

E P COLLIER PRIMARY SCHOOL

HEALTH & SAFETY POLICY

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HEALTH AND SAFETY POLICY - EP COLLIER PRIMARY SCHOOL

PART ONE - STATEMENT OF INTENT

This Health and Safety Policy is to be used in conjunction with Reading Borough Council's Corporate Health and Safety Policy and Codes of Practice.

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture of continuous improvement through communication and consultation with employees and their representatives on health and safety matters
- i) Ensuring adequate welfare facilities exist at the school
- j) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation. This policy does not include issues relating to child protection and behaviour which are covered under separate policies.

Name _____ Signature _____ Date: _____
(Chair of Governors)

Name _____ Signature _____ Date: _____
(Headteacher)

Review Date: _____

HEALTH AND SAFETY POLICY

PART TWO

ORGANISATION

INTRODUCTION

To comply with the Governing Body's Statement of Intent the school's normal management structure have had additional responsibilities assigned, as detailed below.

An organisational chart showing the school's health and safety management structure is attached at Appendix 1.

THE GOVERNING BODY

The Governing Body has the overall responsibility for health and safety within the school and has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.
- h) An annual health and safety audit is received and reviewed.

THE HEADTEACHER

The Headteacher is responsible to the Governing Body for health and safety. The day-to-day management of the school's Health and Safety Policy is delegated to the SBM. The Headteacher retains overall responsibility and has the following specific responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Policy for Health and Safety is created.
- c) Ensure that the Policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) Ensure arrangements are in place to monitor premises and performance.
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- n) Ensure that appropriate first aid facilities and trained staff are provided.
- o) Report to the Governing Body annually on the health and safety performance of the school.

SBM

The day-to-day management of the school's Health and Safety Policy is delegated to the SBM who has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment process for the school.
- b) To ensure that, in conjunction with the Caretaker, statutory testing is completed and recorded in respect of legionella, fire alarm and emergency lighting.
- c) To make provision for the inspection and maintenance of work equipment throughout the school eg. PAT testing, fire fighting equipment.
- d) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- e) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- f) To carry out any other functions devolved by the Headteacher or Governing Body.
- g) To liaise with the nominated health and safety governor.
- h) In conjunction with RBC, maintain an Asbestos register and Asbestos Management Plan.
- i) To devise, update and communicate emergency and safety procedures.
- j) To ensure that all statutory notices, placards, regulations and safety signs are displayed as appropriate.
- k) To communicate with RBC health and safety advisors as appropriate.

CARETAKER

The Caretaker has the following responsibilities:

- a) Apply the school's Health and Safety Policy or relevant RBC Health and Safety Code of Practice to their own area of work and be directly responsible to the SBM for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Resolve health and safety problems members of staff refer to them, or refer to the SBM any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- d) Carry regular health and safety reviews and complete the necessary legionella procedures/testing, fire alarm and emergency lighting testing.
- e) To manage the keeping of records of all health and safety activities including regular checks by the Caretaker and Governors.
- f) Ensure that contractors sign in using the correct signing-in book and are made aware of the asbestos register.
- g) Ensure that the contractors are adequately informed, instructed and trained in health and safety issues relating to their work prior to commencing an activity, eg. use of equipment, manual handling, use of ladders, permit to work.
- h) Ensure that contractors are provided with and are wearing the appropriate protective clothing, eg. steel capped safety footwear.
- i) To maintain a COSHH Register of substances covered by the COSHH Regulations that is accessible to all staff. Ensure that risk assessments are completed on the use of substances used or generated, including specifying control measures to be employed. Notify staff of these control measures for substances that they may encounter. Keep the assessments and register under review.

SENCO

The SENCO has responsibility, as far is reasonably practicable, to:

- a) Inform the SBM of potential hazards or safety concerns, specifically relating to any visually impaired and/or physically impaired students.
- b) Ensure that all staff working with pupils with medical conditions have received appropriate health and safety training to ensure the safety of the students and themselves. Refer to EP Collier Supporting Children with Medical Conditions in School Policy.

