Health and Safety Policy & Procedures

Ysgol Hiraddug Health and Safety Policy

Policy Statement

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

Purpose of the Policy

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

Responsibilities and Organisation

The role of the Health and Safety Representative

At the time of writing Mr. Tristan Hughes (Head teacher) has been nominated as site manager andas the Health and Safety Representative at the school. His role is:

- To investigate potential hazards and dangerous occurrences at school and to examine the causeof accidents in the workplace.
- To make representations to the employers on general matters affecting the health, safety andwelfare at work of the employees and the children at school.
- To carry out inspections with the governors and to carry out risk assessments each year andwrite out a report on the official form issued by Denbighshire County Council.
- To attend meetings/courses in relation to Health and Safety at the school.

The role of the Governing Body

Representatives of the above body (The Sub Committee) will:

- Assist the Health and Safety Officer in carrying out regular audits of the school, participating inrisk assessments. (Appendix 1 and 2)
- Consider the Health and Safety inspection reports and will act accordingly upon matters report-ed by informing the L.E.A. and the whole Governing Body.
- Take active steps to ensure that equipment, buildings and grounds are safe, secure and wellmaintained.
- Ensure that safe working practices and procedures are applied within the school.
- Establish a system for reporting, recording and investigating concerns and accidents.
- Ensure that all members of the school community are aware of their own responsibilities.

The role of the Headteacher

- Takes responsibility for the day to day operation of the Health and Safety Policy
- Liaises closely with any trade union representative, the school nurse, the Denbighshire Healthand Safety Department, Denbighshire Building Services and other outside agencies.

The role of Teachers and Support Staff

- Promote a spirit of safety consciousness amongst the children, ensuring that they understand the codes of practice such as fire procedures and are conscious of their own responsibilities in takingpersonal care for their own safety and that of others.
- Ensure that they are familiar with school procedures such as
    A) Fire evacuation
    B) School visits

C) Health and safety in practical subjects such as PE, DT and Science
D) First aid
E) Healthy eating and promoting healthy life styles (See healthy eating policy)

- Ensure that the pupils are well disciplined and orderly and that outside play is safe and well su-pervised.
- To complete a health and Safety referral form and submit it to a member of the School Man-agement Team should they notice any Health and Safety hazards. (Appendix 3)

The role of Parents

- Ensure that children attend in good health.
- Provide prompt notes to explain in advance all absences.
- Work in partnership to support the school maintaining high standards of discipline.
- Accept responsibility for the conduct of their children at all times.
- Keep the school informed about changes in address and telephone contact numbers.

Health and Safety Monitoring Procedures

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

Procedure	Time	Persons Responsible
Annual Audit Sheet	Yearly	Health and Safety committee
Fire Drill	Termly	Headteacher
PE Equipment Check	Yearly	LEA
Fire Equipment Check	Yearly	LEA
First Aid Boxes	Half termly	L. Rowlands
Electrical Appliances	Yearly	LEA
Accident Statistical Analy-sis	July	LEA
Review of Policy	Yearly	Governors
Risk Assessment	Yearly	Health and Safety Committee
Update Manual	Yearly	Health and Safety Committee

Risk Assessment

The interior and exterior of the school will be inspected annually. A health and safety checklist willbe used to ensure that all areas have been assessed. Those areas which reveal potential hazards will have a more detailed risk assessment and the Denbighshire proforma RA1 will be completed accord-ingly.

Action will then be taken to inform persons responsible of their obligations.

Fire Procedures and Drills

During an academic year there will be at least three fire drills, one per term. Added to this will be at least one fire drill during the lunch break. A fire evacuation plan is on display on the wall of eachclassroom and by the main entrance of the school. In the event of a fire/drill the following proce- dures will be adopted:-

On discovery of a fire

a) Sound the alarm
b) Call the fire service.

When the alarm is sounded Teachers will leave the building escorting pupils and visitors etc. by the nearest safe exist at the timeof the alarm. In normal circumstances the classes should use the following exits:

- Nursery - through the main door onto the Playground.
- Infants - through the nearest door onto the Playground
- Juniors- will leave the building by the nearest exit and make their way onto the main play-ground.
- Kitchen staff to vacate the kitchen through the nearest fire exit

- School Secretaries to leave by the nearest exit.
- Caretaker to report to the Headteacher as soon as possible if on the premises.
- People working in the school hall will leave via the main doors onto the main playgroundNo one is allowed back into school to collect personal belongings

