



Making the most of everyone.

Health and Safety including Site Emergency Policy

Policy Reviewed June 2023
Policy Valid June until 2025

Signed:

(Chair of Governors)

Ysgol Penmorfa

Health and Safety Policy

Policy Statement

According to the Health and Safety at Work Act of 1974 the overall responsibility for Health and Safety rests with the employers. However, with the advent of L.M.S. this responsibility was transferred from the Local Authority to the Governing Body. This policy has been produced by the governing body, subject to an annual review to take account of changes in requirements and legislation. It is the intention to ensure that the school complies with all aspects of the Health and Safety at Work Act and all subordinate legislation in order to ensure that Ysgol Penmorfa is a safe environment for all children, staff and visitors.

Purpose of the Policy

- To provide a safe and healthy environment for children, teaching staff, non-teaching staff and all other people who come onto the premises of our school.
- Ensure that all members of the school community understand their responsibilities in maintaining a healthy and safe environment.

Responsibilities and Organisation

The role of the Health and Safety Representative

The Headteacher has been nominated as site manager and as the Health and Safety Representative at the school. Her role is:

- to investigate potential hazards and dangerous occurrences at school and to examine the cause of accidents in the workplace
- to make representations to the employers on general matters affecting the health, safety and welfare at work of the employees and the children at school
- to carry out inspections with the governors and to carry out risk assessments each year
- to attend meetings/courses in relation to Health and Safety at the school.

The role of the Governing Body

The Health and Safety sub-committee will:

- assist the Headteacher in carrying out regular audits of the school, participating in risk assessments (Appendix 1 and 2)
- consider the Health and Safety inspection reports and will act accordingly upon matters reported by informing the Local Authority and the full Governing Body
- take active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained
- ensure that safe working practices and procedures are applied within the school
- establish a consistent system for reporting, recording and investigating concerns and accidents
- ensure that all members of the school community are aware of their own responsibilities.

The role of the Headteacher

- to take responsibility for the day to day operation of the Health and Safety Policy

- to liaise closely with any trade union representative, the school nurse, the Denbighshire Health and Safety Department, Denbighshire Building Services and other outside agencies.

The role of Teachers and Support Staff

- To promote a spirit of safety consciousness amongst the children, ensuring that they understand the codes of practice such as fire procedures and are conscious of their own responsibilities in taking personal care for their **own** safety **and** that of others.
- To ensure that they are familiar with school procedures such as
 - A) Fire evacuation
 - B) Lockdown procedure
 - C) School visits
 - D) Health and safety in practical subjects such as PE, DT and Science
 - E) First aid
 - F) Healthy eating and promoting healthy life styles (See healthy eating policy)
- To ensure that the pupils are well disciplined and orderly and that outside play is safe and well supervised.
- To complete a health and safety referral form and submit it to a member of the School Management Team should they notice any Health and Safety hazards. (Appendix 3)

The role of Parents

- to ensure that children attend in good health
- to provide prompt notes to explain all absences
- to work in partnership to support the school maintaining high standards of discipline
- to accept responsibility for the conduct of their children at all times
- to keep the school informed about changes in address and telephone contact numbers.

Health and Safety Monitoring Procedures

Health and Safety will be monitored by means of the following procedures:

Procedure	Time	Persons Responsible
Annual Audit Sheet	Summer Term	Health and Safety sub-committee
Fire Drill	Termly	Headteacher
Lockdown Drill	Yearly	Headteacher
PE Equipment Check	Yearly	Local Authority
Fire Equipment Check	Yearly	Local Authority
First Aid Boxes	Weekly (Fridays)	Helen Wardell
Electrical Appliances	Yearly	Local Authority
Accidents Analysis	Termly	Headteacher
Review of Policy	Bi-annually (June)	Health and Safety sub-committee
Risk Assessment	Annually	Health and Safety Committee

Risk Assessment

The interior and exterior of the school will be inspected annually. A health and safety checklist will be used to ensure that all areas have been assessed. Those areas which reveal potential hazards will have a more detailed risk assessment and the Denbighshire proforma will be completed.

