



Health and Safety Policy

This policy has been written with the support of the wider school community and it is implemented with due regard to the school's mission statement.

'Inspire, challenge and support all through faith.'

- Governors are kept informed of pertinent legislation changes and ISI updates through the Fabric sub-Committee reports.
- Staff are kept informed of pertinent legislation changes and ISI updates during weekly briefing.

Version Control	
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See also – page 8; 3:2 for list of linked policies	



Runnymede St Edward's School: Mission Statement

'Inspire, Challenge, Support through Faith'

Children's Mission:

Into your hands Lord, we put each day
all that we do and all that we say

Child Protection Statement:

Runnymede St Edward's School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. The school seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

Runnymede St Edward's School follows guidelines laid down by the **Liverpool Safeguarding Children Board** (LSCB: www.liverpoolscb.org 2018) and **Keeping Children Safe in Education** (www.gov.uk 2018)

School Aims:

Faith

To encourage and foster the spiritual growth of all and to make prayer an integral and enjoyable experience in our daily life.

Individual Opportunities for Learning and Growth

To provide experiences that broaden, enrich and extend the skills, talents and values of each member of the school community. We are an inclusive school and pupils with additional needs or for whom English is an additional Language are fully supported to enable them to achieve their potential.

Relationships

To provide a safe, caring and welcoming environment within which all are treated with respect, courtesy and kindness. Runnymede St Edward's School upholds British values and encourages respect for all.

School and Wider Community

To foster a spirit of co-operation and friendship between home, school and the wider community.

Runnymede St Edward's School is built on the tradition of our founders, the Congregation of Christian Brothers. Based on their vision, Runnymede is a place in which individuals can develop fully, contributing as happy and caring members of a school community. Children's unique talents are valued, and they learn to live as well-mannered, self-disciplined and confident individuals.

For a detailed School Mission Statement please refer to the Mission Statement page of our website



1. Introduction

1.1. Chair of Governors Statement

“As Governors of Runnymede St Edward’s School, we fully recognise our collective responsibility for providing, a safe and healthy school for all of our employees, pupils, parents and visitors. In our role as employer, we attach the highest priority to ensuring that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place and do so with due regard to our Mission Statement:

“Inspire, challenge and support all through faith.”

We fulfil our responsibility as Governors of school by appointing Mr C. Barton, (the Chairman of Fabric Committee) with responsibility for overseeing health and safety.”

- 1.2. Day to day responsibility for the operation of health and safety at the school is vested with the Head Teacher, Mr B. Slater.
- 1.3. As Governors, we have specified that that the school should adopt the following framework for managing health and safety:
- 1.4. The Governor overseeing health and safety attends the termly meetings of the school’s health and safety committee and receives copies of all the paperwork.
- 1.5. A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire practices, and all new or revised related policies and procedures is tabled at each term’s Fabric Committee meeting.
- 1.6. The minutes of the Committee’s discussion on health and safety are tabled at each meeting of the full Governing Board, together with any other issues on health and safety that the Committee Chairman wishes to bring to the Board’s attention.
- 1.7. The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals.
- 1.8. These reports are considered by the Fabric Committee and its recommendations (together with other defects) form the basis of the school’s routine maintenance programmes.
- 1.9. That assurances are sought from St Edward’s College adherence to health and safety and Sodexo of their adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the EHO. In addition, that they arrange for regular independent hygiene and safety audit of food storage, meal preparation and food serving areas , together with regular external deep cleaning and pest control services, and report on all these aspects to the Head Teacher at Runnymede.



- 1.10.** That the school has a Fire risk assessment, carried out by a Competent Person which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Fabric Committee.
- 1.11.** That regular monitoring takes place of the overall arrangements for health and safety, including fire safety, the general state of the school, with reports on actions required with recommended timescales. The progress of implementation should be monitored by the Fabric Committee.
- 1.12.** That the school has a professional risk assessment for legionella, every 3 years and a water sampling and testing regime in place.
- 1.13.** That the school has a policy in place for the training and induction of new staff in health and safety related issues. First Aid training and Fire Training are provided to all member of the teaching staff and to selected members of the non-teaching staff.
- 1.14.** All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Head Teacher, the Financial Administrator and other members of the SMT in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Head Teacher or Financial Administrator.
- 1.15.** All employees are briefed on where copies of this statement can be obtained on the school's central resources. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in Parts 2 and 3 of this document.
- 1.16.** The school has regard to the DfE Non statutory advice Guidance Health and Safety advice on Legal Duties and Powers for Local Authorities, Head Teachers, staff and Governing Bodies (2013).