APPOINTED PERSON

The Appointed Person has the following responsibilities with regard to first aid:

- a) To manage a first aid incident and to summon medical assistance if necessary.
- b) To assist casualties when requested and keep a record of treatment or advice given and ensure that an accident form has been completed where appropriate.
- c) To provide an annual list to the SBM with details of qualified first aiders including dates that qualifications need renewing.
- d) Arrange first aid qualifications to be renewed in good time.
- e) To ensure that first aid boxes are checked termly and correctly stocked at all times in accordance with The Rainbow Plan.
- f) To maintain first aid kits and cupboard and ensure that they are adequately stocked at all times.
- g) To annually circulate a list of locations of all first aid kits to staff in school.
- h) Maintain instructions at the first aid post so that any out of hours first aid incidents may be recorded using the correct paperwork.
- i) Ensure that correct first aid signage is displayed.
- j) Refer to EP Collier Asthma Policy for procedures relating to the use of emergency salbutamol inhalers in school.

CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Maintain up to date attendance records.
- c) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- d) Give clear oral and written instructions and warnings to pupils when necessary.
- e) Follow safe working procedures.
- f) Require the use of protective clothing and guards where necessary.

- g) Make recommendations to the SBM on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- h) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- i) Avoid introducing personal items of equipment (electrical or mechanical) or chemicals into the school without prior authorisation.
- j) Report all accidents, defects and dangerous occurrences to the SBM.
- k) Be aware that deliberate disregard for health and safety measures may result in disciplinary action.

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

ALL EMPLOYEES

Under the Health and Safety at Work Act 1974, all employees have a duty to take reasonable care for their safety and the safety of others which may be foreseeably affected by their acts or omissions at work. They also have a duty to co-operate with the school management in all measures taken to fulfil statutory health and safety duties and to protect the safety of staff, students and visitors. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times - in particular procedures for fire, first aid and other emergencies.
- b) Co-operate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with current incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements.

- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Trade Union Health and Safety Representative(s).

PUPILS

Pupils, allowing for their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

HEALTH AND SAFETY POLICY
PART THREE
PROCEDURES AND ARRANGEMENTS

INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

RISK ASSESSMENT

General Risk Assessment

General Risk Assessment will be co-ordinated by the Caretaker following guidance contained in the RBC COP - Risk Assessment.

Maternity Risk Assessment

Maternity Risk Assessments will be carried out by the SBM following guidance in RBC COP - New and Expectant Mothers.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by teaching staff using the relevant documentation eg. swimming and off-site and adventurous activities.

Fire

A fire risk assessment will be carried out by the SBM in conjunction with RBC following guidance in RBC COP - Fire Prevention and Fire Risk Assessments.

Manual Handling

Manual handling risk assessments will be carried out by the Caretaker following guidance contained in RBC COP - Manual Handling.

Working at Height

Working at height risk assessments will be carried out by the Caretaker following guidance contained in RBC COP - Working at Height.

Computers and Workstations

DSE risk assessments will be carried out by a qualified member of staff following guidance contained in RBC COP - Display Screen Assessment and the relevant training.

Hazardous Substances

The Caretaker will identify substances controlled under COSHH regulations for which a risk assessment is required following guidance contained in RBC COP-COSHH.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and evacuation procedures are detailed in Appendix 2.

First Aid

First aid boxes are provided at the following locations:

- KS1 toilets
- FS Staff room/kitchen
- Holy Brook Room
- Mobile unit in playground
- Emergency bag

Certificated (First Aid at Work qualified) First Aiders:

- Details are displayed at first aid points and in other areas around the school

Certificated Paediatric First Aiders (required for children up to age 5):

- Details are displayed at first aid points and in other areas around the school

Appointed Persons:

The Head teacher will ensure that a suitable member of staff has been asked to act at the Appointed Person.

In event of needing first aid assistance, either: -

Locate the nearest first aider or contact the office who will locate the nearest first aider and cover their class if required.

Transport to hospital:

If an ambulance is required, call “999”. It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company.

No casualty should be allowed to travel to hospital unaccompanied. The Headteacher will designate an accompanying adult in emergencies where parents cannot be contacted.

Incident Reporting

See Appendix 3.

Bomb Threat and Bomb Hoaxes

Responses to bomb threats will follow guidance contained in The Rainbow Plan using the prompt card in Appendix 4.

The Headteacher, or in their absence, a member of the SMT, will decide on action to be taken in the event of an incident.