On arrival at the assembly points roll call will be taken immediately and the senior teachers or headteacher will be notified as soon as possible. The children might need to be escorted elsewhereon the school grounds to ensure safety if it is deemed necessary.
In the case of an actual fire the Headteacher will report to the fire officer on the arrival of the FireService. No one is to re-enter the building unless authorised by the Fire Officer.
In the case of a Fire Drill the Headteacher will indicate when to re-enter the building.During a lunchtime fire alert the school cook will need to

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

THE MAIN PRIORITY FOR ALL ADULTS INVOLVED IS TO ENSURE THE SAFETY OF THECHILDREN AND TO VACATE THE BUILDING AS QUICKLY AS POSSIBLE.
All staff and visitors must sign in at the main office or at the entrance in the lower part of the school. In the case of a fire drill the secretary will take this list to the junior assembly area and willcheck that any visitors are present. The school attendance manager will bring class lists indicating thechildren who are marked as present on that day.
Before concerts visitors will be told about the fire exit positions.
A record of fire alarm activation is kept the log book provided by ADT who also maintain the firedetector system. (Details of reset codes are kept in the HT's office on the notice board.

Accidents

- All accidents and injuries to pupils must be recorded in the and if they result in the child leaving the school to be assessed by a medical practitioner, reported to the LEA via the online recordingsystem. Accidents to staff must be reported to the LEA via the online recording system.
- Mid -day supervisors should report injuries to the School First aider – (Mrs Rowlands) who willliaise with the Headteacher to complete accident forms, inform parents or notify emergency ser-vices.
- The Headteacher should be notified of any accident or injuries which are deemed serious or need further treatment. The same is true if a parent has been notified and is collecting a child during the lunch break. In the case of a head injury parents will be notified as a matter of course. In the event of a child losing consciousness an ambulance will be called. Injury letters areavailable in the staffroom.
- There are two fully qualified first aiders in school Mrs L Rowlands and Mrs Sue Williams. Alt- hough all members of the staff have undertaken a one day First Aid course they are aware that ifthey think that an accident is serious they are to inform First Aiders immediately. First Aid boxes are to be found in the Secretary's Office, School Kitchen, in the Resources room and in the InfantDepartment. The school First Aid Policy contains further details.

Sun Safety Policy (See the sun safe policy)

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

Out of School Journeys (See school visits policy)
When considering Out of School activities each teacher must refer to the Denbighshire L.E.A. Guide-lines. Some of the most important facts to consider are as follows:-

- Staff must ensure that Form 1 has been completed by all parents prior to their child startingschool.
- For trips out of county the Parental Consent Forms must be issued and completed.
- Permission should be obtained on line from the EVC (Mr Hughes)
- All letters to parents must consider the school's charging policy.
- Staffing/adult ratio to children must be adequate for the age and number of children.

- Years 1 to 3 will be 1 adult to 8 pupils. Years 4 to 6 will be 1 adult to 15 pupils.
- The leader of the activity must be appropriately qualified for the activity.
- The information given to the parents prior to the visit must be as detailed as possible.

- A suitable First Aid Kit should always be taken.
- All foods/drinks must be carried in suitable containers i.e. no glass etc.
- Teacher in charge to ensure that Insurance arrangements have been made. A policy with ZurichMunicipal is maintained for all school visits.
- The group leader should always be familiar with the venue so arrangements should be made foran exploratory visit and to carry out a risk assessment.
- A school visit arrangements form should be completed. One copy taken by the leader and an-other left in the school office. This contains details of party size, supervisors, travel arrange-ments, timetables and phone numbers of the venue.
- A mobile phone should be taken on all out of school visits.
- The group leader should take a copy emergency telephone numbers for each child.
- Gain permission for residential visits from the governing body.

Transport Arrangements

Children should be reminded of the following regulations

- Wear a seat belt.
- Not tamper with the vehicle's equipment.
- Not leave bags or any objects in the aisle.
- Stay in their seat while the vehicle is in motion.
- Not to leave the seat unless instructed by an adult to do so.
- Not to disturb the concentration of the driver.

If private cars are used the driver must have insurance and the vehicle must be roadworthy. Sepa- rate permission must be obtained from parents for children being carried in a private car. Booster seats are available in the resources room. A group leader should discuss with parents details of anymedical needs.

For residential visits details of any dietary requirements should be obtained.

Supervision and identification of potential hazards

Staff should always be aware of potential hazards at school whilst undertaking their teach-ing/supervision duties.