Mr J McCabe

2. Headteacher's Statement

- 2.1.** The Chair of Governors has delegated day to day responsibility for organising health and safety and welfare to me, its Head Teacher. That role gives me the responsibility for ensuring compliance with the School's Health and Safety Policy. The policy document consists of three parts, the General Statement by the Chairman of Governors, this description of the Organisation for health and safety and, lastly, detailed the Arrangements for Health and Safety.
- 2.2.** Every member of the Senior Management Team is responsible for ensuring the health and safety of staff, pupils and others (especially: visitors who are unfamiliar with the school, those who are disabled, or who have special educational needs).



2.3. I have delegated some of my duties to other members of staff; but ultimate responsibility for health and safety, on which I am answerable to the Chairman of Governors, rests with me.

2.4. My areas and the areas where my duties have been delegated are:

2.5. Safety and Security

2.5.1. Building security (including alarms, CCTV, locking external doors and windows) – the Financial Administrator (Mrs Harvey), who in turn has delegated day to day management to the Site Manager (Mr Majilton)

2.5.2. Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool – The College Facilities Manager, working in cooperation with the Runnymede Staff.

2.5.3. Lone working procedures

2.5.4. Ensuring that all visitors book in at Reception and wear visitors' badges – Administration Staff

2.6. Vehicles

2.6.1. Car parking on site and vehicles on site – the Site Manager and all staff with cars

2.6.2. Bus arrangements (including notifying parents of delays) – Admin Staff.

2.7. Accidents

2.7.1. Maintaining an accident book – all staff and reporting notifiable accidents under RIDDOR

2.7.2. Escorting pupils to hospital (and informing their parents) – Admin/ Support Staff.

2.7.3. Checking that all first aid boxes and eye washes are kept replenished- Mrs L Nolan

2.8. Fire Prevention

2.8.1. Keeping fire routes and exits clear- the Financial Administrator, who in turn has delegated day to day management to the Site Manager.

2.8.2. Electrical Safety Testing. All the buildings at the school have current electrical installation certificates – the Financial Administrator and Site Manager.

2.8.3. Regular portable appliance testing – the Financial Administrator and Site Manager.

2.8.4. Testing all fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers – the Financial Administrator and Site Manager.

2.8.5. Lightning protection is in place for all buildings.

2.8.6. All gas appliances (boilers) are regularly maintained and serviced by Gas Safe Registered Engineers – the Financial Administrator and Site Manager.

2.8.7. Ensuring that flammable rubbish and combustible materials are stored away from buildings – the Site Manager

2.8.8. Termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained staff in every building help to ensure that the school can be safely evacuated in the event of a fire.

2.8.9. Checking that all DT equipment is switched off at the end of the school day – the staff using DT equipment.



- 2.8.10.** Turning all computers, projectors, printers and electronic whiteboards to off every evening and during holidays and weekends – the staff using them.
- 2.8.11.** Securing flammable materials used in maintenance in locked areas – Site Manager and Housekeeper.

2.9. Water, Drainage etc

- 2.9.1.** The Financial Administrator, together with the Site Manager are responsible for:

- 2.9.1.1.** Maintaining water quality.
- 2.9.1.2.** Ensuring a sampling regime, using external contractors, is in place
- 2.9.1.3.** Ensuring that drains, gutters etc. are kept unblocked.
- 2.9.1.4.** Checking that all drain runs are clear (using in house tools and where necessary, external contractors).

2.10. Risk Assessments

- 2.10.1.** Ensuring that up to date risk assessments are maintained for:

- 2.10.1.1.** Fire
- 2.10.1.2.** Legionella - the Financial Administrator
- 2.10.1.3.** All rooms, corridors and exits
- 2.10.1.4.** Catering and cleaning functions, (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness –the Catering Manager SODEXO and Control of Substances Hazardous to Health (COSHH) procedures)
- 2.10.1.5.** Grounds maintenance (including use of pesticides and COSHH) – Landscaping contractor and Site Manager
- 2.10.1.6.** Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials)- the Financial Administrator and Surveyors.
- 2.10.1.7.** Asbestos Register- the Financial Administrator.
- 2.10.1.8.** Reprographics machines and copiers – the Financial Administrator in conjunction with other admin staff.

