

Early Years Assessment Centre
Eastmoor Road
Eastmoor
WF1 3SQ

Spinney Centre
Common Road
South Kirkby
WF9 3EA

Forest Wood Centre
Painthorpe Lane
Crigglistone
WF4 3HW

Thornes Centre
Lawfield Lane
Wakefield
WF2 8ST

**Pinderfields
Hospital PRU**
01924 298351



Hospital tuition
Children's Ward
Pinderfields Hospital
Wakefield WF1 4DG
01924 541947

Woodlands Centre
College Grove
Castleford
WF10 5NS

Limes Centre
Long Causeway
Stanley
WF3 4JB

Wrenthorpe Centre
Imperial Avenue
Wrenthorpe
WF2 0LW

HEALTH & SAFETY POLICY

2025-26

Chair of Management Committee

Signed.....

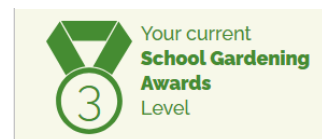
MISSION STATEMENT

At Pinderfields Hospital PRU we will:

- Encourage honesty, respect and trust •
Exercise discipline and self-control
- Feel safe, secure and happy in the school environment
- Develop our confidence and self-image to allow us to achieve our potential •
Ensure everyone is important and valued
- Promote healthy lifestyles
- Encourage understanding and acceptance of individual needs
- Offer continued support for a smooth transition to the next provision



OFSTED 2023 Overall Judgement = GOOD
Leadership & Management = Outstanding
Behaviour & Safety of Pupils = Outstanding
Achievement of Pupils = Good
Quality of Teaching = Good



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PINDERFIELDS HOSPITAL PRU

HEALTH AND SAFETY POLICY

Contents:	Aim
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	Cleaning
	Maintenance
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	Students and voluntary helpers working in PRU (including EYAC/INP)
	Playground Safety
	Science Safety
	Technology Safety
	Student & Staff safety
	Accident reporting and investigation
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	Off-site activities
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	Traffic and pupil management
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Appendices:	Location of extinguishers and alarms
	Fire procedures
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PINDERFIELDS HOSPITAL PRU

HEALTH AND SAFETY POLICY

In accordance with Health and Safety Act 1974

The Management Committee accepts its responsibility to ensure, as far as is practicable, the health and safety of staff, pupils and visitors to the PRU.

The headteacher is the Health and Safety Officer, supported by the Business Manager and Premises supervisor/caretaker.

All reasonable steps will be taken to reduce risks and keep hazards to a minimum, but there is an onus on individuals to have collective and separate responsibility for Health and Safety issues. The PRU has a bank of risk assessments specific to activities, off site visits and individuals – which can be inspected on request

AIM:

We aim to provide a safe and healthy working environment for staff, pupils and visitors.

OBJECTIVES:

- to carry out a risk assessment of the building and surrounding area at least annually (at the beginning of each academic year) by:
 - (a) identifying the hazards systematically.
 - (b) assessing the risk from identified hazards.
 - (c) taking all reasonable steps to minimise those risks
- to develop an effective and comprehensive Health and Safety policy which is periodically reviewed
- to ensure that management committee members and staff are familiar with current legislation and regulations. (as per Health and Safety Act 1974)
- to be aware of and implement LA policies on Health and Safety (including legislation in 1974 Act)
- to encourage awareness of and promote Health and Safety issues with staff and pupils
- to encourage and promote safe working practices
- all staff to be made aware of emergency procedures on induction

CLASSROOMS

Pupils are only allowed in classrooms when there is a member of staff present, unless pre-arranged to allow extra work to be completed. At all other times the classrooms will be kept locked. There are specific rules concerning the use of the hall which are clearly displayed

OUTSIDE ENVIRONMENT

It is the responsibility of the premises supervisor / caretaker/teacher in charge/SLT to ensure that the outside environment at all sites is safe and secure. Any issues relating to Health & Safety, or removal of hazards, should be directed to the Business Manager.

WASTE DISPOSAL

The Personal Development Leader and other healthcare professionals will be responsible for the disposal of medical waste, including sharps and other clinical waste. Chemicals will be disposed as stated by CLEAPS. General waste will be disposed of as per guidelines using the bins provided by WMDC

FIRST AID

Wrenthorpe

- First aid boxes are kept in the medical room and school vehicles. The content and management of these boxes is the responsibility of the Personal Development Leader (PDL). Additional resources eg. blankets are kept in the medical room. First aid treatment will be administered by the PDL (OR DESIGNATED OTHER) in the first instance and depending on the severity of the accident she will decide on further action needed. If an ambulance is required it will be contacted using the guidance contained within 'Supporting pupils at school with medical conditions (April 2014)'

EYAC

- First aid boxes are kept in the changing area and on the school vehicles. The content and management of these boxes is the responsibility of the Personal Development Leader (PDL)
- There is a group of staff paediatric first aid trained
- All members of staff receive specialised first aid/medical training as and when identified

All sites

- All incidents will be reported to the headteacher/SLT/Teacher in charge and parent/carer
- Plastic gloves and aprons must be worn if body fluids are involved and disposed of as clinical waste.
- The PDL and designated staff will maintain and update their knowledge and skills in first aid and will receive regular in-service training on CPR and other first aid techniques as appropriate. All staff will hand wash regularly.

Blood borne conditions: - Management Committee have noted W.M.D.C. policy and this will be adhered to.

MEDICATION

Administration of medicines is the responsibility of the Personal Development Leader (or designated other) at Wrenthorpe, if in school, and the Teachers in Charge at all other sites, they will be guided by the document 'Supporting pupils at school with medical conditions (April 2014)'

- All medication is stored in a locked cupboard, permission to administer pupils' medication and information relating to medication is obtained from parents/carers.
Non prescribed medication will not be administered.
Pupils are not allowed to carry any oral medication on their person unless prior permission has been given by the headteacher
- All medication administered will be recorded, and signed for by staff, as well as any adverse reactions/side effects. If any child requires medication other than oral medication e.g. rectal diazepam, or if the medication is one that the PDL (or designated other) is unfamiliar with, then a health care plan will be devised in collaboration with the school nurses/other professionals and the appropriate training will be given before the PDL or member of staff administers the medication
- Any other member of staff, other than the PDL, responsible for administering medicines will only do so, following training and if it is clearly defined on his/her job description. Oral morphine may occasionally, in exceptional cases, be administered in school. If this occurs the PDL (OR DESIGNATED OTHER) and another member of staff will check the dosage and sign the record sheet. The medicine will only be

stored in the locked medicine cupboard until the end of the day when it will be returned to parents

