

St Mary and St Michael Catholic Primary School

Health and Safety Policy



“Learning together hand in hand with our friend Jesus.”

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INTRODUCTION

Statement of Intent

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence inline with relevant legislation.

Responsibilities

The governing body has overall responsibility for health and safety. For its part the governing body will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety

The Headteacher will:

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Update governors
- Draw up health and safety procedures
- Monitor effectiveness of procedures

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the school office so they can be recorded in the Premises Manager Site Maintenance Record Book.

General Health and Safety Arrangements

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

Smoking is not permitted anywhere on the school site.

When contractors are on site they are expected to follow school safety procedure. The Premises Manager, Bursar or Headteacher will liaise with contractors as appropriate.

A quarterly audit will be carried out by members of the Governors' Premises Committee and the Premises Manager to monitor the upkeep of buildings and grounds.

The governors agree to appropriate training for staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

Monitoring and Review of Health and Safety Arrangements

The yearly check will be used to prioritise need and to inform planning.

The Site Maintenance Record Book will be used to ensure immediate action is carried out when necessary.

All staff will carry out monitoring on a day to day basis.

The Premises Manager will monitor school grounds and premises daily.

Monitoring by governors will be via the Premises Committee and the Headteacher's Report. The policy will be reviewed annually.

EQUIPMENT

Any equipment in school should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second hand equipment must be introduced to school without the agreement of the Headteacher.

Electrical equipment will be tested regularly in accordance with the Borough policy. Plugs and leads will be visually checked regularly.

Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.

Electrical sockets should be switched off before a plug is removed.

Fire fighting equipment and alarm systems are maintained via annual contract.

PE equipment is maintained via an annual contract.

Hazardous substances, such as glazes, cleaning materials, etc., must be stored in safety cabinets in locations away from children, the public and the everyday locations of staff. These materials must be stored in their original containers that must be suitable labelled.

The permission of the Headteacher must be given before any flammable or hazardous items can be brought on site.

CURRICULUM - USE OF RESOURCES

We follow the LBTH guidelines with regard to science, ICT, technology, art and PE. A copy of each is kept in the school office and also with the subject leader who is responsible for disseminating the information to the staff and pupils. This means the teacher must follow the guidelines and children must receive training in how to use the equipment and be supervised closely by an adult. It is the teacher's responsibility to check that the equipment is not faulty.

In addition the following have higher risk aspects:

- Science reference should be made to the 'Safety in Science' document;
- Art reference should be made to the 'Safety in Art' document; and
- Technology reference should be made to 'Make it Safe - Safety Guidance for the Teaching of Design and Technology at Key Stages 1 and 2' document.

PE

The school's PE Policy covers in some detail the safety requirements and training of children in the safe handling of PE equipment. Staff must be conversant with this.

All children will change into school PE kit for the activity in which they will participate -details of clothing are listed in the school prospectus.

Staff are expected to change into appropriate footwear for PE. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

Long hair should be tied back and jewellery including watches should not be worn. If ears are pierced, studs only may be worn but must be removed for P.E.

It is advisable to collect all such items prior to the lesson and store safely.

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with your new class.

Children should be stationed at the corners of each piece of equipment.

A leader of the group says when the lift should start.

GENERAL SAFETY/FIRE SAFETY/EVACUATION PROCEDURES

Please also refer to separate Security Policy Statement for further information.

SchoolBuilding Access

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. Children may use the playground entrance to the school. The gates are locked at 9.10 a.m. and after this time visitors or late arrivals should enter via the main entrance. All visitors must report to the school office and sign in via the Entry System. All visitors must sign out when leaving the school building.

The main entrance is locked, allowing access on request from the school office.

Vehicles

Parents and carers are requested not to bring their cars onto the school site.

Parents collecting children who are injured or unwell should use the staff car park. Staff cars should be parked in the marked bays where possible. Other areas should remain clear.

Wherever possible deliveries should be made once the children are safely in the building. Other trade vehicles should park safely and not block the entrance and gate to the car park.

Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.

Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours. Any one lone working on a regular basis, should be equipped with a personal mobile phone. When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

Fire Safety

The school will provide a safe and healthy working environment with respect to fire safety. The Fire Policy Statement is detailed at **Appendix A**.