2.10.2. Risk Assessment Policy

The risk assessments carried out at the school are systematic and thorough and always have the children, staff and all participants' welfare at the fore front. Risk assessments for regular activities in school which pose a risk are completed and reviewed termly. Risk assessments for Educational and Sporting visit are completed as the need arises. All activities and Educational Visits need to be logged in the school diary in advance of the event taking place.

Risk assessments are found in the shared drive under School trips and Sporting Activities by the member of staff responsible for the activity (we also contact outside agencies and places that we visit for their Risk Assessments before embarking on an activity and include this paperwork with our own). Staff assesses each risk and put in place strategies designed to minimise any risk to the welfare of participants. Pupil staff ratio should always be adhered to- these ratios can be found



on the risk assessment form and in the staffroom. All Risk Assessments are signed and dated by the lead member of staff; these are then passed to the Headteacher or in the absence of the Headteacher a member of the SMT. The Headteacher or SMT counter sign the form. These are included in the paperwork which accompanies a trip with a copy lodged with the Headteacher. Any visits to activity centres there licence needs to be checked beforehand. Risk assessments take account of our Safeguarding Policy.

Any activities which the Headteacher or SMT do not feel are safe will not go ahead. Governors are informed of the Risk assessment process and this is reviewed by them under Health and Safety.

Risk assessments and training are reviewed annually by staff.

All staff completed Level 1 Health and Safety training on 6th June 2016.

Ladder training received by all teaching, support and cleaning staff – 6th November 2017

2.11. Ensuring that up to date risk assessments are maintained for teaching in the following areas:

2.11.1. Responsibility for organising (and maintaining records of training) is as follows:

- 2.11.1.1.** Health and safety training for the Catering Staff – Sodexo and for Cleaning staff – Financial Administrator.
- 2.11.1.2.** Briefing new pupils on emergency fire procedures – all staff.
- 2.11.1.3.** Briefing new staff on emergency fire procedures – Mr P.Osborne
- 2.11.1.4.** Inducting new staff in health and safety – Mr P.Osborne
- 2.11.1.5.** Identifying specific health and safety training needs of staff – Health and Safety Committee
- 2.11.1.6.** First aid training- Financial Administrator

2.12. External Advisors for Health and Safety

- 2.12.1.** At Runnymede, we use external consultants to advise on matters of health and safety within the School.
- 2.12.2.** Structural Surveyors are retained to give advice on the external fabric of the school.
- 2.12.3.** Engineers monitor and service the school's plant, equipment, including boilers, annually.
- 2.12.4.** All gym equipment is serviced annually.
- 2.12.5.** The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Sodexo's Catering Manager carries out their own procedures.
- 2.12.6.** The school has a fire risk assessment which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.



- 2.12.7.** In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, and extinguishers are tested annually by a qualified contractor.
- 2.12.8.** A full termly health and safety risk assessment is carried out on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities with reference to St Edward's College Health and Safety Policy
- 2.12.9.** The school has a professional risk assessment for legionella, every 3 years and a water sampling and testing regime in place.
- 2.12.10.** A management survey of asbestos was complete in October 2008 resulting in an environment inspection record report. An asbestos register identifies all areas that contain asbestos and gives recommended risk management. A purple sticker has been placed on all affected areas which are low risk. Areas that contain asbestos are inspected on termly Health and Safety walks.
- 2.12.11.** The school maintains the asbestos register and the Financial Administrator is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. She is also responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work.
- 2.12.12.** The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- 2.12.13.** All work on gas boilers is carried out by registered Gas Safe Engineer
- 2.12.14.** All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305.
- 2.12.15.** A qualified Planning Supervisor is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 1994 whenever major work is undertaken

2.13. School Safety Coordinator

- 2.13.1.** The Headteacher is the School's Safety Co-ordinator, and is responsible for any measures that may be needed in order to carry out maintenance work without risks to health and safety.
- 2.13.2.** The School's Safety Co-ordinator co-ordinates, in consultation with the Financial Administrator, the advice given by specialist safety advisors and report to Governors listing actions to be taken.
- 2.13.3.** The School's Safety Co-ordinator has overall responsibility for monitoring health and safety within the School and for reporting any breaches to Governors.
- 2.13.4.** The School's Safety Co-ordinator am responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at the school.

