



## **Policy No. 29**

### **Health and Safety Policy**

<b>Approved by</b>	Governing Body
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## **Introduction**

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

## **Responsibilities**

The Governing Body will:

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

The Headteacher will:

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

All staff will:

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

## **General Health and Safety Arrangements**

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Smoking is not permitted anywhere on the school site.

When contractors are on site they are expected to follow school safety procedures. The Headteacher / school caretaker will liaise with contractors as appropriate.

A yearly check will be carried out by an external Health and Safety Consultant. His report is considered by the Headteacher and the Buildings Committee. This is then reported to the Governing Body.

Risk assessments of school activities to assess and manage risk will be undertaken when required and reviewed as necessary, in accordance with recommendations from the external Health and Safety Consultant.

The management and recording for Legionella, Asbestos and Fire Safety are performed to meet regulatory and legal requirements.

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

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

Monitoring and Review of Health and Safety Arrangements - The yearly check will be used to prioritise need, to inform planning.

The Caretaker's School Building Log Book will be used to ensure immediate action is carried out when necessary.

All staff will carry out monitoring on a day to day basis. The Premises Officer will monitor school grounds and premises daily.

Monitoring by Governors will be via the Finance and Buildings Committee and the Headteacher's Report to the full Governing Body.

The policy will be reviewed annually.

### **Equipment**

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

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

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

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

Any electrical equipment used outside must be attached to the electric supply through an RCD, and any leads should be covered by mats to allow safe passage over the wire.

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

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

PE equipment is maintained via annual contract.

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

### **Curriculum - Use of Resources**

We follow

- the “baalpe” (British Association of Advisers And Lecturers in Physical Education) guidance for safe practice in PE and see Health and Safety section of Holmer PE Policy.
- Becta Internet Safety guidelines (see Appendix of Child Protection, Online Safety and E-security policies) and the
- Association for Science Education (ASE) guidance “Be Safe”

Curriculum co-ordinators are responsible for disseminating health and safety guidance to staff and pupils.

### **PE**

#### Clothing

All children will change into suitable clothing for the activity in which they will participate - details of clothing are listed in the school prospectus and PE Policy.

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

#### Jewellery

The wearing of jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn but must be removed or taped over for PE. A watch may be worn if it is named and not of any great value. It is advisable to collect all such items prior to the lesson and store safely.

#### Lifting and Moving

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

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

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

## **General Safety**

### Vehicles

Parents are requested not to bring their cars onto the school site.

Parents collecting children who are injured or unwell should use the designated car park. Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

### Lone Working

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

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

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

Security lights are present on the main entrance.

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

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

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

### Key Holder Safety during Call Outs

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

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

Key holders should lock themselves in.

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

If any member of staff is onsite and is concerned about people on or about the site, they should telephone the police, on 101 or on 999, if concerned about their own or the school's well being.

### Fire Safety

The school will provide a safe and healthy working environment with respect to fire safety. The Fire Policy Statement is detailed in Appendix A.

### Evacuation Procedures

Evacuation procedures, detailed at Appendix B are practiced termly and reviewed annually or more regularly if appropriate.

### **Supervision of Children**

School Hours:

#### Key Stage One

Morning Session 8.45am - 12.00 noon

Morning Break 10.40am - 10.55am

Afternoon Session 1.00pm - 3.15pm

Afternoon break 2.00pm - 2.10pm

#### Key Stage Two

Morning Session 8.55am - 12.20pm

Morning Break 10.45am - 11am

Afternoon Session 1.20pm- 3.15pm

#### Office Hours

The school office is open from 8.30am until 4.30pm (4pm on a Friday)

### **Duties**

The children go straight in to school in the mornings. Children should not arrive at school before 8.30am or after 8:45am.

At 3.15pm the class teachers supervise the children leaving school.

At break times at least three members of staff are on duty. Staff should return to their classrooms in time for lessons to resume.

Automated bells signal the start and end of breaks.

### Play time Supervision

If it is a wet morning, playtime staff stay with their classes until they have made contact with another member of staff and arranged to cover one another for a short release time.

### Outdoor play

There is a rota of staff who supervise the playground. The rota for duties is on the notice boards.

All members of staff are responsible for making sure that their classroom is clear of children.

