



SILCHESTER CHURCH OF ENGLAND PRIMARY SCHOOL

Compassion, Courage & Respect

Health & Safety Policy

VISION STATEMENT

Our **vision** for Silchester is for **everyone to flourish**.

Our school is a place of love, of belonging and family.

We have a heart for people, inspiring everyone to be the best version of themselves:
for themselves, for others, for our community and for our world.

With our roots deeply embedded and nourished by our Christian values, we will **thrive together**.

We will reach out to each other, our community and the wider world with *Compassion* in our
hearts.

We will live bravely, showing *Courage* to keep going when facing challenge.

We will *Respect* ourselves and others, embracing everyone's unique gifts,
and value the contribution that we can all bring to God's world.

Silchester C of E Primary School

HEALTH AND SAFETY POLICY

Date of last review:	September 2025
Name of Headteacher approving this policy:	Glen Golding
Signature of Headteacher:	
Signature of Chair of Governors approving this policy:	
Date for next review of this policy:	September 2028

Statement of Intent

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, Hampshire County Council departments and the occupiers and owners of

premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

Organisation

Employer Responsibility

The overall responsibility for health and safety is held by:

Hampshire County Council

The overall responsibility for health and safety at Silchester C of E Primary School is held by Hampshire County Council who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

Responsible Manager

The Responsible Manager for the premises is:

Glen Golding

The responsible manager for the premises is the Executive Head Teacher who will act to:

- Develop a safety culture throughout the unit/centre/school/premises
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety

- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update the governing body as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

All Employees (including Teachers, Support Staff, Site Staff, and Volunteers)

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the school health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

Governors

The Health and Safety Governor responsible for the premises is:

Danny Gibbons (?????)

The H&S Governor will:

- Ensure that Hampshire County Councils Health and Safety policy is enacted.
- Ensure that safety is effectively managed in schools and that there are processes in place to evaluate the effectiveness of Health and Safety arrangements.
- Ensure that schools Health and Safety policy is formally reviewed and signed off at least every 3 years or when there are any changes and updated where appropriate (recommend that there is an annual review to make sure it up to date).
- Ensure that reasonable steps are taken to safely manage premises, plant, equipment and substances provided for work use are safe and without risk to health.
- Ensure that schools have suitable and sufficient risk assessments in place, findings are documented and communicated to staff and others, controls implemented and are regularly reviewed.
- Ensure regulations and guidelines appertaining to school activities, off-site activities and educational visits are being followed.
- Make decisions on Health and Safety where there is a significant implication in terms of cost.
- Make decisions on Health and Safety standards to be included in contract specifications when they have responsibility for awarding their own contracts.
- Comply with any directions given by Hampshire County Council concerning Health and Safety.
- Promote wellbeing for staff and pupils in terms of their physical, mental and emotional wellbeing.
- Contribute to the schools Health and Safety culture.

Specific Health and Safety Responsibilities

Caretaker/Site Manager

Name of Site Manager:	Shane Cripps
Name of Caretaker:	Julie Reynolds

The Site Manager is responsible for undertaking a wide range of health and safety related duties on behalf of, and under the direction of the responsible manager. He/she is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He/she is to work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or the Children's Services Health & Safety Team as required.

Asbestos Nominated Responsible Person

The Nominated Responsible Person (NRP) for Asbestos is:	Shane Cripps
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The Site Manager is the nominated competent person for asbestos on the premises and acts on behalf of the Executive Headteacher to provide the necessary competence to enable asbestos to be managed safely. They are to annually complete the asbestos e-learning course and all training records are to be retained.

The asbestos competent persons will ensure that all staff have a reasonable awareness of asbestos management and dangers. They are to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental, legislative and corporate requirements. They will advise the responsible Executive Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. They are to work within their level of competence and seek appropriate guidance and direction from the Executive Headteacher and/or the Children's Services Health & Safety Team as required.

All Teachers & Supervisors

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and supervisors. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

Resources Committee

The Resources Committee assists in the assessment of safety related matters and provides appropriate support to the responsible manager. The committee meets once every half term where it regularly receives reports from the Executive Headteacher, monitors and discusses on-site health and safety related activities, and recommend any actions necessary to maintain

a high standard within the Federation. The resource committee staff of the Governing body will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

Fire Safety Co-ordinator

The Fire Safety Co-ordinators are the competent persons for fire safety on the premises and act on behalf of the responsible manager. They are to attend the fire safety co-ordinator training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the Executive Headteacher and/or the Children's Services Health & Safety Team as required.

Facilities Management Trained Staff

Children's Services Department require that every site have a facilities management trained member of staff who is the competent person for the overall management of general premises facilities and acts on behalf of the responsible manager. He/she is to attend the facilities management training course and refresh this training every 6 years. He/she is responsible for the local management and completion of day-to-day premises matters and duties. He/she is to work within their level of competence and seek appropriate guidance and direction from the responsible manager and/or Children's Services Health and Safety Team as required.

Health & Safety Representative (or Governor)

The premises health and safety representative (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their health and safety at work. He/she is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

Legionella Competent Person

The Nominated Responsible Person (NRP) for Legionella is:

Julie Reynolds

The Site Manager/Caretaker is the nominated competent person for Legionella on the premises and acts on behalf of the responsible manager to provide the necessary competence to enable Legionella to be managed safely. He/she is to annually complete the Legionella e-learning course and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. He/she will advise the responsible manager of any condition or situation relating to Legionella which may affect the safety of any premises users. He/she is to work within their level of competence and seek

appropriate guidance and direction from the responsible manager and/or the Children's Services Health & Safety Team as required.

Accident Investigator

The Nominated Responsible Person (NRP) for Accident Investigation is:	Glen Golding
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The on-site nominated trained accident investigator is Glen Golding who will lead on all accident investigations in accordance with departmental and corporate procedures.

Names of persons fulfilling the Roles and Responsibilities listed within this section of the policy can be found in Appendix A.

COSHH Assessor

The COSHH Assessor is:	Julie Reynolds
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The COSHH Assessor will attend the COSHH assessor training course every 3 years.

The COSHH Assessor is the competent person for the assessment of all the hazardous substances on the premises. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

DSE Assessor

The DSE Assessor is:	Stefanie Ough
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The DSE Assessor will attend the DSE assessor training course every 3 years.

The on-site trained DSE Assessor's role is to support the school with assessing the needs of the DSE Users in accordance with corporate procedures.

On-Site Health & Safety Co-ordinator/Officer

The H&S Co-ordinator is:	Shane Cripps
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The on-site H&S Co-ordinator/Officer for the school will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Responsible Manager.

They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

Risk Assessor

The Risk Assessor is:	Glen Golding
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The Risk Assessor will attend Risk Assessor training every 3 years.

The Risk Assessor ensures risk assessments are completed and hazards are identified, assessed and managed. They will work within their level of competence and seek appropriate guidance and direction from the Children's Services Health & Safety Team as required.

Site Safety Trained Staff

The Site Safety Managers for the premises are:	Glen Golding Shane Cripps Julie Reynolds
They will attend the Safety Awareness for Facilities Managers training course every 3 years.	
The site safety trained employee is the competent person for the overall management of school premises and facilities, and acts on behalf of the Responsible Manager. They are responsible for the local management and completion of day-to-day premises tasks.	
They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.	

Work at Height

The competent person/s for work at height on the premises is:	Shane Cripps Julie Reynolds
They will attend the Caretaking Support Service Ladder & Stepladder Safety course every 3 years.	
The competent person for working at height acts on behalf of the Headteacher and will ensure work at height is carried out safely. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.	

ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Silchester School and are to be used alongside other current school procedures & policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

Accident/Incident Reporting & Investigation

The on-site management, reporting and investigation of accidents, incidents and near misses is carried out in accordance with departmental and corporate policy requirements.

Any accident, incident or injury involving staff, visitors, contractors and the more serious accidents/incidents to children are to be reported and recorded on the HCC Accident/Incident reporting form stored in the school office. This will then be added to the on line system as soon as practical.

A copy of the completed form is then automatically sent to Children's Services Health and Safety Team. The person reporting the incident and the manager will receive a request to carry out an investigation and a link to record this on. The purpose and intended outcome of the investigation is to identify the immediate and underlying cause of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

Minor accidents to pupils are to be recorded in the minor incident book located in the medical room or in the year group first aid boxes.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) will be notified to the Children's Services Health & Safety Team for them to report. A copy of the form will then be created by CSHST and sent to the HSE.

The Executive Headteacher will ensure that the governing body is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by Glen Golding for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school/premises staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Administration of Medicines

Arrangements regarding medicines are set out in the First Aid and Administration of Medicines Policy.

Asbestos Management

Asbestos management on site is controlled by the Site Manager who is the competent person. Asbestos registers as issued by PBRs are located in the individual school offices and are to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

Any changes to the premises' structure that may affect the asbestos register information will be notified to PBRs in order that the asbestos register may be updated accordingly.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Executive Headteacher and/or the asbestos competent person who will immediately act to cordon off the affected area and contact the PBRs Asbestos Team for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to Executive Headteacher and/or asbestos competent persons.

Child Protection

Arrangements regarding child protection are set out in the Safeguarding Policy.

Community Users/Lettings/Extended Services

The Executive Headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements

- A risk assessment for the activity is completed using RATF-047A or RATF-047B
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment
- A copy of the H&S policy is cascaded to users for reference of school H&S arrangements

Contractors on Site

HCC approved contractors are always to be used for contractual work on the premises. Where non-HCC approved contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. The departmental CSAF-013 Safe Selection of Contractors Checklist is to be used to determine competence of non-HCC contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to the school office where they will be asked to sign the visitors book and asbestos register.

Host staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant subject managers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, and Art, as issued by CLEAPSS, HIAS and Hampshire County Council. Heads of Department and the appropriate subject managers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Display Screen Equipment

All users must complete the display screen equipment e-learning course every year without exception. All office users must carry out periodic workstation assessments using CSAF-001 Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

Electrical Equipment

The Executive Headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Defective equipment must not be used, it shall be taken out of use immediately and reported to the Site Manager for repair or disposal
- All portable electrical equipment will be inspected/tested annually by a competent person
- The Site Manager will be the competent person and will receive suitable training to enable the work to be carried out to current standards
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the Executive Headteacher in order that it can be added to future PAT testing schedules

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the Site Manager and attended to as soon as possible.

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plan. The school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The Executive Headteacher will ensure through the fire safety co-ordinator that:

- All staff complete the mandatory fire safety induction e-learning course every year
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the school.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

General Equipment

All general equipment requiring statutory inspection and/or testing on site (eg. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors as provided by the term contractor under PBRS arrangements, or as locally arranged.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported to the Site Manager and immediately taken out of use until repairs can be carried out.