2.14. School Health and Safety Committee

- 2.14.1.** The School Health and Safety Committee meets once a term.



2.14.2. Mr Craig Barton, our Governor who is responsible for health and safety, is updated at these meetings.

2.14.3. The other members of the Committee are:

2.14.3.1. Mr Joe Quilty (SMT) – Deputising for the Head Teacher

2.14.3.2. The Financial Administrator

2.14.3.3. The Site Manager

2.14.4. The role of the Committee is to:

2.14.4.1. Discuss matters concerning Health and Safety, changes in regulations.

2.14.4.2. Monitor the effectiveness of health and safety within the School.

2.14.4.3. Review accidents and near misses. Discuss preventative measures

2.14.4.4. Review and update risk assessments,

2.14.4.5. Discuss training requirements

2.14.4.6. Monitor the implementation of professional advice

2.14.4.7. Review Policy guidance and updating it.

2.14.4.8. Assist in the development of safety rules and safe systems of work

2.14.4.9. Monitor communication and publicity relating to health and safety in the workplace.

2.14.4.10. Encourage suggestions and reporting of defects by all members of staff.

2.16 Consultation arrangements with employers

The school encourages consultation and discussion with employees on health and safety matters affecting their work. Those directly involved with the work can help identify the hazards and risks associated with it and may identify practical measures to help to control them. The schools Health and Safety Committee structure involves a number of representatives including teaching staff, Site Manager, Financial Administrator and governor.

2.17 Contractors on Site:

- Any works which need to be carried out at school will be undertaken by reputable contractors; as a general rule the Financial Administrator will seek contractors. The school already has a list of contractors which we regularly use in the school for small projects. All contractors must show a current DBS certificate and photo identification before entering school. Most major works are conducted when the school is not open to children. If a contractor is needed on site during school hours these are accompanied by an adult, usually the Site Manager.
- Contractors who do not have a DBS check will need to be supervised.
- If a new contractor is required quotes will be taken from three contractors.
- For major school projects, these will be agreed by Governors and works tendered for. Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Headteacher or Site Manager
- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Headteacher or Site manager
- All contractors must report to the school office. The Site Manager will then be informed of their arrival.



- Contractors will work under close supervision of the Site Manager so as not to endanger the health and safety of children or adults in school.
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children.
- No repairs or maintenance can be carried out in areas which children or adults are occupying; this includes cloakroom and toilet areas.
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area.

All work will be monitored by the Site Manager and any concerns reported to the Headteacher and the contractor concerned.

2.18 Educational visits:

Refer to the Educational Visits and Trips Policy

2.19 Smoking Policy including EYFS

Runnymede St Edward's School is a non-smoking school. Smoking (including electronic cigarettes): is prohibited inside any public place, School premises and vehicles. No person is allowed to breach this rule. Visitors, parents and guardians should be reminded of the School rules on smoking when coming onto the premises.

2.20 Supervision arrangements for children:

Our current procedures are listed as follows:

- School opens at 8.30am
- Children in Preschool are taken directly to the preschool by parents or nominated adult and handed over to the supervisory preschool staff.
- Children in Reception go directly to their classrooms where they are supervised by staff. After Easter they are supervised on the playground with the other children. A Nursery Nurse is always on duty.
- All KS1 and KS2 pupils are supervised on the KS2 playground by a members of staff until it is time to go to their classrooms
- In inclement weather KS1 and KS2 pupils are directed to the Ley Hall where they are supervised
- Children who attend Breakfast Cub session, attend from 7:45am and are supervised by staff.
- At the end of Breakfast Club the children are supervised and escorted to the appropriate school locations

LUNCHTIME

- Preschool children at lunchtime are escorted to and supervised in the Ley Hall. The Preschool children are supervised during lunch and when they 'play' after lunch either outdoors or indoors
- Preschool children are collected by their parent or nominated adult from the Preschool.
- Reception children are escorted and supervised to the dining room facilities and are supervised during lunch and when they are escorted and supervised into the playground.