Evacuation Procedures

Evacuation procedures, detailed at **Appendix B**, are practised termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the school site plan, which is shown at **Appendix C**.

SUPERVISION OF CHILDREN

School Hours:EYFS: Morning session 8.50 a.m – 12.00pm. Afternoon Session 12.30 pm – 15.25pm.

Key Stage One: Morning Session 8.50 a.m. - 12.00 noon Morning Break 10.15 a.m. - 10.30 a.m. Afternoon Session 1.00 p.m. - 3.30 p.m.

Key Stage Two: Morning Session 8.50 a.m. – 12.30 p.m. Morning Breaks Yr 3 – 4 10.30 a.m. -10.45 a.m. Yr 5 & 6 10.50 a.m. – 11.05 a.m. Afternoon Session 1.30 p.m. – 3.30 p.m.

Children should not arrive at school before 8.30a.m. unless they are coming to breakfast club. The playground is not supervised until 8.30 a.m.

Office Hours

The school office is open from 07.45 until 17.00 week days.

Duties

A member of staff needs to be in the playground area to supervise children arriving for school. The bell is rung at 8.50 a.m.

At 3.30 – 3.40 p.m. the class teachers supervise the children leaving school.

Indoor Duty: If it is a wet morning playtime staff stay with their classes until they have made contact with another member of staff and arranged to cover one another for a short release time.

All members of staff are responsible for making sure that their classroom is clear of children. Children must never be left unsupervised in the classroom. Children should not be placed unsupervised outside the classroom. If necessary, they should be sent to the Headteacher or a member of SLT.

All staff should be in their classrooms to receive the children as they come in first thing in the morning, from morning break and after lunch.

The rota for duties is on the staff room notice board.

Classroom safety

Class teachers, other members of staff and pupils must be made aware of rules for safety in the classroom.

It is the class teachers' responsibility to regularly check the resources used in the room, both in term of their safe location and if there are any problems in how they work. Electrical equipment is visually checked annually, but the teacher must withdraw any equipment they are unsure of. Faulty equipment must be reported to the office for repair.

I.T equipment must be closed down at the end of the day and switched off. Other AVA equipment, such as portable televisions and video recorders, must be locked away at the end of each lesson. Trailing wires are a regular hazard to look out for. Children must not connect electrical equipment.

Children must never move heavy equipment such as pianos.

Children should not use staple guns. Eye safety equipment must be worn when removing staples.

Knives must not be left out when not in use.

Any animals kept in school must be species approved by the LA. It is the class teacher's responsibility to ensure the animals are kept in safe and clean conditions as well as making arrangements for weekends and holidays.

Playground Safety

It is the responsibility of the teacher on playground duty to be the first person in the playground, even if this means leaving the lesson with their class slightly earlier.

At break times at least three members of staff are on duty covering different areas of the playground. One member of staff supervises the climbing apparatus at all break times. The bell should be rung promptly at the end of break.

A member of staff should supervise the playground door in order for children to have access to the toilets. All other external doors should be shut. Any dangerous hazards must be reported to the Headteacher/Premises Manager.

Any visitor or parents must be approached by the teacher or member of staff on duty. Children must not leave unless sanctioned by a member of SLT.

The staff responsible for the playground has to make a judgement about the balance between adventurous and safe play. Things to look out for include:

- The numbers involved in a game
- The proximity of equipment such as bats and balls
- The safe running

Staff on duty have a responsibility to check all areas, including the toilets, back stairs and garden and the side door is closed.

All members of staff must wear a High visibility jacket at all times when on playground duty.

Lunch-time Supervision

The Senior Supervisory Assistant is responsible for the organisation and management of lunch times, and works with a team of Supervisory Assistants.

All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.

Any children working in classrooms during break times must be supervised by a member of staff.

FIRST AID

Health and Accidents to Children or Staff

School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

The school has 26 trained first aiders. First aid and medical treatment is available in the medical room.

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin.

First aid boxes for school journeys are stored in the medical room as well as other items required to be on hand during a journey.

Supervisory Assistants have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head parents and carers will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class.

