HOLY CROSS CATHOLIC PRIMARY SCHOOL
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Learn, Grow, Love, Live

Health and Safety Policy

Version	Date	Description of changes and person/organisation responsible
1.0	September 2015	New policy
2.0	December 2021	Detailed review as policy to remove and update processes post Romero
3.0	December 2022	Policy reviewed, updated DSE section to include maximum refund
3.1	January 2024	Reviewed – removed reference to COVID isolation
3.2	January 2025	Reviewed – no major changes
3.3	January 2026	Reviewed – no changed

People Responsible:	Facilities Manager/ Headteacher
Committee responsible:	Finance and Staffing Committee
Reviewed date:	January 2026
Next review date:	January 2027

Mission Statement

At Holy Cross Catholic Primary School,
we learn about ourselves and about the world.
We grow in faith,
we act with kindness, generosity and love
to ourselves and others.
We live life to the full and have a future full of hope.

The Health and Safety of all the people who work or learn at our schools are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The School takes responsibility for protecting the health and safety of all students, pupils, employees and visitors.

Under the overall direction of the Senior Leadership Team we will provide suitable and sufficient information, training and supervision, as is required to ensure the health and safety of employees, children, their parents and anyone else that may be affected by our activities.

We particularly recognise our duty of care towards others that are not in our employment, particularly the children. These people also include; parents, visitors and contractors with whom we interact both within the premises and the local environment. The actions of visitors and contractors will be controlled in such a way so as not to cause harm to our children, our employees or themselves.

All employees have a duty to ensure that they work in a safe manner and that they ensure their acts and omissions do not cause harm to others. Employees will be encouraged to bring to the attention of their line managers any concerns regarding health and safety issues.

We recognise that the control of contractors is essential to create safe working environments and will ensure that contractors are appointed and managed with due regard to their ability to work safely in our premises.

Our Health and Safety Policy complies with the requirements of the Health and Safety at Work Act 1974 and will be subject to regular review at least annually or when there are any significant changes.

Overall responsibility for Health and Safety in the School rests with the Governors and Headteacher.

This policy applies to all employees, students, pupils, contractors, visitors and also employees of Holy Cross Catholic Primary School.

1. Legal Duty and intent

It is our duty and responsibility as employers under the Health and Safety at Work Act 1974 section 2.1 and 2.2 paragraphs a-e and this policy to:

- Ensure so far as is reasonably practicable the health, safety and welfare at work of all our employees and all others who may come into our premises.
- Provide an environment which is safe and without undue risk to health
- Safe systems of work that are, so far as reasonably practicable, safe and without risk to an individual's health or safety.
- To make arrangements for ensuring, so far as is reasonably practicable, the safety and absence of risks in connection with the use, handling, storage and transportation of articles and substances and aligned to COSSH regulations
- To provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of all our employees.
- And as far as is reasonably practicable, we will maintain any place of work in our control in a safe manner and maintain safe access and egress from it.
- Provide and maintain so far as is reasonably practicable a safe working environment with adequate facilities and arrangements for the welfare of our employees and others who enter our workplace.
- Ensure that our activities comply with all legal health and safety related requirements.

We are particularly conscious of the school's responsibilities towards the children, and their parents. We will where appropriate teach safety as part of the curriculum and provide training by a competent person where and when required.

We also recognise that a breach of health and safety legislation may constitute a criminal offence. An Enforcing Authority may take criminal proceeding against the School or its management. This can result in penalties, i.e. fines and/or imprisonment.

2. Legal Duties of Employees

In addition to the previously described general responsibilities, the Health and Safety at Work Act 1974 places legal duties on all employees.

These are:

Section 7 "Health and Safety at Work Act 1974"

- To take reasonable care for the health and safety of them and other persons who may be affected by their acts or omissions at work – i.e. school students.
- To co-operate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.

Section 8 'Health and Safety at Work Act 1974'

- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety, and welfare.
- All employees should bear in mind that a breach of health and safety legislation by an individual constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual. Such action can result in penalties, i.e. fines and/or imprisonment.

3. Health and Safety Responsibility

The overall responsibility for health and safety for the School rests with the Governors and the Headteacher. They will ensure that sufficient resources both financial and physical are available so that this policy and arrangements can be implemented effectively. Ensuring that the School meets the requirements of this policy and is aligned to the Health and Safety at Work Act 1974 is delegated to key employees who will provide the necessary support. This delegation however, does not detract from the School having ultimate responsibility for the contents of this policy.

The Governors and Headteacher will:

1. Review the Health and Safety policy, its effectiveness and either update the policy or the health and safety procedures.
2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. Make arrangements to draw the attention of all School employees safety policies and procedures and of any relevant safety guidelines;
4. Make arrangements for accident recording, including near misses and draw this to the attention of all employees at the School as necessary;
5. Make arrangements for informing employees, pupils and students, of relevant safety procedures. Other users of the premises will be informed, as necessary;
6. Identify defects in the state of repair of the buildings or their surrounds which are considered to be unsafe and make such interim arrangements as are reasonable to limit the risk entailed. This requires that regular safety inspections are undertaken;
7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
8. Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
9. Identify any employee having direct responsibility for particular safety matters and any member of employee who is specifically delegated to assist the Governors and Senior Leadership Team in the management of health and safety at the School. Such delegated responsibility must be defined as appropriate.
10. Conduct an annual walk around of the School sites to ensure Health and Safety information is displayed and up to date.
11. Receive reports on health and safety at School and local board meetings.