Glazing

Glass and glazing on site has been surveyed and risk assessed to ensure that it is suitable safety glass for the area in which the glazing is located, this includes taking account for the activities undertaken and types of children at the school. The survey and assessment are kept electronically on the T drive and is reviewed annually or when there are changes to the premises.

Hot Water and Hot Surfaces

Arrangements for the managing of hot water and hot surfaces have been put into place to protect, students, staff and members of the public. The hazards have been identified and recorded in the relevant risk assessment.

Control measures have been put into manage the risk and these have been shared with staff and where necessary others. If a new hazard is identified or brought onto site this needs to be notified to the risk assessor for adequate control measure to be put into place.

The control measures include:

- Clearly marking hot water sources
- Only allowing children to access temperature controlled hot water unsupervised.
- Hot pipes and surfaces being boxed in

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the Executive Headteacher. The premises COSHH assessor acting on behalf of the Executive Headteacher is the Site Manager.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage when not in use which is in the Site Managers cupboard for these premises. This is to remain locked at all times.

Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book and reported to the Site Manager.

Routine documented inspections of the premises will be carried out every half term in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010 Half Termly Premises Safety Inspection Checklist. These routine documented inspections are normally completed jointly by a governor from the Resources Committee and the Site Manager. Where the Site Manager is not involved in the inspection any defects identified shall be reported to the Site Manager at the earliest time. Any identified high level risks or safety management concerns are to be actioned at governor's resources committee.

Periodic detailed inspections of the premises' safety management system will be carried out every year by Health and Safety Manager, Health and Safety Governor, Site Manager and Executive Headteacher. These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted CSAF-004/CSAF-011 Annual H&S Inspection Checklist.

It is the schools responsibility that the termly H&S web monitoring form is completed is by Glen Golding. This monitoring form will focus on different areas each term and is an integral part of the School and CSHST monitoring programmes.

Kitchens

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is Caterlink. Any persons not normally authorised but wishing to enter the kitchen area must gain approval from the senior member of the kitchen staff present prior to entry and must strictly adhere to the kitchen safe working practices.

Legionella Management

Legionella management on site is controlled by the Site Manager who is trained as the Legionella competent person who will manage and undertake all procedures regarding Legionella in accordance with Children's Services Safety Guidance Procedure SGP 13-07. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

Lone Working

Lone working increases the risks to the individual and as such needs to be kept to a minimum (both in terms of the frequency of lone working and the time spent undertaking the activity). To further reduce the risks lone workers should not undertake hazardous tasks whilst working alone, e.g:

- Working at height
- Using hazardous equipment/tools (i.e. hedge trimmers)

When lone working is undertaken it must only take place;

- With the approval of the Executive Headteacher
- And be in accordance with the Corporate Lone Working Procedure where staff have been appropriately categorised and control measures have been identified and put into place.

Minibuses

All minibus drivers will complete MIDAS training prior to being permitted to drive work minibuses and carry out the required checks. Minibuses will be fit for purpose and in safe condition. Drivers will complete and

record pre-use checks before every journey. Minibuses will be inspected and serviced within the timeframes required for the vehicle and its age.

New and Expectant Mothers

When notified that a member of staff is pregnant the school will undertake a risk assessment for that individual. This will be undertaken by Sandra Phillips, Senior Admin Officer and the individual. This assessment will be reviewed regularly throughout the pregnancy and the return to work to ensure that reasonable adjustments are made.

Moving and Handling

All staff must complete the moving and handling e-learning course every year without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Site Manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he must attend a formal moving and handling course specific to the work requirements.

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance.

Physical Intervention

Arrangements regarding physical intervention are set out in the Physical Intervention Policy.

Provision of Information

The Executive Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are: staff meetings, meeting minutes, email distribution, and signature based receipt of information.

Local health and safety advice is available from Children's Services Health & Safety Team and can provide both general and specialist advice.

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

Risk Assessment

General risk assessment management will be co-ordinated by the Health and Safety Manager in accordance with guidance contained in the Children's Services Safety Guidance Procedure SGP 01-07.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The Trained Risk Assessor will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Executive Headteacher or their delegated member of staff prior to implementation.

Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system.

Security

Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security policy & procedures which include emergency unlock routines.

Smoking

For the purpose of this policy, smoking includes e-cigarettes/vaporizers. Smoking is not permitted on the premises.

Stress & Wellbeing

Silchester School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services' and Health & Safety Executive's Management Standards, guidance and requirements.

Traffic Management

Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment.

Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the CSAF-017 New Staff Health & Safety Induction Checklist.

The Executive Headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training need analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

All staff will be provided with following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements

Training records are held by the Health and Safety Manager who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Silchester School.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using CSRF-001 Violent Incident Report (VIR) Form in accordance with Children's Services Safety Guidance Procedure SGP18-07.

Visitors

All visitors must initially report to the individual school reception where they will be working where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with a badge and asked to sign in using the electronic system.

Work at Height

Work at height is always to be undertaken in accordance with the Children's Services Safety Guidance Procedure SGP 23-08. At Silchester School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person(s) for work at height on the premises who has attended the Caretaker Support Service Ladder & Stepladder Safety half-day course is the Site Manager and he is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with SGP 23-08
- Provide stepladder and steps training to staff using the Children's Services Stepladder & Steps Safety user training presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years
- Any safety concerns about a work at height task must be raised prior to work starting

- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

Silchester C of E Primary School

HEALTH AND SAFETY POLICY

Appendix A – Roles & Responsibilities

Policy Management

Employers Responsibility sits with the Hampshire County Council, however management of the policy sits with Silchester School, specifically with the Executive Headteacher and is reviewed by a member of the Resources Committee on an annual basis

Post Holders

The following listing defines the current holders for the specific roles detailed in the Health & Safety Policy:

Executive Headteacher	Mr Glen Golding
Responsible Manager	Mr Glen Golding
Site Manager*/Caretaker	Mr Shane Cripps/Mrs Julie Reynolds
Health & Safety Manager	Mr Glen Golding
Fire Safety Co-ordinator	Mrs Rachel Moir
Health & Safety Representative	Mr Glen Golding

Safety Committee	Governors Resources Committee
Accident Investigator	Mr Glen Golding

Trained Risk Assessors	Mr Glen Golding
------------------------	-----------------

Nominated First Aiders	See First Aid Policy and posters around school buildings.
Nominated Fire Wardens	Mr Glen Golding/Mrs Rachel Moir

* The Site Manager/Caretaker is also deemed as the “competent person” for all hazardous substances (COSHH), asbestos, working at height and Legionella activities and is the Facilities Manager

APPENDICES

Silchester C of E Primary School

Emergency Plan – 2025/26

School Emergency Management Team

	Name	Mobile
Executive Head	Glen Golding	07359 436997
Head of School	Rachel Moir	07745 645644
Executive SEN Leader	Louise Pulford	07801476414
Senior Admin	Sandra Phillips	07765282914
-		
Caretaker	Julie Reynolds	07788 889891
Chair Gov		

Governor Contact List

Governor Name	Governor Telephone Number
Glen Golding	07359 436997

IMPORTANT NOTE:

AS WITH ALL EMERGENCY SITUATIONS BEAR IN MIND THAT ALL OR PART OF THE SEMT MAY NOT BE ABLE TO GAIN ACCESS TO THE SCHOOL AS THE EMERGENCY SERVICES COULD BE DEALING WITH THE SITUATION AND MAY HAVE ERECTED A CORDON.

A COPY OF THIS DOCUMENT WILL BE HELD BY ALL MEMBERS OF THE SEMT AT HOME AND COPIES RETAINED AT SCHOOL.

A COPY OF THE EMERGENCY PLAN WILL BE KEPT IN POSSESSION OF THE LEAD PERSON IN CHARGE OF AN OFF SITE ACTIVITY

If you are dealing with an emergency right now, go straight to:

- **Section 2 for school emergencies**
- **Section 4 for emergencies on learning activities or visits outside the classroom.**

Plan administration	
Version number:	0003
Date of issue:	September 2025 Previous issues
Date of review:	September 2026
Person responsible for review:	Glen Golding, Rachel Moir & Sandra Phillips
Copies of this plan are held:	Silchester CE Primary School

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Section 1: Introduction

This plan relates to:

- An event which threatens the safety of children, staff or the school premises
- An incident which affects the community within which the school is based
- A crisis which might affect the public reputation of the school.

This plan provides a generic guide to actions that should be considered by the Executive headteacher, their nominated deputy, and the School Emergency Management Team (SEMT) in case of an emergency in the school, local community or on a learning activity outside the classroom.

It also covers procedures for an incident occurring in school time, out of school hours and during weekends and school holidays.

For contact details of SEMT see front cover of this plan.

This plan is for the use of Silchester CE Primary School and does not replace the Basingstoke and Deane Council evacuation plan for wider community emergencies.

Section 2: Emergencies in schools – Activation Sheet

Information about an incident may come from a staff member, pupil, and parent, member of the public, the emergency services or the local authority. Whoever receives the alert should ask for, and record, as much information as possible.

If you are dealing with a school emergency which has taken place on a learning activity or visit outside the classroom, please turn to page 9

Name and contact details of the informant
Details of the incident (including actual words used by informant)

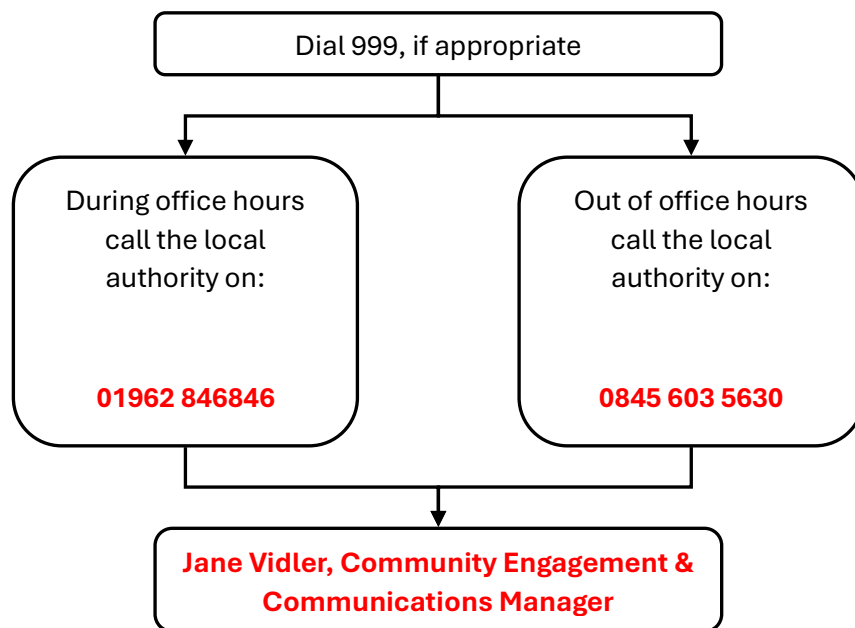
Who else has been informed?
Exact location of the incident
Casualties
Any action taken so far
Name of contact at the scene
Notes

If appropriate, call 999 for the police, fire or ambulance service, giving the information above. If in doubt, call 999.