A note should be made in the Accident Book, which is kept in the medical room, of all actions taken. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any child that goes home should be recorded as having done so and the class teacher informed.

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the school office.

Administering Medication Policy

If a child requires prescribed medicines whilst in school, the parent or carer must make this request in writing. All medication will be administered by the Schools Senior First Aider.

All medication should be stored safely either in the fridge or in the medicine box in the medical room.

All medication, except inhalers, must be recorded when taken on the appropriate Administration of Medicines/Treatment Form, which is kept in the school office.

It is the responsibility of the qualified first aider accompanying a class teacher to ensure children have access to inhalers/medicines on any off-site visits.

Allergies

Information about children who suffer from an allergy will be published in the medical room and food allergies in the kitchen. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children. The school has identified those able to administer adrenaline via an Epi Pen when necessary.

Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

We follow LBTH guidance on advice/reporting of diseases.

If in doubt we contact the school nurse at Steels Lane clinic.

Headlice

Incidents of headlice are reported to parents of children in the class where an outbreak has occurred.

Safety

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. A stepladder is available for use from the Premises Manager.

Both staff and children should take care when moving or lifting equipment. If in doubt seek help.

Information on safe lifting techniques is provided in the Boroughs' Training Manual

Violence

Staff should always take steps to minimise the possibility of violence in school. All staff members should send their red card to the school office and any difficult or emergency situation when they need assistance immediately.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present. If an accident should occur staff members must take immediate responsibility to contact the police on 999.

VDU Operators

Admin. staff using VDUs should vary their work routines and follow guidance on regular eye tests.

OFF SITE ACTIVITIES

Please also refer to separate Off Site Activities Policy.

For all off-site activities teachers must read the appropriate section for their activity:

'Off Site Activities'

'Hazardous Pursuits'

'Open Country'

'Farm Visits'

which are contained in the London Borough of Tower Hamlets publication 'Off Site Activities', Regulations and Guidance Notes' - a copy of which is kept in the staff room.

LBTH regulations are our regulations and some of the advice is adopted as our school policy:

Any visit off site must be approved by a member of the Senior Management Team.

For any visit to take place off the school site, a letter home requesting permission is required. At the beginning of each school year parents are asked to sign a form giving their permission for visits within walking distance in the city. Also, at the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency.

One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office. The list(s) should also include the registration number of any vehicle(s) involved.

If the party is travelling on two or more coaches it should be clear on the official list of children and adults who is travelling on which coach.

Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.

The pupil : adult ratio recommended by the authority for the activity must be met. All outings must be accompanied by a qualified first aider.

Where transport is by car (either teacher or parent) a Car Insurance Confirmation Form should be completed. These are available from the school office. Each adult should also carry an official list with the names of their passengers, and appropriate emergency contact details. If it is the intention to change vehicles for the return journey, school must know that car registration too.

Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

All coaches hired by the school will have seat belts fitted, adults should ensure that they are used.

Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.

Children should not sit in the front seats of the coach or in the centre back seat.

Children should not be seated by an emergency exit.

Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.

On a visit involving transport the following should be easily accessible:

Plastic gloves; First aid kit (containing official list of adults and children on the party, plus the school name and telephone number); Drinking water and beaker; Paper towels and hankies; and 'sick bags'.

NB: The off class teachers and qualified First Aiders are responsible for ensuring children have access to inhalers and their medication where necessary.

All members of staff and children must wear high visibility jackets and wrist bands when going on trips.

CRITICAL INCIDENTS

The school has in place contingency measures for critical incidents. Please see **Appendices E - G** for the following Critical Incidents Planned Responses:

- Road traffic accident involving pupils/accident during school trip
- Aggressive or violent incident in school; and
- Disaster in the community.

Fire Policy Statement

St Mary and St Michael Catholic Primary School will provide a safe and healthy working environment with respect to fire safety in its establishments.

