Wittersham Church of England Primary School Health and Safety Policy 2026

We strive to cooperate and work alongside all members of our community to feel valued, nurtured, and empowered as they embark upon their journey to become the very best that God intended. Throughout their voyage of discovery with us, we ensure all children are provided with a rich curriculum, and experiences that promote courage and a strong moral purpose underpinned by our Christian values; preparing them to become compassionate citizens within our rural community and the wider world

Revision History

Version	Date	By	Description
V01	September 2024	Stella Coulson	Annual Review
V02	September 2025	Stella Coulson	Annual Review
V03	September 2026	Stella Coulson	Annual Review
Annual review for 2026–2027: updated legislative references and employer responsibilities, strengthened health and safety arrangements, incorporated the fire evacuation plan and staff duties, and confirmed use of the First Aid app to record children's first aid incidents and medication administered.			

Statement of Intent

The Governing Board and Headteacher are committed to protecting, so far as is reasonably practicable, the health, safety and welfare of employees, pupils and others affected by the school's activities. This includes visitors, volunteers, contractors and users of the premises during the school day, wraparound provision, school events and off-site activities.

We will manage risk proportionately, supporting an ambitious curriculum, outdoor learning and opportunities for children to develop independence safely. Health and safety arrangements will reflect individual needs and reasonable adjustments.

The school will:

- provide and maintain safe premises, equipment and systems of work, with safe access and escape routes;
- assess risks, record significant findings, implement controls and check that those controls work;
- ensure the safe use, handling, storage, transport and disposal of equipment, materials and substances;
- provide suitable welfare facilities, drinking water, ventilation, lighting and arrangements for hygiene;
- provide appropriate information, instruction, training and supervision, including for new staff, temporary staff and volunteers;
- consult employees and their representatives and encourage prompt reporting of hazards, accidents and near misses;
- maintain effective first aid, fire, security and emergency arrangements, including for people requiring assistance;
- provide competent health and safety advice, sufficient resources and clear responsibility for actions;
- investigate incidents, address underlying causes and use findings to improve practice; and
- review this policy annually and when changes to legislation, premises, activities or circumstances require it.

- Signed:  Headteacher

Signed:  Chair of the Governing Board

Date: September 2026

Employer and Governing Board

Wittersham Church of England Primary School is a voluntary aided school. The Governing Board is the employer and retains overall accountability for health and safety.

Day-to-day management is delegated to the Headteacher; this does not transfer the employer's legal duties. Kent County Council guidance and services support the school where adopted or commissioned.

The Governing Board will:

- approve this policy, set priorities and make adequate budget provision for safe staffing, premises, maintenance, equipment and training;
- appoint or secure access to competent health and safety assistance;
- ensure responsibilities between the school, Diocese, local authority and service providers are documented for premises and building works;
- receive termly reports on inspections, significant incidents, outstanding risks and overdue actions;
- challenge and support improvement; and
- allocate governor oversight and review the effectiveness of this policy at least annually.

Headteacher – Mrs Stella Coulson

The Headteacher leads implementation of this policy and will:

- make staff responsibilities clear through induction, role descriptions and briefings;
- arrange appropriate training and competent supervision;
- maintain risk assessments and an action register with named owners, deadlines and evidence of completion;
- arrange at least three formal health and safety inspections each year and respond promptly to reports of unsafe practice or conditions;

- ensure adequate first aid and emergency cover, including for absence, visits and wraparound care;
- coordinate servicing, statutory inspections and remedial works with competent providers and verify completion;
- lead incident investigations and ensure statutory reporting is completed, obtaining independent advice where appropriate;
- escalate significant or unresolved risks to the Governing Board;
- stop or restrict unsafe activities or areas where necessary;
- address enforcement requirements; and
- report health and safety performance to governors.

Specific tasks may be delegated to competent staff with sufficient time and resources. The Headteacher retains responsibility for managing those arrangements, while the Governing Board remains accountable as employer.

A nominated senior leader will coordinate urgent matters in the Headteacher's absence.

All Staff

Staff must read and follow this policy and relevant risk assessments.

Staff must:

- take reasonable care of themselves and others;
- cooperate with safety arrangements;
- use equipment and protective measures as instructed;
- not interfere with safety equipment;
- report hazards, defects, incidents and near misses promptly to the Headteacher or line manager;
- stop an activity and protect people where there is immediate danger;
- seek urgent assistance where necessary; and
- work within their competence and request training or advice when needed.

Site Responsibilities – Dean Hawkins

Dean Hawkins coordinates day-to-day site checks and maintenance within his training and authority.

He will prioritise safety defects, record daily building and grounds checks, isolate unsafe

equipment or areas and escalate unresolved hazards immediately.