4. Individual Responsibilities

The person responsible for ensuring this policy is put into practice is the Headteacher. The Headteacher along with the Facilities Manager will

- Identify hazards present within any School activities and ensure action is taken to minimise these hazards
- Ensuring risk assessments are undertaken and any actions are followed through to completion
- Ensuring that hazardous substances are assessed and any actions are followed through to completion.
- Liaising with the Enforcing Authorities as and when required.
- Identify any training needs and ensure training takes place
- The development and implementation of safe systems of work.
- The maintenance of the workplace and buildings.
- Fire and emergency management.
- Ensure waste is managed.
- Ensure accidents are reported and investigated.
- Ensure that any ill-heath situations that are caused by work activities are reported and investigated.
- Ensure adequate first aid facilities and trained employees are available
- Ensure that premises are inspected regularly for health and safety concerns
- Report on Health and Safety matters to the Headteacher and local board as appropriate.
- Ensure that the correct procedures and regulations are followed for all educational visits
- Ensure there is consultation with employees as required due to the Health and Safety (Consultation with employee's) regulations 1996

4.2 Responsibility of all Employees

All employees are required by legislation to take reasonable care for health and safety of themselves and any other person who may be affected by their acts or omissions. Employees are also required to cooperate with their employer with any reasonable request in regards with health and safety.

a. exercise effective supervision over all those for whom they are responsible, including students and pupils;

b. be aware of and implement safe working practices and to set a good example personally, identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
c. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
d. provide written job instructions, warning notices and signs as appropriate;
e. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
f. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
g. evaluate promptly and, where appropriate, act on criticism of health and safety arrangements;
h. provide the opportunity for discussion of health and safety arrangements;
i. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
j. Be aware of and comply with all health and safety instructions including actions to take in the event of a fire or accident.

4.3 Safety Representatives/ system in place for raising health and safety concerns

Where safety representatives have been appointed they should make themselves known to the Headteacher. The safety representative may investigate potential hazards and dangerous occurrences and accidents. They may investigate any complaints or concerns that have been raised by their membership and report to the management of the School to raise this.
Any employee may raise health and safety concern with either their line manager or the Facilities manager.

4.4 Parents and carers

Must inform the individual school of any health and safety concerns including medical issues for their child to enable the school to manage this whilst the child is in the school's care.

4.5 Pupils and Students

Pupils and students are expected to exercise personal responsibility for the safety of themselves and others. Observe and comply with the safety rules within the schools and obey instructions of responsible adults in the event of an emergency. Comply with the standards of uniform and hygiene. To not interfere with any item provided for health and safety within the schools.
Non-compliance with these important issues will be subject to the behaviour policy.

4.6 Contractors/hirers/visitors may be provided with a briefing if relevant

All contractors must carry out their activities in a manner that is aligned to this policy and be aware of their duty of care to others. They must be compliant with all applicable legislation, including but not limited to the legislation listed in appendix A.

Where requested they must agree a health and safety plan with the Facilities Manager for any activity on any of the School's premises.

All contractors will be briefed on health and safety at the premises by the Facilities manager.
Contractors must:

- Report to the building reception and sign in. If their activities are taking place in school hours then they must be accompanied or undergo a valid disclosure and disbarring process which must be recorded by the relevant premises.
- Ensure that controls are in place to protect School employees, pupils, students and other people from their activities.
- Provide a copy of their current employer and public liability insurance Provide copies of accreditation to carry out the work
- Provide a method statement
- Provide copies of the risk assessments for the work
- Comply with instructions from School staff in the interest of health and safety
- Provide any other information that is reasonably requested.

Contractors must not:

- Introduce equipment to the premises without written agreement
- Alter fixed installations
- Remove notices
- Take any action which creates hazards for others.

The person responsible for the control of contractors is the Facilities Manager.

4.7 Hirers

All hirers must ensure their activities and all people on site involved with their hire comply with this policy. All hirers must:

- Report to the entrance of the relevant building at the start of their hire period.
- Ensure their activities are safe and conduct risk assessments where necessary
- Take out relevant insurance as detailed in the hire agreement
- Leave the premises in a clean and tidy condition at the end of the hire period
- Report any damage to the premises
- Comply with instructions from School staff in the interest of health and safety
- Provide any information that is reasonably requested

All hirers must not:

- Introduce equipment to the premises without agreement
- Alter fixed installations Remove notices
- Take any action which creates hazards for others.

4.8 Visitors

All visitors must carry out their activities in a manner that is aligned to this policy, aware of the duty of care to others and compliant with legislation as appropriate, including but not limited to the legislation listed at the end of this policy.

All visitors must:

- Report to the building reception and sign in. If their activities are taking place in school hours then they must be accompanied or undergo a valid disclosure and disbarring process which must be recorded by the relevant premises.
- Ensure that controls are in place to protect School employees, pupils, students and other people from their activities.
- Comply with instructions from School staff in the interest of health and safety
- Provide copies of the risk assessments for the activity where appropriate
- Provide any other information that is reasonably requested.
- Wear the badge identifying them as a visitor

Visitors must not:

- Introduce equipment to the premises without agreement
- Alter fixed installations
- Remove notices
- Take any action which creates hazards for others.

5. Competent Assistance

Competent assistance and advice is provided by the Headteacher.

The Management of Health and Safety at Work Regulations 1999, regulation 7, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

The Health and Safety (Consultation with employees) regulations 1996

Where there are employee's, who are not represented by safety representatives under The Safety Representatives and Safety Committees Regulations 1977 amended 1997 the employer must consult those

employees in good time on matters concerning their health and safety at work. This will be carried out by meetings, talks, use of the notice board and an open-door policy. Consultation may include but is not limited to:

- The introduction of any measures in the School, which may substantially affect the health and safety of employees.
- The School's arrangement for appointing or nominating an employee representative and their responsibilities and any resources that may be required to allow them to carry out the duty.
- Any information that the School is required to provide under relevant statutory provisions
- The planning and organisation of any training requirements with regard to health and safety
- Any new technologies that are brought into the School and the training and consequences with regard to health and safety that may arise from the new technology.

6. Communications

All notices are issued in accordance with Health and Safety legislation. All employees, visitors and contractors will be made aware of the appropriate health and safety procedures and are required to take the necessary action to ensure they are familiar with these. They are required as far as reasonably practical to be aware of with any warning signs including advisory and comply with them.

Any suggestions on how to improve Health and Safety should be communicated to the student's Teacher, person's line manager, the Facilities manager or the employee suggestion box. There is a master copy of this Health and Safety policy in each of the School's buildings. This is in the main office but also available on each of the school's websites. Health and Safety will be a regular topic of staff meetings and safety notices will be read by Teachers as part of student and pupil briefings. As a responsible employer the School encourages all employees to read the policy and query any areas which are not understood can be explained.