The signal for evacuation of the building, should this be necessary, will be the fire alarm. The normal evacuation procedure should be followed.

Gas Leaks

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building, switch off the gas and telephone National Grid.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

Chemical Spills

Any chemical spills should be reported to the Caretaker who will clear them up with due regard to the COSHH data sheet.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided for all new employees by the SBM following the Induction Checklist. Refresher training for all staff will be completed annually.

The following staff have received or will receive health and safety training in the following areas:

Level 3 Health and Safety

- Headteacher
- SBM

Level 2 Health and Safety

- Teaching staff
- Caretaker

Level 1 Health and Safety

- All staff

DSE Assessor

- Finance Officer

INSPECTION AND TESTING OF PLANT AND EQUIPMENT

Statutory Inspections

The external lift will be serviced twice a year and the service records retained.

Portable Electrical Appliances

Inspection and testing of portable electrical appliances will be carried out annually.

Equipment Maintenance - Curriculum

The school will arrange for PE equipment to be serviced annually.

Ladders and Access Equipment

The Caretaker will be responsible for inspection and maintenance of ladders and other access equipment.

HEALTH AND SAFETY MONITORING

Inspection of Premises

General Workplace Inspections will be co-ordinated by the Caretaker. The governor with responsibility for health and safety will be invited to attend twice a year.

Performance Monitoring

Performance monitoring will be co-ordinated by the SBM in liaison with the governor with responsibility for health and safety.

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The SBM and governor with responsibility for buildings and health and safety meet twice a year to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management and the Full Governing Body.

The Trade Unions' appointed Safety Representative(s) on the staff is/are:

.....

Communication of Information

The SBM will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.

The Health and Safety Law poster is displayed in the school office and the staff room.

Health and safety advice is available from the SBM or from RBC Health and Safety Team.

OTHER PROCEDURES

Security and Visitors

All visitors must report to the school office where they will be asked to sign the visitors book and wear an identification badge.

Vehicles On-site/Parking

Cars must be parked in designated areas.

Building Maintenance

General building maintenance is carried out under the supervision of RBC Property Services or as arranged by the school.

Asbestos

The asbestos register is held in the school office. The Caretaker is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are logged.

Control of Contractors

All contractors must report to the school office where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Caretaker is responsible for monitoring areas where the contractors' work may directly affect staff and pupils. Guidelines for contractors working on site are contained in Appendix 5.

Lettings

Lettings are managed by the SBM.

Critical Incident Management

Instructions in The Rainbow Plan are followed and staff are made aware of the advice given.