- On school outings, medication will be transported securely and will again be the responsibility of the PDL or other named person (Group Leader)
- All medication stored will be marked clearly with the pupils name and required dosage
- A schedule/timetable will be included in any information packs showing times/amounts of drugs to be administered to who. This will be shared with all staff prior to the trip/visit taking place
- Copies of all parental consent forms will be given to EVC on return
- Specialist training, for relevant staff, will be arranged as necessary (e.g. diabetic/trachy/epilepsy)

Intimate Care Policy – Staff will adhere to the LAs Intimate Care Policy

GUIDELINES FOR DEALING WITH INCIDENTS INVOLVING THE MISUSE OF DRUGS

A pupil suffering from the ill effects of drug use should be treated in the same way as if they had any other illness. The PDL (OR DESIGNATED OTHER) will be informed and every effort will be made by the SMT for her to support and remain with the pupil until responsibility is transferred to parent, guardian/other professional. In the event of the PDL being unavailable a member of the SMT will take this role

- Parents/Carers are consulted
- Appropriate professionals, such as the Education Welfare Officer, Family Services, Police and Health professionals are consulted when appropriate
- Within the PSHE curriculum drug issues will be addressed

ACTION PLAN for dealing with incidents involving drugs

- Obtain medical help if necessary
- Keep any evidence of what has been taken, such as substance, package, or vomit
- Take substance away from pupil and place in a safe container, if possible, in the presence of a witness
- Notify Headteacher, or Assistant Headteacher, who will notify parents and any other Professionals as appropriate

LIFTING

- Manual lifting will only be done if unavoidable
- Only staff trained in handling and moving procedures will be responsible for moving pupils and equipment. A battery-operated hoist is on site for emergency/individual use. Wheelchair users have individual action plans available and displayed in the staffroom
- The **evac mat** will be used by trained staff only

FIRE

- We will ensure that pupils are fully aware of fire regulations and safe practices
- Pupils will practice evacuation procedures at regular intervals
- Fire extinguishers are provided and maintained by Chubb
- Fire evacuation procedures are displayed in teaching and office areas
- Pupils will have Personal Emergency Evacuation Plans (PEEPs) where applicable

ELECTRICAL EQUIPMENT

- Electrical equipment is subject to annual safety checks by the caretaker. The list is regularly updated
- We endeavour to ensure all electrical leads are kept away from walkways
- Special responsibility is placed on science and technology teachers for safe storage and maintenance of equipment to meet current legislation

CLEANING

Hospital Site

The cleaning is contracted to the hospital trust. Standards are monitored. There is a commitment from the Trust to re-examine the level of service provided

The Wrenthorpe Centre

The cleaning is contracted to Atlas Facilities Management. Standards are monitored. Cleaning fluids/resources are stored in the locked, caretaker's storeroom

EYAC

The cleaning is contracted to Atlas Facilities Management. Standards are monitored. Cleaning fluids/resources are stored in the locked, staff toilet area

Forest Wood Assessment Centre/The Limes/Woodlands and Thornes

The cleaning is contracted to Atlas Facilities Management. Standards are monitored. Cleaning fluids/resources are stored in the locked, cleaners storeroom

Spinney

Initially the cleaning will be completed by the PPRU caretaker until the company employs the relevant staff.

MAINTENANCE

- Staff report potential hazards or breakdowns to the headteacher immediately
- The responsible body (LA or Trust) is informed
- The Building Services Department of W.M.D.C. do a termly inspection of that part of the school for which they are responsible
- Teachers in Charge at the primary sites and SLT at Wrenthorpe do a daily walkaround check, noting any issues
- The business manager and caretaker do a termly inspection, noting any defects and notifying faults or damage to the relevant body
- Before contractors work in school an assessment will be made of the likely impact of their work and they will be instructed accordingly

VISITORS

- All visitors will be required to sign 'in' and 'out' using the books in reception and be issued with a visitor badge to be worn for the duration of the visit
- Strangers entering school will be questioned and their identification checked
- Expected visitors will be recorded on the Schoolpod calendar. All sites will follow the same procedure
- Students should not open the door to visitors
- A guide to safeguarding procedures will be given to all visitors on arrival

STUDENTS AND VOLUNTARY HELPERS WORKING IN SCHOOL

We welcome students and voluntary helpers, when appropriate, in the furtherance of PRU activities

- Students from local schools and colleges will be accepted for work experience when this does not interfere with the work of the school. It must be remembered that we offer experience, not training, which is the responsibility of the student's own institution
- Regular volunteers are DBS checked. Occasional volunteers only work under supervision. WMDC guidance is followed with the regard to safeguarding. Any instructors providing activities for students on site will have had qualifications checked

HEALTH AND SAFETY

We are unable to offer training in these matters to students or volunteers, although their attention should be drawn to basic safe practice. This must be made clear to the student's tutor

INSURANCE

Every student and volunteer has the same cover as a member of staff. Only in the event of an accident which is due to the negligence of the authority is the L.A. liable

ACTIVITIES TO BE UNDERTAKEN

Activities to be undertaken will be within the student's capabilities and previous experience - some will have considerable skills and qualifications, some will have neither. It is reasonable to ask more of a qualified teacher volunteer than of a sixth form pupil. Particular care needs to be given to the tasks asked of them in relation to pupils with behavioural or medical difficulties, and to any activity out of sight of the teacher. It would be unwise to allow a volunteer or student to lift a pupil or heavy object unless it is known that she/he has been appropriately trained. All activities will be under the supervision of the teacher, and will usually, but not necessarily always, be in line of sight of the teacher

CHILD PROTECTION ISSUES

All volunteers are DBS checked. If working on the ward Trust procedures are adhered to. Any concerns must be discussed with the headteacher. In the same way as staff of this school are advised to ensure whenever possible that each interaction with a child is open and within sight of another adult, care must be taken to apply the same principle to students and volunteers. No person will be allowed contact with pupils without the Headteacher's specific approval for each and every occasion. N.B child protection and safeguarding policies

REPORTS ON STUDENTS

If we are asked to do these the forms must be **available** to the teacher at the start of the placement, so that we know in advance what assessments are required. This report will normally be discussed with the student at the end of the placement.

Photocopies of any reports will be filed in school **"FAILING STUDENTS"**

The performance of each student will be observed, and any indications that she/he is not appropriately placed here, is not comfortable with our children, lacks appropriate skills or motivation, is a poor attender or timekeeper, must be discussed with the Headteacher. Such concerns will be discussed with the student's tutor at an early stage.

VISITS BY TUTORS

Visits by Tutors are a useful way of sharing information, but should not be allowed to disrupt the work of the class

PLAYGROUND SAFETY

Students at the Wrenthorpe Centre have designated social areas and a **Multi-Use Games Area** which are monitored by staff.