He will undertake and record weekly fire alarm tests, coordinate contractor induction and access to premises hazard information, and support the premises inspection and servicing programme.

Specialist work must be undertaken by competent contractors.

Cleaning arrangements will include safe storage and use of chemicals, COSHH information, manual handling controls, suitable equipment and supervision.

Where cleaners or caterers are employed by another organisation, responsibilities and information sharing will be agreed with their employer.

Office Support – Caroline Penn

Caroline Penn supports visitor records, training and incident administration, and sickness absence records.

The Headteacher reviews possible work-related causes of absence and arranges confidential occupational health advice where needed.

Office administration does not replace clinical assessment or the Headteacher's responsibility for investigation and action.

Consultation and Safety Representatives

Health and safety will remain a standing staff meeting item, with opportunities for staff to raise concerns between meetings.

The school will consult employees in good time about changes affecting their health and safety, training and protective arrangements.

Caroline Penn is the school's employee contact at office@wittersham.kent.sch.uk.

Recognised trade union safety representatives may investigate hazards and incidents, inspect workplaces, represent employees and request a safety committee in accordance with statutory arrangements.

Information, Training and Supervision

The Health and Safety Law Poster is displayed in Matthews Kitchen and will be checked during inspections.

Induction will cover emergency action, first aid, reporting, site hazards and role-specific controls.

Training records and renewal dates will be maintained.

Young workers, trainees and volunteers will receive appropriate assessment, instruction and supervision before starting work.

Risk Assessments and School Activities

The Headteacher will ensure suitable and sufficient risk assessments cover premises, curriculum activities, events, visits and individual circumstances.

Significant findings must identify:

- hazards;
- who could be harmed;
- existing controls;
- any further action required;
- the responsible person; and
- the review date.

Staff and affected contractors will receive the information they need.

Governors will receive information about significant risks and progress with actions.

Risk assessments will be reviewed at least annually and sooner following an incident, significant change or evidence that existing controls are ineffective.

Assessments will consider disability, medical needs, pregnancy, young workers and others who may be particularly at risk.

Controls must enable safe participation and reasonable adjustments. Staff should review changing conditions during activities.

Visitors and Site Security

Visitors must report to reception, sign in and out, wear the school's visitor identification and receive appropriate emergency instructions.

Identity checks, safeguarding checks and supervision will follow the school's safeguarding arrangements.

Staff will challenge unknown people safely and report concerns.

Keys and fobs will be issued only to authorised people, recorded and recovered or disabled when no longer required.

Losses must be reported immediately.

Access controls must not prevent safe emergency escape.

Fire and Evacuation

The Headteacher will arrange a suitable fire risk assessment by a competent person and ensure identified actions are completed.

The fire risk assessment will be reviewed at least annually and following relevant changes.

Escape routes, fire doors and exits must remain usable and unobstructed. Fire doors must not be wedged open.

Weekly alarm tests will be recorded by Dean Hawkins or an appropriately trained deputy.

Competent providers will service alarms, extinguishers and emergency lighting at the required intervals.

Evacuation drills will take place at least three times each year. Outcomes will be recorded and any necessary improvements followed up.

The school's current Fire Evacuation Plan sets out the designated fire zones, staff responsibilities, cover arrangements, communication procedures and playground assembly point. The current plan must remain displayed in appropriate locations throughout the school and be accessible to staff.

Personal Emergency Evacuation Plans will be prepared where required.

Wraparound staff and hirers must understand the arrangements relevant to their hours of operation.

On discovering a fire, staff must raise the alarm, call 999 and evacuate.

No one may re-enter the building until authorised by the emergency services or responsible person once it is safe.

Staff may use an extinguisher only if trained, it is safe to do so and there is a clear escape route. Evacuation must never be delayed.

Other Emergencies

The school's emergency arrangements will cover lockdown, sheltering, evacuation, bomb threats, suspect packages, severe weather, utility failures and major incidents.

Staff will receive appropriate instruction and practice.

Suspect items must not be touched or moved.

Staff must follow the school's emergency procedures and police advice.

Emergency contact information must remain accessible if normal systems are unavailable.

First Aid and Medical Support

A recorded first aid needs assessment will determine trained personnel, equipment, locations and cover throughout school activities, educational visits and wraparound care.

Names and contact arrangements will be displayed and kept current.

First aid boxes will be checked regularly and replenished. Training renewal dates will be monitored.

EYFS paediatric first aid requirements must be met, including appropriate availability on the premises and accompaniment on outings.

Parents and carers will be informed promptly of injuries, illness and treatment, with urgent communication for serious injuries or head injuries.