- KS1/KS2 children are escorted and supervised to the dining room facilities, supervised during lunch and when returning to the playgrounds. All children are supervised during lunchtime play- two Lunchtime supervisors are on the Infants and also on the Junior playground.
- Children who attend lunchtime activity clubs or music lessons are collected from the appropriate playground by the staff responsible for the club or music lesson

AT THE END OF THE SCHOOL DAY:

- Preschool children are collected by their parents or nominated adult from the Preschool department. Reception children are collected by their parents or nominated adult from the Reception classroom
- KS1/KS2 children are escorted by their teacher to the front of the school building where they are collected by their parent or nominated adult
- Children who are not collected at the due time are brought back into school and supervised whilst their parent/guardian are contacted using database information. No child must be left unattended. If a staff member has an extra-curricular then the child must be handed to a responsible adult. The responsible adult then takes responsibility for the child.
- Children who are registered for after school care are escorted to the club if they have a pre-booked place and handed directly to the aftercare staff.
- Children who attend after school extra- curricular clubs are collected by the member of staff responsible for the activity. Staff have a list of children who have signed up for the activity, and a register is taken.
- Children waiting for independent transport are supervised until the coach/taxi arrives.
- Any children catching a bus or walking home need a letter from their parents giving permission.
- Boy and Girl Choristers meet in the foyer and are escorted by a member of the Cathedral staff to the bus on North Drive

REGISTRATION

A computer based class register is taken at the beginning of the school day and at the beginning of the afternoon session. Parents are requested to telephone school if a child is not able to attend the day's session, before school begins. If there is no notification, then school will contact the parents of those children who have been marked absent in the register.

Pupils who have external appointments during the school day must be signed out and signed in when they return. Parents need to write or telephone the school about their intention. A copy of the register is kept in the Admin office (Mrs L Robinson).

If a child is late parents must sign the late register kept in the foyer.

3. Specific Arrangements for Health and Safety

3.1. The following areas/activities present identified and significant risks in Runnymede St Edward's School. As a consequence, pupils are not allowed unsupervised access to:



