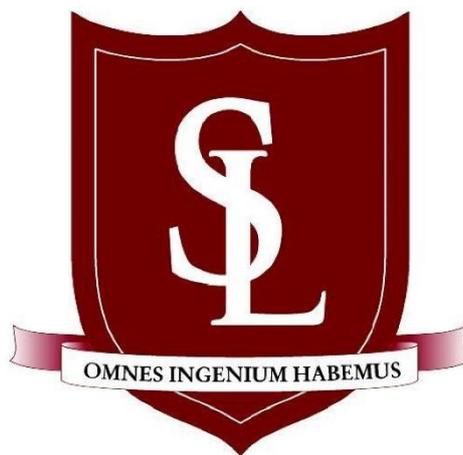

HEALTH AND SAFETY POLICY



South Lee School

Reviewed by: M. Watch (Headmaster)
Approved by: Malcolm Earl (Health and Safety Advisor)
Date: September 2016
Next review: September 2017

South Lee School

HEALTH SAFETY AND WELFARE POLICY

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South Lee School

Health, Safety & Welfare Policy

Statement of Intent

This Health Safety & Welfare Policy statement and the following full policy was approved by the Governing Body on the date below and shows the expected standards and commitment to health, safety & welfare required throughout the whole of South Lee School.

The School Headmaster, Deputy Head and Bursar have ultimate responsibility for ensuring the implementation of this policy within the school. However, Health, Safety and Welfare are the responsibility of all employees and as such all South Lee employees have an important part to play in the successful implementation of this policy.

The Senior Management Team, Heads of Departments and Support Staff Line Managers are responsible for implementing this policy within their area of activity. Every employee of South Lee School must comply with this policy and co-operate with colleagues to achieve the highest standards of Health, Safety and Welfare possible.

Responsibilities of employees are outlined in the main policy document but the detailed arrangements for carrying out the policy are included within other policies and arrangement documents which the school has set in place as part of its management of Health, Safety and Welfare.

This Policy is required under the Health and Safety at Work etc Act 1974. Employees are reminded that they have duties under the Act, and regulations made under it and breach of these duties could lead to prosecution of the Governors as the employers or individual employees. Failure to comply with safety requirements could also lead to disciplinary action.

Signed:

Chair of Governors

Date:

Signed:

School Headmaster

Date:

SCHOOL HEALTH, SAFETY & WELFARE POLICY

1. Aims:

- 1.1 The Governors of South Lee School will do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare for all its employees.
- 1.2 The Governing Body will ensure, so far as is reasonably practicable, that the Health, Safety & Welfare of pupils and other non-employees who may be affected by its work activities is not endangered.
- 1.3 The responsibility for implementing this policy lies directly and personally with line management from the Headmaster, Deputy Head and Bursar, through Subject Coordinators and Support Staff, Line Managers and on through to every employee.

2. Objectives:

To implement the policy the Governors' objectives are:

- 2.1 To ensure that all activities are being carried out safely, without risk to health, safety and welfare, so far as is reasonably practicable.
- 2.2 To ensure there are school policies and arrangements covering all activities and work carried out within South Lee School.
- 2.3 To ensure all employees are aware of and actively support the responsibilities of the Governors and accept their own personal responsibilities regarding health, safety & welfare.
- 2.4 To ensure that all new employees are aware of the school's Health, Safety & Welfare Policy and any other associated policies and the required health, safety & welfare procedures and arrangements through induction training.
- 2.5 To ensure all visitors, contractors and suppliers of goods and services are informed of and comply with the relevant health, safety & welfare requirements of the school.
- 2.6 To ensure that there are clear procedures and arrangements for consultation with and the involvement and commitment of employees and their representatives.
- 2.7 To promote awareness of health, safety & welfare issues throughout the school.
- 2.8 To provide specialist professional support to managers on all health, safety & welfare matters.
- 2.9 To provide access to detailed health, safety & welfare information, which may be required about or resulting from UK legislation, Approved Codes of Practice, British Standards or other authoritative sources.
- 2.10 To provide access to detailed health, safety & welfare information, that may be required about substances, materials, articles, processes, plant and equipment used within South Lee School or during its activities.
- 2.11 To ensure suitable and sufficient assessments are carried out of the risks to the health, safety & welfare of employees, pupils (see risk assessment Policy) and others and that appropriate control measures have been put in place to reduce those risks as far as reasonably practicable to an acceptable level.
- 2.12 To keep this policy under review and revise it as required but as a minimum annually.
- 2.13 To monitor the implementation of the Health, safety & welfare Policy through audits, inspections and reports from the Headmaster the Deputy Head, Bursar and the school external Health and Safety Consultant. This is reported to the HR committee at half termly meetings and then reported to the Governors at half termly Governors meetings.