Fire Procedures and Drills

During an academic year there will be at least three fire drills, one per term. A fire evacuation plan is on display on the wall of each classroom and by the main entrance of the school. In the event of a fire/drill the following procedures will be adopted:-

- a) Call the alarm company to inform them of the fire drill.
- b) Call the fire service to inform them of the fire drill.

Parents/carers will not be notified of a fire drill.

When the alarm is sounded

- **teachers** will leave the building escorting pupils and visitors etc. by the nearest safe exit at the time of the alarm
- **kitchen staff** will vacate the kitchen through the nearest fire exit
- **school secretary** will leave by the nearest exit
- **caretaker** to report to the Headteacher as soon as possible if on the premises
- Pupils and staff working in the school hall will leave via the nearest fire exits and onto the main playground

No one is allowed back into school to collect personal belongings

On arrival at the assembly points, class registers will be taken immediately. In the case of an actual fire the **Headteacher** will report to the fire officer on the arrival of the Fire Service. No one is to re-enter the building unless authorised by the Fire Officer.

In the case of a Fire Drill the Headteacher will indicate when to re-enter the building.

During a lunchtime fire alert **the school cook** will need to:

1. take all appropriate steps to confine danger
2. oversee the evacuation of the kitchen area
3. close all doors to confine the fire.

THE MAIN PRIORITY FOR ALL ADULTS INVOLVED IS TO ENSURE THE SAFETY OF THE CHILDREN AND TO VACATE THE BUILDING AS QUICKLY AS POSSIBLE.

All **visitors** must sign in at the main office. In the case of a fire drill the **secretary** will take this list to the assembly area and will check that any visitors are present.

Before **concerts** visitors will be told about the fire exit positions.

A record of fire alarm activation is kept in the log book. Details of reset codes are kept in a file in the Caretaker's office.

Lockdown Procedures and Drills

During an academic year there will be at least one drill. Lockdown procedures are seen as a sensible and proportionate response to any external or internal incident which has the potential to

pose a threat to the safety of staff and pupils in the school. Procedures aim to minimise any disruption to the learning environment whilst ensuring the safety of all. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school

In the event of a lockdown the following procedures will be adopted:-

- Staff and pupils will be alerted to the activation of the plan through the sound of three continuous bells and verbal instruction.
- Pupils who are outside of the school building are brought inside as quickly as possible, unless this endangers them and others, and assemble in the hall. Those already inside the school should remain in their classrooms. Any year 3 and 4 pupils in the main building (ALN etc) are to remain in the class they are in/go to the main office.
- All external doors and, as necessary, windows are locked (depending on the circumstances). Internal classroom doors may also need to be locked.
- Once in lockdown mode, staff should notify the senior member of staff to instigate an immediate search for anyone who is missing.
- Staff should encourage pupils to keep calm.
- As appropriate, the school office will establish communication with the Emergency Services and notify Denbighshire County Council and the Chair of Governors
- Parents/carers will be notified of any real event as soon as it is practicable to do so via text messaging or phone call.
- Pupils will not be released to parents during a lockdown.
- Parents/carers will not be notified of a lockdown drill.

THE MAIN PRIORITY FOR ALL ADULTS INVOLVED IS TO ENSURE THE SAFETY OF THE CHILDREN.

A record of lockdown activation is kept in the log book.

Accidents

- All accidents and injuries to pupils must be entered in the Accident books provided in the first aid areas. Accidents to staff must be reported in the Accident Book which can be found in the main office.
- The Headteacher should be notified of any accident or injuries which are deemed serious or need further treatment. The same is true if a parent has been notified and is collecting a child during the lunch break. In the case of a head injury parents will be notified as a matter of course. In the event of a child losing consciousness an ambulance will be called. Injury letters are available in the main office.
- Accident forms are to be completed and returned to the main office as soon as possible after the accident. These forms will then be used to complete an electronic record of the event.