Immediately inform **Glen Golding (Executive Headteacher) or Rachel Moir (Head of School) of Silchester CE Primary School**. If neither of the above people are able to respond (they may be involved in the incident) the senior person present must follow the instructions from the checklist of initial action below.

Checklist of initial action by headteacher or nominee

1. Assess the situation.
2. Take immediate action to safeguard pupils and staff where necessary.
3. Call for support:



These numbers should only be used in an emergency. Do not give them to the press, parents or members of the public.

4. Log all communications and actions.
5. Assemble the School Emergency Management Team from pre-identified staff (see front cover) and relieve them of their normal duties.
6. Refer to the list of emergency contact numbers in appendix 3 for additional support, if required.
7. Where possible, avoid closing the school and try to maintain normal routines.
8. Having activated this emergency plan, go on to the next stage – implementation.

Section 3: Emergencies in schools – roles and responsibilities tick sheet

Stage 1 – establishing the response

Action list for headteacher or nominee coordinating SEMT	Tick
Ensure that accurate, factual information is available for those arriving at the scene.	
Liaise with the police, fire and ambulance services, the local authority, and other organisations who may become involved. Act as the main contact to coordinate the response and provide your contact details.	
Inform the Chair of Governors. Chair: Mrs Olivia Edwards and the Vice Chair : Vanessa Dore	
Inform all staff and parents of injured pupils. Decide how to inform other parents. See Appendix 4 for informing parents.	
Ensure all staff maintains a log of actions and decisions.	
Allocate tasks amongst the SEMT as appropriate.	
Arrange administrative / secretarial support for your team, if required.	
Inform Executive Headteacher: Mr G Golding 07359 436997	
Inform pupils if applicable, each class teacher will tell their own class and answers questions to the ability of understanding of the children.	
Inform partners of all staff involved	

Action list for SEMT – welfare	Tick
Take actions to secure the immediate safety of pupils and staff – this may include evacuation to a safe designated area of the school building or grounds. See attached Evacuation plan Appendix 5	
Establish the whereabouts of all pupils, staff, and visitors using timetables, registers and the visitor's book, and make a list of those unaccounted for.	
Consider any welfare needs for pupils with special needs. Refer to PEEPS and care plans	

Action list for SEMT – communications	Tick
Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support for reception.	
Line to be used for incoming calls only: Silchester School incoming calls only: 01189 700256 (main school number)	
Line to be used for outgoing calls only: 07745 645644 (Rachel Moir) 07765 282914 (Sandra Phillips)	
In the event of a major emergency, seek support from your local authority – they may be able to establish a helpline for enquiries from the public.	

Action list for SEMT – media management	Tick
If possible, avoid responding to media enquiries and direct them to local authority communications staff on: (Office hours) 01962 847368, 01962 847363	
Ensure that any media access to the site, staff and pupils is controlled. In a major emergency, the police may deal with the press and prevent intrusion onto the site. Be aware of the potential problems caused by the spread of misinformation through pupil / staff use of mobile phones.	

Action list for SEMT – resources	Tick
Ensure access to the site for emergency services.	
Turn off water, gas and electricity supplies if necessary. Gas is beside green box by the kitchen, Water is in ladybirds playground and Electricity is in main boiler room	
Open / close parts of the school as required.	

Ensure the security of the school premises.	
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Stage 2 – ongoing response

Action list for headteacher or nominee coordinating SEMT	Tick
Provide regular briefings for staff, and continue to liaise with the emergency services and local authority.	
Try to maintain normal routines as far as possible.	
Tell the staff involved to prepare a written log of their involvement, noting events and times. Inform the local authority's health and safety staff who will advise on reporting procedures and inform trade unions if necessary. In the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours. Staff may wish to submit draft reports to trade union legal officers.	
Allocate tasks amongst the SEMT as appropriate.	

Action list for SEMT – welfare	Tick
Establish a staff rota and ensure that staff take regular rest periods.	
Identify pupils and staff who are badly affected by the incident and may require extra support. Ensure a room is available for them to go to if necessary.	
Make arrangements for reuniting pupils with their parents. See Appendix 12.	
Take account of religious and cultural factors, and consider contact with leaders of local faith communities. In particular, some faiths may wish to hold funerals within 24 hours of death, so swift and sensitive enquiries must be made to ascertain whether it would be appropriate for representatives of the school, including pupils, to attend.	

Action list for SEMT – communications	Tick
Inform pupils, in groups as small as is practical and possible, considering the best way to impart tragic news.	
Inform parents of children not directly involved in the incident, as decided by the headteacher or nominee. Use any existing arrangements, such as text messaging or a telephone tree, for contacting parents quickly and efficiently through Tucasi.	
Receive visitors to the school, ensuring they sign in and out and are issued with identification badges.	

Action list for SEMT – media management	Tick
Liaise with local authority communications staff to prepare a press statement, to be agreed by the headteacher and strategic director of the Children’s Services department. Decide an ongoing strategy for dealing with the press.	
Be prepared to be interviewed by the press if necessary.	

Action list for SEMT – resources	Tick
Establish a safe and secure base for the SEMT. This will be in the most appropriate place under the circumstances.	
Arrange an appropriate place to receive parents and guardians of children involved. Dependent on emergency this will be the Headteacher’s office or Staff Room with blinds pulled.	

Section 4: Emergencies outside the classroom – activation

For emergencies on learning activities outside the classroom, the Executive headteacher (or the pre-agreed nominee) should be immediately informed of any incident by the group leader.

Initial action by Executive Headteacher or nominee

1. Maintain a written record of your actions using this pro forma and a log book.
2. Offer reassurance and support. Be aware that all involved in the incident (those at the school and you) may be suffering from shock or may panic.
3. Find out what has happened. Obtain as clear a picture as you can. Who informed you of the incident?

Initial contact	
Name:	
Telephone number:	
Additional telephone numbers:	
Where are they now and where are they going?	
Notes:	

4. Discuss with the group leader what action needs to be taken and by whom.

5. Record the details of the off-site activity / visit during which the incident occurred:

Details of off-site activity / visit	
Location and nature of visit:	
Name of person in charge of visit:	
Telephone number(s):	
Number of staff on the visit:	
Number of pupils on the visit:	
Number of other people present:	

6. Record the details of the incident:

Details of incident	
Date and time of incident:	
Location of incident:	
What has happened?	
People affected (including names, injuries, where they are / will be taken to):	

Emergency services involved and advice they have given:	
Names and locations of hospitals involved:	
Arrangements for pupils not directly involved in the incident:	
Name of person in charge of your group at the incident (include telephone numbers):	

7. Depending on the scale of the incident, consider assembling a School Emergency Management Team (SEMT) to assist with the response. **SEMT Contacts are on front cover of this Emergency plan.**

8. Having activated this emergency plan, go on to the next stage – implementation.

Section 5: Emergencies outside the classroom – roles and responsibilities tick sheet

Action list for headteacher or nominee

Communication	Tick
Inform school staff as appropriate, depending on the time and scale of the incident. Silchester - Mrs Rachel Moir (Head of School) Mrs Sandra Phillips (Senior Admin Officer)	
Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support if required.	
Line to be used for incoming calls only: Incoming calls only: 01189 700256 (main school number)	
Line to be used for outgoing calls only: 07745 645644 (Rachel Moir) 07765 282914 (Sandra Phillips)	
Consult with the emergency services / local authority regarding informing parents of injured and non-injured pupils. Ensure parents of any injured pupils are immediately informed of what has happened and where their son / daughter is. Record what their plans are, e.g. to travel to their son / daughter, any assistance they need and any means of communications with them. In event of a major incident, the police may give advice regarding naming badly injured people or fatalities. You may also need to inform next-of-kin of any staff who have been involved.	
Inform parents of any other pupils on the visit but not directly involved in the incident. Decide which parents should be informed and by whom and contact them as appropriate. Wherever possible, parents should first hear of the incident from the school (or from the party leader), not from hearsay or from the media. Information given must be limited until the facts are clear and all involved parents / next-of-kin are informed.	
Inform the Chair of Governors and Vice Chair of Governors.	
During office hours, call your local authority emergency contact: 01962 846846 Outside office hours, call the local authority emergency helpline: 0845 603 5630	

Support from other organisations may be required (please see section 7). Examples of support include: • Assistance at the school or site of the incident • Help with arranging transport between the incident, parents and the school • Help with media management, including press statements and interview briefing. Media no: 01962 832118	
Inform pupils and staff at school and their parents. Remember that information given must be limited until the facts are clear and all involved parents / next of kin are informed. In the event of a tragic incident, consider seeking support from the educational psychology service about the best way to inform pupils and to support them afterwards. Staff and pupils should be asked to avoid talking to the media. See numbers in Section 7.	
Media management	Tick
Introduce, if necessary, controls on school entrances and telephones.	
At least initially, the school is advised to avoid responding to media enquiries; these could be directed to local authority communications staff. Media Number: 01962 832118	
Liaise with local authority communications staff as early as possible, and work with them to prepare a press statement, to be agreed by the strategic director of the Children's Services department and the headteacher before release.	

Resources	Tick
Arrange a quiet space of safety to receive parents of the children involved as they arrive at the school and ensure someone is there to meet and greet them.	

Reporting of accidents	Tick
Tell the staff involved to prepare a written log noting events and times. Inform local authority health and safety staff who will advise on reporting procedures and inform trade unions if necessary. In the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours. Staff may wish to submit draft reports to trade union legal officers. H&S Advisor – Robert Sentance – Senior Risk Advisor - 01962 876334 or 07595 495720 robert.sentance@hants.gov.uk	

Section 6: Off Site Activity - Lead Person Action Card

Immediate action in an emergency	Tick
Assess the situation and take immediate action to ensure the safety of pupils and staff.	
Establish if anyone is injured and how.	
Call the emergency services if necessary.	
Be aware that you and others may be suffering from shock.	

Next steps	Tick
During school hours contact the headteacher or nominee: Silchester School – 0118 9700256	
Outside school hours contact the Executive Headteacher or nominee: Glen Golding – 07359 436997	
Give clear details of what has happened and who is involved.	
Discuss with the headteacher or nominee who should inform parents and next-of-kin of pupils and staff.	
The headteacher or nominee should contact the local authority if necessary – if they are unavailable you may have to do this. During office hours, call your local authority emergency contact:	
Outside office hours, call the local authority emergency helpline: 0845 603 5630	
Avoid speaking to the media – if necessary direct them to your local authority communications staff: Media: 01962 832118	
Staff and pupils should be told to avoid talking to the media or spreading the story unnecessarily (particularly via use of mobile phones).	
Make notes of what has happened and your actions.	
Keep in contact with the headteacher or nominee.	