EYAC playground is accessed by either stairs or ramp. All children are assisted as required. Forest Wood Assessment Centre, **The Spinney**, The Limes, Thornes and **Woodlands all have outdoor playgrounds**. **Children will** be supervised in line with current ratios. These are annually power washed by caretaker to reduce algae and moss build up. The area to be kept free of leaves and twigs. The outdoor equipment to be inspected prior to use by the teacher's in charge at all sites and annually by a professional company (ENGIE). Daily checks are undertaken, and recorded, to maintain warranty and a safe environment

SENSORY ROOM EYAC, FOREST WOOD and THE LIMES

Condition of room and equipment is checked regularly. All shoes to be removed before entering and stored in cotton bag for ease of collection on evacuation. Only approved cleaning materials to be used. Children are under constant adult supervision. Guidelines for use of sensory room are on display.

SAFE SPACES

Condition of the rooms are

checked regularly. Only approved cleaning materials to be used. Children under close supervision.

SCIENCE SAFETY

- All chemicals are stored in one of three locked, regulation cupboards in the art/science room at Wrenthorpe
- Safety hazards are assessed on a lesson-by-lesson basis
- Pupils are advised on appropriate procedures and protection (goggles/apron and hair ties)
- The school is a member of CLEAPSS School Science Service and uses the Support Service provided
- All waste chemicals are disposed of as per CLEAPS recommendations

STAFF AND STUDENT SAFETY

- School doors are monitored by staff
- All sites have a signing in and out procedure where visitors are given badges to identify them
- Students identified as possible risk of possessing (and/or using) prohibited items will be searched on arrival and procedures followed (see behaviour policy)

TECHNOLOGY SAFETY

- Hazardous materials (such as certain adhesives or solvent-based glues e.g. Tensol 12) are stored in a locked cupboard at all sites
- Adequate ventilation is necessary when using paint, inks, glues and solvent-based materials
- This is maintained by opening doors and windows and, in some cases, removing the materials outside the teaching area temporarily
- Tools and equipment used for cutting, shaping, and forming must be maintained to original specification and in the case of glue guns and soldering irons be subject to annual inspection by the Technology coordinator
- All cutting tools must be safely stored
- Where there may be a danger of eye injury, eye protection in the form of plastic goggles must be worn. Safety in the use of tools and materials is maintained by careful and methodical instruction before pupils are allowed to engage in practical work
- Adequate protection for clothes, skin and eyes must be provided
- Safe procedures are taught and reinforced on each occasion equipment, tools and materials are used
- Extension cables must be safely stored to avoid a trip hazard
- In addition, we must be aware of any physical problems our pupils have which makes them more vulnerable e.g. asthma, skin conditions, epilepsy, coordination problems or visual impairment
- Consumables for food technology must not be stored for significant lengths of time, but purchased in manageable quantities
- Stock must be dated and rotated
- Any dry goods must be kept in sealed containers and the refrigerator used for perishable goods
- Protective aprons are provided for food technology sessions
- Basic hygiene in food-handling should be taught to pupils and observed by staff
- Risk assessments are undertaken for each activity. These are reviewed annually

ACCIDENT REPORTING AND INVESTIGATION (SERIOUS)

The established method for reporting and documenting injuries, diseases and dangerous occurrences procedure (RIDDOR) will be followed

- All incidents will be reported to the LA **Mid Yorks Hospital**-Trust (whichever is appropriate) by the headteacher
- Major incidents will be reported to the Health and Safety executive
- The staff in charge of the group will report relevant information to the headteacher immediately after appropriate emergency action is taken
- This will be in line with the severity of the incident e.g. consultation with ward medical staff, taking the victim to A&E, etc.
- The headteacher will ensure parents are informed and involved as appropriate
- All children that injure their head must take a head injury form – available from the office

ACCIDENT REPORTING AND INVESTIGATION

All incidents and/or accidents should be reported as soon as practicably possible.

Incidents at EYAC, Forest Wood, **The Limes, The Spinney**, Woodlands and Thornes are recorded using their internal system (tally chart on whiteboard), showing the time, initial of child, the type of incident (pushing, biting, refusal etc) and the initials of the staff who witnessed it. At the end of each day a designated member of staff will upload the details onto Schoolpod. For incidents at Wrenthorpe staff will record on Schoolpod as soon as possible. Both instances must be the same day. If incidents are of a violent nature an IRF2016 form must also be completed. Any injury to staff or pupil must be reported immediately by calling for assistance using the walkie talkie and documents completed when safe to do so.

Accidents at all sites must be reported immediately to the appropriate line manager who must inform Shaun Booth, **Adrian Boyer, Natalie Jackson** or Diane Cameron at Wrenthorpe by telephone and email. The accident book, an IRF2016 and the incident page on Schoolpod must all be completed with as much information as possible. Diane Cameron will record on Mpip to advise the H&S department at WMDC and follow their guidance for any future action

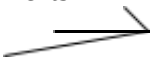
COSHH

Regulations governing Control of substances Hazardous to Health will be adhered to. Any such substances will be stored in secure cupboards. (see science and technology section)

OFF-SITE ACTIVITIES

Educational Visits

1. ALL educational visits must be planned at least 6 weeks in advance of date of visit. Preferably a full terms notice will be given. Shorter notice may be allowed in unusual circumstances, but a risk assessment will still be required. The R.A must be approved by E.V.C. or headteacher. Staff to use EVOLVE system for recording, monitoring an evaluation. ANY visits planned out of this timescale will only be approved by the Headteacher in exceptional circumstances
2. A risk assessment **must** be undertaken by group leader and be included in the planning for approval by educational visits co-ordinator and/or headteacher. It must be signed by the group leader and shared with all staff accompanying the visit in advance
3. Places visited on a regular or frequent basis must be included in termly planning with a risk assessment. Such an assessment would be reviewed termly and only modified if circumstances or personnel have changed significantly
4. Planning by team leader should be shared with other adults accompanying the group, so that each member of staff and volunteer helpers have a clear understanding of their responsibilities

5. At least one adult in the group undertaking a visit must be a trained first-aider
6. Visits of more than one day's duration i.e residential will require approval by the Management Committee and the health and safety officer of WMDC (see residential protocol)
7. Model Forms in 'Health and Safety of Pupils on Educational Visits' to be used as part of planning, risk assessment, communication with parents/pupils and evaluation.
Forms 1 – 9 for all residential plus 10 and 11 if swimming is likely to be an activity.
8. Completed risk assessments
Further L.A. advice  All to be kept on EVOLE or filed by E.V.C.
Legal information
9. All staff must wear their official identification badge

WMDC insurance covers these expeditions. Written permission for teachers to act in 'loco parentis' is obtained prior to the visit