Regular health and safety information will be posted on a specific notice board. The notice board is located in the staff room.

7. Identifying and Managing Health and Safety Risks

7.1 Risk Assessments

The Management of Health and Safety at Work Regulations 1999, Regulation 3, requires that the School must carry out a suitable and sufficient assessment of the health and safety risks to our employees whilst they are at work. This will also consider those that are not in our employment who may come into contact with our activities or premises. Before embarking on this task, we need to have an understanding of the following:

- A Hazard is something with potential to cause harm.
- The Risk is a measure of the likelihood and severity that harm will be caused.

The School will ensure that suitable and sufficient risk assessments are carried out of all the tasks and equipment connected with our activities that are likely to present a significant risk of injury or ill health to our employees or others within our activities. The person responsible for ensuring that risk assessments are undertaken is the Facilities manager. The risk assessments will be made available to relevant employees who must read them. After reading and understanding the content of the risk assessment, the employee must sign the confirmation sheet to confirm that they have read and understood the assessment and its findings.

The responsibility for the implementation of risk assessments and any controls that are required rests with the Facilities Manager and shall be supported by any other employee as is required.

The managers or supervisors will also monitor the effectiveness of any actions resulting from the findings of the risk assessments. Any deficiencies that are identified will be reported to the person responsible for carrying out the risk assessments.

All risk assessments will be reviewed annually as a minimum, on a relevant cycle or if there is any significant change that affects the validity of the risk assessment, whichever comes sooner. Short term risks which have a risk assessment will be reviewed at the end of the activity or when the risk is expected to end.

In the event of a significant ongoing incident such as the COVID19 pandemic, all staff and other concerned parties should refer to the school's current risk assessment for the most up-to-date control measures and guidance specific to the situation.

Key areas of Health and safety actions and responsibilities

8. Biological Hazards

Control of Infection
There is a system for the control of infection in the School. The person responsible for overseeing this is the Facilities Manager but all employees, visitors, students and pupils have a part to play.
Everyone is encouraged uphold a high standard of personal hygiene including hand washing at regular intervals and especially after using the toilet. This will be undertaken by general education, communication and training.

There are high standards of cleaning, disinfection and decontamination. There is a provision of Personal protective equipment including powder free latex gloves. Clinical waste is collected regularly on a schedule. There is a system of colour coding to prevent cross contamination.

Legionella bacteria in the School's water systems is controlled. The system is inspected, flushed and temperature controlled by a specialist contractor. The person responsible for this is the Facilities manager.

Students, pupils and employees are required to report reasons for absence and not attend the School premises when ill, or within 48 hours of an instance of diarrhoea or sickness.

Employee's and the parents of children with a compromised immune system will be informed where infectious diseases are reported and these people may have been exposed to them. This includes rubella, measles and chicken pox.

9. Control of substances hazardous to health (COSHH)
The Control of Substances Hazardous to Health Regulations 2002 as Amended require the School to carry out an assessment and record the risks involved with using, storing and handling hazardous substances.

Hazardous substances will not be used, handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all employees likely to come into contact with the substance. All hazardous substances will be stored according to the manufacturer's instructions.

Material safety data sheets (MSDS) will be obtained for all hazardous substances purchased and this information will be retained. The School understands these data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.

The School also recognises that as a result of some activities hazardous substances may develop e.g. chemical experiments. These activities will also be assessed and controlled.

The persons responsible for carrying out the COSHH assessments is the Facilities Manager

After reading and understanding the content of the COSHH assessments the employee will sign the confirmation sheet to confirm that they have read and understood the assessment and its findings.

Responsibility for implementation of COSHH assessments and any controls that are required rests with the nominated person identified above and supported by any other employee as is required.

The effectiveness of the COSHH assessment and any deficiencies will be reported to the person responsible for carrying out the COSHH assessments.

All COSHH assessments will be reviewed annually or if there are any significant changes that affect the validity of the risk assessment, whichever comes sooner.

10. Dangerous Substances and Explosive Atmospheres

The Dangerous substances and explosive atmosphere regulations 2002 require the School assess the level of risk or an explosion that the work processes and substance use and storage may cause. An assessment will be carried out by the Facilities manager of the explosive risk by considering:

- The properties of the substance.
- The process and any dusts or fumes that are generated.
- Purchased products such as Compressed and flammable gases.
- The type of machinery and/or equipment used in the area.
- The sources of ignition evident.

If the findings of the risk assessment determine there is a risk of explosion then we will introduce measures to reduce the risk, which will include the following:

Categorising the area into zones depending upon the level of risk:

- Zone 0: Is an area where an explosive atmosphere is present continuously or for long periods.
- Zone 1: Is an area where an explosive atmosphere is likely to occur during normal operations.
- Zone 2: Is an area where an explosive atmosphere is not likely to occur but if it does then it will be for a short period only.
- These areas will be designated using signs; the sign used will be of the approved type. This is a yellow Triangle with black edging and black lettering EX.

All equipment used in these areas will be categorised as follows:

- Category 1 equipment will be used in Zone 0
- Category 1 or 2 equipment will be used in Zone 1
- Category 1 2 or 3 equipment can be used in Zone 2

Any significant findings from the assessment will be recorded. The records will detail the identity of the substances and most importantly the measures to be taken so as to reduce the risk to the lowest level possible.

All involved employees will be provided with all the necessary information, instruction, training and supervision. This is to ensure the level of risk is reduced as far as possible. They are also made aware of the risks involved so they can maintain a safe working environment.