Managing Medicines

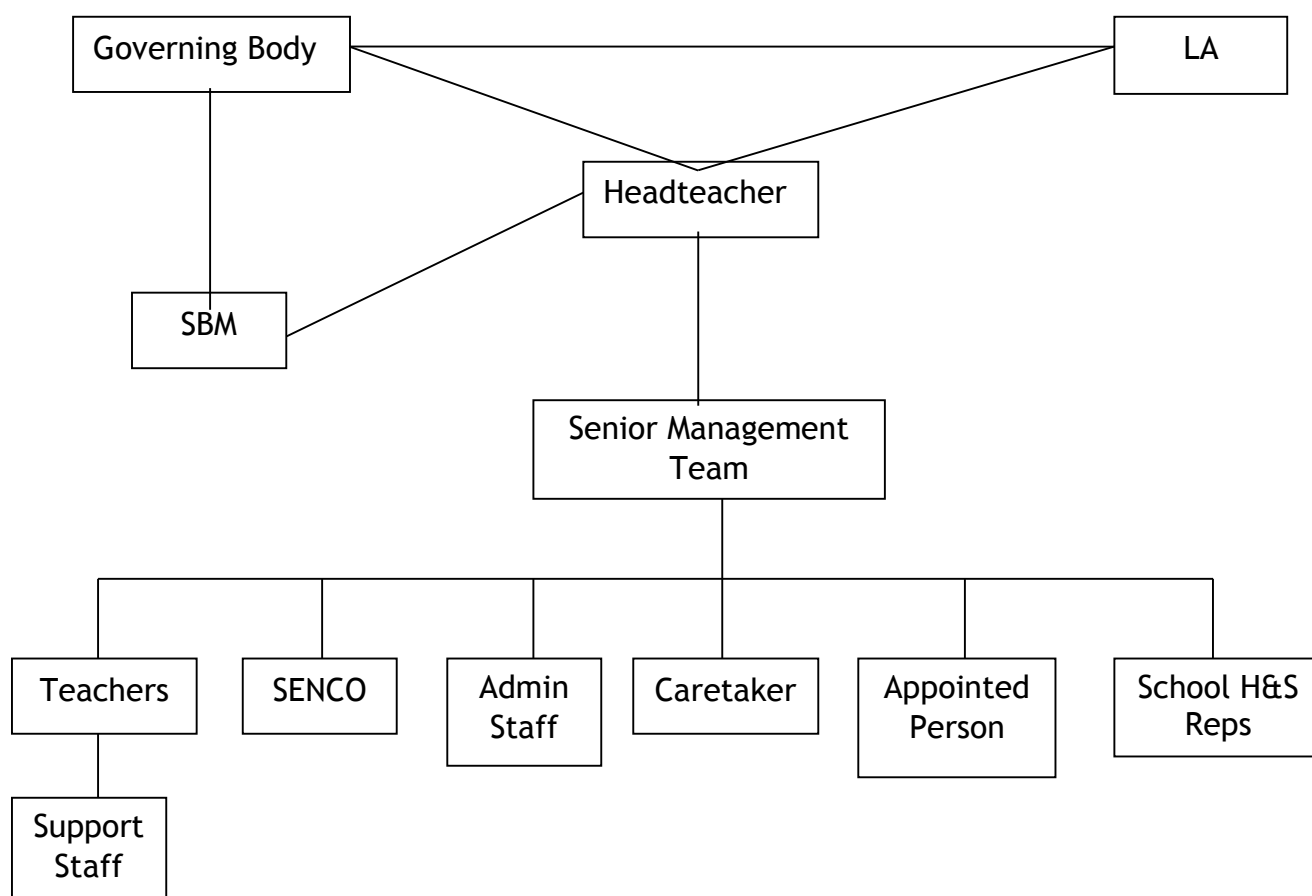
Prescribed and non-prescribed medication that has been authorised will be administered to pupils using the Supporting Children with Medical Conditions in School Policy, Asthma Policy and Reading Borough Council's Supporting Pupils at School with Medical Conditions policy.

Employee's may need to bring their own medicine into school. They have a clear personal responsibility to ensure their medicines are not accessible to children.

Educational Visits

Educational visits will be organised following guidance contained in DfE documentation and the RBC guidance documentation. The Educational Visits Co-ordinator is the Headteacher. See also the Supporting Children with Medical Conditions in School Policy.

EP COLLIER PRIMARY SCHOOL
HEALTH AND SAFETY ORGANISATIONAL CHART



FIRE DRILL PROCEDURE

Emergency Evacuation Plan

Responsibility for Fire Drills

It is the responsibility of the Headteacher and Governing Body of the premises to ensure that fire evacuation drills are carried out. Fire evacuation drills should be held at least once per term.

The Purpose of the Fire Drill

Fire drills are intended to ensure, by means of training and rehearsal that in the event of fire:

- the people who may be in danger act in a calm and orderly manner
- those people who may have designated responsibilities carry out their tasks to ensure the safety of all concerned
- the escape routes are used in accordance with a predetermined and practised plan
- evacuation of the building is achieved in a speedy and orderly manner
- people will react rationally when confronted with a fire or other emergency at school or elsewhere

Instructions for Person Responsible for Calling the Fire Service (also to be posted adjacent to the telephone and main control panel)

On Hearing The Fire Alarm

- Call the Fire Service by telephone
- Dial "999"
- Give the operator your telephone number (0118 901 5470) and ask for "Fire Service"
- When the Fire Service replies give the exact address:
 - EP Collier Primary School
 - Ross Road
 - Reading
 - RG1 8DZ
 - Access is via the KS2 playground in York Road
- Do not assume that the call has been received until it has been acknowledged by the Fire Service
- **Note:** If informed of any outbreak of fire by word of mouth, first operate the fire alarm and then call the Fire Service as above

Instructions to Staff in Case of Fire

(general instructions to be observed by staff)

In the event of fire, it is the first duty of all concerned to prevent injury or loss of life. For this purpose you should make certain that you are familiar with all means of escape in case of fire. Since there may be an opportunity in the event of fire, for you to attack it with the nearest fire extinguisher, you should also be familiar with how to use them.