- There is one fully qualified first aider in school. All other staff have the emergency first aid qualification.

In the event of a serious accident the fully qualified first aider should be informed immediately. First Aid boxes are to be found in the Medical Room, School Kitchen, and each year group.

Sun Safety Policy (See the sun safe policy)

- Parents should provide sun hats and suitable protective clothing on sunny days
- Parents should provide sun cream on sunny days and ensure that the children know how to apply it themselves. Staff will not apply sun creams to pupils.

Out of School Journeys (See school visits policy)

When considering an off-site visit with pupils, class teachers must complete a Trip Application proforma to be submitted to the Headteacher well in advance of the proposed visit. Some of the most important facts to consider are as follows:-

- Parental Consent Forms must be issued and completed.
- Permission for the proposed visit should be obtained from the External Visit Coordinator (Headteacher).
- All letters to parents must consider the school's charging policy.
- Staffing/adult ratio to children must be adequate for the age and number of children. Years 1 to 3 will be 1 adult to 10 pupils. Years 4 to 6 will be 1 adult to 12 pupils.
- The leader of a residential or adventure activity must be appropriately qualified for the activity.
- The information given to the parents prior to the visit must be as detailed as possible.
- A suitable First Aid Kit should always be taken.
- All foods/drinks must be carried in suitable containers i.e. no glass etc.
- The External Visits Coordinator will ensure that insurance arrangements have been made. A policy with Zurich Municipal is maintained for all school visits.
- The group leader should always be familiar with the venue so arrangements should be made for an exploratory visit and to carry out a risk assessment.
- A school visit arrangements form should be completed. One copy taken by the leader and another left in the school office. This contains details of party size, supervisors, travel arrangements, timetables and phone numbers of the venue.
- A mobile phone should be taken on all out of school visits.
- The group leader should take a copy emergency telephone numbers for each child on residential visits.
- Governing body will be informed of residential trips to Nant BH, Pentrellyncymer and Glan Llyn. For any other residential trips the governing body will be consulted and appropriate checks will be carried out.

Transport Arrangements

Children should be reminded of the following regulations

- Wear a seat belt.
- Not tamper with the vehicle's equipment.
- Not leave bags or any objects in the aisle.

- Stay in their seat while the vehicle is in motion.
- Not to leave the seat unless instructed by an adult to do so.
- Not to disturb the concentration of the driver.

If private cars are used the driver must have insurance and the vehicle must be roadworthy. Separate permission must be obtained from parents for children being carried in a private car. A group leader should discuss with parents details of any medical needs. For residential visits, details of any dietary requirements should be obtained.

Supervision and identification of potential hazards

Staff should always be aware of potential hazards at school whilst undertaking their teaching/supervision duties i.e.

- obstructing passages and emergency exits with furniture or items
- spillage of liquids on floors causing slippery surfaces
- trailing wires, cables etc. on the floor or at head height
- misuse of step ladders
- children should not be asked to push heavy furniture about the school. If they are asked to do light work they must be supervised at all times
- children must be supervised when working with equipment associated with craft, science/technology.
- hazardous substances should be correctly labelled and kept in locked storerooms which are not accessible to children
- staff or pupils are not allowed to bring any mains powered electrical equipment from home for use in school.

Guidelines for the teaching of Physical Education

Care, Maintenance and Storage of Equipment

- An annual inspection is made of all large indoor and outdoor Physical Education equipment. However, incidental defects can develop and when this is seen the matter needs to be reported to the Headteacher immediately.
- If the above is not fixed immediately, the equipment must be withdrawn and the Headteacher notified of the action taken.
- Suitable storage should be considered to ensure ease of access. The teacher taking the class has a responsibility to teach the pupils how to handle the apparatus. All small equipment should be returned to the appropriate storerooms and locked away after use.
- Children must be encouraged to use and look after all equipment properly.