3. Organisation & Responsibilities

3.1 The Governing Body

The Governing Body will ensure that appropriate resources and time are allocated through the Headmaster, the Deputy Head and the Bursar.

The Governing Body will monitor the implementation of the policy by requiring an annual report based on the monitoring checklist and reports and inspections as detailed in section 6.4. The recommendations from the report are also to be presented to the SMT and will form the basis of the school's routine maintenance programme.

3.2 The Headmaster

The Headmaster of the School is accountable to the Governors for the implementation of this Health, safety & welfare Policy. He will also discharge the Governors' overall duty as the employer. The discharge of these duties will be through the Senior Management Team (SMT) and line managers. The Headmaster will be responsible, in particular, for ensuring that:

- This Policy Statement and its arrangements are brought to the attention of all employees.
- Appropriate Policies, Risk Assessment procedures and arrangements are available for each work activity carried out in the school and that a copy of each relevant document is kept in the Deputy Head's office, Bursars Office and on Chips, the school network. Other copies are distributed to relevant employees and a record of distribution is maintained, updated and reviewed annually.
- Other health, safety & welfare information is communicated to relevant employees as required.
- Adequate first aid procedures exist; including the provision of a school Nurse and sufficient trained first aiders and appointed persons, and that all employees are aware of those procedures and arrangements. This will also include times when employees are present outside the normal school hours.
- Accidents are reported using the established school procedures including where necessary reporting to the Health and Safety Executive (HSE) through RIDDOR.
- Ensuring that all accidents and incidents are investigated.
- Union or employee Safety Representatives can carry out their functions; and, where appropriate, that consultation takes place with those representatives. In order to carry out their functions, where representatives require additional information about, for example, procedures, arrangements will be made for communicating such additional information. The existence of Policies and other health, safety & welfare information will be drawn to the attention of representatives and access provided on request.
- Reports from Safety Representatives are dealt with in a suitable manner and within suitable time scales.
- A fire risk assessment has been completed and reviewed annually, fire drills are carried out termly and a fire register is maintained.
- Health and Safety training needs for all employees are identified and appropriate arrangements made for the provision of.
- Risk assessments are undertaken of all risks and hazards to health, safety & welfare as required by the Management of Health, Safety & Welfare at Work Regulations 1999 and other legislation and that those with significant findings are recorded.
- New employees receive appropriate health, safety & welfare information including details of this Health, Safety and Welfare Policy, other policies and arrangements, fire drill procedures, first aid arrangements and other safety related procedures, they also

attend the annual Health and Safety Awareness / Induction training carried out by the external Health and Safety consultant. The overall procedures for safety are monitored and reported annually to the governing body by the External Health and Safety consultant.

- A copy of Appendix 1 to this policy is completed, posted on notice boards in a prominent position and updated at regular intervals.
- Health, safety & welfare matters that cannot be resolved appropriately are raised with the Governing Body within a suitable time frame.

3.3 Deputy Head

The Deputy Head is responsible for carrying out the Headmaster's duties in his/her absence, as nominated. The Deputy Head will act as the School Health, safety & Welfare Co-ordinator, in conjunction with the Bursar. Specific duties include:

- Ensure that the dissemination of health, safety & welfare information is carried out to all School employees through the Bursar and Subject Coordinators
- Ensuring the School has appropriate first aid arrangements in place.
- Monitoring that accident reporting is carried out using the accident book and reporting form.
- Ensuring that appropriate emergency evacuation procedures are in place for the School.
- Ensuring accidents and incidents are properly investigated by Heads of Department.
- Ensuring health, safety & welfare matters raised by employees are dealt with in appropriate time scale.
- Ensuring that a central file of Policies, arrangements and risk assessments is maintained within the school, including being added to Chips, the school IT network.
- Co-ordinating with the Bursar that all aspects of the Health, Safety & Welfare Policy.
- Ensuring with the Bursar that premises defects (which affect health, safety & welfare) and other health, safety & welfare matters are dealt with or, if this is not possible, for ensuring they are raised with the Headmaster.
- Ensuring that the implementation of this policy is carried out and monitored with the support of SMT & Head of Departments and Managers.
- Overseeing health, safety and welfare arrangements for lettings.
- Liaison with the Bursar to ensure all appropriate safety information has been made available.
- Ensuring that the weekly fire alarm tests are carried out by the maintenance staff and that appropriate records are kept. (The record is available for inspection by SMT)