Section 7: Stand-down and recovery tick sheet

As soon as possible after the emergency	Tick
Visit injured pupils / staff.	
Liaise with parents regarding plans for attendance at funerals. See Appendix 13	
Liaise with parents regarding plans for attendance / representation at memorial services. See Appendix 13.	
Arrange debriefing meetings for staff and pupils. See Appendix 14.	
Arrange debriefing meetings for the headteacher and School Emergency Management Team (SEMT). See Appendix 14.	
Identify and support high-risk pupils and staff. See Appendix 15	
Promote discussion of the emergency in class. See Appendix 15	
Consider the need for individual or group support. See Appendix 15	
Help affected pupils and staff to return to school. See Appendix 15.	
Seek advice on legal issues from local authority legal staff.	

In the longer term	Tick
Arrange an incident debrief for staff who were involved in the response. See Appendix 14	
Initiate a review of the school emergency plan, evaluating the school's response and incorporating any lessons identified. See Appendix 16	
Consult staff and decide whether and how to mark anniversaries. See Appendix 13.	
The impact of some incidents can continue for years, so thought may need to be given to ongoing identification and support measures for both pupils and staff who are affected. See Appendix 15	
Remember that legal processes, enquiries and news stories may bring back distressing memories and cause upset within the school. See Appendix 15	
Remember to make any new staff aware of which pupils were involved and how they were affected. See Appendix 15	

Section 8: Support from other organisations

The following agencies may provide support and assistance:

Silchester CE Primary School

School Emergency Management Team (SEMT):

- Coordinate the school's response to an emergency
- Fulfil specific roles as outline in Section 3 and 5.

Teaching staff:

- Follow procedures for evacuation, shelter or lockdown (outlined in appendix 5) when necessary to secure the safety of pupils
- Provide pupils with information and reassurance
- Assist SEMT in carrying out tasks relating to emergency response as far as they are able.

School governors:

- Support the school and its staff during the incident and throughout the recovery process.

Hampshire Education Authority

Children's Services department:

- Coordination of assistance throughout the local authority
- School transport
- Administrative support
- Welfare services / emotional support
- Additional accommodation
- Health and safety advice.

Emergency planning staff:

- Operational / logistical support
- Emergency planning support
- Communications support
- Debriefing
- Activation of specific emergency plans if required.

Communications staff (press office):

- Press statements
- Advice and assistance with media management.

Legal staff:

- Legal advice.

Occupational health staff:

- Advice and support on health issues
- Counselling service for staff.

Police

- Overall control of the emergency response (depending on emergency)
- Media relations
- Contact with bereaved families
- Criminal investigation.

Fire and rescue service

- Fire fighting
- Life saving and rescue
- Chemical spillage clean-up.

Ambulance service

- Emergency medical response
- Transportation of casualties to hospitals
- Access to other health services.

Trade unions

- Information resource & support services for members
- Health & safety responsibilities (consultation, investigation and joint inspection)
- Will be informed by health & safety staff of incidents causing / threatening injury.

Section 5: Lock Down Procedure

There may be occasions when it is safer for everyone to remain inside the building due to a threat outside, for example if there is a violent or armed person outside the centre, a dangerous animal, or if there are dangerous fumes outside etc.

Schools should follow a 'lock down' procedure where the centre is sealed off and people are not allowed to enter (and are discouraged from leaving) until the situation is resolved.

Please note, school staff have no legal authority to prevent people who wish to from leaving the building; they can only make people aware of the dangers and encourage them to stay inside and wait for the danger to pass.

In the event of a significant danger being present outside, the following procedure should be followed:

- Where possible, have a dedicated alarm to alert all staff; in other cases, a message to be passed around staff as quickly as possible without causing panic to parents/carers and children.
- Appointed key holders immediately lock external doors.
- If the danger relates to a violent / armed / threatening stranger outside, call Police immediately. Staff inside rooms should lower blinds / draw curtains.
- Do NOT leave the building to challenge the person.
- Give the Police as much information as you can about the person.

- Description
- Name if known
- Behaviour
- Whether armed

- If the danger relates to a situation that is being managed by emergency services

outside, (e.g. gas leak, fire) centre staff should tune in to local radio and await an all clear from emergency services before unlocking doors.

Doors that will need locking/closing

All external classroom doors

Staff Room Door

Playground Door in main corridor

Rainbow Room

Hall doors

Who will be responsible for locking what doors (appointed persons)

When hearing alarm all teachers/pupils not in their classroom, must return to their classrooms.

- Teaching Staff – the doors to rooms will be locked by teacher/assistant using that classroom
- SBM to lock reception double doors.
- DHT from both schools to lock other doors.

Appendix 1: Closing the school due to extreme weather

This section describes the policy and associated arrangements related to closing the school due to extreme weather conditions, both before the start of the school day and during the school day.

Schools are expected to remain open in all but the most extreme circumstances. Closing at short notice may cause difficulties for families if they need to make arrangements for children to be cared for during the school day. Any children at the school should remain there until the headteacher is satisfied that appropriate alternative arrangements have been made. Headteachers are best able to judge the severity of the journeys faced by both pupils and staff but should always consider safety in arriving at a decision. When to take the decision to close the school is important; it must balance the benefits of an early decision (avoiding unnecessary journeys and providing parents with enough time to arrange childcare) against the drawbacks (finding that the situation is not as bad as initially feared).

The decision to close is for local management, to be made by the Headteacher in consultation with the Chair of Governors. Decisions should be based on a risk assessment taking into consideration the conditions of the schools and the health and safety of pupils and staff.

Where Health and Safety of students and staff is at risk, due to an unforeseen event the effects of which could not reasonably have been anticipated, **see Appendix 1a.**

Emergency closure during the school day.

1. The first action must be to ensure the safety of all those on site by enacting the schools evacuation procedures. **See Appendix 5.**
2. The school should then alert as many parents/carers as possible to prevent students arriving in school or to ensure they are quickly and safely removed from the premises.

3. Reporting school closures

Schools are reminded that if the decision is taken to close the school, that this should be reported on the [Emergency School Closures](https://www.hants.gov.uk/education/schoolclosures/) web page:
<https://www.hants.gov.uk/education/schoolclosures/>

If you have not confirmed the length of time that the school will be closed for you will need to contact the County Council on each new day of closure. Appropriate officers in the County Council will be informed and the details of your school closure will be displayed on the following Hantsweb page: <http://www3.hants.gov.uk/education/schools/schoolclosures.htm>

- Continue to monitor information about travelling conditions from the emergency services and weather warnings from the Met Office.
- Consider how to keep the school open despite having fewer staff present than usual.
- Establish resources available to prevent the school closure, mitigate the effects of the weather or reduce risk (e.g. flood protection equipment, grit supplies, fuel stocks).
- Consider how pupil absence should be recorded.
- What Emergency arrangements are there should pupils / staff become stranded at the School.
- HR issues associated with absence (e.g. payment of staff unable to get to work).

You should then email HCC on: childrens.services.enquiries@hants.gov.uk to advise of the closure and the reasons (include full school name and DCSF number). If you are unable to email call **01962 847135** or fax **01962 845648**

Ensure the website is updated and a message is left on the school answer phone.

Consider who to notify once the school is scheduled to re-open.

If students do arrive they must be safely accommodated at the school assuming the nature of the emergency makes this possible, until their parents/carers have been informed and arrangements have been made for the child's return to home or somewhere nominated by their carer/parent.

It is also advisable to contact school transport/taxis and the school meals service.

If an unusual and specific event should occur which is not covered by these guidelines, you should call the local children's services office on: 01252 812333 to seek guidance.

The procedure does not concern possible closures relating to building work, staff training or other non-emergency situations.

The local authority cannot support additional school closures except in response to an emergency. Students are legally entitled to 190 school days (380 sessions) in an academic year.

Emergency school closures

Procedure and online reporting system

1. Emergency school closures - procedure

The decision to close is for local management, to be made by the Headteacher in consultation with the Chair of Governors. Decisions should be based on a risk assessment, taking into consideration the conditions at the schools and the health and safety of staff and pupils.

Schools are required to have an emergency plan in place to deal with incidents where the health and safety of students and staff is at risk. Such incidents include inclement weather, fire, flood, terrorist alert, gas leaks and failure of fundamental services such as electricity, water and heating. An emergency is an unforeseen event, the effects of which could not reasonably have been anticipated.

1.1 Schools should follow the process and actions below in the event of an emergency school closure.

In the event of an **emergency closure** being necessary **during the school day**, the first action of a school must be to ensure the safety of all those on the site by enacting the school's evacuation procedures.

For emergency closures both **during and outside of the school day**, the school should alert as many parents/carers as possible to **prevent students arriving in school** or to ensure that they are quickly and safely removed from the premises.

If students do arrive at school they must be safely accommodated at the school, assuming the nature of the emergency makes this possible, until their parents/carers have been informed and arrangements have been made for the child's return to home or somewhere nominated by their parent/carer.

Report the school closure to Hampshire County Council and local radio stations by completing the online form (<http://www.hants.gov.uk/schoolclosures>).

Completion of the form will:

- automatically update the list of school closures on Hantsweb;
- notify your local radio stations of the closure; and
- notify relevant staff in Hampshire County Council of the closure (please note,

You will currently need to contact the following separately, (if relevant to your school):

- school transport/taxis
- school meals service
- school crossing patrol

A new form needs to be completed for each day of the emergency closure. You are able to enter the details from 3pm on the working day prior to the closure.

Please always use the online form to report a closure, unless you are unable to access the Internet. For instructions, refer to the system guidance notes in

If you have any difficulties reporting the closure online, please contact the IT

Helpdesk at hantsit@hants.gov.uk or telephone 01962 847007.

- If you are unable to access the Internet, please telephone Hampshire County Council to advise of the closure on 01962 845375/847368/847363. You will need to quote your DfE number and the password 'Castle'.
- Please ensure that your website is updated and if available a message is left on your school's answer phone.
- If an unusual and specific event should occur which is not covered by these guidelines, schools are advised to contact their **local Children's Services office** and seek the guidance of their Area Director (Education & Inclusion).

The procedure does not concern possible closures relating to building work, staff training or other, non-emergency, situations.

Hampshire County Council cannot support additional school closures except in response to an emergency. Students are legally entitled to **190 school days** (380 sessions) in an academic year.

The five professional training days fall outside of the 190 statutory pupil days and the timing of these should be planned well in advance, so that parents/carers receive sufficient notification to enable them to make appropriate childcare arrangements.

2. Emergency school closures – online reporting system

2.1 Introduction

The emergency closures system enables schools, colleges and children's centres to quickly and easily inform Hampshire County Council, families and local radio stations of unforeseen, emergency school closures on a day-by-day basis.