Staff should not go for coffee until the corridors and cloakrooms near their classrooms are clear of children.

All staff (teaching and non-teaching) should be at their classrooms ready to receive the children as they come in first thing in the morning, at morning break and after lunch.

The Senior Lunchtime Superintendent is responsible for the organisation and management of lunch times, and works with a team of Assistants.

The Headteacher, Deputy Headteacher and senior staff also provide support at lunchtime. All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.

Lunchtime staff should report to or liaise with class teachers over any incidents.

### **First Aid Policy**

The School's policy is to ensure that appropriate first aid arrangements are in place for the staff, pupils and visitors to the School. This includes providing sufficiently trained staff and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours.

It is the Schools duty to provide first aid at work as governed by the **Health and Safety (First Aid) Regulations 1981**. These require a risk assessment to be carried out in order to determine what first aid facilities and personnel are necessary to meet the needs of the School. This assessment is reviewed periodically to ensure that the provision is adequate. In order to comply with these regulations, the assessment considered a number of factors, including:

- Size of the School.
- School layout.

- Past history of accidents.
- Proximity of the School to emergency medical services.
- External visits, travelling and lone working.
- First aid cover in times of sickness or holiday.

The school's appointed person is Jayne Maund. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident

### **In-school Procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, a member of office staff will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

### **Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details



Risk assessments will be completed by the class teacher/trip organiser prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

### **First aid equipment**

A typical first aid kit in school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception

A defibrillator is available in the School Medical room and in the main entrance. All First Aid trained staff are to ensure they know its location.

First aid and medical treatment is available in the medical room.

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

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

Lunchtime superintendents have the responsibility of dealing with minor accidents at lunchtime. There is always at least one first aider in school at lunchtimes.

Visitors will be offered first aid if required. If the visitor has an accident then the School Accident book will be completed.

### **Reporting to the HSE**

The School Administrator will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Administrator will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - 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 requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

### **Early Years Foundation Stage - Notifying parents**

The school office will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **Early Years Foundation Stage - Reporting to Ofsted and child protection agencies**

The School Administrator will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The School Administrator will also notify relevant local child protection agencies of any serious

accident or injury to, or the death of, a pupil while in the school's care.

## **Training**

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Early Years Foundation Stage - At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

The school has 17 trained first aiders. 5 members of staff hold the First Aid at Work certificate and 12 have pediatric first aid certificates.

An Accident Form should be completed on Medical Tracker, which is available on a dedicated iPad. Head injuries will require a Head Form. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any child that goes home should be recorded as having done so and the class teacher informed.

***Accidents to staff must also be reported and recorded on form PS01 (RIDDOR ) which is kept in the school office.***

## **Administering Medication Policy**

### Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime. Occasionally a GP may prescribe that a medicine has to be taken during the school day. Parents may call into the school and administer medicine to their child, or they may request that a family member or friend comes to school to administer the medicine if it is to be administered four times a day. Only medicines to be taken four times a day will be administered by school staff.

The parent or guardian must supply the medicine in the original pharmacist's packaging clearly labelled including details for administration and possible side effects to the school office. Parents must complete a 'Parental agreement for setting to administer medicine' form. On no account should a child come to school with medicine if he/she is unwell.

### Non-prescription Medicines

Under exceptional circumstances where it is deemed that their administration is required to allow the pupil to remain in school the school will administer non-prescription medicines. The storage and administration for non-prescription medication will be treated as prescription medicines.

Paracetamol may be used as pain relief for children. If a dose of pain relief has not been administered in the past four hours the school will, with parental consent administer one dose. The school will also administer non-prescription travel sickness medication and antihistamine (Piridon) for mild allergic reactions, with parental consent. All other non-prescription medication will not be administered at school and pupils should not bring them to school for self-administration. The majority of medication lasts 4-6 hours, therefore non-prescription medication can be administered at home prior to the start of the school day and it will last the duration of the school day. A parent or guardian may attend school to administer additional doses if necessary.

### Controlled Drugs

The school does not deem a pupil prescribed a controlled drug (as defined by the Misuse of Drugs Act 1971) as competent to carry the medication themselves. Controlled drugs will be stored securely in a non-portable container and only named staff will have access. Controlled drugs for emergency use must also be easily accessible. The administration of a controlled drug will be witnessed by a second member of staff and records kept.