Emergency assistance must not be delayed while seeking parental consent.

A member of staff will supervise the child and appropriate arrangements will be made if hospital transfer is required.

Medication, consent, individual healthcare plans, allergies and emergency treatment will follow the school's medical conditions and medicines procedures.

Relevant staff will receive condition-specific training.

Accidents, Near Misses and Dangerous Occurrences

All first aid incidents and accidents involving children at school, and relevant medication administered, must be recorded promptly in the First Aid app.

Entries must include:

- the child's name;
- date and time;
- location;
- a factual account of the circumstances;
- injury or symptoms;
- treatment provided; and
- action taken.

Serious incidents must be reported to the Headteacher immediately.

Records must be held securely with restricted access and retained in accordance with the school's retention schedule and statutory requirements.

The Headteacher will investigate incidents proportionately, preserve relevant evidence, identify causes and allocate corrective action.

Incidents involving violence, staff absence or equipment failure will be considered alongside other accident information.

Safeguarding concerns must also follow the school's safeguarding procedures. Recording an accident does not replace a safeguarding referral.

RIDDOR

The Governing Board is responsible for ensuring reportable incidents are notified in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The Headteacher will coordinate reporting and obtain competent advice where necessary.

The school will use current HSE reporting arrangements and its agreed employer reporting procedure.

Reportable incidents will be identified and reported within the statutory timescales.

Where there is uncertainty about whether an incident is reportable, the school will seek competent advice and consult current HSE guidance.

Records will be retained in accordance with statutory requirements and the school's retention schedule.

Premises Standards and Inspections

The school will maintain suitable welfare, toilet, washing and medical facilities, safe drinking water, lighting, heating, ventilation, acoustics and outdoor space in accordance with applicable requirements.

Daily site checks and staff checks before use will complement the formal health and safety inspections undertaken during the year.

Checks will include, where relevant:

- slips and trips;
- unsafe surfaces;
- glazing;
- doors and gates;
- fencing;
- trees;
- play equipment; and
- other identified premises hazards.

Defects will be logged, prioritised and made safe, with completion verified.

The Headteacher will maintain appropriate premises and servicing records.

Electrical Safety, ICT and Display Screens

Fixed electrical installations and portable equipment will be inspected and tested by competent people at intervals determined by risk, equipment type, use and professional advice.

Staff will visually check equipment, remove damaged items from use and report defects.

Personal electrical items must be authorised before use.

Sockets must not be overloaded. Cables, charging arrangements and ventilation must be safe.

ICT installations must consider cable routes, heat, access and asbestos information before drilling or disturbing building fabric.

Display Screen Equipment assessments will be completed for staff who are users under the relevant regulations, including appropriate laptop and homeworking arrangements.

Hazardous Substances and Waste

An up-to-date inventory and COSHH assessments will cover cleaning chemicals and other hazardous substances.

Safety data sheets support, but do not replace, risk assessments.

Safer alternatives will be considered where appropriate.

Staff must follow instructions relating to dilution, handling, ventilation, storage and disposal and use required protective equipment.

Incompatible chemicals must never be mixed and unlabelled containers must not be used.

Hazardous products must be secured from children.

Emergency spill information will be accessible.

Waste, including nappies, sanitary waste, sharps and contaminated materials where applicable, will be assessed, segregated and stored safely.

The school will use suitable disposal arrangements and authorised contractors where

required.

Staff must not handle unknown sharps directly.

Manual Handling and Work at Height

Hazardous lifting will be avoided wherever practicable.

Unavoidable tasks will be assessed and suitable equipment, assistance and training provided.

Moving or assisting a pupil will follow an individual assessment and care plan where appropriate.

Work at height must be planned, risk assessed and undertaken only by competent people using suitable inspected access equipment.

Staff must not stand on chairs, desks or unsuitable furniture.

Asbestos Management

The Governing Board will ensure asbestos dutyholder arrangements are documented with those responsible for maintenance and repair.

The Headteacher will maintain an accessible asbestos register and management plan, obtain competent advice and arrange monitoring of known or presumed asbestos-containing materials.

The plan and register will be reviewed at least annually and following relevant changes or disturbance.

Before work starts, relevant staff and contractors must consult the asbestos information.

Intrusive refurbishment or demolition requires an appropriate survey of affected areas before disturbance.

Staff must not drill, fix into or disturb suspect materials.

If damage or suspected exposure occurs, work must stop immediately, people must be kept away from the area, the Headteacher must be informed and specialist advice obtained.

Staff must not sweep, vacuum or attempt repairs to suspected asbestos-containing materials.