The system replaces the previous process which required establishments to email or

telephone Hampshire County Council and a number of local radio stations.

2.2 Parents' view

Parents will access <http://www.hants.gov.uk/schoolclosures> and see the following page:

2.3 Adding your school / college / children's centre

To add your establishment to the list of closures for today use the 'Report a closure' button at the top of the Hantsweb page: <http://www.hants.gov.uk/schoolclosures>

You will be presented with a simple form with three sections:

1. The first section identifies your establishment using your DfE number (or children's centre number). You will also need to provide your password (see Frequently Asked Questions). Once you enter your DfE number (or children's centre number) the 'Establishment details' section will automatically be filled in and you will be informed if you (or a nominated person) has reported your establishment as closed.
2. The second section collects details about you that will only be used if we need to contact you about your closure. These will not be displayed on Hantsweb and will only be held in the system for the period of closure.
3. In the final section, please provide details of why your establishment is closed, as well as any special instructions for families. **Please note that these details will be displayed on a public website**, so please write them appropriately and do not include any details that you would not wish to be in the public domain.

Important

If you submit the form before 3pm on a weekday your closure will be recorded against today's date.

If you submit your form after 3pm on a weekday your closure will be recorded against the next weekday.

If you submit the form at the weekend, at any time of day, your closure will be recorded against the following Monday.

If the closure is due to industrial action, you can report it up to five working days before.

When you click the 'Submit' button your form will be checked and you will be told if you have forgotten to fill in anything important: If everything is OK the following things will happen automatically:

1. Your closure detail will be added to the public page on the website;
2. You will receive an email confirmation that we have received your closure details;
3. An email will be sent to the radio stations that cover your area asking them to inform families about the closure of your establishment;
4. An email will be sent to relevant officers within the County Council.

Please check the web page after submission to make sure your school appears and contact the IT Helpdesk if any problems - hantsit@hants.gov.uk or telephone 01962 847007.

Once the number of establishments closed across the county exceeds 20 in any one day, radio stations will receive a final email advising them to check the website for further closures. This will prevent their email inboxes being flooded with automatic emails in the case of heavy snow etc. Your closure details will automatically be deleted at the end of the day. You will need to complete a new form for each day of an emergency closure.

Frequently Asked Questions

Which password should I use?

Schools: Use the same password that you use to access School Communications (this can be the Headteacher, Admin Officer or generic school password – all three will work).

Colleges and children centres: Use the password that you were given especially for this closures system.

My password was not accepted, what should I do?

Check that you are using the right password:

Schools: If you have forgotten your password and you are the admin officer or headteacher, you can have a reminder sent to your school email address by using the form at <http://www.education.hants.gov.uk/forgottenpassword.php>

Colleges and children centres: If you have forgotten your password we will need to verify your identity before revealing it to you, which may take time and delay your closure from being published in time.

How do I enter a closure spanning several days?

This system is designed for reporting unforeseen and emergency closures rather than

planned closures. You will need to fill in the form on the day of each closure.

I made a mistake, how do I change my establishment's entry?

Just enter the details again. The system will warn you that an entry already exists for today, but if you continue the new details will replace the old ones.

Do I have to go back into the system to delete my closure details?

No. The details of your closure will automatically be deleted at the end of the day. **You will** need to complete a new form for each day of an emergency closure.

Appendix 2: School site information and risk assessment

This section includes:

- An up-to-date, detailed plan of the school, showing location of cut-off valves and switches for gas, water and electricity, and information on the drainage system
- Fire extinguisher points
- Fire alarm call points
- Fire/bomb evacuation procedures and actions
- Property Services Key contacts list

Appendix 3: Emergency contacts list

School staff identified for incident response

This should be updated in response to changes and reviewed annually.

Key holder?	Name	Role	Home telephone	Mobile phone	Notes
Yes	Glen Golding	Exec Headteacher		07359 436997 (work) 07738 075329 (private)	Bishopswood Inf & Jun, Bramley CofE, Whitewater CofE and Silchester CofE
Yes	Rachel Moir	Head of School		07745 645644	Silchester CofE Primary School
Yes	Julie Reynolds	Caretaker	01189 700009	07788 889891	

External contacts

You may wish to add in other important numbers specific to your school that you may need during an emergency, such as contact details to access your place of safety or those of key suppliers.

Organisation	Contact number
Local authority – emergency contact	01962 846846
Local authority – outside office hours emergency contact	HCC: 023 9224 2173
Local authority – emergency planning	HCC: 01962 846846
Local authority – educational psychology / welfare service	EWO: 01256 362006
Local authority – human resources	HCC: 023 8038 3500
Local authority – occupational health	HCC: 023 8062 6600
School's usual bus company	n/a
Local authority – school travel assistance	n/a
Local authority – communications (press office)	01962 832118
Local authority – risk & insurance	Insurance Jeanette Buckman 01962 847627
Local authority – health and safety	Robert Sentance Senior Risk Advisor 01962 876334 07595 495720 Robert.sentance@hants.gov.uk
Off-site insurance emergency number – Property Services	023 92242173
The Foreign Office (links with British Consulates)	020 7008 1500
Local radio – Kestrel FM	01256 694000
Met Office	0870 900 0100
The Samaritans	08457 909090
Employee Support Line	02380 626606
Emergency – Buildings - SLA – Mountjoys Engineering – SLA – Corrigenda	01962 847952 or 01962 826760

Appendix 4: Communications

This section includes:

How school will communicate with parents when:

- An emergency happens during the school day
- An emergency happens before or after the school is open, at weekends or in school holidays
- How the school will communicate with companies affected by a school closure or emergency, both during the school day and outside school hours.

INFORMING PARENTS

Should the unexpected happen and a crisis occurs, keeping parents informed is very important.

Parents need to be contacted promptly – exact knowledge to be imparted will depend on the nature and scale of the disaster. Parents can be used to help pass on information rapidly – in a controlled way, try to keep a check on who is contacting whom. Inform the parents in school that an incident has occurred and reassure them that their children are safe and bear in mind that the parents may be upset.

Brief the SEMT member making the telephone calls to parents and rehearse an agreed message.

We can contact parents by text through Tucasi.

For parents not registered on the Tucasi Service we would need to contact these parents by telephone. Anyone contacting parents must keep a note of who has been notified and checked against school lists to be certain who has been contacted and who we still need to call.

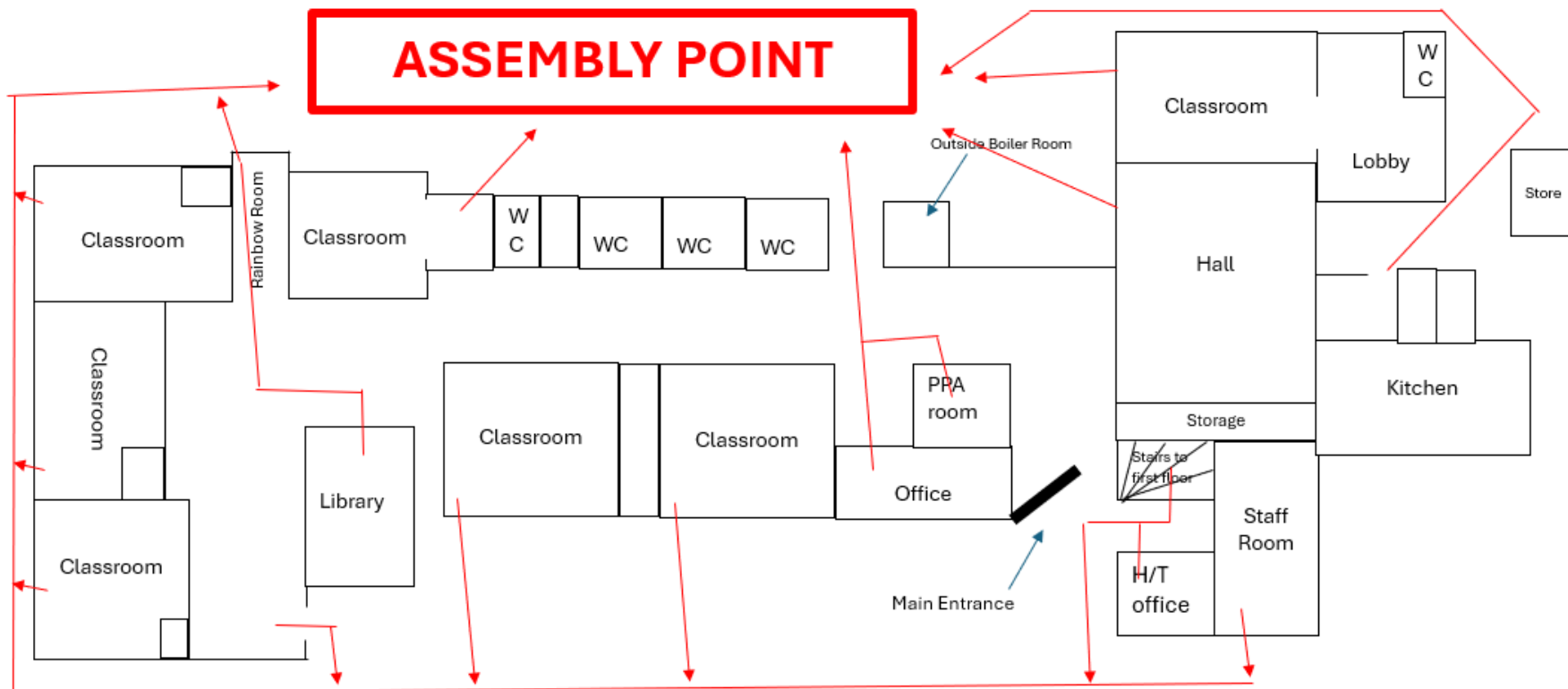
Governors will need to be contacted and it may be required for their help to be requested depending on the scale of the crisis.

Depending on the nature of the crisis it may be advisable to contact HCC for a message to be put on their emergency closure webpage.

Appendix 5: Evacuation and shelter plan

This section includes:

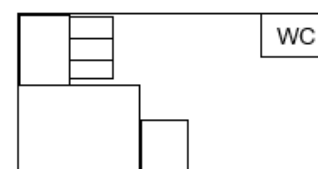
- An up-to-date, detailed plan of the school showing evacuation routes and assembly points (this should include at least one alternative in case the emergency affects the main route or assembly point)
- Information on any different evacuation routes and assembly points to be used in case of a bomb alert (e.g. assembly points may need to be further away from the building)
- Information on exit and evacuation routes from the assembly points to a different safe location
- Information on any personal emergency evacuation plans (PEEPs) for individual pupils or staff
- Procedure for sheltering (stay indoors, close doors and windows) if this is advised instead of evacuation
- Procedure for lockdown of the school (stay indoors, lock doors, close and cover windows) in case of an intruder
- Information on warning signals for fire alarms, bomb alerts, sheltering and lockdown



Silchester C of E Primary School

2025 (Not to Scale)

Fire Evacuation / Drills



First Floor



Appendix 6: Business continuity inventory

Equipment inventory

Description	Make	Model number	Serial number	Purchase price	Purchase date	Location

Data / IT systems

Data / IT system	Users requiring access	Backed up?	Where is the back up held?