Immediately you discover a fire or one is reported to you, you should:

- **Sound the Alarm**
- Evacuate the building following the fire drill routine

Fire Drill Routine

Alarm Operation

- anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point

Calling the Fire Service

- all outbreaks of fire or any suspected fire, however small, should be reported immediately to the Fire Service by the quickest means available. This task is the responsibility of the school secretary or whoever is providing cover in the office in their absence

Evacuation

- on hearing the fire alarm, teachers must lead their pupils from the building in a calm, orderly manner via the nearest available fire exit
- support staff must 'sweep' the toilets and other teaching areas that they pass on their way out
- the person in charge of each class must indicate the exit route to be used and everyone must assemble in the playground at their predetermined assembly point
- pupils must line up in register order facing away from the school
- pupils must travel in silence so that they can hear any instructions that they are given
- pupils must not run in order to avoid panic
- staircases to be de-escalated in two's or three's as directed by the class teacher. Overtaking of classes or individuals must not be permitted
- lifts must not be used
- anyone who is not in class when the fire alarm sounds must go immediately to the assembly point
- no one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, or, in the case of a fire evacuation drill, by the senior person in charge
- specific arrangements must be made for pupils with physical or mental disabilities to ensure that they are assisted during evacuation

Assembly

- the KS1 playground is designated as our assembly point
- the assembly points for each class are clearly marked

- children from the Speech and Language Resource should return to their mainstream classes
- if it is necessary to evacuate to a further point than the school playground, instructions will be issued by the person in charge
- staff should be aware that the emergency services will be accessing the building via the KS2 playground on York Road

Roll Call

- the SBM will have overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises
- attendance registers, visitors book and staff board will be brought to the assembly point when the alarm sounds by the school secretary
- immediately that classes have assembled at the assembly point, registers will be distributed by the school secretary and a roll call should be taken by the class teacher to ascertain that no one remains in the premises
- any visitors or contractors in the premises at that time must be included and will be checked by the school secretary
- each teacher must report to the SBM (or other nominated person in charge of the evacuation procedure in his/her absence) to verify that everyone in their charge is accounted for or to inform him/her of the number of persons missing

Meeting the Service

- the caretaker will meet the fire Service in the KS2 playground
- the person in charge of the roll call must identify him/herself to the Fire Service on their arrival. Typical information the Fire Service will want to know:
 - is everyone accounted for?
 - if anyone is missing, how many? What is their usual location? Where were they last seen?
 - where is the fire? What is on fire? (It may not be apparent)
 - are there any hazardous substances involved in the fire or stored in the building? (ie. Chemicals, Solvents, Liquefied Petroleum Gas or Acetylene Cylinders etc).

Instruction, Training and Recording

During the first week of term or as soon as practically possible thereafter, all new entrants (pupils or staff) should be conducted around the primary escape routes of the school. They should also receive instruction on the school fire evacuation routine.

A record of the training and instructions given and fire drills held will be recorded and will include the following:

- date of the instruction or fire drill
- duration
- name of person giving the instruction
- names of persons receiving instruction
- nature of instruction or fire drill

Fire drills shall be carried out at least once per term. The fire drill may simulate that one escape route is not available. Each fire drill should be started by a pre-determined signal and the whole premises checked as if any evacuation was in progress.

Staff Responsibilities

Role	Responsibility	Who?	Who in their absence?
Person in Charge	Overall responsibility for safe evacuation of the building	Head	SBM, Deputy Head
Roll Call	To ensure that roll call completed and liaise with Fire Service	SBM	Secretary, Deputy Head
Call Fire Service	To contact fire Service	Secretary	Finance Officer, other office cover
Take out office emergency bag	To ensure that correct equipment and information is taken out of the building	Secretary	Finance Officer, other office cover
Take out equipment emergency bags	To ensure that correct equipment is taken out of the building	Caretaker	SBM
Teaching Staff	To lead pupils from building, take class register and inform SBM	Class teachers	Cover
Support Staff	To follow pupils out of building and sweep any communal areas that they pass	Classroom Support Staff	