Legionella and Water Hygiene

The school will appoint a competent person to assess water-system risks and identify a responsible person and deputy to implement the written control scheme.

Monitoring, temperature checks, flushing of little-used outlets, cleaning, descaling and testing will follow the agreed control scheme.

Arrangements will include school holidays and reopening.

Failures will be escalated promptly and affected outlets restricted where necessary.

The assessment will be reviewed regularly and whenever systems, use, personnel or control performance change.

Scald prevention will be considered alongside legionella controls.

Heating, Oil Storage and Radon

Boilers, heating plant and fuel systems will be maintained by appropriately qualified contractors.

Gas installations will receive appropriate competent inspection and servicing where applicable.

For oil-fired systems, the school will maintain the tank, pipework, delivery and spill controls and keep suitable spillage-response arrangements.

Oil must be prevented from entering drains or watercourses.

The school will assess radon risk using current guidance, commission measurements where indicated and implement recommended controls and retesting.

Contractors and Construction Works

Before works begin, appropriate dutyholder responsibilities, competent appointments, risk controls and necessary approvals will be agreed.

An appropriate construction phase plan must be in place where required before construction

starts.

Contractor induction must cover:

- safeguarding;
- asbestos;
- emergency arrangements;
- utilities;
- access arrangements; and
- relevant site hazards.

Works, deliveries, tools and waste must be separated from pupils and other school users.

Noise, dust and hot works must be appropriately controlled.

Window, door and other building alterations must consider safe glazing, restrictors, trapping risks, ventilation, accessibility, security and emergency escape.

Risk assessments and evacuation routes will be reviewed before changes take effect.

The Headteacher will arrange an appropriate handover and safety check before affected areas reopen.

Educational Visits, Forest School and PE

Educational visits will follow the school's Educational Visits Policy.

Planning will include appropriate approval, competent leadership, proportionate risk assessment and emergency arrangements.

Individual needs, supervision, transport, first aid, medicines, safeguarding and provider competence will be considered.

Consent will be obtained where required.

PE, swimming and outdoor learning must use suitable equipment, safe spaces and appropriate expertise.

Forest School assessments will address boundaries, weather, tools, fire where used, hygiene and communication.

Swimming arrangements must confirm appropriate safety procedures, competent teaching and rescue cover, and pupil medical and support needs.

Staff must monitor changing conditions and modify or stop activities where necessary.

Supervision, Wraparound Provision and Events

Leaders will ensure appropriate supervision at arrival, departure, breaks, lunchtimes and transitions between spaces.

Duty arrangements must identify appropriate cover and how assistance can be summoned.

Play equipment and grounds must be checked before use.

Weather controls will address heat, sun exposure, ice, storms and unsafe ground conditions.

Breakfast and after-school provision, clubs, events and lettings must have clear responsibility for:

- registers;
- authorised collection;
- first aid;
- emergency action;
- access; and
- closing checks.

Hirers will receive relevant site instructions and must provide required risk assessments and insurance.

Responsibilities for shared premises and equipment will be agreed appropriately.

Infection Prevention, Food and Intimate Care

The school will follow current health protection guidance relating to hygiene, cleaning, exclusion and outbreak management.

Handwashing facilities, cleaning arrangements, ventilation and protective equipment will reflect the activity and identified risk.

Staff will seek appropriate health protection advice where required.

Catering, food preparation and food-related activities must address food hygiene, allergens, cross-contamination, storage and staff competence.

Relevant dietary and emergency information must be available to staff who need it.

Intimate care must follow the school's Intimate Care Policy and associated arrangements, protecting pupils' dignity and safeguarding while managing infection and moving-and-handling risks.

Staff Wellbeing, Lone Working and Personal Safety

The Headteacher will assess work-related stress and act on concerns relating to workload, support, relationships and working conditions.

Staff may raise concerns with their line manager or the Headteacher. Concerns about the Headteacher may be raised with the Chair of Governors.

Confidential occupational health support and reasonable adjustments will be considered where appropriate.

Lone working will be risk assessed, including authorisation, check-in arrangements, emergency contact and safe locking-up.

Hazardous tasks requiring assistance must not be undertaken alone.

Threats, violence and aggression must be reported and investigated.

Staff must not work while impaired by alcohol, drugs or medication affecting their ability to work safely.

Monitoring, Review and Action

The Headteacher will report to the Governing Board at least termly on:

- health and safety inspection outcomes;
- significant incidents;
- work-related absence trends;
- training;
- statutory servicing; and
- outstanding actions.

Reports will protect personal information.

Urgent risks must be escalated immediately rather than waiting for a scheduled meeting.

Actions will have an identified owner and completion date.