Safety Checklist

Before any P.E. activity the teacher in charge should carry out a checklist of safety precautions:

- remove dangerous obstructions
- check that the floor surface is clear
- check that appropriate footwear is used
- check that the children have removed watches and jewellery

- ensure that the children's T-shirts are tucked in, and long hair is tied back
- check that all equipment such as wall frames are secure
- the teacher should also wear appropriate clothing
- be aware of any medical issue, particularly if teaching another colleague's class.

Health and Safety in the Early Years

Potential Hazard	Precaution
Possible infection due to digging in the soil	Cover any open cuts Wash hands on returning indoors
Dangerous plants (nettles and thorns)	Children to be taught protocols such as: Not to put plants in their mouths Which plants are safe to touch Washing their hands
Straying from safe areas	Gates to be kept closed Gate to the parking areas to be kept closed Continuous supervision
Injury from equipment	Ensure that a check is carried out on all items of equipment before being used
Injury from stones, glass, low branches	Regular check on playing area. Cutting of low branches
Mud on slopes causing falls	Appropriate footwear Coning off any areas that have a slip hazard.
Possible infection due to touching animals	Wash hands after touching animals Anti-bacterial hand gel for adults to use

Administering Medicines (see Policy for Managing Medicines)

There are usually three sets of circumstances in which requests may be made by parents to administer medicines to pupils at school:

- cases of chronic illness or long term complaints such as asthma, diabetes or epilepsy
- cases where children recovering from a short illness are well enough to return to school but are receiving a course of antibiotics, cough medicine etc.
- pupils who require medication at lunch time for ADHD.

No member of staff will be routinely asked to administer medicines. All medicines will be administered by the Headteacher or the school administrator in the main office. A record will be kept of all medicines administered.

Guidance for Colleagues during Pregnancy (See Policy for pregnancy and maternity)

Colleagues are asked to inform the Headteacher so that a risk assessment can be carried out to protect the mother and the unborn child.

Smoking

Smoking is not permitted within the buildings or on the premises of Ysgol Penmorfa.

Visitors and Security

- All visitors must report to the main office via the main entrance.
- Visitors should sign in on the electronic system on arrival and sign out when they leave school.
- Visitors will be given a visitors badge which they must wear at all times.
- If staff see intruders on the premises the Headteacher/Senior teachers must be alerted immediately.

Contractors

- Contractors must report to the school office before completing work and before leaving.
- Before contractors begin work the Headteacher will determine any safety provisions and regulations while work is proceeding.
- The HT/Secretary will complete the Contractors log sheet
- Contractors will be given details of any asbestos hazards in their working area.
- Contractors should have regard for any health and safety implications of work they are undertaking. They must ensure that:
 - a) barriers are used to protect children and staff from the danger of falling objects
 - b) trailing cables are covered and secured
 - c) slippery surfaces are well marked and protected
 - d) any hazardous substances are inaccessible
 - e) the no smoking policy is followed
 - f) all materials are removed from the premises after the work has been completed
 - g) the Headteacher/senior teachers/secretary is consulted in any matter that may concern the safety of children and adults.

Asbestos

- Most asbestos has been removed from school. Any remaining asbestos is clearly marked on a school site plan contained in the Asbestos Folder in the Main Office.
- No school staff or contractors are to interfere with the asbestos.
- Any issues will be reported to the building services helpdesk Tel:01824 706893
- Contractors will be shown the asbestos site plan, which is kept in the Main Office.

Severe Weather

In the case of severe weather prior to 9.00am, The Headteacher and senior leadership team will decide whether the school can open. Parents will be advised as they telephone and a message will be given on the school website. If the weather deteriorates during the day parents will be allowed to collect their child. Children will not leave the premises with other adults or children without verbal or written permission of their parents. The Headteacher will only release staff once

sufficient numbers of children have returned home, to enable adequate supervision in line with health and safety requirements.

Emergency Plan

A Major Emergency is “an incident arising with little or no notice threatening to cause harm or injury which cannot be dealt with by the school using its own resources.”