- For day visits, a cover-all parental permission slip is signed on entry to the school (day-pupils). A member of the teaching staff will be responsible for ensuring any necessary drugs are taken on the trip, and a list of each child's medical condition should be carried in case of emergency and pupil details (black filofax)
- The mobile telephone will be taken on all off-site activities

POLICY FOR PRU JOURNEYS AND TRANSPORT OF PUPILS

This policy is not concerned with home-to-PRU transport, but with journeys involving the use of the PRU minibus and/or staff cars

- The policy covers the transport of individuals and groups to and from educational establishments, sporting events, visits associated with the curriculum and residential visits
- The purpose of the policy is to guide staff through procedures and practices which are required for such visits

A) PRU VEHICLES

1. The minibus will be driven by eligible staff (Midas trained) of any WMDC Special School for the transportation of pupils and adult escorts
2. The minibus/people carrier will be used, in preference to staff vehicles, on school business whenever possible
3. When children are being transported in the minibus or people carrier, there will be a minimum of two accompanying adults, one to drive and one to supervise (one must always be a member of PHPRU staff sat at the back of the vehicle)
4. The caretaker will be responsible for working through a list of checks to ensure the roadworthiness of the vehicle daily. It is the drivers responsibility to ensure the vehicle is safe before leaving the site
5. The escort will be responsible (as far as is reasonably practicable) for pupils embarking and disembarking and for ensuring seatbelts are worn and adjusted. Children in buggies/wheelchairs enter the minibus via the rear lift which is operated by the driver. Children are accompanied on the lift by an adult. Only buggies/wheelchairs that have been crash tested will be clamped into position
6. EYAC children are seated in five-point harness car seats any medical equipment needed for individual pupils will be safely stored and transported
7. The driver and escort will be jointly and individually responsible for ensuring that all luggage is secure and the minibus is left tidy after use and that all belongings and litter are removed
8. The driver must complete the "record of journeys" sheet
9. The driver should check that all relevant telephone numbers, mobile telephone, first aid box, fire extinguisher, warning triangle, are in the minibus before the journey begins. Know how to use firefighting and first-aid equipment

10. If the first aid box is used, Personal Development Leader must be informed, so that she can replenish it
11. The minibus must **never** be left unattended without ensuring it is locked and secure
12. The driver must not leave the minibus whilst the engine is running
13. One set of keys must remain with the driver at all times, another set with an accompanying member of staff
14. Pupils must **never** be left on the bus unattended
15. Teacher in charge must sign staff and children 'out' and 'in' in the book and clip board provided in reception, leaving and returning to the school premises
16. The minibus driver or adult escort must:
 - not drive when taking medication or undergoing treatment that might affect their ability or judgement
 - take into consideration the effects of teaching and the working day
 - have regular medical checks eg eyesight
17. The use of a mobile telephone is strictly forbidden irrespective of handsfree facility, by the driver whilst the vehicle is in motion, if you do need to make or receive a call – find a safe place to stop first

MINI BUS DRIVERS MUST

1. have D1 classification
2. have at least 3 years' regular driving experience
3. if there are points or convictions on their licence, they must be presented for Management Committee to approve/disapprove continued driver use
4. present their driving licence for inspection annually
5. have passed the WMDC minibus driver assessment (at least every 3 yrs).
6. Drivers of the people carrier must undergo a WMDC driving assessment to drive the vehicle with pupils as passengers.

MAINTENANCE AND CHECKS OF THE PRU MINIBUS/ PEOPLE CARRIER

The person responsible (caretaker) for maintaining the minibus should:

- Check the vehicle's condition on a daily basis;
- Ensure proper servicing by a reputable garage

The headteacher will ensure that any staff driving the minibus are competent and have undertaken suitable training to do so and aware of the health and safety policy.

THE MINIBUS MUST NOT BE USED WITHOUT THE PRIOR CONSENT OF THE HEAD OR ASSISTANT HEADTEACHER

B) OWN TRANSPORT

- Staff may only transport pupils in their vehicle with prior consent, if the minibus/people carrier is unavailable and must have one adult additional to the driver, if possible, acting as escort (unless in exceptional circumstances where parent/carer has given prior consent)
- Staff may only transport pupils in their vehicle if it is insured for business use
- In the event of an un planned situation where an 'on the spot' risk assessment is done and results in a decision for a pupil to be transported without an additional adult to the driver acting as an escort, the headteacher must be informed as soon as possible.
- Staff must be aware that they are using their cars for business use whilst travelling to INSET venues from school and so Business Use cover should be included on their private motor insurance policy
- Travel claims must be submitted to the Headteacher for endorsement monthly
- All staff must wear I.D. badges when off site on PRU business
- A separate risk assessment must be undertaken prior to the journey taking place
- The dashboard camera must be taken on any journey and recording downloaded regularly

C) BREAKDOWN

All WMDC vehicles are covered by a “Highway Breakdown” scheme.

The following procedure must be followed in case of breakdown:

1. for breakdowns an estimated distance < one hour travelling time from base, Newton Bar staff will come out.
2. for breakdowns further afield, there are 3 telephone numbers which will set the “highway Breakdown” scheme in motion. The information needed is, where you are, who you are, and the Fleet number of the bus. The driver or escort will inform school who will contact:
Gary Chapman Workshop Manager on either 01924 306301 or 01924 306303

D) MOTORWAY BREAKDOWN

Staff are advised to adopt the following procedure in case of breakdown on the motorway.

1. using their discretion, according to prevailing circumstances e.g weather conditions remove, ambulant passengers to the top of the embankment, wear reflective armbands/jackets
2. use warning triangle/hazard warning lights
3. telephone for assistance on emergency phone/mobile phone N.B **There is no dialling tone on motorway emergency phones**
4. telephone school and/or designated base visit leader
5. if you have only got a flat tyre, the advice is to proceed (very slowly) to the nearest exit or phone

E) IN CASE OF EMERGENCY

- Teachers in charge of pupils during a visit have a duty of care to make sure pupils are safe and healthy
 - Emergency procedures are an essential part of planning a PRU visit

If an accident happens the priorities are to :-

- assess the situation
- safeguard the uninjured member of the group
- inform emergency services and everyone who needs to know about the accident
- attend to the casualty
- contact the PRU (who will contact parents and taxis if children are going to be late back to the PRU)

Ensure accident report forms are completed as soon as the party returns

Staff should keep a careful written record of facts, events and circumstances and retain this record until all matters are settled

F) OBTAINING FUEL

Fuel, can be obtained from the depot at Newton Bar, Wakefield. Keys are required which are kept on the keyring and the fleet number will be needed. The depot is open between 8.00 a.m and 4.00p.m.