Basic fire safety rules for the schools include:

- Combustible materials, such as cardboard boxes and packaging materials should be kept in designated storage areas only.
- Corridors, stairways, entrances and exits should be kept clear at all times.
- Displays of work in classrooms and corridors should be set up with care. Decorations can be a fire risk if hung near sources of heat or from light fittings.
- Waste paper bins should be made of metal or other non-combustible materials.
- Stock rooms for stationery and other combustible materials should be kept securely locked.
- Boiler rooms must be kept clean, clear and locked.
- Electrical equipment must be used properly and kept in safe working order.
- Electrical equipment testing must take place annually.
- Evacuation routes to be displayed in all classroom/work/rest areas.
- All defects/damage/shortcomings to be recorded in the book kept in the office.

The Premises Manager will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Waste containers stored externally in a secure compound.

The named Fire Safety Co-ordinator is the Business Manager, or in his absence the Headteacher or Deputy Headteachers.

Responsibilities:

Checking all areas downstairs: Headteacher - overall supervision.

Checking all areas on second floor: Premises Manager - overall supervision.

Classrooms – class teachers

Phoning fire service – Office Manager/Administrative Officers.

Unlocking side gates to allow access into the playground – Office Manager.

Registers and visitors book – Office staff.

The fire alarm is tested weekly by the Premises Officer and recorded in the Fire Manual, which is kept in the school office.

A fire drill is completed once a term. A record is kept in the Fire Manual which is kept in the school office.

A fire safety risk assessment is carried out by the Premises Officer and the Health and Safety governor each term. A report is then presented to the governing body.

Systems and extinguishers are checked on a regular basis. This is recorded in the Fire Manual.

The Fire Safety Co-ordinator will be responsible for the upkeep of the Fire Manual.

Fire and Emergency Evacuation Procedure

Sounding of the alarm

The alarm is only to be sounded on the following occasions:

- Fire emergency
- Planned rehearsal of the emergency plan
- Testing of the alarm system

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly. The alarm should be sounded for any emergency where the evacuation of the premises is needed. Anyone discovering a fire should sound the fire alarm by breaking the glass on one of the emergency call points.

- Classes leave the building by the nearest fire exit
- Nothing should be taken out i.e. bags etc.
- No talking.
- Ensure you close the classroom door behind you
- Children line up in register order (EYFS, Year 1 and Year 2 behind the cage. Years 3- 6 inside the cage)
- The office staff will give you a register, which you call out to check that each child is present. Return Registers when all children have been accounted for.
- The Headteacher will dismiss classes at the end of the practice
- The children must walk back to classrooms silently.

How the evacuation of the premises should be carried out:

All occupiers of the premises should exit by the nearest available fire exit. These are clearly marked near the fire exit doorways. Staff responsible for children should ensure that all children in the class have left the room before exiting themselves. The last person out of an areashould be an adult. Staff should close the door behind them on leaving the room. Staff and children should move quickly and quietly but do not run. In the event of an emergency evacuation and during scheduled practices:

Evacuation Exits and Assembly Points

Area	Main Exit	Assembly Point
Nursery	Classroom door	Playground - back of cage
Reception	Classroom door	Playground - back of cage
Year 1	Classroom door	Playground - back of cage
Year 2 downstairs	Classroom door	Playground - back of cage
Year 2 upstairs	Back stairs by Y5	Playground - back of cage
Year 3	Back stairs by Y3	Playground - inside cage
Year 4	Main stairs	Playground - inside cage
Year 5	Back stairs by Y5	Playground - inside cage
Year 6	Past staff lockers and down back stairs	Playground - inside cage
Hall	Back hall doors	Playground
Art Room	Back stairs by Y3	Playground
Music Room	Past staff lockers and down back stairs	Playground
Staffroom	Past staff lockers and down back stairs	Playground
Library and PPA room	Main stairs	Playground
Intervention Rooms	Playground door	Playground
Kitchen staff	Side kitchen door	Playground
Office	Main entrance	Playground

If the designated exit is blocked by the fire, you will need to use the nearest exit.

If The Building Has To Be Evacuated During Lunchtime

On hearing the alarm:

Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points nearest the exit used.

Teachers and all Support Staff must report to classes in the designated area if they are on site during an evacuation.

Children will line up in and await further instructions.

Everyone on site, children and adults, must leave by the nearest exit.

Admin. staff will call the fire brigade and check that the medical room is empty.