All records will be reviewed annually or when any significant change takes place

10. Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 require that an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present.
Prior to carrying out the assessment a checklist will be completed so as to identify the presence of any significant risk. The assessment will include taking breaks from the screen, adjusting the height of screens and seats.
The School recognises that DSE users require training and will provide it as necessary.
The person responsible for the assessment of display screen equipment is the Headteacher.
The School accepts the responsibility to pay for an eyesight test if an employee is using a computer screen for the majority of their working day. The School will also contribute £60 towards the cost of corrective glasses if these are prescribed, irrespective of the prescription, as long as the employee is using a computer screen for

the majority of their working day. The £60 contribution can be claimed only once every 2 rolling years. If employees choose other types of eyewear then the employee will only be eligible to claim £60 once every 2 rolling years
Refunds will only be issued upon production of a proof of purchase and will not be paid retrospectively

12. Drugs and Medicines

Where a child suffers from a long-term illness or condition it may be necessary to control this with medication. The parent or carer must provide a medical information form to detail the condition and how this is controlled. This information must be updated by the parent or carer as soon as possible after any changes. Medications will be stored in the medical room and checked on a regular basis but it is the parent or carer's responsibility to ensure that the medication is disposed of and updated as necessary. Where the medication has reached the expiry date and the parent or carer cannot be contacted the School may dispose of the medication.
Medication must be provided with a covering letter to explain the dosage and times the medication is to be taken. The medication must be clearly labelled with the student or pupil's name, dosage, frequency of administration, date of dispensing, cautionary advice and expiry date.
Some medication such as inhalers for asthmatic students may be kept on them. Inhalers will be kept with the teacher for younger pupils. A spare can be kept in the medical room clearly labelled with the child's name.

School employees will supervise the administration of medication for pupils and students. These students will have an individual health care plan which will have been agreed with the individual school nurse. In a medical emergency the School employees may administer as detailed in the individual's care plan.

For short term illnesses where medication is required such as antibiotics it is preferred that medication is given outside of school hours but where this is not possible it can be supervised by School employees in the same way as detailed above.
All medication must be provided along with a covering letter to explain how the medication is to be taken and must be clearly labelled with the child's name, frequency and amount of medication to be taken (standard practice from pharmacies).

A record of all medicines whose administration is supervised will be kept in the school office or the medical room.

The School is unable to provide pain relief for children suffering from a minor medical ailment.

13. Electrical safety

Under the terms of the "Electricity at Work Regulations 1989" and the "Health and Safety Executive Guidance Note GS23 – Electrical Safety in Schools," the following policies shall be adopted:

All electrical installations and electrical equipment shall be constructed, maintained and used so as to prevent danger. There shall be no working on any live circuit unless it is reasonable to do so and unless suitable precautions have been taken to prevent injury and any persons doing so must have sufficient knowledge to prevent danger or be under competent supervision.

All items of electrical equipment which are suspected of being dangerous are to be taken out of use immediately.

Electrical installations, extensions or repairs are only to be carried out by qualified contractors who must:

- be registered with the National Inspection Council for Electrical Installation Contracting (NICEIC).
- Carry public liability insurance
- Carry out any works in accordance with the recommendations contained in the current edition of the Institute of Electrical Engineers Wiring Regulations handbook.

Every year there shall be an inspection by a contractor fulfilling the requirements above, of all portable electrical appliances. The inspection shall include the testing of earth continuity, insulation resistance, loading and earth leakage, and a report shall be produced.

Portable Appliances
All portable appliances shall be inspected and tested by a competent and suitably trained person as stated below:

- Annually – all frequently moved, hand operated, mains powered tools and equipment
- 3 yearly – all other electrical items either not moved from normal operating location or not considered to become hazardous from normal use e.g. IT equipment, smartboards

All staff should perform a visual inspection of appliance that they or pupils use and report or remove any equipment they consider unsafe.
Obvious defects would include; cracked casing, damaged plugs or cable, burn marks etc
Only electrical appliances provided by the school must be used unless agreed by the Head Teacher or Facilities Manager and must be inspected before use

A register shall be kept of portable electrical appliances containing details of the latest test report.

14. Fire

The risk that fire presents to students, pupils, employees and visitors in the School properties and the need to business continuity is recognised. The School is committed to maintaining the highest standards in fire standards in order to protect all users of the School premises. The School will evaluate the risks of fire and take precautions in order to reduce the risk of fire. It is the School's policy as far as reasonably practicable to:

- Provide, and maintain, places of work and recreation that are constructed, or refurbished, to ensure adequate structural protection and adequate means of escape for any building occupants in the event of a fire.
- Provide, and maintain, suitable and sufficient alarm systems and monitoring in Buildings to ensure that building occupants receive adequate early warning of any fire related event.
- Provide, and maintain, suitable and sufficient information and communication systems that ensure timely and efficient response by the premises employees and that adequate details are provided to the emergency fire services.
- Provide suitable and sufficient information and instruction on fire safety to employees, pupils, students and visitors.
- Provide management arrangements for identifying and controlling fire risks. The School operates a double knock system in agreement with the Fire Authority to avoid the emergency services having to respond to a false alarm.

If a fire alarm call point glass is broken the alarms will sound. The on duty senior manager will investigate to determine if this is a false or genuine alarm, if it is found to be false then the alarms will be silenced, reset and a call made to the monitoring centre within the four minutes to avoid attendance by the fire service.

If upon inspecting of the call point a genuine fire is discovered, the alarms will be left to sound. The Fire Service will be contacted by the alarm monitoring company.
In the event of a fire alarm the main gates to the school will remain closed, in agreement with the Wiltshire Fire Authority a proximity card to the building and main gates has been issued to the named fire station that will attend site allowing them full access to the main gates and internal doors.

Evacuation
The authority to return to the building rests with the most senior employee on the premises or the Chief Fire Marshal. If the fire brigade has attended the authority to return will be given after advice from the fire brigade.

Fire Marshals
The responsible officer for the School will ensure there are sufficient Fire Marshals available nominated to implement fire safety measures. Fire Marshals will receive specific training which includes the use of fire extinguishers and how to extinguishing small fires. They have knowledge of fire prevention and are able to identify possible fire hazards to prevent fire from occurring. They will have knowledge of fire evacuation and their role in implementing it.

Key escape routes
In each room there is the means to identify the key escape routes. This comprises of schematic drawings and is supplemented with emergency escape signs.