- Obstructing passages and emergency exits with furniture or other impediments.
- Spillage of liquids on floors causing slippery surfaces.
- Trailing wires, cables etc. on the floor or at head height
- Misuse of step ladders.
- Children should not be asked to push heavy furniture about the school. If they are asked to dolight work they must be supervised at all times.
- Care must be taken on the playground and children must be encouraged to be especially carefulwhen playing in a confined space.
- Children must be supervised when working with equipment associated with craft, sci-ence/technology.
- Hazardous substances should be correctly labelled and kept in locked storerooms which are notaccessible to children.
- Staff or pupils are not allowed to bring any mains powered electrical equipment from home foruse in school.

Guidelines for the teaching of Physical Education Care, Maintenance and Storage of Equipment

- An annual inspection is made of all large indoor and outdoor Physical Education equipment. However, incidental defects can develop and when this is seen the matter needs to be reportedto the Headteacher immediately.
- If the above is not fixed immediately, the equipment must be withdrawn and the Headteachernotified of the action taken.

- Suitable storage should be considered to ensure ease of access. The teacher taking the class has aresponsibility to teach the pupils how to handle the apparatus. All small equipment should be returned to the appropriate storerooms and locked away after use.
- Children must be encouraged to look after all equipment, use it properly and return it to thecorrect receptacles.

Safety Checklist

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

- Remove dangerous obstructions
- Check that the floor surface is clear.
- Check that appropriate footwear is used.
- Check that the children have removed watches and jewellery.
- That the children's T-shirts are tucked in, and long hair is tied back.
- Check that all equipment such as wall frames are secure.
- The teacher should also wear appropriate clothing.
- Be aware of any medical issue, particularly if teaching another colleague's class.

Code of Conduct for Children

Regularly remind the children of codes of acceptable conduct in P.E. and the need for care.

- Every lesson should begin with children sitting in space, in silence, in the "control position"with their legs crossed and arms folded. If ever a whistle is blow or the word "Control" is shouted, the child must sit in this position immediately.
- Remind them about the "Three C's" in P.E: Control Concentration Consideration
- Noise should be kept to a whisper so that the teacher's control is maximised.
- They must never chew gum during the lesson (it shouldn't be brought to school anyway).
- Children should never wear watches or Jewellery during PE lessons.
- The teacher should stand where all the children are in view for most of the time.
- If a child is acting incorrectly or in a dangerous way, don't waste time going over to them, useyour voice!
- If any child fails to respond to your correction, they must stop the activity and sit at the side.
- Mats should be put out where they are used, not as safety devices. If an activity is hazardousthen don't do it.
- Remember to give clear instructions about what the children should be doing, never say "Use theapparatus".

Lesson Planning

Ensure adequate preparation ...."Failing to prepare is preparing to fail" Take particular account of:

- Curriculum continuity.
- Lesson content.
- Pay particular attention to any new skills being introduced
- Check all apparatus and the work area.
- Every lesson should have 4 stages: Introduction - Warm up, Revision of basic skills, Applicationof skills to the lesson task and Conclusion to the lesson - Cool down.

After the lesson

- After the warm down the children should change back into their ordinary clothes unless the les-son is followed by another P.E. activity
- Ensure that all equipment is put away safely and all fixed equipment is secure.
- Any accidents must be reported.

Qualification for teaching PE

Qualified teachers in Primary School are usually responsible for their own Physical Education les- sons. There is certainly no reason why such teachers should not teach those aspects of P.E. (games,

dance, movement etc.) that do not involve serious problems of safety, even though they may nothave received specific training during their teaching course. It is important however that they studythe safety rules and attend in-service courses when they are offered.
The teaching of swimming also requests specific training. If there is no instructor available on thepool side, the teacher in charge in such cases must be a competent swimmer and be able to give ad-equate instruction. A life guard must always be present. All teachers accompanying children to the pool side must wear appropriate clothing i.e. track suit, or shorts and T-shirt etc. Please ensure thatall children shower before entering the water.
No student teacher should teach PE without the presence of a qualified teacher.

Confidentiality
Colleagues must not make any reference to the school, children or school employees whilst on line.Colleagues should not make reference to school issues, outside school.

Health and Safety in the Early Years

Potential Hazard	Precautio n
Possible infection due to digging in the soil	Cover any open cuts Wash hands on returning indoors
Dangerous plants (nettles and thorns)	Children to be taught protocols such as:Not to put plants in their mouths Which plants are safe to touch Washing their hands
Straying from safe areas	Gates to be kept closed Gate to the parking areas to be kept closed Continuous supervision
Injury from equipment	Ensure that a check is carried out on all items ofequipment before being used
Injury from stones, glass, low branches	Regular check on playing area. Cutting of low branches
Mud on slopes causing falls	Appropriate footwear Coning off any areas that have a ship hazard.
Use of scissors and other sharp items	Children being told of the importance of usingitems correctly. Adult supervision of activity should the nature ofthe children involved require support Sharp items stored safely away from pupils' reach

Guidance for Colleagues during Pregnancy (See Policy for pregnancy and maternity)
Colleagues are asked to inform the head teacher so that a risk assessment can be carried out to pro-tect the mother and the unborn child.

