hudson
Clare Sturgess
Karen Beasley
Lauren Nelder
Adelaide Mensah
Trudi Walsh
Joy Shore
Dan Boulden
Paula Engwell
Fahmida Islam