Inhalers are kept in the medical room except for certain pupils who need them all the time.

Arrangements for children requiring inhalers or Epi-pens are covered within the Supporting Pupils with Medical Conditions Policy.

All medication administered should be logged on Medical Tracker, including the date, dosage and which member of staff supervised.

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

### **Contagious Diseases**

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed. We follow county guidance on advice/reporting of diseases. If in doubt we contact the Local Authority.

Also see Managing Children who are Sick or Infectious Policy.

### **Staff Health and Welfare**

#### Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Headteacher, senior staff or the school's health and safety representative as soon as possible. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A list of emergency contact names and phone numbers for all staff is held on the school's management system.

### Safety

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

Staff should not climb on chairs or tables. A stepladder is available for use and is stored in the shared area. The caretaker is available to help in these circumstances.

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

### Violence

Staff should always take steps to minimise the possibility of violence in school.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

### Critical Incidents

The school has in place contingency measures for critical incidents. Please see Critical Incidents Policy

## **APPENDIX A**

### **Fire Policy Statement**

Holmer C of E Academy will provide a safe and healthy working environment with respect to fire safety in its establishments. A Fire Safety Management Program has been created and implemented.

All staff have access to the Health and Safety Policy and the Fire Safety Management Program, a copy of these documents is also available in the School Office.

The named Fire Safety Co-ordinator is the Headteacher, Jayne Maund, or in her absence the

Deputy Head.

In general the Caretaker will be responsible for the following, however it is all staff members' responsibility to reduce the risk of fire and staff training is routinely given.

- Checking all fire doors are free from obstructions and hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Keeping the building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Waste containers stored externally and secured.

The fire alarm is tested weekly by the Caretaker and recorded in the Fire Safety Log Book, which is held in the Caretaker's Office.

A fire drill is completed once a term. A record is kept in the Fire Safety Log Book which is kept in the Caretaker's Office.

Systems and extinguishers are checked on a regular basis. This is recorded in the Fire Safety Log Book, which is held in the Caretaker's Office.

The head teacher will be responsible for the upkeep of the Fire Safety Log Book.

## **APPENDIX B**

### **Evacuation Procedures**

The overall aim is to save life, therefore evacuation is of paramount importance.

Staff are not expected to fight the fire.

Staff should not go back into the building until the all clear is given.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point and evacuate the building.

Fire drills are carried out at least once a term and recorded in the Fire Safety Log Book which is held in the Caretaker's Office.

### On hearing the alarm:

Teachers will evacuate their class via the nearest safe exit, ensuring the classroom is empty before leaving.

All staff, children and visitors will make their way to the assembly points located in the playground or the car park at the front of the building

Children will line up by class.

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

The School Administrator or Admin Assistant will call the fire brigade and check that the medical room is empty.

Teachers will collect class lists and lists of absentees from next to their designated room fire exit as they leave the room. Registers will be called at the assembly point.

The fire alarm Net 2 system will give a print out of all adults on the premises and will be checked by the School Administrator or Admin Assistant.

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

Classes should stand still and quiet awaiting further instructions.

NB: The attendance register uses sims.net and it reflects the true number of children in school at the start of the morning or afternoon, It is important that it is completed immediately at the start of both morning and afternoon sessions.

It is important to ensure that children arriving after registration has taken place, report to the school office so that the appropriate mark can be made by the School Administrator or Admin Assistant.

Teachers should be aware of any child that is ~~later~~ taken off site because of illness or for an appointment after registration.

If any visitors are present the adult they are working with should ensure that they know what to do in the event of a fire.

Teachers who are working in the Victorian classrooms at the roadside of the building should use the front carpark as their evacuation point.

### If The Building Has To Be Evacuated During Lunchtime

## Teachers

On hearing the alarm teachers in the staff room must leave the building. The most senior teacher present must check the new block is empty, including the toilets before leaving. Staff must walk quietly to the assembly points on the playground.

Lunchtime staff supervising children must take their class out to the playground assembly points.

Children will line up and be counted by staff.

Admin staff will call the fire brigade and check that the medical room, hall, toilets and offices are empty.

The admin staff will check the staff/ visitor log.