Fuel can be purchased in an emergency with own cash and hand receipt in to finance officer for re-imburement

G) GENERAL

No driver must drive for continuous periods in excess of 2 hours

MINIBUS DETAILS

REGISTRATION:---YJ58 ASO

FLEET NO:---2140

VEHICLE WIDTH:---2044 mm [6ft 8.5ins]

VEHICLE LENGTH:--- 4525 mm [14ft 10ins]

VEHICLE HEIGHT:---1982 mm [6ft 10.5ins]

FUEL:---Diesel

TYRE PRESSURE:---FRONT 2.3 BAR

TYRE PRESSURE:---BACK 2.7 BAR

REGISTRATION:--- YC61 VWK

FLEET NO:--- 2143

VEHICLE WIDTH:---2084 mm [7ft. 10ins.]

VEHICLE LENGTH:---6630mm [21ft 9ins]

VEHICLE HEIGHT:- 2390mm [7ft 10ins]

FUEL:---Diesel

TYRE PRESSURE:--- 69 PSI

TYRE PRESSURE:--- 58PSI

REGISTRATION : YS22 VWK FLEET NO: W6058

VEHICLE WIDTH - 1855mm

VEHICLE LENGTH -

4500mm VEHICLE HEIGHT -

1833mm FUEL - DIESEL

TYRE PRESSURE FRONT 36PSI

TYRE PRESSURE REAR 35PSI

TRAFFIC / PUPIL MANAGEMENT

- Pupils transported to and from PRU on contracted vehicles arranged by the LA or by parents/carers. The PRU will liaise with the officers responsible to ensure the smooth running of the service, however it is the parents' responsibility to apply for transport and inform the LA if it is not needed
- Transport will arrive at 9.00 unless special arrangements have been made. Contractors will be asked to arrange their journeys to achieve this, but we accept that traffic conditions may cause variance from this
 - a member of PHPRU staff will be at the gates from 8.50am to welcome pupils and monitor traffic flow, they will also accompany pupils to their transport at the end of the school day
 - Any wheelchair users will be dropped off in front of the double gates in the main car park where parents/carers will contact PHPRU to allow a member of staff to give access
- Arrangements will be discussed with **PA's** and or students to ensure safe movement to and from vehicles in relation to the needs of individual pupils
- There are some designated areas for exclusive use of vehicles transporting pupils. It is the responsibility of the LA to ensure that contractors comply with the law in matters such as vehicle safety
- If anyone has a concern about traffic management they will report this to the Headteacher or Assistant Headteacher who will address the issue appropriately

HEADTEACHER'S RESPONSIBILITIES

- to act as health and safety officer
- to regularly receive inspection reports on the fabric of the buildings, report defects immediately to the responsible authority, and ensure premises are promptly and effectively made safe
- consult with members of staff on health and safety issues, raising awareness
- collate incident records, following Trust and LA RIDDOR procedures
- ensure COSHH regulations are followed
- liaise and consult with health and safety officers in the LA and the hospital

ASSISTANT HEADTEACHER'S RESPONSIBILITIES

- to assume headteacher's responsibilities in their absence
- responsibility as outlined in emergency plan

SCIENCE TEACHER'S RESPONSIBILITIES

- to accept responsibility for the instruction of pupils in safe laboratory procedures.
- to ensure pupils are adequately supervised during practical science activities
- to store equipment and chemicals in accordance with COSHH procedures and to familiarise herself with COSHH regulations
- to carry out periodic checks of equipment and report any problems promptly
- to carry out regular risk assessments for room, equipment and activities

ART/TECHNOLOGY TEACHER'S RESPONSIBILITIES

- to accept responsibility for the instruction of pupils in safe working procedures
- to ensure pupils are adequately supervised during practical activities
- to ensure safe storage of materials and tools, adhering to COSHH regulations where applicable
- to carry out periodic equipment checks and report any defects promptly
- to carry out regular risk assessments for room, equipment and activities

INFORMATION TECHNOLOGY CO-ORDINATORS RESPONSIBILITIES

- to ensure pupils and staff are fully conversant with safe practice with respect to computers and AV equipment.

- to carry out periodic equipment checks, reporting any defects promptly.
- To ensure e safety is taught and continually promoted
- To carry out regular risk assessments for room, equipment and activities

N.B Information ethics policy (part of safeguarding policy)

PHYSICAL EDUCATION TEACHER'S RESPONSIBILITIES

- to be aware of and record pupils' special needs
- to educate pupils in safety in the swimming pool and gymnasium
- to ensure pupils are adequately and suitably supervised
- to ensure pupils are dressed appropriately
- to carry out regular risk assessments for room, equipment and activities

GENERAL RESPONSIBILITIES (ALL STAFF)

- to take individual responsibility for the safe storage and stacking of all the equipment for which they are responsible
- to ensure displays are mounted taking due account of fire risk
- to report any premises damage or defects promptly to the headteacher
- to raise pupils' awareness of Health and Safety issues whenever it is opportune and appropriate
- to ensure pupils are adequately supervised
- to accept responsibility for the instruction of pupils in safe working procedures as necessary

FOOD HYGIENE

Only staff trained and assessed in a recognised food hygiene course will be responsible for the serving and handling of food

APPENDICES

Appendix 1

Location of fire extinguishers and alarms

The Wrenthorpe Centre

Extinguishers

Reception (Both wall-mounted in front of main desk at side of door through to office)

- CO² - Carbon Dioxide
- Foam

Staffroom (Both wall-mounted at side of entrance to photocopying room)

- CO² - Carbon Dioxide
- Foam

Corridor (Both wall-mounted at top of IT corridor near food technology classroom)

- CO² - Carbon Dioxide
- Foam

Food Technology (One wall mounted above sink in far-left hand corner and one wall mounted to left of entrance door into classroom)

- Fire blanket x 2

Hall (Wall mounted in alcove near to entrance to conservatory)

- Foam

Boiler Room

Cleaners Store

Staffroom

Powder

CO² - Carbon Dioxide

Fire blanket x 1

Alarms – call points

1. Wall mounted – boiler room
2. Wall mounted – fire exit reception
3. Wall mounted – top of ramp in reception
4. Wall mounted – top of corridor adjacent to external door 5.
Wall mounted – hall adjacent to external door
6. Wall mounted – classroom 1 adjacent to external door 7.
Wall mounted – art/science adjacent to external door 8.
Wall mounted – conservatory adjacent to external door 9.
Wall mounted – adjacent to office fire exit
10. Wall mounted – kiln room

Fire procedures

The Wrenthorpe Centre

If fire is seen or suspected:

1. Activate the nearest fire alarm
2. Admin staff to contact emergency services
3. Evacuate the building via the nearest available exit – closing all doors behind you
4. Staff/adults to escort pupils to safety and to be aware of any young person with specific needs (PEEPs)
5. Fight the fire with appropriate fire extinguisher ONLY if it is safe to do so
6. Meet at the assembly point – near the wall on hard surface playground to front of school
7. Business Manager to perform roll-call and notify fire service of any missing persons
8. Do not enter the premises until told by the Fire Officer in charge