Appendix 7: Pandemic influenza plan

Pandemic Flu Planning Model Plan/Checklist for Schools

department for
education and skills

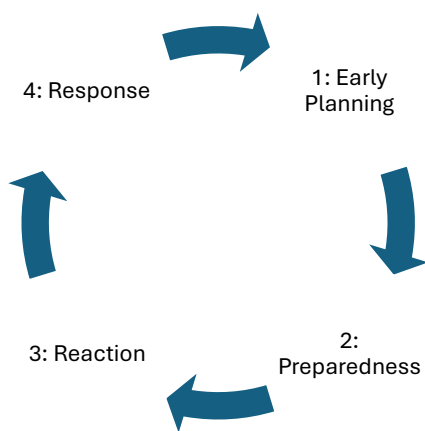
Creating Opportunity
Releasing potential
Achieving Excellence

This model plan is designed to accompany the DfE issued guidance to schools, available at www.teachernet.gov.uk/humanflupandemic. It is intended to help your school and is not a mandatory requirement. We anticipate that most users will wish to download it and keep it on-line, and can then modify it to fit in with any existing contingency plans. You may wish to insert hyperlinks to any school documents you hold on the internet or to your local authority's website. DfE will add more information to the website mentioned above as we take work forward on this issue.

Enclosed are two checklists outlining key actions so you can monitor progress; however some may need to be carried out by your local authority, who should be working with schools on planning, and some by schools of different types – for instance independent schools and boarding schools will have different responsibilities (see annex v: for specific advice relating to boarding schools).

These two checklists set out what you should be looking to do now. We have further checklists of action to be taken when a pandemic seems more imminent, and will issue these at the appropriate time (see Annex i for the phases identified by the World Health Organisation (WHO); the length of the phases can vary significantly – we have been in Phase 3 for an extended period, but other phases could be much shorter, lasting from a couple of weeks to a few months).

Not everything found here will apply to every school but is intended as a planning aid which can be added to, or shortened according to your circumstances. We recommend that you review your plans on an annual basis.



[Note: If you wish to complete the checklists below electronically, to put an X in a box, double-click on the box and change the Default Value to Checked]

Early Planning : WHO phases 1 – 4 (see annex i)

Completed	In Progress	Not Started		Comments
☐	☐	☐	1.1 Read the guidance, available at www.teachernet.gov.uk/humanflupandemic and share it with others in your school – including staff and governors.	
☐	☐	☐	1.2 Identify who would make any decision on whether to close (and reopen) the school in the case of government advice, staff absence or to prevent the spread of infection (see annex iii for further information).	
☐	☐	☐	1.3 Determine who is the Local Authority (LA) liaison on this issue.	
☐	☐	☐	1.4 Read the DfES infection control guidance when it is published early 2007 – will be at www.teachernet.gov.uk/humanflupandemic	
☐	☐	☐	1.5 Check whether your school is suitably equipped with materials needed to implement infection control measures (e.g. tissues and tissue disposal, hot water and soap).	
☐	☐	☐	1.6 Check cleaning arrangements / contracts and whether special provision could be provided during a pandemic.	
☐	☐	☐	1.7 Develop communication and dissemination plans for staff, students, and families, including information about possible closures, any timetable changes, and – where relevant - transport changes. ¹	
☐	☐	☐	1.8 Consider allocating some curriculum time to pandemic flu.	

2. Preparedness: WHO phases 1 - 4

Completed	In Progress	Not Started	In addition to the steps listed above:	Comments
☐	☐	☐	2.1 Compile a list of key contacts; including your LA liaison, your local strategic coordinating group (SCG) and others.	
☐	☐	☐	2.2 Check and update pupil and parent/carers contact details. Consider also compiling home email addresses for students and parents/carers who have access to the internet at home.	
☐	☐	☐	2.3 Consider how you might operate in the event of key staff absence (including both teaching and ancillary staff). Review arrangements for covering teaching and non teaching duties.	
☐	☐	☐	2.4 Consider the allocation of responsibilities, duties and cover arrangements during a pandemic, including who would take key decisions in the event of leadership team absence.	
☐	☐	☐	2.5 Review procedures for communicating with staff, students, and families.	
☐	☐	☐	2.6 Consider pastoral needs of the students and staff during a pandemic; are there staff training needs that could be met now?	
☐	☐	☐	2.7 Identify the languages spoken by the student population and their families, and discuss with LA how the information might be made available in those languages. Also consider the needs of blind and deaf students or others with special educational needs.	
☐	☐	☐	2.8 Pre-plan; develop template letters, both for closure and reopening.	
☐	☐	☐	2.9 Consider developing and testing communications mechanisms in the possible event of school closure e.g. Telephone trees and text messaging services.	
☐	☐	☐	2.10 Consider compiling a pool of parents / volunteers (who are CRB checked) who could be used to supervise children in times of significant absence.	

☐	☐	☐	2.11 Investigate options with your LA about how students might work from home during a pandemic.	
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ANNEX ii: Key contacts

NAME / POSITION	CONTACT DETAILS
Local Authority Health and Safety Advisors(Children's services Health and Safety Team)	Robert Sentence Senior Risk Adviser 01962 876334 07595495720

Annex iii – Communications Channels

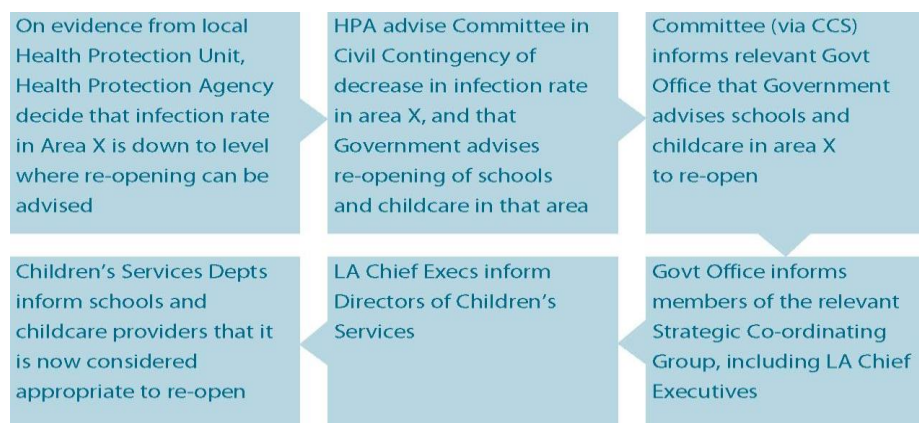
1. Principle decision taken on whether schools and childcare settings should close (based on medical evidence).



2. If principle decision to close has been taken, informing schools and childcare providers when the pandemic has reached an area.



3. Re-opening after closure.²



² It is possible that partial reopening would be advised first (e.g. for children who had been infected and recovered).

Annex iv: Further Information and links

Schools and Children's services guidance documents: www.teachernet.gov.uk/humanflupandemic

Government wide planning available from the Department of Health: www.dh.gov.uk/pandemicflu

Regional preparedness contacts are at:

www.gos.gov.uk/prepemergencies/preparedness/?a=42496

DfES / DH guidance on managing medicines in schools and early year's settings:

www.publications.teachernet.gov.uk/default.aspx?PageFunction=productdetails&PageMode=publications&ProductId=DFES-1448-2005

This has a chapter on dealing with medicines safely, including emergency procedures (e.g. staff should never take a child to hospital in their own car; it is safer to call an ambulance). Also see DfES guidance on First Aid: www.teachernet.gov.uk/wholeschool/healthandsafety/firstaid

Advice on supporting a school where a pupil has died is at:

www.teachernet.gov.uk/wholeschool/healthandsafety/pupildfatality

General background: NHS leaflet for families available from DH on 08701 555 455 or dh@prolog.uk.com, or at: www.dh.gov.uk/pandemicflu

Information targeted at parents will be at: www.parentscentre.gov.uk or www.direct.gov.uk/Parents/fs/en

The Health Protection Agency website contains more information on relevant issues, including explaining the difference between avian, pandemic and seasonal flu.

Appendix 8: Training and exercising

Training record

Training title	Areas covered	Date	Attendees

Exercise record

Date	Brief details of exercise	Aspects of plan tested	Actions identified	Outcome of actions

Appendix 9: Fire in School or Bomb threats and suspicious packages

Bomb threat prompt card for reception staff

If you receive a telephone call from someone who claims to have information about a bomb, perform the following actions:

Actions	Tick
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: • 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 (e.g. speech impediment, state of drunkenness) • 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: • 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. 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.	

Guidance on suspicious packages

The likelihood of a school receiving a postal bomb or suspected biological / chemical package is very low. However, you should be aware of the immediate steps to be taken if you receive a suspicious package or come into contact with a biological or chemical substance.

Postal bombs or biological / chemical packages may display any of the following signs:

- Grease marks or oily stains on the envelope or wrapping
- An unusual odour including (but not restricted to) almonds, ammonia or marzipan
- Discolouration, crystals on surface or any powder or powder-like residue on the envelope or wrapping (suspect biological / chemical threat)
- Visible wiring or tin foil
- The envelope or package may feel very heavy for its size
- The weight distribution may be uneven
- Delivery by hand from an unknown source or posted from an unusual place
- If a package, it may have excessive wrapping
- There may be poor hand writing, spelling or typing
- It may be wrongly addressed, or come from an unexpected source
- No return address or postmark that does not match return address
- There may be too many stamps for the weight of the package.

If you suspect that a letter or a package may contain a bomb:

Instructions	Tick
Stay calm.	
Put the letter or package down gently and walk away from it.	
Do not put the letter or package into anything (including water) and do not put anything on top of it.	
Ask everyone to leave the area (including classes if necessary).	
Notify the police and the headteacher / nominated deputy immediately.	
Do not use mobile phones or sound the alarm using the break glass call points.	

If you suspect that a letter or a package may contain a biological or chemical threat:

Instructions	Tick
Stay calm.	
Do not touch the package further or move it to another location.	
Shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination.	
Notify the headteacher / nominated deputy immediately.	