3.4 The Bursar

The Bursar will support the Deputy Head in his role as the School Health, safety & Welfare Co-ordinator. Specific duties include:

- Ensuring health, safety & welfare matters raised by employees are dealt with in appropriate time scale.
- Ensuring premises defects (which affect health, safety & welfare) and other health, safety & welfare matters are dealt with or, if this is not possible, for ensuring they are raised with the Headmaster.
- Overseeing health, safety and welfare arrangements for lettings.
- Making sure that arrangements are in place for liaison with contractors to ensure appropriate co-operation and co-ordination between the School and contractors.
- Managing the retained Health and Safety consultant and Bi monthly visits

The Bursar is directly responsible for supervising the following areas:

Finance
Site & Buildings Maintenance

Catering
Recruitment checks (Also checked regularly by the Head and the Safeguarding Governor)
Vehicle maintenance
Staff contracts
Lettings and rentals

The Bursar is also responsible for implementing general health, safety & welfare within the School premises. The Bursar is directly responsible for the following areas and maintenance activities:

- Providing liaison with contractors and in particular for:
- Making sure that arrangements are in place for liaison with contractors to ensure appropriate co-operation and co-ordination between the School and contractors.
- Ensuring that all reasonable steps are taken to inform contractors of risks to their employees arising out of or in connection with the operation with the school.
- Ensuring that contractors are aware of any special risks to pupils, which might arise out of their work?
- Drawing the SMT's attention to premises defects which may present a Health and Safety hazard or risk.
- Requiring maintenance staff to carry out necessary minor repairs.
- Carrying out Premises Risk Assessments, as necessary, or as recommended by the external health and safety consultant, (Teaching staff will carry out these annually for their teaching areas.)
- Maintenance of the asbestos register and ensuring this is brought to the attention of any contractors or staff that may disturb the fabric of the building during the course of their work.
- Ensuring appropriate measures are in place for the control of Legionella.
- Ensuring that all statutory inspections are carried out as required by UK legislation.
- Overseeing routine checking of fire alarms, emergency lights, fire extinguishers, intruder alarms, gas and electrical installations, passenger lift and lightning conductors.

3.5 Head of Pre Prep

The Head of Pre Prep is accountable to the Headmaster and the Governors for the implementation of this Health, Safety & Welfare Policy within the Pre Prep setting. The Head of Pre Prep will be responsible, in conjunction with the Deputy Head and Bursar, for:

- Establishing arrangements for dealing with health, safety and welfare matters in the Pre Prep (Years 1,2 & 3).
- The dissemination of health, safety & welfare information to all Pre Prep employees
- Ensuring appropriate first aid arrangements are in place within the Pre Prep
- Ensuring that all accidents are reported using the accident reporting form
- Ensuring that all accidents and incidents are investigated
- Appropriate emergency procedures for the Pre Prep are in place
- Ensuring that all health, safety and welfare concerns raised by Pre Prep employees are dealt with in appropriate time scale
- Ensure that a central file of those policies and risk assessments that are peculiar to the Pre Prep is maintained within the Pre Preparatory School and on Chips, the school network
- Ensuring premises defects which may affect health, safety and welfare are raised with the Deputy Head and Bursar
- Ensuring that the implementation of this policy is carried out and monitored

- Liaison with the Deputy Head and Bursar of the School to ensure all appropriate safety information has been made available to the Pre Prep.