Fire procedures

EYAC

If fire is seen or suspected:

1. Activate the nearest fire alarm
2. Teaching Assistants to contact emergency services
3. Evacuate the building via the nearest available exit – closing all doors behind you
4. Staff/adults to escort pupils to safety and to be aware of any young person with specific needs (PEEPs)
5. Children will walk or be transferred in specialist seating or buggies to the assembly point on the playground
6. Grab bag to be taken out – stored behind whiteboard
7. Fight the fire with appropriate fire extinguisher ONLY if it is safe to do so
8. Teaching Assistants to perform roll-call and notify fire service of any missing persons
9. Do not enter the premises until told by the Fire Officer in charge
10. Relocation to Kingsland Primary School (if major incident declared). Transported by PHPRU staff from Wrenthorpe. If internal, localised fire group to relocate to Pinders Primary

Location of fire extinguishers – EYAC

Kitchen:

- Carbon Dioxide (CO₂) extinguisher located on the wall at the side of the radiator

Office Foyer:

- Water (H₂O) extinguisher located on the wall next to the fire exit door

Classroom:

- Carbon Dioxide (CO₂) Extinguisher located on the wall outside the lightroom

Fire Procedures

The Limes Centre

ALL STAFF HAVE A SUITED KEY AND FOB WHICH ALLOWS EXIT THOROUGH BOTH FIRE EXITS. CONTRACTORS OR VISITORS WORKING ALONE ARE PROVIDED WITH A KEY AND FOB

IF A FIRE IS SEEN OR SUSPECTED:

- Activate the nearest fire alarm – cloakroom door, main classroom (entrance to playground) or outdoor store
- Member of staff to contact emergency services 999 and (when safe to do so) the Wrenthorpe Centre 01924 298351
- Teacher to take mobile phone, grab bag, emergency medicine (diabetes nag) and whiteboard (as a register) showing who is in school
- All staff to have walkie-talkies – staff/adult to escort pupils to safety following pupil/Staff PEEPS and risk assessments
- Fight the fire with appropriate fire extinguisher ONLY if safe to do so – ‘Get Out, Stay Out’
- Meet at the assembly point – bottom right corner of the playground (visible signage)
- If meeting assembly point is unsafe, go to assembly point 2 – Stanley Children’s Centre Car Park and close the gate to the main road for the safety of pupils
- Teacher in Charge (or identified person in their absence) to perform roll call and notify fire services of any missing persons
- DO NOT enter the premises until told by the Fire Officer in Charge that it is safe to do so

Location of fire extinguishers and call points

The Limes Centre

Staff room

- Smoke detector

Stock cupboard:

- Water extinguisher
- Co2 extinguisher

Kitchen:

- Fire blanket
- Carbon Dioxide extinguisher
- Smoke detector

Main Classroom:

- 2x smoke detectors
- Fire Alarm call point 2 – playground door

Cloakroom:

- Fire alarm
- Water extinguisher
- Carbon Dioxide extinguisher
- Fire Alarm call point 1
-

Fire procedures

Forest Wood Assessment Centre

If fire is seen or suspected:

11. Activate the nearest fire alarm
12. Teaching Assistants to contact emergency services
13. Evacuate the building via the nearest available exit – closing all doors behind you
14. Staff/adults to escort pupils to safety and to be aware of any young person with specific needs (PEEPs)
15. Children will walk or be transferred in specialist seating or buggies to the assembly point on the grassed area to front of building (near car park)
16. Grab bag to be taken out
17. Fight the fire with appropriate fire extinguisher ONLY if it is safe to do so
18. Teaching Assistants to perform roll-call and notify fire service of any missing persons
19. Do not enter the premises until told by the Fire Officer in charge
20. Relocation to Wrenthorpe Centre, initially, (if major incident declared). Transported by PHPRU staff from Wrenthorpe. If internal, localised fire group to relocate to Mackie Hill Primary

Location of fire extinguishers and alarms

Woodlands Centre

Extinguishers

Reception (Both wall-mounted to the side of the entrance door) • CO² - Carbon Dioxide

- Foam

Office (Not wall-mounted. Next to the entrance to the office) • CO² - Carbon Dioxide

Classroom (Both wall-mounted to the right of fire exit next to library) • CO² - Carbon Dioxide

- Foam

Kitchen attached to classroom (One wall mounted at the side of the door) • Fire blanket x1

Room 1 (Orange tables) (One wall mounted at the side of the fire exit door) • Foam

Kitchen attached to Room 1 (One wall mounted at the side of the door) • Fire blanket x 1

Cleaners Store CO² - Carbon Dioxide

Alarms – call points

11. Wall mounted – To the side of the entrance doors

Location of fire extinguishers and alarms

The Thornes Centre

Extinguishers

Staff Room (Stored in the cupboard under the sink – door clearly labelled) • CO² - Carbon Dioxide

- Foam

Staffroom (Next to photocopier – not wall mounted) • Foam

Staffroom (Wall mounted near to oven/stovetop) • Fire blanket

Alarms – call points

12. Wall mounted – adjacent to main door – Fire Service code locked using 1066 code
13. Wall mounted – adjacent to fire door – Fire Service code locked using 1066 code

Location of fire extinguishers and alarms and procedures

Spinney

Appendix 4

LONE WORKER/HOME VISIT POLICY

Under the Health & Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 it is the employer's duty to assess risks to lone workers and take steps to avoid or control risk where necessary. Employees have responsibilities to take reasonable care of them and other people affected by their work and to co-operate with their employers in meeting their legal obligations.

The Senior Leadership Team (SLT) will regularly review the procedure to ensure its implementation and to ensure that it is relevant to working practice. In addition, the Headteacher has a responsibility to undertake risk assessments with staff who may be at risk from lone working and to put in place safe working practices that take account of normal work and foreseeable emergencies.

Purpose Visits to families in their homes are necessary in order to provide relevant support and/or advice regarding attendance, school and welfare issues. Home visits should normally be pre-arranged, however for the purposes of promoting attendance and ensuring pupil safety, ad-hoc "safe and well" visits will be necessary at times. Wherever possible, home visits should be conducted in pairs.

Prior to conducting a home visit, the following are completed:

- concerns about the intended visit e.g. potential threat or aggression from occupants of household; must be raised with line manager or Senior Leadership Team (SLT) and discussed prior to visiting to allow any decisions to be made as to whether extra precautions are necessary in order to preserve staff safety e.g. joint visit, police visit;
- Staff member making the visit must liaise with the SLT/ Receptionist, and must sign in and out of Reception;
- Staff member making the visit records the appointment ensuring the electronic calendar is updated with time, approximate duration and address of the intended visit;
- If extra visits are necessary whilst already conducting the scheduled visits they must be added to the electronic diary remotely (if accessible) or telephoned through to Receptionist and duly noted.