Training required
Training for the Fire Marshals will take place every three years, as part of this training the evacuation plan will be instructed, so that all are aware. It will also be distributed annually when reviewed. Regular drills should be carried out using varying escape routes assuming the normal evacuation route is not available, ensuring that the team know their roles and responsibly. Fire drills will be held at Regular intervals and records kept

Personal Emergency Evacuation Plan (PEEP)
In order to assist disabled or sensory-impaired people to escape from fire it may be necessary for employee's to be trained in the correct procedures to cope with this eventuality. This will be assessed annually, based on the staffing, pupils and students at each site. If additional students, pupils or employee's with PEEP requirements join the School then a plan will be put in place
An example plan can be found at the end of this in appendix D.

Portable fire-fighting equipment
Fire extinguishers and fire blankets are provided in the areas appropriate to the possible risk and in accordance with the British Standard. All equipment is serviced annually by a specialist contractor and the relevant records are maintained in the Site Office.
A Fire Marshal or any trained competent person, may tackle a fire if it is blocking a fire exit. DO NOT PUT ANY PERSONS AT RISK.

Building Projects
All major refurbishment and building projects undertaken by the School will be undertaken in a professional manner and the work will be inspected by either the Local Authority or private Building Inspectorate. The School operates a hot works permit.

Minor Works
Any minor alterations will be approved by the Headteacher who is responsible for Fire Risk Assessments and Fire Safety Issues school wide.

Risk Assessments
In accordance with the Regulatory Reform (Fire Safety) 2005, the School will undertake and maintain a written Fire Risk Assessment for the property managed by the School.

The assessment will be reviewed annually and a record of the review will be retained for inspection by the authorities when necessary. All actions resulting from the assessment will be undertaken within a time scale appropriate to the importance of the action required.

Management of Risk

With any establishment, there are inherent risks associated with the routine day to day operations. It is essential to be aware of these risks and to have procedures in place to manage such risks. The following risks are identified together with the necessary procedures in place to mitigate these risks:

- Security locks on escape routes
- Obstacles within escape routes
- Kitchen (toasters etc.)
- Storage of flammable materials
- Boiler-houses/ plant rooms
- Faulty electrical appliances
- Unauthorised electrical appliances
- Refurbishment works
- Design and Technology Equipment
- Food Technology Equipment
- Science equipment

Specific Risks

- The Facilities Manager is to ensure that all locks are disengaged prior to and during building occupation.
- Fire Marshals are to ensure that all routes, within their zones, are kept clear at all times and are to report any defects of floor-coverings and faulty operation of doors and door furniture via the Facilities Helpdesk.
- Kitchen equipment is included within the PAT programme.
- The Senior Leadership Team, relevant employees and Premises Team are to ensure all such materials are stored in approved locations/storage containers.
- All plant equipment is serviced and inspected by approved contractors.
- Plant rooms must be cleared of any unrelated items and access restricted to authorised personnel only.
- Employee's, Students and pupils must not operate any faulty electrical appliances and must report faulty equipment via the Facilities Helpdesk and e mail system.

Management Systems

Daily - Fire Marshals and all employees are to ensure that escape routes, within their zones, are available and clear and that all fire doors remain closed.

Weekly - The Fire Alarms will be tested.

Termly - The School will undertake a fire drill. The event is to be recorded in the log book by the Facilities Manager.

Annually - The Facilities Manager will ensure arrangements are made for the test and inspection of:
Live systems including:

- Fire-detection systems
- Emergency lighting
- Portable fire-fighting equipment
- Fire doors

15. First Aid

The School is required to provide first aid assistance for employee's as part of the Health and Safety (Fist Aid) Regulations 1981. The School will provide adequately trained first aiders and appointed persons and sufficient equipment to meet the needs of the schools in the School.

The Facilities Manager is responsible for the first aid provision throughout the School.
Parents and carers are expected to decide whether or not their child is well enough to attend school. It is also the parents and carers responsibility to ensure that their child does not attend school within 48 hours of the last time their child has been unwell with Diarrhoea and vomiting.
Before a child starts at a school it is the parents and carers responsibility to inform the individual school of any medical needs and how the school can support their child whilst in the School's care.
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 biannually or following any significant changes that may affect first aid provision
- Ensuring that there are a sufficient number of trained first aid employees 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

In the event of an Emergency
Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment in accordance 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 will make sure an ambulance is called 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
- Medical Condition which needs medical attention

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

- Is considered to be a serious (or more than minor) injury
- Requires medical attention at hospital/Doctors

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. They will be called after the ambulance.
Where an ambulance is called for an employee the employee's nominated relative will be contacted.
In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to contact the parents. In the interim, we will ensure that the qualified first aider, appointed person 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 cannot be contacted prior to attendance, the qualified first aider/appointed person 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, details will include the following information:

- Name of injured person
- Name of the first aider/s who dealt with the incident
- Date and time of the accident
- Location/where accident occurred
- Type of accident (e.g. bump on head, broken limb, sprain etc.)

- Treatment provided and action taken
- Parents/Carers contacted
- Injured person/s to go home/hospital/remain at school

Investigation of accidents is the responsibility of the Facilities Manager.

Non-emergency first aid
Parents and carers may not be contacted if the child has a minor ailment or injury such as a small cut. Older children are expected to inform their parents and carers about these. Parents and Carers always be contacted if the child needs to go home due to illness, there is a medical matter causing concern, has a suspected contagious rash. Children cannot make their own arrangements to go home. The first aider in charge will make the decision on whether or not the child needs to go home. All children must be collected.

16. Food Safety

The School provides food to students, pupils, employees and visitors. The Cook in charge of the kitchen will ensure that the food handling, cleaning, housekeeping, preparation and provision complies with the Food safety (general food hygiene) regulations 1995. All food handlers have a responsibility to ensure a high standard of personal hygiene is maintained. The cook in charge has a responsibility to ensure that each food handler is aware of this and receives regular training.

17. Legionella

Legionella bacteria in the School's water systems is controlled. The system is inspected, flushed and temperature controlled by a specialist contractor. The person responsible for this is the Facilities Manager.