3.5 Head of EYFS

The Head of EYFS is accountable to the Headmaster and the Governors for the implementation of this Health, Safety & Welfare Policy within the EYFS setting. The Head of EYFS will be responsible, in conjunction with the Deputy Head and Bursar, for:

- Establishing arrangements for dealing with health, safety and welfare matters in the Nursery & Kindergarten.
- The dissemination of health, safety & welfare information to all EYFS employees
- Ensuring appropriate first aid arrangements are in place within the Nursery
- Ensuring that all accidents are reported using the accident reporting form
- Ensuring that all accidents and incidents are investigated
- Appropriate emergency procedures for the Nursery are in place
- Ensuring that all health, safety and welfare concerns raised by Nursery employees are dealt with in appropriate time scale
- Ensure that a central file of those policies and risk assessments that are peculiar to the Nursery is maintained within the Nursery and Pre Preparatory School and on Chips, the school network
- Ensuring premises defects which may affect health, safety and welfare are raised with the Deputy Head and Bursar
- Ensuring that the implementation of this policy is carried out and monitored
- Liaison with the Deputy Head and Bursar of the School to ensure all appropriate safety information has been made available to the EYFS setting.

3.6 Senior Management Team including: Headmaster, Deputy Head, Head of Pre Prep, Bursar and Head of EYFS:

Members of the Senior Management Team (SMT) listed above are responsible for the implementation of the policy within the school.

Specific responsibilities include:

Establishing arrangements for dealing with health, safety & welfare matters such as:

- Ensuring the dissemination of health, safety & welfare information to employees within their areas of responsibility.
- Ensuring appropriate first aid arrangements are in place within their areas of responsibility.
- Ensuring that all accidents are reported.
- Ensuring that all accidents and incidents are investigated.
- Ensuring appropriate emergency procedures are in place within their areas of responsibility.
- Ensuring that all health, safety and welfare concerns raised by employees are dealt with in appropriate time scale.

Heads of Department/ Subject Coordinators are responsible, so far as is reasonably practical, for the implementation of the health, safety & welfare policy within their areas of responsibility.

In particular, they are responsible for ensuring:

- That the activities under their control are carried out, so far as is reasonably practical, safely and without risk to health.
- The implementation of the Safety Policy is properly monitored in their area of responsibility; including carrying out inspections of the workplace and equipment.
- Individual employees within their Departments are made aware of their responsibilities for health, safety & welfare.
- Employees under their control are adequately trained, informed, instructed and supervised.
- Arrangements for health and safety appropriate to their areas of responsibility are brought to the attention of all employees within that area.
- Arrangements for health and safety are complied with and where required appropriate safety signs or notices are displayed.
- Relevant health, safety & welfare information is communicated to employees.
- School First Aid procedures and arrangements are complied with.
- All accidents occurring in the Departments are reported and an accident report form is completed.
- Training needs of employees within the Departments are identified and prioritised appropriately in consultation with the SMT.
- Employees are aware of fire procedures and where required have received appropriate training.
- As part of the School induction process all new employees receive appropriate health, safety & welfare information and training including individual departments area safety procedures and arrangements.
- Ensuring assessments are undertaken of risks to health, safety & welfare as required by the Management of Health & Safety at Work Regulations 1999 and other legislation and that the significant findings are recorded and appropriate control measures put in place to reduce those risks to an acceptable level.

3.8 Class Teachers

The first priority of all teachers is for the safety and wellbeing of all pupils in their charge. This also applies to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher must:

- Know the school emergency procedures for both fire and first-aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied as required by the school.
- Exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area.
- Give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not enough).
- Ensure that pupils' coats, bags, cases etc. are safely stowed away.
- Integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety.
- Follow the school's safe working procedures personally.
- Call for protective clothing, guards, special safe working procedures etc. when necessary.
- Make recommendations on safety matters to the Deputy Head and Bursar.
- Be familiar with the safety arrangements appropriate to the work area.
- Be familiar with Risk Assessments appropriate to the work activity.

3.9 All Employees

Although responsibility for health safety and welfare within the school rests with the Governing Body all employees have responsibilities, these include but are not restricted to:

- To take reasonable care of their own health and safety and that of all persons who may be affected by their acts or omissions.
- To co-operate with the governing body so far as is necessary to enable it to meet its responsibilities for the health safety and welfare throughout the school.
- To use work equipment provided correctly in accordance with instructions and training.
- To inform the governing body (through line managers) of any work situations which present a serious and immediate danger to health and safety.
- Any employee having or identifying a problem about health, safety & welfare should raise the matter with their line manager. Employees who, during the course of their duties are required to visit premises other than their normal place of work, must comply with those health, safety & welfare instructions in force at individual establishments.