Conducting the visit. When conducting a home visit staff should ensure that:

- If in doubt, do not enter the house if the parent/carer is not present and the child is alone; if this is the case then this should be recorded and followed up in line with safeguarding procedures, taking immediate action if required e.g. contacting police.
- Avoid visiting out of hours (after the close of school reception desk). If a visit after this time is required refer to SLT, if deemed necessary notify a nominated colleague if you are intending to work 'out of normal office hours' and agree how and when to communicate your safe return.
- Notify people at home when you intend leaving work and what time to expect you home.

- Leave contact numbers at home so that the Headteacher can be contacted if there are concerns for your safety. It is recommended that staff use a school mobile phone when off-site. It is the staff's responsibility to ensure that the phone numbers recorded are current and active.
- Carry a mobile phone Ensure it is switched on and to hand in order to be contacted or make contact in the event of an emergency; leave it switched on throughout the home visits, It is recommended that staff have the school number on their phones. Staff MUST NEVER give out their home telephone number or address. Withhold your number by dialling 141 in front of the number when calling the parent is number. .If you are delayed, call the parent and let them know your new estimated time of arrival.
- Wear ID badge and ensure this is shown prior to entering the house;
- Be mindful of where their vehicle is parked i.e. park in a manner that allows ease of escape with the car facing in the direction of exit. Keep your car keys easily accessible. If, when you arrive, you consider yourself to be at risk do not enter or make an excuse to leave where necessary e.g. 'I've left the car lights on' or 'I've left some papers in the car' and depart.
- Ensure they are aware of exit route from the property i.e. make a mental note of house layout, observe where outside doors are located Sit in a seat nearest to a door and be aware of whether the door has been locked behind you. Phone the school number and use Code Word **MAD** when help is needed.
- Be aware of surroundings to identify any potential safety threats or issues that will need to be addressed with parent/carer e.g. child protection 'red flags'.

Managing an unexpected concern Use Home Visit Procedure if an unexpected concern arises about safety. If concern is noted prior to entering the property:

- Risk assess whether it is safe to continue with the visit
- Arrange for Receptionist to call once inside the property as per above instructions. If the concern arises during the visit:
- If you feel intimidated/threatened or uncomfortable – terminate the home visit in a courteous way, making up an excuse to leave if necessary. Always trust your instincts – if you are in any doubt or feel unsafe, remove yourself from that situation. Act in a confident manner and terminate the visit apologetically, for example by saying you have to be at another meeting which you had forgotten about.
- If you feel you are in immediate danger – do not excuse, leave the property immediately.

Return from a visit. It is the responsibility of the staff member conducting the home visit(s) to ensure the Receptionist or line manager is aware that they are safe following completion of the visit(s). Failure to do so will result in the following actions:

Procedure if staff conducting a visit fails to return or make contact with school

If a contact has not been made by the person home visiting within a reasonably expected time following the finishing time of their scheduled visits (suggested an hour):

- Contact the member of staff via mobile;
- If no contact can be made raise concern with SLT;
- SLT will attempt to make contact with the staff member again via mobile, and if required, with staff member's next of kin to check if any contact has been received. SLT will then also try to contact families on scheduled visit list using contact numbers on school database – purpose: to identify the address member of staff was last seen;
- If contact cannot be made - Police to be informed

Dealing with aggression. Action following an incident of verbal or physical aggression by a Parent Carer or Student whilst conducting a home visit. The incident must be reported and logged with the Senior Leadership Team. In respect of parent/carer/student, this will be passed on to the relevant Local Authority to record on the Violence at Work Register and recorded on Safeguarding tab on Schoolpod.

The file/database should be highlighted to indicate caution at further visits. The staff member must not then arrange to make another lone appointment with the abusive or aggressive person Support of the parent will then take place in a public environment or by a joint visit of two professionals.

Reporting an incident

It is important to report any incident, whether it be aggression, violence, a transport breakdown or a personal accident to SLT. In this way, a full investigation can be made to assess any further potential risks and identify any additional safety procedures needed in order to prevent a similar incidents.

Transport

Staff must use vehicles belonging to Pinderfields Hospital PRU (minibus or people carrier) whenever possible

If using own vehicle, staff must have business use cover on their insurance and a valid MOT certificate

Staff should follow the safety guidelines as per Annexe A

ANNEXE A – PERSONAL SAFETY IN YOUR/PHPRU VEHICLE

- Keep the vehicle in good working order, rectify any faults and ensure it is serviced regularly
- Always ensure you have adequate fuel
- Carry details of the breakdown/rescue organisation and/or procedures in the vehicle
- Plan your route before setting off – when you have the choice use main roads
- Inform someone of the route you will be taking and when you expect to arrive
- Have directions and maps in the vehicle to ensure you do not have to stop to ask
- Do not have valuables in the vehicles
- Keep the doors locked and windows closed, especially in towns where you will be stopping at junctions
- Keep handbags, briefcases and mobile phones out of reach of open windows in case of snatch thieves
- When you leave the vehicle, lock personal belongings in the boot – do not leave them on display
- Lock the vehicle, even if you are only going to pay for fuel on a garage forecourt
- When parking in daylight consider what the area will like in the dark
- At night, park in a place that is well lit and if possible, busy. Try to avoid car parks where you and your vehicle are not clearly visible
- If you think you are being followed, keep driving until you reach a busy area or a police/fire/ambulance station, or even a garage
- Use the dashboard camera for all journeys undertaken for PHPRU business

IF YOUR CAR BREAKS DOWN

- Pull into a safe place
- Switch off the ignition and switch on the hazard warning lights, if possible summon assistance
- Taking account of how isolated you are, assess whether to stay inside or out of the vehicle
- If inside, consider sitting in the passenger side to give the impression you are not alone
- Keep the doors locked and windows open no more than 1.5 inches
- If you leave the vehicle lock it and if it is dark, or will be soon, take a torch
- If you have a warning triangle place it in the direction of oncoming traffic 30 metres away from your car on the same side of the road

CRITICAL INCIDENT – LOCKDOWN/SHELTER

In the event that school needs to be placed under ‘lockdown’

The nearest member of staff **state Lockdown lockdown lockdown via walkie talkie**

All staff will immediately return to classroom (or nearest room with internally lockable door) with pupils and lock the door from the inside

- All doors and windows will be locked and blinds closed

- Staff and pupils will take cover under tables or behind furniture away from any glass and the lower the better
- Visitors around school will be accompanied by the nearest member of staff to the nearest, safest place
- Visitors in the conservatory will be accompanied to the admin area where the shutter will be lowered and both internal doors locked

The end of lockdown will be signalled by a 10 second sounding of the sessional bell or continuous whistle

Invacuation

for any groups outside **they will be told to invacuate via walkie talkie**

Staff and pupils will immediately return to the school building. Windows and doors will be locked but school activities will not be affected – normal processes will continue

The end of lockdown or invacuation will be signalled **via walkie talkie**

EVACUATION TO ALTERNATIVE SITE

The head of the CMT?? will decide if evacuation to alternative site is required. Drivers will be allocated to a school vehicle and transport the pupils to the identified site. A register and log will be kept. A member of the SLT will accompany the group. The alternative sites will be contacted and advised of estimated time of arrival.