Possible types of emergency:

- a serious incident involving children and staff on or off the premises
- a violent intrusion onto the premises
- the school building becoming unsafe due to fire or structural damage
- the release of hazardous substances
- severe weather
- epidemic such as meningitis
- sudden major injury or illness of a child or adult

Reference should be made to the Denbighshire publication “Preparing for Emergencies and Responding to a major emergency.” This is kept in the Headteacher’s Office. It includes:

- an action plan for dealing with an emergency
- information for staff receiving a call relating to a major emergency
- guidance for group leaders if a critical incident occurs during out of school activities
- guidance for senior staff on learning of a critical incident during out of school activities.

SCIMT group (School’s Critical Incident Management Team)

The Health and Safety sub-committee of the Governing Body is also the SCIMT group. This consists of: Mrs Janet Jones, Mr John Jones, Mr Sharon Davies.

Contact Procedures

During school hours the Headteacher will

- contact emergency services
- contact the EPO (Emergency Planning Officer) of the Local Authority. The EPO will activate other agencies.
- Alert the SCIMT via Janet Jones

The Governors have a “Telephone Tree” for notification. Out of school hours, the Headteacher will inform all staff.

Emergency Contact Numbers

Police – 101

Property Services Helpdesk – 01824 706 893

Denbighshire Press office – 01824 706222

Health and Safety Officer – 01824 712516

LEA Emergency Planning Officer 01824 706969

Chair of the Governing Body 01745 852490

School Nurse 03000 856971

Educational Social Worker Prestatyn High School 852312

Social Services 01824 01824 712200

Electrical Contractor – EG Morris 01745 813272

Criminal Records Checks

All employees and volunteers who work directly with children must be referred to the Criminal Records Department at Denbighshire County Council. A yellow referral form will be completed by the Headteacher once identification documents have been presented.

Monitoring the Impact of the Policy

Governing Body will review the equality impact assessment for this policy to monitor the outcomes and impact of the policy in line with equalities legislation.

Appendix 1 - Hazard identification checklist

This is simply a list of things to look at as you go around the school. Not all items will be relevant, visible or accessible. The task of the tour team is to assess the condition of what they can see.

Building fabric (Governors Health and Safety Committee)

- Signs of settling, cracks, holes
- No holes in the roof, secure flashings
- Drain pipes and gutters look sound
- Asbestos content, has there been a survey and is there a management system
- Indoor temperature and temperature control
- Lighting is working and is adequate
- Cleanliness, no graffiti
- No excessive waste materials
- Work stations and seating
- Condition of floors
- Condition of traffic routes
- Risk of falling objects from shelves etc
- Doors and windows fully open and fully close
- Condition of window skylights
- Doors and gates
- Sanitary conveniences
- Washing facilities
- Drinking water

General housekeeping (Governors Health and Safety Committee)

- Doors clear of obstructions
- No excessive litter lying about, litter bins available
- All items put away in correct place not left just anywhere, no temporary stores that have become semi-permanent
- General cleanliness
- Cupboards and store rooms closed, locked if appropriate
- Windows reasonably clean

Classrooms (senior management team)

- Condition of tables, desks, chairs
- Adequate space for pupils, teacher and support staff
- Lighting
- Emergency lighting
- Floor condition
- Room temperature
- Condition and positioning of room heaters
- Temperature of heaters, pipes, radiators (max 43°C in schools)
- Computers – condition, screen glare, ergonomics
- PAT testing of potable equipment
- Other classroom equipment – condition, suitability, availability
- Access and egress

Accidents and first aid (HT and Nominated Person: Mr. P Nolan)

- Adequate first aid provision in place
- Accident report forms available
- Adequate training to know what to do in event of an accident or incident, who to inform, (school, parents, HSE)
- Access to first aid personnel, names and contact details displayed
- Access to first aid equipment
- First aid kits contain appropriate equipment, adequately stocked
- Emergency numbers known and displayed

Traffic management (senior management team)