Smoking
Smoking is not permitted within the buildings or grounds of Ysgol Hiraddug

Visitors and Security

- All visitors must report to the main office via the main entrance.
- All external doors must be kept locked so entry during the school day will be controlledthrough the intercom system linked to the school office.

- Visitors should sign the Visitors Book on arrival and sign out when they leave school.
- Visitors will be given a visitors badge which they must wear at all times. Children are askedto notify staff if a stranger is in school without a visitor's badge.
- In no circumstance should visitors go straight to a classroom once the external doors havebeen locked at the commencement of the school day.

- Appointments with staff or the headteacher should be made in advance whenever possible.
- A fire alert is indicated by the long droning alarm. Escape routes are indicated by plans in each classroom and in the main corridors. The fire assembly area is the junior playground.
- If intruders are seen on the premises the Headteacher/Senior teachers must be alerted imme-diately so that the police can be informed.
- Mid-day supervisors should carry a security alarm when outside the buildings

Contractors

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

Asbestos

- Most asbestos has been removed from school. Any remaining asbestos is marked with a sticker.
- No school staff or contractors are to interfere with the asbestos.
- Any issues will be reported to the building services helpdesk Tel:01824 706893
- Contractors will be shown the asbestos site plan. Kept in the buildings file – HT office

Severe Weather

In the case of severe weather prior to 9.00am the headteacher and Senior Management team will decide whether the school can open. If the weather deteriorates during the day parents will be al- lowed to collect their child. Children will not leave the premises with other adults or children with-out verbal or written permission of their parents. The headteacher will only release staff once suffi- cient numbers of children have returned home, to enable adequate supervision in line with healthand safety requirements.

Emergency Plan

A Major Emergency is "an incident arising with little or no notice threatening to cause harm or inju-
ry which cannot be dealt with by the school using its own resources."
Possible Types of Emergency

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

Reference should be made to the Denbighshire publication "Responding to a Major Emergency." This is kept in the Headteacher's Office on the main shelf headed Emergency Procedures. It includes

- An action plan for dealing with an emergency
- Information for Staff receiving a call relating to a major emergency

- Guidance for group leaders if a critical incident occurs during out of school activities
- Guidance for Senior staff on learning of a critical incident during out of school activities

Emergency Contact
NumbersPolice – 0845 607
1002
Property Services Helpdesk – 01824 706 893
Denbighshire Press office – 01824 706222
Health and Safety Officer – 01824 712516
LEA Emergency Planning Officer 01824
706969Chair of the Governing Body 571178
School Nurse (Jo Roberts) 854546
Educational Social Worker (Jenny Noble) Prestatyn High School 852312 or
07884268173Social Services 01824 708300
Electrical Contractor – EG Morris 813272
Water – E Kane 856056

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

Additional
Policies First Aid
Discipline
Policy Child
Protection
Drugs Policy
Use of Physical Force Policy
Out of School Visits Policy
Pregnancy and maternity
policyFirst Aid Manual

Policy Reviewed January
2025
Next Review Date January
2026

Appendix 1 - Hazard identification checklist

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

Building fabric (Governors Health and Safety Committee)

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

- Condition of window skylights
- Doors and gates
- Sanitary conveniences
- Washing facilities
- Drinking water

General housekeeping (Governors Health and Safety Committee)

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

cleanClassrooms (SMT)

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

Accidents and first aid (HT and Nominated Person – Mrs L Rowlands)

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

Traffic management (SMT)

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

clean, fadedErgonomics (SMT)

- Work layout designed to be comfortable, not need for continuous stretching, bending ortwisting
- Object lifting – weight, shape, stability, start and finish position, personal capabilities for lift-ing, assistance required, route clear, route stable and flat, floor condition suitable

- Adequate work space to allow free movement

Electrical equipment (Governors Health and Safety Committee)

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

supervisionFire, fire fighting, warning and
evacuation (HT)