If more than 2 vehicles are required the remaining group will be supervised by a member of the SLT whilst maintaining normal staff:pupil ratios. The Headteacher will make the decision whether additional (staff) vehicles are to be used, depending on the severity of the emergency

The grab bag along with any medical resources will be taken

CRITICAL INCIDENT – LOCKDOWN/INVACUATION – EYAC & FOREST WOOD

In the event that school needs to be placed under ‘lockdown’ or ‘invacuation’

Lockdown

The nearest member of staff will sound the **alarm by using channel 3 on the walkie talkie and calling ‘lockdown, lockdown, lockdown’**.

All staff will immediately return to classroom (or nearest room with internally lockable door) with pupils and lock the door from the inside

- All doors and windows will be locked and blinds closed
- Staff and pupils will take cover under tables or behind furniture away from any glass and the lower the better

- Visitors around school will be accompanied by the nearest member of staff to the nearest, safest place

Invacuation

for any groups **outside, sound the alarm using channel 3 on the walkie talkie and calling ‘emergency – clear the playground’**

Staff and pupils will immediately return to the school building. Windows and doors will be locked but school activities will not be affected – normal processes will continue

The end of lockdown or invacuation will be **by using channel 3 on the walkie talkie and calling ‘return to timetable’**

CRITICAL INCIDENT – LOCKDOWN/INVACUATION – WOODLANDS

In the event that school needs to be placed under ‘lockdown’ or ‘invacuation’

Lockdown

The nearest member of staff will sound the **alarm by using channel 16 on the walkie talkie and calling ‘lockdown, lockdown, lockdown’**.

All staff will immediately return to classroom (or nearest room with internally lockable door) with pupils and lock the door from the inside

- All doors and windows will be locked and any blinds closed
- Staff and pupils will take cover in the side rooms that do not have accessible windows (e.g. roof skylight in Chalk room or window vent in Bumble bee room are too small and inaccessible for anyone to see in or out).
- Visitors around school will be accompanied by the nearest member of staff to the nearest, safest place.

Invacuation

for any groups **outside, sound the alarm using channel 16 on the walkie talkie and calling ‘emergency – clear the playground’**

Staff and pupils will immediately return to the school building. Windows and doors will be locked but school activities will not be affected – normal processes will continue

The end of lockdown or invacuation will be **by using channel 16 on the walkie talkie and calling ‘return to timetable’**

EVACUATION TO ALTERNATIVE SITE

The head of the CMT will decide if evacuation to alternative site is required. Drivers will be allocated to a school vehicle and transport the pupils to the identified site. A register and log will be kept. A member of the SLT will accompany the group. The alternative sites will be contacted and advised of estimated time of arrival.

If more than 2 vehicles are required the remaining group will be supervised by a member of the SLT whilst maintaining normal staff:pupil ratios. The Headteacher will make the decision whether additional (staff) vehicles are to be used, depending on the severity of the emergency

The grab bag along with any medical resources will be taken

CRITICAL INCIDENT – LOCKDOWN/INVACUATION – LIMES

In the event that school needs to be placed under ‘lockdown’ or ‘invacuation’

Lockdown

The nearest member of staff will sound the **alarm by using channel 14 on the walkie talkie and calling ‘lockdown, lockdown, lockdown’**.

All staff will immediately return to classroom (or nearest room with internally lockable door) with pupils and lock the door from the inside

- All doors and windows will be locked
- Staff and pupils will take cover under tables or behind furniture away from any glass and the lower the better
- Visitors around school will be accompanied by the nearest member of staff to the nearest, safest place

Invacuation

for any groups **outside, sound the alarm using channel 14 on the walkie talkie and calling ‘emergency – clear the playground’**

Staff and pupils will immediately return to the school building. Windows and doors will be locked but school activities will not be affected – normal processes will continue

The end of lockdown or invacuation will be **by using channel 14 on the walkie talkie and calling ‘return to timetable’**

EVACUATION TO ALTERNATIVE SITE

The head of the crisis management team will decide if evacuation to alternative site is required. Drivers will be allocated to a school vehicle and transport the pupils to the identified site. A register and log will be kept. A member of the SLT will accompany the group. The alternative sites will be contacted and advised of estimated time of arrival.

If more than 2 vehicles are required the remaining group will be supervised by a member of the SLT whilst maintaining normal staff:pupil ratios. The Headteacher will make the decision whether additional (staff) vehicles are to be used, depending on the severity of the emergency.

The grab bag along with any medical resources will be taken.

Invacuation

for any groups **outside the megaphone voice setting will be used to sound the alarm ‘invacuation, invacuation’**

Staff and pupils will immediately return to the school building. Windows and doors will be locked but school activities will not be affected – normal processes will continue.

The end of lockdown or invacuation will be **signalled by 2 x 10 second sounding of the music setting on the megaphone**

EVACUATION TO ALTERNATIVE SITE

The head of the CMT will decide if evacuation to alternative site is required. Drivers will be allocated to a school vehicle and transport the pupils to the identified site. A register and log will be kept. A member of the SLT will accompany the group. The alternative sites will be contacted and advised of estimated time of arrival.

If more than 2 vehicles are required the remaining group will be supervised by a member of the SLT whilst maintaining normal staff:pupil ratios. The Headteacher will make the decision whether additional (staff) vehicles are to be used, depending on the severity of the emergency

The grab bag along with any medical resources will be taken

SPINNEY

PHPRU Staff	School Site	School to be informed	Contact number
Sarah Carter	Wrenthorpe Centre	Wrenthorpe Academy	01924 967618
Cathy Smith	Early Years Assessment Centre	Pinders Primary	01924 303 700
Joanne Kershaw	Forest Wood Assessment Centre	Mackie Hill	01924 303 520
Hayley Devon	The Limes	Stanley St Peters	01924 663 641
Chloe Martin	Thornes	Lawfield Lane	01924 291 973
Kelly Burton	Woodlands	Ackton Pastures	01977 802 322
Chantal Midgley	The Spinney	Common Road	