3.10 Catering Manager

The Catering Manager is responsible, in conjunction with the Bursar, for ensuring the school health, safety and welfare procedures are implemented within the Catering Team area and that appropriate standards of health and safety are maintained. Specific responsibilities include:

- Supervising Catering staff and monitoring health and safety standards including food hygiene in their area of activity.
- Ensuring adequate arrangements are in place with regards to fire management.
- Ensuring adequate arrangements are in place with regards to First Aid.

4. Health and Safety Committee

The Governors have ensured and provide for effective joint consultation on health, safety & welfare matters with all staff and if required their Safety representatives. This function will be provided through the management chain.

5. Competent Health, safety & welfare Advice

An external consultant, H.E Health & Safety Consultants Ltd, has been appointed to provide assistance and guidance as required.

6. General Arrangements for Health, safety & welfare

6.1 Accident Reporting:

All employees are reminded that the most important thing to remember about accidents, whether they are in the Preparatory School, Pre Preparatory School or EYFS is that, for all accidents requiring medical attention, an accident form is filled in so that accidents can be monitored and action taken to alleviate the causes. Repeated accidents from the same or similar causes need urgent action to eradicate the cause. This information only becomes apparent through the accident report form.

(The accident reporting procedure is detailed in a separate school policy document including the requirement for reporting under RIDDOR)

6.2 General Arrangements:

The Appendix 1 to this policy indicates general arrangements for implementing the Safety Policy within the school.

6.3 Risk Assessment:

Under the Management of Health, safety & welfare at Work Regulations there is a requirement for all risks to health, safety & welfare to be assessed and for significant findings to be recorded.

(The Risk Assessment procedure and arrangements are detailed in a separate school policy document including educational visits and high risk activities)

Specific Risk assessments are required for departments as follows:

- PE (outdoor games, swimming, gymnastics, together with training record qualifications in lifeguarding etc)
- Science Coordinator of Science should keep risk assessments for all experiments and use and storage of equipment. COSHH assessments and CLEAPSS hazards are kept on use and storage of all chemicals. Records of training by teachers and technicians
- D&T Coordinator of Art keeps records of all risk assessments for all activities, use of equipment and machinery, and safe storage of flammable material.
- Art Head of dept keeps risk assessments for ceramics, and details the use and safe storage of oil based paint and other flammable material. Staff training records maintained.
- Drama Coordinator of Drama keeps risk assessments for lighting, safe construction, the movement, mounting and dismantling of scenery, props and staging. Staff training records maintained.
- Catering The Catering Manager keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures for chemical and other products. Staff training records maintained.
- Maintenance and Grounds Pupils are to be kept clear of areas of work. Risk assessments kept for all activities, Manual HANDLING, Working at Height, use of equipment, safe use and storage of equipment and flammables, COSHH assessments of all chemicals and other products. Staff training records maintained.

Specific risk assessments are carried out for

First aid and supporting medical needs are risk assessed as required by the school

First Aid Policy

work-related stress

School security is risk assessed in the School Security Policy

Violence to staff is risk assessed in the school behaviour policy

Manual handling

Slips and trips

On-site vehicle movements

Management of asbestos

Control of hazardous substances

Fire safety is risk assessed by Assured Fire Safety Ltd

6.4 Health & Safety Monitoring:

On-going monitoring of health, safety & welfare matters will take place through the following procedures:

- Inspections for health, safety & welfare defects will be carried out as required but at least on a termly basis by the Deputy Head and the Bursar. Inspections may be of curriculum areas, department, and premises or of the whole school as required. This will provide an overview of the how the school is managing health safety and welfare.
- Bi Monthly visits to individual departments by the retained Health and Safety consultant.
- An internal review of health, safety & welfare arrangements and procedures will be carried out annually. A report will be made to the Governing Body.
- All accidents will be investigated as appropriate to identify any failures in the management of health safety & welfare. Where necessary reports will be submitted to the Governing Body.
- Accident and incident records will be presented to the HR Committee at each meeting and all accidents which are not explained to the satisfaction of the Committee will be further investigated. Where necessary a report will be submitted to the full Governing Body.
- An annual first aid box audit will be conducted by the school Nurse and reported to Health & Safety Committee.
- Routine inspections are to be carried out by a specialist on the following equipment:
 - PE equipment.
 - Fire extinguishers.
 - Portable electrical equipment.
 - Fire alarms.
 - Emergency lighting.
 - Lightning conductors.
 - Heating appliances.
 - Science & Technology Equipment
 - External play equipment
 - Hot and Cold water systems