18. Local Exhaust Ventilation (LEV)

Where necessary, local exhaust ventilation is provided to remove the hazardous substance away from the operative and workplace. This reduces the risks from operative hazardous substance exposure and we will ensure our employees use the extract systems at all times. A competent person will inspect the extraction system every twelve months. This is aligned to the COSHH regulations. The competent person for managing the inspection of the LEV system is the Facilities Manager. Records of these inspections will be retained and available for inspection by the enforcing authority and insurance provider when required.

19. Lone working

Where an employee is working alone without supervision the School will carry out a risk assessment to minimise and control any risks.

20. Manual Handling

The Manual Handling Operations Regulations 1992 (as amended) require that all manual handling tasks must be avoided where reasonably practicable. Where this is not reasonably practicable then an assessment of the risks to employees must be carried out. The manual handling assessments will be made available to all employees.

After reading and understanding the manual handling assessment, the employee will sign the confirmation sheet to confirm that they have read and understood the content of the assessment.

The person responsible for carrying out the manual handling assessments is the Facilities Manager. Responsibility for implementation of manual handling assessments and any controls that are required rests with the Facilities manager, supported by any other employee's as required.

The manager/supervisor will monitor the effectiveness of the manual handling assessments. Any deficiencies will be reported to the Facilities Manager. However, management cannot carry out an assessment for all minor tasks, therefore it is the responsibility of employee's to mentally assess the risk of harm to themselves and others before carrying out manual handling.

Before carrying out any manual-handling task employees must consider:

- The Task - What you are going to do
- The Individual – The persons own capabilities
- The Load - The weight, size and shape of the load
- The Environment – The environment to which the task is being undertaken

If in doubt get help.

All manual handling assessments will be reviewed annually or if there is any significant changes that affect the validity of the risk assessment, whichever comes sooner. Relevant employees will be provided with manual handling training.

21. Personal Protective Equipment (PPE)

Personal protective equipment (PPE) must be provided for employees where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection.

An assessment of personal protective equipment will be carried out and where a need is identified, the equipment will be provided at no cost to the user.

Where PPE is supplied then employees must use the equipment provided; this is a legal requirement under the Health and Safety at Work Act 1974 section 7.

The person responsible for the assessment and provision of PPE is the Facilities Manager. If there are any questions or concerns about PPE these should be raised with their Line Manager.

22. Pregnancy

It is important that the health, safety and welfare of all employee's is safeguarded. The School recognises the responsibilities under the Management of Health and Safety Regulations 1999 Regulation 16 and on notification in writing of the pregnancy will conduct a risk assessment to calculate any risks to the expectant mother and the unborn baby.

The School will make any necessary alternations to working conditions where necessary and reasonable. Employees are requested to inform their line manager as soon as possible orally if necessary to inform them of the pregnancy.

The risk assessment is the responsibility of the Headteacher for employees. A risk assessment will be carried out for pregnant students and this is the responsibility of the Facilities Manager.

Pregnant employee's must not:

- Carry out manual handling tasks (lifting and carrying)
- Use or come into contact with any chemicals
- Work at height (stand on steps or step ladders)

Pregnant employee's must:

- Work to the controls put in place by the risk assessment
- Inform their line manager or Teacher of any problems or changes which occur during the pregnancy so the risk assessment can be reviewed and updated as necessary.
- A suitable rest area will be provided is required and where appropriate seating will be provided.

23. Reporting of Injuries, Diseases and Dangerous occurrences (RIDDOR) Regulations 2013

Under these regulations specific work-related accidents, diseases, and dangerous occurrences must be reported to the Enforcing Authorities. Reports are made on line via the health and safety executive website but fatal and specific injuries as detailed later can be reported by telephone unless it is out of hours. RIDDOR requires employers to report accidents, diseases and dangerous occurrences airing out of or in connection with work to be reported within ten days.

Injuries and ill health
Accidents which result in death or specified injury (fractures other than to fingers, thumb or toes, amputations, injury likely to lead to loss or reduction in sight, crush injury, serious burns, any loss of consciousness caused by head injury or asphyxia, scalping requiring hospital treatment, any other injury arising from working in a confined space and leads to either hypothermia or head induced illness or requires resuscitation or admittance to hospital for more than 24 hours) must be reported without delay.
Accidents which prevent a worker from continuing their normal work pattern for more than seven days must be reported within fifteen days of the accident.

Reportable diseases (www.hse.gov.uk/riddor/report.htm) provides a list. It includes carpal tunnel syndrome, severe cramp of the hand or forearm, occupational dermatitis, hand/arm vibration syndrome, occupational asthma, tendonitis, occupational cancer and any disease attributed to a biological agent.

Students and Pupils – RIDDOR

Accidents
Only reportable if it results in death from a work injury or the injury arises out of or in connection with a work activity and the person is taken directly from the scene of the accident to the hospital for treatment.

Dangerous occurrences
Reports should be made of dangerous occurrences such as the collapse or failure of load-bearing parts of lifts, accidental release of a biological agent, an electrical short circuit or overload causing a fire or explosion.

The person responsible for reporting all RIDDOR events is the Facilities Manager.

Secure records are kept of any reportable death, specific injury, disease or dangerous occurrence, all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days. These records must be kept for three years after the incident.

24. Security
The overall security of the School's premises is the responsibility of the Headteacher. However, security of the School's premises is the responsibility of all users. The Headteacher and key employees review the security regularly to ensure that all users are as safe as they can be using the premises.

All employees are responsible for being vigilant and acting decisively and quickly shout they notice a breach of security or a security risk for example a stranger on the premises without identification or escort.
All employees are required to wear and display their identification card or access control fob at all times.
Access to each site is via the main entrance for all users unless otherwise agreed such as use of the Facilities entrance for hirers.

All visitors must sign in at the main entrance with the receptionist. Badges/Labels are issued to identify authorised visitors. All other visitors must be escorted by School employees.

Children arriving late or leaving school early must be signed out and collected.
Parents and carers must inform the individual school if someone else is collecting their child.

22. Smoking
The School is a non-smoking site. Smoking must not be undertaken by any user of the School premises or vehicles. Disciplinary action may be taken as detailed in the behaviour and code of conduct for employees. This equally applies to e cigarettes.