OFFICE AND HEADTEACHER PROCEDURE:

Instructions	Tick
Notify the police immediately on 999.	
Raise awareness of bomb via Voice. Ensure that any air conditioning system in the building has been turned off, and that all doors (including internal fire doors) and windows have been closed.	
Evacuate the building, keeping people away from the contaminated area as far as possible.	
Keep all persons exposed to the material separate from others and available for medical attention.	
Anyone experiencing symptoms of chemical exposure (e.g. streaming eyes, coughs and irritated skin) should seek medical attention immediately.	
Collect all phone numbers from office and carry out of building (collect the grab bag).	
HT/ DHT/ Fire Marshall to walk through building and check all children have left the building.	
If only one admin staff on duty and no Headteacher, admin staff should act as HT and walk through the whole of the school checking that all children have left the building	
Registers in the office will be taken out and handed to staff. If registers are in classroom, staff should take them out.	
All children will be accounted for by a head count and register check.	
On return to building after all clear, alarm should be turned off.	

If anyone believes they have been exposed to biological / chemical material, they should be encouraged to:

- Remain calm
- Avoid touching their eyes, nose or any other part of their body
- Wash their hands in ordinary soap where facilities are provided.

WHOLE SCHOOL BOMB PROCEDURE

IF YOU DISCOVER A BOMB INFORM THE OFFICE IMMEDIATELY

Instructions	Tick
Office will notify the police immediately on 999.	
Office staff to collect registration sheets and contact list and take out of the building with them.	
Fire alarms are situated in the entrance hall and main hall.	
When alarm rings wherever you are priority is to evacuate all the children and adults from the building as far away from it as possible from the incident/device, safely and calmly keeping people away from the contaminated area as far as possible.	
Keep all persons exposed to the material separate from others and available for medical attention.	
Anyone experiencing symptoms of chemical exposure (e.g. streaming eyes, coughs and irritated skin) should seek medical attention immediately.	
If you are with your class walk out of the nearest external door. Turning off computer, lights and close internal door.	
When you leave the building take your register with you, if you have it. Otherwise the office staff will bring it to you at the evacuation location.	
Evacuate the building according to fire evacuation procedures and assemble in an orderly manner at the far end of the school field. Account for all children and staff. Wait for emergency services and guidance.	
Ensure all people are safely out of the building, including any visitors	

FIRE EVACUATION ACTION ROOM BY ROOM

Silchester CofE Primary School

Location	Nearest Alarm	Assembly Point

Appendix 10: Emergency arrangements for other services using the school site

This section identifies Silchester CofE Primary Extra Curricular users:-

Judo

Pop Up Tennis

GolElite Football

Appendix 11: Log keeping

Basic principles

Notes should be made as soon as possible after the incident (that is, within 24 hours). They should be clear, intelligible and accurate.

What to use to record your log

- Hardback notebook
- Numbered pages
- Bound so that pages cannot easily be removed (i.e. not ring-bound or spiral-bound)
- Use permanent black ink.

How to write the log

- Note all relevant facts in chronological order
- Stick to the facts – do not include any assumptions (if you are noting down assumptions to show your reasoning for making a decision, make this clear)
- Note down non-verbal communication as well as what is said
- If you make a mistake, cross it out with a single line (so that what is underneath is still visible) and initial it
- Do not tear pages out
- Do not leave blank spaces – or if you do, rule them out with a line
- Do not overwrite – if you make a mistake, cross it out, initial it and start again
- Do not leave large blank spaces between words or between entries
- Do not write between lines
- Do not write in the margins (except for dates, times or initials)
- Do not use correction fluid
- Unused space after the end of a series of entries should be ruled through with a 'Z' then signed in full, dated and timed
- Record important statements, questions, comments and answers in direct speech
- Sign, date and time each series of entries at their close
- Make a note of the time the log began and ended
- Record where the log was made
- Check the log for mistakes immediately afterwards – if a mistake is found it should be crossed out in red ink, and an alphabet notation should cross refer to the corrected entry which should be made on the next available page, signed, dated and timed
- Use plain language and correct grammatical English
- Avoid approximations and abbreviations
- Do not miss out key words
- Do not use arrows or dashes.

Appendix 12: Reuniting children with parents and or carers

In any given situation children will be located in the safest area possible under the supervision of a lead adult.

Parents will be notified according to the contact arrangements within this plan and informed of;

- location of their child
- lead adult responsible
- any other necessary information for the swift and safe collection of their child

Children will be registered out with the lead adult upon collection.

In the event that a parent, carer or next person to contact being unavailable the child will remain with the lead adult

Appendix 13: Religious, Funeral, Memorial and Anniversary Information

RELIGIOUS LEADERS

Church Rev Karen West

Tel 0118 9814860

Tadley RG26 3PB

FUNERALS

Where applicable ensure the family are happy for Governors/staff and/or children to attend. The Headteacher will liaise with the family/families concerned.

MEMORIAL SERVICES

If this is a familial memorial ensure the family are happy for Governors/staff and/or children to attend. The Headteacher will liaise with the family/families concerned.

If this is a memorial to be held by the whole school it can be found very therapeutic and can also help people come to terms with the trauma.

- The service can act as an acknowledgement that the event is over
- Be aware that staff and pupils may be upset during the service
- Plan where it is to be held and whether to give media access, speak with County for help with this.
- A permanent reminder could be discussed for example a special tree planted or a seat in the playground, where specific families are involved they must be included in this discussion.
- **MARKING ANNIVERSARIES**

Appendix 14: Debriefing

During a trauma people will act automatically and feel numbed. Shock sets in after having dealt with the event.

There will be a need to make sense of what has happened – a debriefing meeting allows sharing of frightening emotional reactions.

A Debrief meeting will serve several important purposes:

- Help to clarify what happened
- Allowing a sharing of reaction
- Reassure participants that their reactions are not abnormal
- Mobilises resources

Whether debriefing SEMT, Staff or pupils ensure County are involved along with the Educational Psychologist and Education Welfare Officer.

If the incident is a criminal act and there has been a fatality the Police will take on the role of Family Liaison from the outset. The role of Family Liaison is to keep the families involved abreast of any criminal investigation.

Families should be kept informed of any debriefing where applicable and information should be imparted as to:

- Who has been called in to advise staff and pupils
- How parents can have access to help
- Whom to contact if they are concerned.

MANAGING THE TRAUMA AND STRESS INVOLVED

Makes sure people feel comfortable about talking about the incident.

Encourage staff and pupils to talk about their experiences. Children and staff will react in different ways, they will need trust, respect, care and perception to notice the signs and how to deal with them.

Make contact with outside professionals to support the efforts of the staff and work alongside

Psychologists

Psychiatrists

Social Workers

Counsellors and Religious/Community Leaders

Be mindful that agreement must be reached regarding sharing of information.

Appendix 15: After Effects/Monitoring Staff & Pupils

RETURN TO SCHOOL

As in cases of a long absence due to illness, the re-entry into school should be discussed and agreed with parents and carers and will be tailor made to each case and child. With staff members the Head teacher/Deputy and selected Governors will liaise with County where appropriate.

PUPILS

The general principles that need to be applied are as follows:

- 1 Teacher to visit child at home or in hospital shortly after incident
- 2 Decide how to maintain contact between school and family
- 3 Check if work/school books have been lost in the incident
- 4 Consideration should be given to part time attendance
- 5 Discuss worries about meeting peers and how to react to their questions/comments
- 6 Allocate a person or place in school (Acorns Room) where the pupil can withdraw if they get upset
- 7 Talk about what is happening in school including reactions to the incident
- 8 Depending on length of absence – arrange additional support, help and work.

MONITORING

Severe traumas will affect people for a long time. Many suffer internally, re-living the event. Watch for the following:

- Lack of concentration
- Work deterioration
- Tiredness
- Being upset

If children's or staff's distress is very noticeable 6-8 weeks after the event – refer to a specialist with Post Traumatic Stress Disorder skills.

Sticking to a daily routine can ensure security in the pupils in time of a crisis.

LONG TERM ID & SUPPORT

Distress can continue for a long time after an incident for both pupils and staff. Be aware of/ensure the following:

- Continuing media stories of an event/incident can make those involved relive the situation and can cause distress
- Ensure new staff are aware of the incident and that some staff or children may still be undergoing counselling. New staff must be brought up to date with the current treatment that pupils may be receiving either individually or as a whole school.
- Ensure County are involved with long or short term problems resulting from the incident.

Silchester C of E Primary School

Traffic on Site Risk Assessment

Location / Site	Silchester C of E Primary School
Activity / Procedure	General
Assessment Date	September 2025

Common Hazards	Highlight boxes where these common hazards are present	
Vehicle collision with property	Yes	No
Excessive collision with persons	Yes	No
Excessive or unreasonable vehicle speeds on premises/grounds	Yes	No
Lack of segregation between vehicles and pedestrians	Yes	No
Lack of information & direction for vehicle drivers	Yes	No
Lack of information & direction for pedestrians	Yes	No
Inappropriate vehicle parking	Yes	No
Poor unloading arrangements (e.g location, timings, proximity to persons)	Yes	No
Unauthorised parking or poor management of parking arrangements	Yes	No
Poor lighting & signage	Yes	No
Ineffective security for parked vehicles (eg leading to theft, joyriding)	Yes	No

Identify additional hazards	Record all other hazards that are specific to this task	
Identify people at risk	Highlight boxes where persons may be affected by hazards	
Employees	Yes	No
Visitors	Yes	No
Contractors	Yes	No
Vulnerable	Yes	No
Pupils	Yes	No

Existing control measures	List controls already in place to reduce risk from injury
All pedestrians to use site side gate to avoid walking through car park.	

Existing level of risk	Consider current level of risk with existing controls in place		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Common Control measures	Highlight boxes where these common controls can be used	
Practical / sensible segregation of vehicle and pedestrian where possible	Yes	No
Well -defined crossing points	Yes	No
Effective system/procedure in place for traffic control & vehicle security	Yes	No
Appropriate signage (e.g speed restriction & drive carefully signs)	Yes	No
Adequate lighting (eg particularly for vehicle movement at night)	Yes	No
Marked parking bays including provision for people with special needs	Yes	No
Arrangement for emergency vehicles access & parking	Yes	No
Arrangements for delivery vehicles to park & unload safely	Yes	No
Well-appointed, marked & maintained pathways and pedestrian areas	Yes	No
Information & direction for pedestrians & building occupants about traffic	Yes	No

Additional control measures	List any additional control measures that are required
<i>Cordon off areas from pedestrians when contractor vehicles need to be on site for loading / unloading or</i>	
<i>general maintenance work</i>	

Remaining level of risk	Consider level of risk following use of additional controls		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Assessor's comments	Insert comments relevant to findings as appropriate

Name of Assessor	Signature of Assessor	Date
<i>Julie Reynolds</i>		

Manager's comments	Insert comments relevant to findings as appropriate
<i>Separate risk assessments are carried out for specific needs eg premises, contractors on site, pony on site etc.,</i>	

Name of Manager	Signature of Manager	Date
<i>Sandra Phillips</i>		

Risk assessment reviews	Set future review dates & sign/comment upon completion
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[illegible]



SILCHESTER CHURCH OF ENGLAND PRIMARY SCHOOL

Compassion, Courage & Respect

First Aid Policy

VISION STATEMENT

Our **vision** for Silchester is for **everyone to flourish**.