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

Appendix 2 – Safety Tour

RecordDate _____ Carried out by _____ Location

Checklist

Foyer		Meeting Room		Secretary's Office		Head's Office	
Year 1		Year 2		Nursery		Reception	
Nursery Toilets		Caban		Infant Toilets		Infant Store rooms	
Infant Corridor		Infant Entrance		Schools Hall		Stage	
Stage rear rooms		Stage Entrance		Link Corridor		Junior Library	
Dining Room		Kitchen		Junior Corridor		Resources	
Year 6		Year 5		Year 4		Year 3	
Art Room		Junior Boys Toilets		PE Store		Staff room	
Junior Girls Toilets		Boiler room		Tower		Junior Entrances	
Infant Playground		Junior Playground		Nursery Gardens		Playgroup Garden	

Front Building		Rear Buildings		Park side Buildings		Infant field side	
Nature Area							

Location	Identified Problem	Action Required	Person/s	Tick

Appendix 3 - Health and Safety Notification Form

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

Location of the Hazard

_____

Details of the Hazard

_____

_____

Who could be at risk?

The nature of an injury that might occur

Signed_____(Reportee) Date _____

Signed_____(Manager) Date _____

Outcome

Appendix 4, Ysgol Hiraddug Plan for Possible Emergency Situations

Fire

Follow evacuation protocols, leaving through the nearest exit and assembling on the Junior Play-ground.

- Ring the fire station or 999
- In case of a false alarm reset the control box Code 1,2,3,4

Water burst

- Turn off the main stop tap - located in the cupboard in main porch
- The street tap is located under a grid on the pavement next to the school wall in Thomas Avenue
- Switch off the heating system (located in after school club storeroom- the plug to the left of thewindow
- Report to the property services help line. 01824 706893

Electrical fire / short

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

Gas leak in the kitchen

- Check that all appliances are switched off
- Evacuate the area
- There is a stop tap on the gas tank located next to the bicycle racks
- Contact Denbighshire Property Services Helpline 01824 706893

Burglary/ break in

- Inform the Police
- Do not touch fittings until the police have carried out tests etc
- If alarm has been activated wait until the police arrive

- If a reset is needed telephone the alarm company 0844 8001999

Adult causing distress to staff or pupils (Refer to the "Adult causing distress" policy)
- Draw the person's attention to the regulations poster (located by the main entrance and the of-
  fice)
- Ensure that all entrances are locked
- Inform the police

Pupil causing a threat to other pupils or staff (See the policies on discipline and physical restraint)
- Take the other children away from the danger
- If the child is at risk of causing injury to them self or others, use Timian Restraint Techniqueswherever possible
- Immediately inform a member of the SLT
- Inform the Parent
- Inform the Behaviour support service
- The SLT should apply the Exclusion Policy if this is considered to be appropriate. This involves astandard letter home to parents (see the Discipline file in office computer and an exclusions guideline information sheet for parents, located in the discipline file on the long shelves in the HT office)

Injury to an adult or child in school (see the First Aid Policy)
- Report to the First -aiders - Mrs Rowlands, Mrs Sue Williams or Mr Hughes
- All minor head injuries - complete a head injury letter
- Contact parent/ depending upon the severity of the injury
- Unconsciousness - immediately call an ambulance
- Complete the accident/ injury form - located on the top, left shelf - far side of the HT office

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

Injury to an adult or child during school visits (See the school visits policy)
- Contact parent (Emergency numbers should be taken on all visits)
- Ring school
- Call an ambulance depending upon the severity of the injury

Child Protection Issues (see the child protection policy)
- Speak to a member of the SMT
- Complete a child protection referral form (staff room)
- Contact the Social Services child protection team (if appropriate) 01824 712800

Long term absence of the Headteacher
- Inform the Education Department for guidance 01824708028
- Inform the Chair of Governors - Gill Yates 07764778694
- Refer to the school diary for appointments.
- See the emergency finance policy/ procedures document.

Severe Weather Procedures (see the extreme weather protocols)

- The children must not be allowed to go home without parental contact

- Inform radio stations in inform them that the school will closeBBC – 02920 322787 Code word – Gwyn Marcher – 0845 270 2466
- Inform taxi firms - (Roberts Taxis - Cwm and Gwaenesgor) 01745

853746Telephone contact numbers

Service	Telephone
Property Services help line	01824 706893
Out of school hours Emergency Line	01745 351205
Burglar Alarm Company	08449001999
Fire Alarm Company	01616 542300
Social Services	01824 712800
Educational Social worker – Mandy Butter-worth	07884268173
Education Department	01824708028
List of Key Holders	John Jones (Caretaker) Tristan Hughes, David Harris
Local police	01745 588601