23. Stress

The School recognises that work-related stress can cause ill health and will put controls in place to help reduce this. It is noted that the School is not responsible for stress caused by other sources such as financial problems. Stress affects people differently and so is difficult to assess. If an employee wishes to discuss undue stress they can do this in confidence with their line manager, Facilities Manager or the Headteacher who will assess what support can be provided. This may include but is not limited to support from occupational health.

24. Training

The School recognises that it has a responsibility to ensure that all employee's obtain training that is required to enable them to carry out their roles in a safe and competent manner. This ensures that they are protected from hazards and also to protect others from their activities. The Headteacher is responsible for the identification of training needs.

Training that will be provided includes induction training for new employee's, job specific training, health and safety training where it is assessed that it is required for specific activities, and additional training for young people.

Training will be provided by in house expertise or accredited training suppliers. Records of training received will be maintained on individual records. The Headteacher is responsible for maintaining the training records.

Specific health and safety training may include:

- Risk and COSHH assessment training when applicable.
- Manual handling training as and when required.
- Use of Personal Protective Equipment (PPE) when issued.
- Use of Display Screen Equipment where necessary. Health and Safety awareness.
- Fire prevention and safe use of fire equipment.
- Any other training that may be relevant to their tasks or health and safety.

25. Violence

Violence and aggression in the workplace is unacceptable but is a recognised hazard, therefore to reduce the risk to any of our employee's a specific risk assessment will be carried out and reviewed as and when required but at least annually.

The assessment will:

- Recognise the risk from violence.
- Give commitment to reducing the risks.
- State who is responsible for doing what.
- Provide an explanation of what is expected from individual employees
- Provide support for people who may have been assaulted or suffered verbal abuse.

Training in the prevention and management of violence and aggression will be provided where it is considered necessary.

The policy, risk assessments and procedures will be reviewed annually or if there is any significant change.

26. Working at Height

The Working at Height Regulations 2005 requires the School to consider the necessity of the height before any work that involves climbing from floor level. The risks of the action will be considered and minimised. Working at height it to be avoided wherever possible. The risk assessment will be carried out by the Facilities Manager and where the risks cannot be minimised to a sufficient level a specialist contractor may be employed. Employees will receive training before working at height.

27. The Workplace

The Workplace Health Safety and Welfare Regulations 1992 are designed to provide employees with a safe place of work and adequate welfare facilities.
We will also ensure that the premises as well as any fixtures, fittings and plant within it do not present a health and safety risk to any children, visitors and contractors that may come into contact with the School's activities and premises. Inspections of the buildings and outside environment will be carried out every month.

All users of the premises have a responsibility to ensure that the workplace is kept in a clean and tidy condition, items and equipment are not left on the floor to present a trip, Slip or fall hazard and cables are secured away from traffic routes.

Premises inspections that provide for the early identification of defects and omissions will be carried out at regular intervals. When defects and omissions are identified then a timescale for the repair will be set and a person designated to ensure this happens. The person responsible for the overall control of defects is the Facilities Manager. Fixed electrical installations will be inspected by a competent and qualified electrician every 5 years. A certificate of inspection will be obtained and records will be kept by the Facilities manager whom is responsible for the inspection takes places, make note of any defects and ensure repairs are undertaken.

The School will ensure that any gas installations are annually checked but also installed and maintained by a competent qualified person. This is an obligation detailed in the Gas safety (installation and use) Regulations 1998. The Facilities Manager is responsible for ensuring that all flues, supply of air for combustion, operational pressure and safe function of appliances.

30. Work Equipment and Electrical

Safety
The Provision and Use of Work Equipment Regulations 1998 requires that all equipment and machinery used for work must be suitable for the task. When choosing work equipment a number of factors must be considered:

- The task that the equipment or machinery is to be used for.
- The environment where it is going to be used.
- Who is going to use it
- All equipment purchased or hired by the School must comply with the minimum safety standards as are required by The Supply of Machinery (Safety) (Amendment) Regulations 2005. We will also ensure our equipment is in compliance with British and ISO standards and it is CE marked when purchased within the European Union.

The person responsible for the supply, procurement, and repair of work equipment and machinery is the Facilities manager.

All electrical equipment used in the course of the School' work will be inspected periodically to a set timetable. A qualified and competent person will conduct the inspection. The records of the inspection will be kept in the Facilities office. These records will include any repairs to work equipment and other equipment used by the School and includes play equipment and sports equipment. If there is a suspected malfunction of a piece of equipment it must be taken out of use immediately and reported to the Facilities Manager.

Machinery Guarding
Under the Provision and Use of Work Equipment Regulations (PUWER) 1998, Dangerous Parts of Machinery or Equipment (Regulation 11), require that all dangerous parts of machinery or equipment must be guarded or covered. The School Management will ensure that where practicable and technically possible, appropriate guards or covers will be fitted to dangerous parts of machinery or equipment.
Where this is not practicable, alternative safety devices and jigs will be provided for the safety of employees.

Employees are also reminded that they have a duty under the Health and Safety at Work Act 1974 and The Management of Health and safety at Work Regulations 1999 to work in a safe manner and to use all equipment provided for their safety. Failure to do this may lead to disciplinary action.

31. Work Experience

Young Persons (As workers)
The Management of Health and Safety at Work Regulations 1999 Regulation 19 defines a young person as someone who is over the legal school leaving age of 16 years but has not reached the age of 18 years.

Due to of their lack of experience, maturity and lack of awareness it is essential that they are supervised at all times until they gain the required experience, maturity and awareness of the risks.

A risk assessment will be carried out to determine any risks that the young person may be exposed to; the risk assessment will be carried out by the Facilities Manager. Any young person will be provided with all the information; instruction, training and supervision they require. They will also be provided with a mentor (responsible employee), who has accepted the responsibility of overseeing the young person. Young persons will not be allowed:

- To carry out work that is beyond their mental and physical capability.
- To be exposed to substances that are toxic or carcinogenic.
- To carry out tasks that can involve risks be assumed is beyond their competence.
- To be exposed to extremes of heat, cold, noise and vibration.