- Do pedestrians need to be in areas where vehicles are?
- Segregation between pedestrians and vehicles – physical barriers, safe by distance? kerbs
- Speed of vehicles – high speed impact, low speed impact
- number of vehicles, number of pedestrians, age of pedestrians, disabilities,
- Vehicle movement restriction when pupils about
- Parking – adequate, causing blind spots, causing obstruction, preventing access or egress.
- Vehicle type – car, bus, van, delivery lorry, bin lorry
- Drivers – teaching and support staff, parents, visitors, contractors, deliveries, pupils, others
- Warning signage – quantity, type, visibility, language, pictogram, clean, faded

Ergonomics (senior management team)

- Work layout designed to be comfortable, not need for continuous stretching, bending or twisting
- Object lifting – weight, shape, stability, start and finish position, personal capabilities for lifting, assistance required, route clear, route stable and flat, floor condition suitable
- Adequate work space to allow free movement

Electrical equipment (Governors Health and Safety Committee)

- Start stop switches clearly marked and easily accessible
- Local isolation and lock off – emergency shutdown procedure in place
- No signs of damage, wear, abrasion, heat damage
- Portable appliances in serviceable condition, tested and tagged
- Cables not posing trip hazard
- Power circuits have RCD devices installed – tested regularly
- No water or other liquid near electrical supplies or appliances
- No bare electrical conductors
- No unauthorised equipment.
- Adequate information, instruction and supervision

Fire, fire fighting, warning and evacuation (Headteacher)

- Local fire authority specialists involved
- Fire assessment in place as required by the Fire precautions (workplace) regulations, actions carried out, accessible
- Fire fighting equipment present. Adequate, correct type, maintained, within test period, signs of identification
- Fire exit routes clearly signed with appropriate signs to comply with safety signs and signals regulations
- Fire exit routes have suitable floors i.e. flat, even, low risk of slips, trips and falls
- Fire doors closed, form a seal, correct construction
- Fire doors will open without restriction, not locked or blocked
- Fire doors open outward in direction of exit
- No obstruction in emergency exit route or doors (or windows where they are part of the emergency exit route)
- Exit doors are not externally obstructed allowing a route to muster points
- Muster points clearly identified, staff and pupils informed of where they are and the routes to take,
- Emergency lighting adequate, regularly tested
- Adequate alarm sounders to be heard everywhere
- Everybody knows what to do in the event of an alarm
- Test procedure, maintenance of systems
- Emergency evacuation simulations, regular, monitored, recorded.

Appendix 2 – Safety Tour Record

Date _____ Carried out by _____

Location Checklist

Foyer		Meeting Room		Secretary's Office		Head's Office	
Year 1		Year 1 Toilets		Early Years		Early Years Toilets	
Staff room		Pre-school		Medical Room		Year 1 corridor	
Main Corridor		Accessible Toilet		Schools Hall		Stage	
Canteen		Hall Entrance		Year 2		Sunshine Room	
Resources Room		Library		Year 2 Toilets		Year 3 Toilets	
Year 3		Year 4		Stairs		Art Room	
ALN Room		Outdoor Classroom		PE Store		Quad	
Year 5		Year 6		Boiler Room		Gardens	
Early Years Play-ground		Main Playground		Lower Playground		Forest School	
Upper car park		Lower car park		Field		Balance Trail	
Clwb Penmorfa building		Clwb Penmorfa yard		Building yard		Animal care	
Forest school		Orchard		Junior quad			

YSGOL PENMORFA

Safety Tour record

Date of tour:-

Tour carried out by:-

[illegible]



Appendix 3 - Health and Safety Notification Form

This form should be completed by any member of staff who becomes aware of an issue that might pose a threat to the health or well being of themselves, another adult or child. It should be handed to the Health and Safety Officer - the Headteacher immediately.

Location of the Hazard:

Details of the Hazard:

Who could be at risk?

The nature of an injury that might occur

Signed _____ (Reportee) Date _____

Signed _____ (Manager) Date _____

Outcome:

Appendix 4, Ysgol Penmorfa Plan for Possible Emergency Situations

Fire

Follow evacuation protocols, leaving through the nearest exit and assembling on the Main Playground.