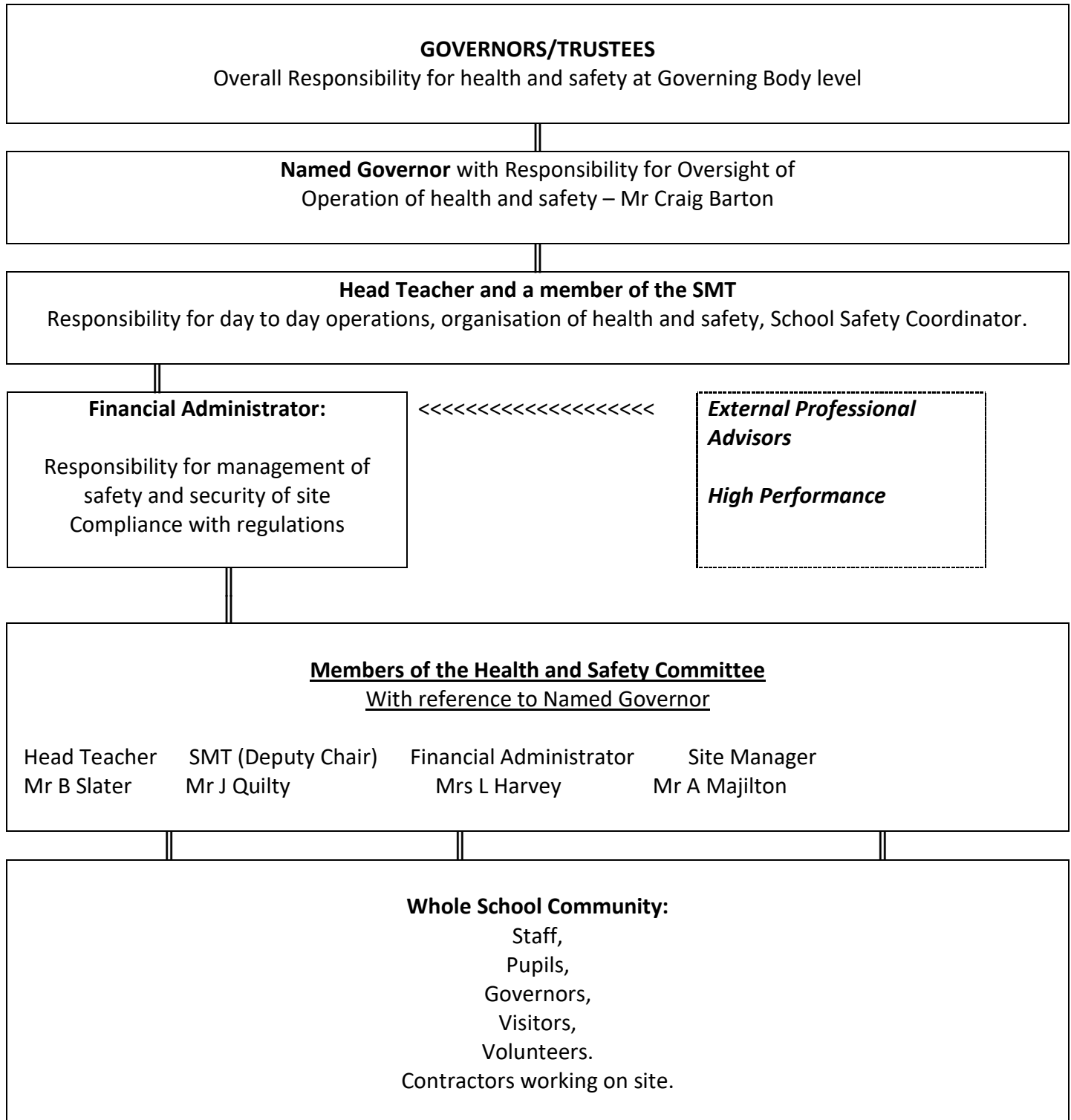
- 3.1.1. PE: all outdoor games, swimming, athletics, gymnastics, dance. Records of training and qualifications in life-guarding and other subject specific training are kept.
- 3.1.2. Science.
- 3.1.3. Design and Technology.
- 3.1.4. Art.
- 3.1.5. Drama.
- 3.1.6. The Catering Department: where the Catering Manager keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Refer to Sodexo.
- 3.1.7. Pupils are not allowed entry to the Maintenance department.

3.2. Whole school policies to be applied together with the Health and Safety Policy are:

- 3.2.1. ***Health and Safety – St Edward's College (incl Shared Facilities)***
- 3.2.2. ***Health and Safety Policy and Risk Assessment- Sodexo***
- 3.2.3. Accessibility Policy
- 3.2.4. Anti-Bullying Policy
- 3.2.5. Asbestos Report
- 3.2.6. Catering and Food Hygiene Policy (Sodexo Catering Company)
- 3.2.7. COSHH
- 3.2.8. Disaster and Contingency planning
- 3.2.9. Educational visits
- 3.2.10. E-Safety
- 3.2.11. First Aid
- 3.2.12. Fire safety, procedures and risk assessment
- 3.2.13. Health and Safety Notices
- 3.2.14. Hot works
- 3.2.15. Induction of new staff
- 3.2.16. Legionella
- 3.2.17. Medical Questionnaire
- 3.2.18. Portable Appliance Testing (PAT)
- 3.2.19. Pupil Supervision/Missing Child
- 3.2.20. Risk Assessments
- 3.2.21. School Development Plan
- 3.2.22. Special Educational Needs and disabilities (SEND)
- 3.2.23. Staff Handbook
- 3.2.24. Sun Protection



DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY





Appendix 2

Critical Incident Planned response and disaster in the community

Critical Incident Planned Response Aggressive or Violent Incident in School (attack by aggressive parent or pupil)

All external doors can only be opened from the inside. The front entrance door lock can be activated 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, on some occasions parents have entered the building and proceeded to demonstrate aggressive behaviour to teachers, often in front of pupils. If this is the case the following should be observed.

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 and the press officer will be informed if necessary.

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.

Critical Incident Planned Response - Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)



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.

Head teacher / admin officer 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.