Other routine external inspections carried out include:

- Where necessary we would engage a Structural Surveyor to report on the state of the building should an issue arise.
- Engineer's inspection for boilers and other technical equipment.
- Regular servicing of equipment – responsibility of the Bursar
- Catering Hygiene survey to include recommendations on healthy eating will be carried out as required
- Fire Risk assessment
- Emergency lighting tests
- Legionella risk assessment
- PAT Testing/Electrical testing certificates
- Boiler and Gas servicing/repairs is carried out by registered Gas Safety engineers
- If required qualified Planning supervisors will be engaged whenever major work is undertaken to the structure of the school

- **South Lee School Health Safety & Welfare arrangements**

| | | |
|----|--|---|
| 1. | Name of Senior Member of Employees with Responsibility for Co-ordinating Health & Safety | Andrew Manning |
| 2. | Location of Central File of Policies and arrangements: | Deputy Head's Office, Staff Room & 'CHIPS' Folder on the school network |
| 3. | Location of Fire Register: | Maintenance Office |
| 4. | Location of School Fire File: | Maintenance Office |
| 5. | Location of Accident Book: | School Office |
| 6. | Location of central file of Health, safety & welfare Information Bulletins: | Maintenance Office, Deputy Head's Office & School Office |
| 7. | a) Name of Member of employees to report accident to: | Bursar / Deputy Head |
| | b) Who should complete accident form: | Person concerned or direct manager |
| | c) Notifiable incidents person who contacts HSE: | Bursar |
| | External Health and Safety assistance | H&E Health and Safety consultants (through the Bursar) |

(Copies are displayed on notice boards throughout the school)

South Lee School – First Aiders September 2016

First Aid at Work course

| Staff Name | Location/contact details |
|----------------------------------|--------------------------|
| DONNA MACFARLANE + defib trained | Kindergarten – 207 |
| LISA DE JONGH | South lodge – Science |
| JO COVENTRY | DEPUTY HEAD ext 206 |

Emergency Aid in Schools course

| Staff Name | Location / Contact Details |
|--|----------------------------|
| Katie Bedford | |
| Paul Borrows | |
| Sarah Catchpole | Pre Prep ext 210 |
| Steve Catchpole (Paediatric First Aid) | |
| Stephanie Chinnery | Pre Prep ext 210 |
| PAM CLARKE | Pre Prep ext 209 |
| Tom Decent | |
| Gillian Howard | Pre Prep ext 209 |
| Trudy Kenworthy | Nursery ext 208 |
| Rhys Loveday | PE |
| Caroline Mann | Nursery ext 208 |
| Paula Parsons | Pre Prep ext 209 |
| Paul Meekings | |
| Sue Feather | ID ext 206 |
| Gary Oakshott | Kitchen ext 202 |
| Victoria Wright | A.D.T ext 217 |

EYFS Setting First Aid (all Paediatric First Aid trained)

| | |
|---------------|----------------------|
| Julie Last | Nursery ext 208 |
| Jo Rayment | Nursery ext 208 |
| Debbie Walton | Nursery ext 208 |
| Vivien Gisbey | Kindergarten ext 207 |
| Rachel Popham | Kindergarten ext 207 |
| Val Ewing | Nursery ext 208 |
| Kelly Whipp | Office ext 100 |
| Amy Precious | Nursery ext 208 |

Emergency Numbers

| | |
|-----------------------|--------------|
| West Suffolk Hospital | 01284 713000 |
| NHS Direct | 111 |
| Bury Police Station | 01473 613500 |

LOCATION OF SCHOOL FIRST AID BOXES

Office (plus stock drugs e.g. Piriton and calpol and Defib)

Kindergarten Quiet Room (plus stock drugs e.g. Piriton and calpol)

Nursery Cupboard

Sports Hall Office

Kitchen

Mini Buses x Three

Outside the GP Room in a cupboard over the sink

Pre Prep IT Room

4A class room

PE staff carry one each to fixtures

Staff room

Emergency Epi-pens – Edward Guirguis' in 4A
Valentine Stone in Cygnets (EYFS)

Inhalers – current asthmatics carry their own inhalers to lessons or if in EYFS or Pre Prep they are with the Form Teacher (see first aid policy). In case of emergency, the school has 1 Ventolin (Salbutamol) inhaler, which is kept with Mrs Donna MacFarlane.