- Contact fire alarm company - 0800 043 0182 (Snowdonia)
- Ring the fire station or 999
- In case of a false alarm reset the control box in Main Office – Follow instructions on panel.

Water burst

- Turn off the main stop tap - located in the boiler room, in the far corner of the tank room.
- The street tap is located under a grid cover by the main gate.
- Switch off the heating system (located in the boiler house).
- Report to the property services help line. 01824 706893

Electrical fire / short

- Evacuate the area
- Do not throw water onto an electrical appliance
- Switch off the mains supply in the Switch Room in the hall foyer
- Report to the property services help line. 01824 706893

Gas leak in the kitchen

- Check that all appliances are switched off
- Evacuate the area
- There is an emergency stop tap for the gas in the kitchen (in the small office/toilet)
- Contact Denbighshire Property Services Helpline 01824 706893

Burglary/ break in

- Inform the Police
- Do not touch fittings until the police have carried out tests etc
- If alarm has been activated wait until the police arrive
- If a reset is needed telephone the alarm company 0844 8001999 (ADT)

Adult causing distress to staff or pupils (Refer to the “Adult causing distress” policy)

- Draw the person’s attention to the regulations poster (located by the main entrance)
- Ensure that all entrances are locked
- Inform the police

Pupil causing a threat to other pupils or staff (See the policies on discipline and physical restraint)

- Take the other children away from the danger
- If the child is at risk of causing injury to them self or others, use Timian Restraint Techniques wherever possible
- Immediately inform a member of the senior leadership team.
- Inform the parent
- Inform the Behaviour Support Service
- The SLT should apply the Exclusion Policy if this is considered to be appropriate. This involves a standard letter home to parents.

Injury to an adult or child in school (see the First Aid Policy)

- Report to the First -aiders – Mr P Nolan, Mrs C Wright, Mr M Nolan & Mrs Davies
- All minor head injuries - complete a head injury letter.
- Contact parent/ depending upon the severity of the injury.
- Unconsciousness - immediately call an ambulance.
- Complete the accident/ injury form – located in the Main Office.

Intruders

- Visitors must enter the school through the main entrance.
- All visitors must report to the school office to sign in.
- Visitors must wear a visitors badge at all times.
- Unauthorised visitors should be reported to a member of the SMT immediately.
- If an unauthorised visitor refuses to the leave, the police will be informed immediately.

Injury to an adult or child during school visits (See the school visits policy)

- Contact parent (Emergency numbers should be taken on all visits)
- Ring school
- Call an ambulance depending upon the severity of the injury

Child Protection Issues (see the child protection policy)

- Speak to a member of the senior leadership team.
- Complete a child protection referral form (Office Computer)
- Contact the Social Services child protection team (if appropriate) 01824 712200

Long term absence of the Headteacher

- Inform the Education Department for guidance 01824 708028
- Inform the Chair of Governors - Janet Jones 01745 852492
- Refer to the school diary for appointments.
- See the emergency finance policy/ procedures document.

Severe Weather Procedures (see the extreme weather protocols)

- The children must not be allowed to go home without parental contact
- Inform radio stations in inform them that the school will close
BBC – 02920 322787 Code word – Gwyn
Marcher – 0845 270 2466
- Inform taxi firms - (Roberts Taxis) 01745 853746
- Put notification of school closure on the school website.

Telephone contact numbers

Service	Telephone	
Property Services help line	01824 706893	
Out of school hours Emergency Line	0300 123 30 68	
Burglar Alarm Company (ADT)	08449001999	
Fire Alarm Company (Snowdonia)	0800 043 0182	
Chair of Governors - Governor Tree	01745 852490	
Social Services	01824 712200	
Educational Social Worker	07884268173	
Education Department	01824708028	
List of Key Holders	Keith Davies 07939560370 G4S 08446 200 410	Sharon Davies 07880594331 Phil Nolan 07702 134 493
Local police	101	