Our school is a place of love, of belonging and family.

We have a heart for people, inspiring everyone to be the best version of themselves:
for themselves, for others, for our community and for our world.

With our roots deeply embedded and nourished by our Christian values, we will **thrive together**.

We will reach out to each other, our community and the wider world with *Compassion* in our
hearts.

We will live bravely, showing *Courage* to keep going when facing challenge.

We will *Respect* ourselves and others, embracing everyone's unique gifts,
and value the contribution that we can all bring to God's world.

Last Reviewed :- September 2025

Date of Last Review :- September 2028

PURPOSE: The purpose of this policy is to ensure that there is a plan in place for how first aid and accidents are managed, and to ensure that employees are aware of their responsibilities and all first aid arrangements.

SCOPE: Silchester Church of England Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities. Responsibility for first aid at Silchester Church of England Primary School is the Head Teacher.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid). All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
- The Children's Services First Aid Needs Assessment Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

First Aid Training

The headteacher will ensure that appropriate numbers of appointed persons, emergency first aiders, and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Appointed Person

Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services. At Silchester CE Primary the appointed persons are Tracey Boulter and Sandra Phillips.

Emergency First Aiders

At Silchester Church of England Primary School there is currently the following emergency first aiders:

Full Paediatric First Aid

- Anita Withers (Lunchtime) (+ Emergency First Aid at Work)
- Rosie Woodhurst (Lunchtime)
- Helen Scott (+ Emergency First Aid at Work)
- Joy Prickett (+ Emergency First Aid at Work)
- Lucy Hawthorn (+ Emergency First Aid at Work)
- Rebecca Dodson (+ Emergency First Aid at Work)
- Tracey Boulter (+ Emergency First Aid at Work)
- Michelle Heeks
- Rebecca Evans
- Rachel Dowling
- Vanessa Emery

First Aid for Schools

- Karolina Hartwell

First Aid at Work (3 day course)

- Sandra Phillips

Emergency First Aid at Work

- Kate Ridout
- Charlotte Oliver

Outdoor First Aid (Forest Schools)

- Katie Mitchell

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They may also have other duties and responsibilities which are identified and delegated as appropriate (eg. first aid kit inspections).

First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 4 first aid kits on the premises
- These first aid kits will be situated on the cupboard in the disabled toilet, in the early years' classroom, office, school kitchen (responsibility of HC3S)
- 1 travel first aid backpack
- These travel first aid kits will be located on the cupboard in the disabled toilet for collection for offsite activities

It is the responsibility of the appointed persons to check the contents of all first aid kits every half term and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the cupboard in the disabled toilet.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The area outside of the office is designated as the first aid room for treatment, sickness, and the administering of first aid. This area has the following facilities:

- Nearby access to telephone, chair, access to water in the nearby staff toilet

Emergency Arrangements

Upon being summoned in the event of an accident, two people to include a first aider/appointed person are to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person must always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- Whenever we reach a point on a care plan that requires calling an ambulance

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment beyond a minor injury
- requires attendance at hospital
- whenever a child with a care plan requires medication

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every 15 minutes. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the appointed person and/or another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the emergency/ paediatric first aider or appointed person
- Date of the accident
- Location of accident site (e.g. adventure trail)
- Type of accident (eg. bump on head etc)
- Place on the body where injured – be specific (e.g. upper right forearm)
- Treatment provided and action taken

Separate head forms, yellow in colour go home; copy in school. Reply slip at the bottom of the form to be returned by the parent. Text or phone call to the parent for some injuries at the discretion of the Appointed Person



SILCHESTER CHURCH OF ENGLAND PRIMARY SCHOOL

Compassion, Courage & Respect

Assessment of First Aid Needs

No.	Aspects to Consider at your Premises	First Aid Provision Considerations
1	What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?	All risks are covered by Risk Assessments – please see Risk Assessment folder
2	Are there any specific risks? (e.g work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, kitchens, etc.,)	All risks are covered by Risk Assessments – please see Risk Assessment folder
3	Are large numbers of people employed on site?	There are 26 members of staff employed by Silchester and 8 members of staff that visit that are employed by the Synergy Partnership
4	What is the record of accidents and cases of ill-health? What type and where did they happen?	Most incidents are playground based by children. If these happen, they are dealt with by first aiders at the time. Ill-health is dealt with by either the child/staff member not attending the school or sent home should they fall ill whilst at school.
5	Are there staff/children on site who have disabilities or specific health problems?	We have one child with a nut allergy needing an EpiPen – staff are trained on how to use this
6	Are there visitors/service users on the site who may need first aid?	Most staff are first aid trained and will be able to help if required
7	Is there first aid cover for lunch times and for the beginning and end of the school day?	Yes
8	What is the site layout and will the layout require additional first aid cover for separate buildings or floors of a multi-storey building?	We are one building. There is no separate buildings/floors.
9	Do you have any work experience trainees?	No
10	Are there a number of inexperienced or young staff/visitors on site?	No
11	Do the numbers of people on site vary throughout the day? Are extra first aiders needed for peak periods?	No
12	Do staff work in shift patterns and does each shift have sufficient first aid cover?	No

13	Do you work on a site occupied by other organisations and share first aid arrangements?	We have external agencies that come in to the school. We have after school provisioners (i.e football, tennis etc) that are all first aid trained. We also have an external wraparound care provision who are also first aid trained. Proof of this is in the External Agencies folder.
14	What is the distance from emergency services and how long are they likely to take to arrive on site?	Fire Services are approximately 3 miles away and the Ambulance Services are approximately 8 miles away. All emergency services should be with us within 10 – 15 mins.
15	Do some staff work alone or remotely (including contracted home workers)?	No members of staff should work alone and if they do, they will be on school grounds and be able to alert another member of staff if needed. Some members of staff work from home (remote access) on occasion.
16	Do you have children aged five years of age or younger?	Yes – Year R
17	Do members of the public visit your premises?	Yes – we have volunteers come in regularly
18	Do you have any employees with reading or language difficulties?	No

Level of First Aid Staff (Type of Provision)	Number of staff trained
First Aid at Work	1 – Sandra Phillips
Emergency First Aid at Work	10 – Rosie Woodhurst Rebecca Evans Anita Withers Joy Prickett Helen Scott Lucy Hawthorn Rebecca Dodson Tracey Boulter Kate Ridout Charlotte Oliver
Paediatric First Aid	8 - Anita Withers Joy Prickett Helen Scott Lucy Hawthorn Rebecca Dodson Tracey Boulter Michelle Heeks Rachel Dowling
Outdoor First Aid (Forest Schools)	1 – Katie Mitchell
First Aid Kits	Locations of First Aid Kits
6	In each classroom
Travel First Aid Kits	Location of First Aid Kits
1 x backpack	Hanging in disabled toilet
First Aid Room/Areas	Location of First Aid Kits
1	Outside reception
Defibrillator/Additional Equipment	Location of First Aid Kits
1	Outside reception

First Aid Needs Assessment Completion

Manager's Comments

Insert comments relevant to assessment as appropriate

Name of Manager:- Rachel Moir (Head of School)

Signature of Manager :

Date :

Assessment reviews

Set future review dates and sign/comment upon completion

Review Date

Reviewed by

Reviewers Signature

Remarks

[illegible]

First Aid Checklist	
Location of First Aid Kits/Boxes	6 x classrooms / 1 x First Aid bag (trips) in disabled toilet / first aid area
Date of Initial First Aid Kits/Boxes Check	18 th September 2025
Name of Assessing First Aider	Tracey Boulter

Contents Check				
No.	Main Premises First Aid Box	Minimum Required	Actual Quantity	Expiry Date
1	Guidance Card	1		
2	Individual wrapped sterile dressings (assorted sizes) (plasters)	20	Approx 1500	Various
3	Sterile Eye pads	2	9	06/27
4	Individual wrapped triangular bandages (preferably sterile)	4	10	
5	Safety pins	6	100 +	N/A
6	Medium individual wrapped sterile unmedicated wound dressings	6	3	06/27
7	Large individual wrapped sterile unmedicated wound dressings	2	4	07/26
8	Finger dressing	1	1	03/26
9	Disposable gloves (pair)	1	2 boxes	06/29
10	Saline Eye Wash	5	25	04/27
11	Wound cleaning wipes	20	100	04/28
12	Burn soothes	5	16	05/27
13	Cling film	1	1	N/A
14	Foil blanket	2	5	N/A
15	Vomit Bags	5	5	N/A
16	Scissors	1	2	N/A
17	Face Shields	1	4	N/A
18	Microporous tape 1.25cm x 10m	1	2	
19	Individually wrapped sterile adhesive dressing pads 7.5 x 7.5cm	20	50	03/29
20	Conforming bandage	1	10	
21	Low adherent dressing pads 5 x 5cm	20	100	04/29
22	Conti dry cleansing wipes (pack) (Contiwipes)	2	8	N/A
23	Instant Ice Packs	1	2	No date
No.	Travel First Aid Kits	Minimum Required	Actual Quantity	Expiry Date
1	Guidance Card	1	1	
2	Individually wrapped sterile adhesive dressings	6	4 x dressings + 40 plasters	
3	Individually wrapped triangular bandages	2	1	
4	Large sterile unmedicated dressing	1	1	
5	Safety pins / scissors / microporous tape	2	12 /1/1	
6	Individually wrapped moist cleansing wipes (alcohol free)	2	20	
7	Disposable gloves (pair)	1	2	
8	Resuscitation mask	1	1	

9	Tweezers	1	1	
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Additional Checks				
1	Are all the items of first aid within expiry date?	YES	NO	
2	Are all items of first aid in good, undamaged condition?	YES	NO	
3	Is the first aid kit/box in good condition and undamaged?	YES	NO	
4	Is the location of the first aid kit/box clean and accessible?	YES	NO	
5	Is the first aid location sign present and in good condition?	YES	NO	
6	Is the list/sign of trained first aiders present and up-to-date?	YES	NO	

Summary of Actions			
FIRST AID KIT PASSED (e.g 6 month) CHECK & NO ACTION REQUIRED		YES	NO
Actions required of "NO"			

Name of Assessor	Sandra Phillips	Signature of Assessor		Assessed Date	18/09/2025
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Follow-Up Actions					
REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED				YES	NO
Name	Sandra Phillips	Signature		Date	

Note :

Minimum Required – Minimum contents required in any first aid kit under ACOP (legal) guidance

Actual Quantity – Actual contents noted at the time of this periodic check of the first aid kits/boxes