The young person must:

- Carry out all reasonable instructions given to them by their mentor.
- Refrain from horseplay or practical jokes.
- Report any thing that they feel unsure or unsafe about

32. Policies/Documents which his policy is to be read in conjunction with

Students with medical conditions
Behaviour policy
Code of conduct
Aggressive Behaviour Policy
Business continuity plan
First Aid Policy

Appendix A
Relevant legislation

Control of Substances hazardous to Health Regulations 2002 (COSHH)
The Health and Safety at work Act 1974
The management of Health and Safety at Work Regulations 1992
The management of Health and Safety at Work Regulations 1999
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
The Health and Safety (Display Screen Equipment) Regulations 1992
The Gas Safety (Installation and Use) Regulations 1992
The Regulatory Reform (Fire Safety) Order 2005
The Work at Height Regulations 2005

Provision and Use of Work Equipment Regulations (PUWER) 1998, Dangerous Parts of Machinery or Equipment (Regulation 11),

Appendix B
Education and childcare

Safe working in education, childcare and children's social care
https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae

Appendix C

2.0 Security
Holy Cross Catholic School – operates a secure site. Visitors must state why they are attending the premises when requested on entry. There are electronic security gates or both pedestrians and vehicles in use throughout the day.

3.0 Fire
Evacuation – in the event of a fire the electronic window system will close all controlled windows and will remain closed until the system is reset once the situation is resolved
In the event of a Fire alarm sounding any disabled students will be taken by an adult to the evacuation point (The MUGA)

The School has proximity doors that are locked at certain times of the day, upon the sounding of a full fire alarm these shall release and access will be available through these areas. The door release system is protected in the event of power failure by backup batteries located in the access panels located in their respective zones.

Places of assembly
Personnel should assemble at the MUGA in the case of an alarm. The area is clearly marked and sign posted. The Fire Marshal who is in charge of the assembly point should report to the Chief Fire Marshal indicating any persons missing and where they were last seen.

Evacuation
Pupils will proceed to the class assembly points outside the school building to the assembly point as directed by the Fire Marshals and signage. Pupils should move in an orderly fashion without talking or running.
Fire Marshals will account for employees and report to the Headteacher.
Teaching employees with class responsibilities shall accompany and assemble their respective class groups. They will report on the presence of pupils to the Headteacher.
Teaching employees without class responsibilities, and non-teaching educational support employees, midday supervisory employees shall ensure the building is evacuated and then assemble with the class groups to which they are assigned.
All other employees and visitors shall evacuate the building and assembly on the playground.

4.0 First Aid
The school has a number of Medical Officers who are trained by an accredited first aid trainer. The list of first aiders is included in the First Aid Policy. There are 18 First Aid boxes which are located:

- X1 in the Medical Room
- x2 in Front office
- x1 in school Vehicle
- x1 Community Entrance
- x1 School Kitchen
- x1 After School Care club area
- Classrooms/Year areas

First Aiders

- Holy Cross staff (teachers and teaching assistants) – full named list in First Aid Policy

The medical room is located on the ground floor by the admin block. It is used for administering first aid following an accident or in the event of the illness of an individual. The room contains:

- Bed
- Running water/drinking water
- First aid kits/medical supplies
- Seating
- Medical fridge
- Lockable Medical Cabinet
- Waste bin
- Medical notes/care plans

5. Students with Asthma
   - Students are encouraged to have their inhalers with them at all times i.e. when they are doing P.E., and when they are on a residential trip. Clearly labelled spares may be kept in the medical room.
   - Parent's/Carer's are responsible for ensuring that the inhaler medication does not expire.

6. Allergic Reactions, Allergy and Anaphylaxis
   - All First Aiders receive regular training on how to administer an epi-pen and other necessary medication/equipment held in the first aid room.
   - Students with certain Medical needs will have an Individual Health Care Plan.
   - Epi-pens are stored in a lockable cupboard (Clearly Labelled) in the First Aid room for each student – Some students carry it with them (This will be clearly noted in their care plan).

7. Cuts and Grazes
   - All trained First Aiders will use latex free surgical gloves.
   - Wounds will be cleaned with water and/or antiseptic wipes.
   - Depending on the injury, plasters, adhesive dressings or gauze bandages may be used. The student will be asked whether they are allergic to any of the above before applying.

8. Head Injury
   - Any student who has suffered a bump to the head will be questioned carefully about the incident and monitored for approximately 20 minutes in the first aid room for any signs of concussion.
   - If the injury is minor the student will be escorted back to their lesson and the teacher will be asked to observe for the remainder of the lesson.
   - Students are told to come back to the First Aid Room if symptoms develop - feel faint, dizzy or Nausea.
   - All students are given a Head Injury advice letter that informs the parent/carer that they have bumped their head during the School day and what medical action was taken.
   - If there are any concerns the parent/carer is contacted and asked to come and collect their child from School.

9. Nausea/Vomiting
   - Students who have nausea will be individually assessed and returned to lessons if fit/ able and have no other symptoms, if they have vomited a parent/carer will informed and collection from School will be requested.

10. Diarrhoea
    - Students who report having diarrhoea will be assessed by a first aider, parent/carer will then be informed and collection from School will be requested.

11. Medication on School trips

For students with (EHCP's), their medication will be placed inside a plastic wallet along with a copy of their current Care Plan. The wallet will be issued to the Group leader if applicable for that trip and they will be in charge of this medication at all times.
A trained first aider will give immediate aid to a child in their care. They are also responsible for the safe keeping of immediate medication needed by pupils such as inhalers or epi pens. Other medication is kept in a locked room or supervised fridge.

Appendix D

Personal Emergency Evacuation plan

This form should be completed for an employee who requires assistance with ANY aspect of emergency evacuation. The plan should include assistance required from the point of raising the alarm to passing through the final exit of the building.

Any detail you provide will be handled in confidence and stored only, with your consent, with the necessary parties required to ensure your safety and that of others.

A copy of the completed form will be held by:

- Employee
- Employee's department manager
- Facilities Manager Note: This plan will be reviewed on an annual basis (at least) and/or when any significant changes occur (of the building or employee).

A building layout plan should be attached to this form

Holy Cross Catholic Primary School
Fire Plan