The admin staff will issue registers, check the signing in book and unlock the playground gate. Staff with the help of the Supervisory Assistants will carry out roll call at the assembly point.

The Headteacher or designated member of staff will check that all adults and children are accounted for.

Midday Meals Staff to stand with allocated 'wet playtime' class. If the school is evacuated during lunchtime, all children must leave the building and be registered.

Nearest Alarm Points

Main entrance

Main corridor fire doors

Nursery Exit Hall

Kitchen Car park

Kitchen

Playground exit 1M 2R 1B Caterpillar

Nursery toilets

Honeybee exit

Butterfly

Ladybird

1st floor Sutton street

1st floor main stairs

Stairs outside year 3

Stairs to staffroom

Red stairs

Boiler room

Critical Incident Planned Response: *Road Traffic Accident involving Pupils/Accident during School Trips*

Immediate action:

Remove children from danger if possible/appropriate Contact emergency services Bring children home as soon as possible. Obtain accurate information and inform school (uncertainty breeds rumour which adds to distress).

Action as soon as possible:

The school (most likely the office manager or administrative staff) will contact families of those involved. Contact lists are found in the school office. If you cannot get through just ask them to ring the school, do not leave a message.

If there is death or serious injury the police will inform parents (possibly with a member of staff).

Plan communications to and from school (e.g. use mobile/fax line as an outgoing line to leave main line free if it is expected that many parents will be trying to contact the school).

Give the same level of information to everyone, provision of a script is sensible. The Headteacher and Deputy Headteachers will be responsible for drafting of a script.

The office manager will make a careful note of those parents/carers who still need to be informed. If support is required a designated support assistant will help.

The Headteacher will inform staff and pupils. (If sending a letter home give details of the facts, do not apportion blame). Pupils will probably best be told in classes. Only facts should be given, do not speculate on the causes and consequences.

School will contact the Local Authority and Chair of Governors. The Headteacher or Deputy Headteachers will inform the Local Authority press office. Press or media will not be allowed onto school premises and the school will ask the Local Authority to manage this.

If there is need for an assembly point the school hall or parish hall should be used. Refreshments would be made in the kitchens of either the main school hall or parish hall by members of staff and brought to the hall. Staff toilets would be available for adults to use.

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

The front entrance door lock can be activated by a switch in the office. If it is anticipated that an aggressive parent or intruder are on their way to school the office door will be kept locked. If appropriate the police will be called.

However, on some occasions parents have entered the building and proceeded to demonstrate aggressive behaviour to teachers, often in front of pupils. If this is the case the following should be observed:

- Send red card to the school office.
- Remove children if possible.
- Seek immediate help (ask a child to go to next door teacher).
- Try to remain calm and ask aggressor if they would like to sit down to discuss the problem.
- Staff going to aid the teacher should be accompanied by another adult.
- They should remove the children if they are still present.
- The headteacher should be informed.
- If the situation is out of control the police should be called.
- In extreme cases it may be necessary to use restraint procedures but this must not be done alone.
- If the situation can be calmed and the aggressor leaves the premises, all doors must be locked.

The headteacher will inform the aggressor in writing of the expected code of behaviour in school and in extreme cases may forbid the parent from further contact with the teacher/school.

No comments will be given to the media and the press officer will be informed if necessary.

In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance.

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

Immediate action:

If this happens within the close proximity of the school it will be necessary to remove children from any danger (use evacuation procedures).

Contact emergency services.

If the incident happens outside of the immediate vicinity of the school accurate information should be obtained.

If the incident occurred outside of school hours accurate information should still be sought so that discussions in school can be based on fact.

Action as soon as possible:

Inform children of the incident. This should be told simply and without fabrication.

Keep incoming phone line clear so that emergency services are able to provide updates.

If it is necessary to keep children behind after school, children will stay with their class teacher and parents informed accordingly. Emergency services will advise.

Attempt to stick to normal school routines as soon as possible.

Later action:

Give staff "Permission " to talk.

Head teacher / admin. officer to contact outside agencies where appropriate (e.g. EP's)

Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).

Express sympathy (visit those who may be in hospital or bereaved).

Identify high risk pupils/staff.

Monitor effects of all involved.

Organise treatment if necessary.