- Fire notices are displayed at every call point and in every room.
- Escape routes are checked by the Caretaker every day.
- Fire Extinguishers are maintained and checked by RBC (or their agent) annually.
- Alarms are tested by PEL every quarter.
- Emergency lighting is tested by PEL twice a year.
- The EMERGENCY WARNING is the ALARM SIGNAL ringing continuously.
- Disabled pupils' timetables will be held in the school office for access in an emergency. The Head will discuss with any disabled pupils and their parents the evacuation procedure in case of an emergency and draw up a Personal Emergency Evacuation Plan (PEEP).

INCIDENT REPORTING AND INVESTIGATION

All incidents will be reported in accordance with guidance contained in RBC COP - Accident Reporting.

The Reading Borough Council Incident Report Form Book is kept locked in filing cabinet 2 in the school office.

To comply with the Data Protection requirements, individual incident reports will be removed from the Incident Book, passed to the SBM and stored securely to ensure that personal details remain confidential.

Minor accidents to pupils and visitors will be reported on the premises' Very Minor Accident/Incident Record. These forms are held at the first aid station in the KS1 toilets and in the nursery staffroom.

Investigation of Incidents and Remedial Action

The SBM will investigate all incidents and make appropriate recommendations to the Headteacher to prevent a recurrence.

Reporting

The person responsible for recording and reporting of incidents to RBC and maintaining records is the SBM.

BOMB THREAT/HOAX PROMPT CARD

If you take a phone call from someone who claims to have information about a bomb:

	✓
1. Stay calm	
2. Let them finish the message without interruption. Try to record EXACTLY what they say, especially any codeword they might give.	
3. Make a note of: <ul style="list-style-type: none"> • The exact time of the call • The caller's sex and approximate age • Any accent the person has, or any distinguishing feature about their voice eg. Speech impediment, state of drunkenness etc. • Any distinguishable background noise 	
4 When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller: <ul style="list-style-type: none"> • Where is the bomb? • What time is it due to go off? • What kind of bomb is it? • What does it look like? • What will cause it to explode? • Why are you doing this? • What is your name? • What is your address? • What is your telephone number? 	
5 Dial 1471 - you may get the details of where the phone call was made from, especially in the case of a hoax caller.	
6 Report the call to the police and the Headteacher/nominated deputy immediately. In the extremely unlikely event that there was a codeword with the message, and the location of the bomb was given as a location other than the school, follow the same procedure - report the call immediately to the police, and then notify the Headteacher.	

GUIDELINES TO CONTRACTORS WORKING ON SITE

These guidelines reflect good practice for working within a school environment and should be followed by all Contractors' personnel, although separate arrangements may be agreed prior to the start of larger projects where a Site Foreman has been appointed to the project or CDM regulations apply.

- In the absence of a Site Foreman agreed to and appointed by the Contractor, report to the School's Main Office, sign in and collect a visitor's badge. Request to meet the School's SBM to agree access and arrangements for completing the work required.
- On no account must Contractors negotiate arrangements for access with members of staff other than the SBM or other nominated member of staff.
- All work must be carried out following the most recent health and safety regulations.
- No trailing leads or cables, left across corridor floors causing trip hazards. If semi-permanent, cables can be taped down.
- Corridors and access routes must be kept free of obstacles, unless agreed otherwise with the Caretaker, with adequate notice given to warn Visually Impaired students.
- No smoking on-site or off-site by the Main Gates.
- No use of radios.
- No foul language.
- **Under no circumstances** communicate or in any way fraternise with students. If any student is causing a nuisance, report immediately to the school office. In part, this measure protects Contractors from false accusation.
- **Under no circumstances** should there be any physical contact with students. In the very unlikely event of being physically attacked by an EP Collier pupil, the Contractor must act in self-defence only and endeavour to get away from the situation as soon as possible. If practical, Contractors should avoid congested corridor areas during lesson changeovers.
- All vehicles must be parked in areas agreed with the SBM or nominated member of staff.
- Only staff toilets (indicated as such) must be used. Under no circumstances should a contractor use student toilets.

Thank you for your cooperation.