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

In brief:

Checking all areas: Headteacher - overall supervision.

Middle toilet, medical room, hall and office areas —School Administrator

Infant toilets and activity area — Leader of EYFS

Classrooms — Class teachers

New building- toilets and upstairs - Senior Teacher (AK)

Phoning fire service —School Administrator

Unlocking gates to allow access —School Administrator

Visitors book —School Administrator

## **APPENDIX C**

### **Critical Incident Planned Response**

#### **Road Traffic Accident involving Pupils/Accident during School Trips (See Policy)**

##### **Immediate action:**

Remove children from danger if possible/appropriate

Contact emergency services



Arrange to bring children home as soon as possible

Obtain accurate information and inform school

Action as soon as possible:

The school (Headteacher, Deputy or most senior teacher if HT and DHT involved) will contact families of those involved.

Contact lists are left ready in the school office. If you cannot get through just ask them to ring the school, do not leave a message.

If there is death or serious injury the police will inform parents (possibly with a member of staff).

Plan communications to and from school e.g. use mobile/fax line as an outgoing line to leave main line free.

Many parents will be trying to contact the school.

Information should be given in the form of a script. The Headteacher, Deputy Head or Senior Teacher will be responsible for drafting a script.

A careful note of those parents who still need to be informed will be made. If support is required it should be recruited from Admin team.

The Headteacher will inform staff and pupils. (If sending a letter home it will give details of the facts but not apportion blame). Pupils will be told in classes. The details will be decided by the HT, DT or Senior Teacher in charge. Only facts should be given with no speculation on the causes and consequences.

School will contact the LA Director of Children's Services and Chair of Governors. Press or media will not be allowed onto school premises.

If there is need for an assembly point the school hall or library should be used. Refreshments would be made in the staff room by members of staff and brought to the hall. Staff toilets would be available for adults to use.

## **APPENDIX D**

### **Critical Incident Planned Response**

**Aggressive or Violent Incident in School (attack by aggressive parent or pupil) (See policy)**

All external doors can only be opened from the inside. The front entrance door is locked unless released by a switch in the office, If it is anticipated that an aggressive parent or intruder are on their way to school the office door will be kept locked. If appropriate the police will be called.

However, in the event of parents having entered the building and proceeding to demonstrate aggressive behaviour to teachers the following procedures should be used.

Remove children if possible.

Seek immediate help (ask a child to go to next door teacher).

Try to remain calm and ask aggressor if they would like to sit down to discuss the problem.

Staff going to aid the teacher should be accompanied by another adult.

They should remove the children if they are still present.

The Headteacher should be informed.

If the situation is out of control the police should be called.

In extreme cases it may be necessary to use restraint procedures but this must not be done alone.

If the situation can be calmed and the aggressor leaves the premises, all doors must be locked.

The Headteacher will inform the aggressor in writing of the expected code of behaviour in school and in extreme cases may forbid the parent from further contact with the teacher/school.

No comments will be given to the media.

In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance.

## **APPENDIX E**

### **Critical Incident Planned Response**

**Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism) (See policy)**

**Immediate action:**

If this happens within the close proximity of the school it will be necessary to remove children from any danger (use evacuation procedures).

Contact emergency services.

If the incident happens outside of the immediate vicinity of the school accurate information should be obtained.

If the incident occurred outside of school hours accurate information should still be sought so that discussions in school can be based on fact.

Action as soon as possible:

Inform children of the incident. This should be told simply and without fabrication.

Keep incoming phone line clear so that emergency services are able to provide updates.

If it is necessary to keep children behind after school, children will stay with their class teacher and parents informed accordingly. Emergency services will advise.

Attempt to stick to normal school routines as soon as possible.

Later action:

Give staff "Permission" to talk.

Headteacher / admin office to contact outside agencies where appropriate (e.g. EP's).

Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).

Express sympathy (visit those who may be in hospital or bereaved).

Identify high risk pupils/staff.

Monitor effects of all involved.

Organise treatment if necessary.

## **APPENDIX F**

The Governors as the employer are ultimately responsible for health and safety in the school delegating the management as shown below. All staff have a responsibility for their own health

and safety and that of others within the school. Specific responsibilities will be delegated to named members of staff.