The school will check that remedial work and revised controls are effective.

The policy will be reviewed annually and sooner following a significant incident, change to premises or provision, relevant legal change or evidence that arrangements require revision.

Staff will be informed of material amendments.

Minimum school monitoring arrangements

Activity	Frequency / trigger	Lead
Building and grounds checks	Daily and before relevant use	Site Manager
Fire alarm test	Weekly; recorded	Site Manager
Formal premises inspection	At least three times yearly	Headteacher and Site Manager
Evacuation drills	At least three times yearly	Headteacher
Governor health and safety report	At least termly; urgent matters immediately	Headteacher
Policy and general risk assessment reviews	Annually and after relevant change	Headteacher
Specialist servicing and system checks	As scheduled by law, assessment, competent advice and contract	Headteacher and Site Manager

Supporting Documents and Assessments

This policy should be read alongside the school's current arrangements and relevant policies relating to:

- fire safety, evacuation and Personal Emergency Evacuation Plans;
- emergency response and lockdown;
- first aid, medical conditions, medicines and allergies;
- infection prevention and intimate care;
- asbestos;
- water hygiene and legionella;
- COSHH and waste;
- electrical safety and Display Screen Equipment;
- contractors and construction;
- work at height and manual handling;
- Educational Visits;
- Forest School, PE and swimming;
- playground supervision;
- wraparound provision and lettings;
- safeguarding and child protection;
- site security;
- behaviour, violence and aggression;
- lone working; and
- staff wellbeing.

Current risk assessments, service certificates, training records, inspection findings and action logs will be held within the school's designated health and safety records.

School Contacts and Responsibilities

Headteacher and Policy Lead: Mrs Stella Coulson

Chair of the Governing Board and Governor with Health and Safety Oversight: Mr John Collins

Site Contact and Water Hygiene Responsible Person: Dean Hawkins

Office / Employee Contact: Caroline Penn
office@wittersham.kent.sch.uk

Emergency Senior Leadership Cover: Lynsey Scott – Assistant Headteacher

Educational Visits Coordinator: Stella Coulson

First Aid Cover: Current trained staff list maintained by the school office

Emergency Services: 999 for immediate danger or a medical emergency.

Relevant external professional and emergency contact details will be maintained by the school office and Headteacher within the school's current contact directory.

Key Legal Framework

This policy is informed by relevant legislation and statutory requirements, including:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- School Premises (England) Regulations 2012;
- Regulatory Reform (Fire Safety) Order 2005, as amended;
- Health and Safety (First-Aid) Regulations 1981;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;
- Control of Asbestos Regulations 2012;
- Control of Substances Hazardous to Health Regulations 2002;
- Construction (Design and Management) Regulations 2015;
- Electricity at Work Regulations 1989;
- Health and Safety (Display Screen Equipment) Regulations 1992;
- Manual Handling Operations Regulations 1992;
- Work at Height Regulations 2005;
- Equality Act 2010; and
- applicable consultation, food safety and waste requirements.

Appendix 1 – Fire Evacuation Responsibilities

On hearing the alarm, everyone must evacuate immediately by the nearest safe exit.

All pupils, staff, visitors and contractors must assemble at the designated playground assembly point.

Staff should only check an allocated area where it is safe to do so and where doing so does not delay their own evacuation or the evacuation and supervision of pupils.

No member of staff should put themselves at risk or re-enter the building to check an area.

Missing people, unchecked areas and other concerns must be reported immediately to the Headteacher and, where appropriate, the emergency services.

The school's current Fire Evacuation Plan identifies the fire zones, responsible staff, additional responsibilities and cover arrangements. It forms part of the school's operational health and safety arrangements and must be read alongside this policy.

Staff responsible for pupil groups must account for their pupils at the assembly point and immediately report anyone who is unaccounted for.

Caroline Penn and the member of staff designated within the current Fire Evacuation Plan will take the required registers and visitor information from the building where these are immediately accessible and doing so does not delay evacuation. Adults and visitors will be accounted for at the assembly point.

Walkie-talkies may be used to support communication during an evacuation where available. They must not be relied upon as the sole means of communication and must never delay evacuation.

An area must never be reported as clear unless it has actually been checked safely.

Where a member of staff with an allocated responsibility is absent, the cover arrangements identified within the current Fire Evacuation Plan will apply.

The Headteacher or senior leader in charge will ensure appropriate cover is in place for occupied areas and will coordinate the school's response at the assembly point.

Pupil supervision must be maintained throughout the evacuation.

The Fire Evacuation Plan will be reviewed following significant changes to the premises, room use, staffing arrangements or fire risk assessment, and following any evacuation or drill where improvements are identified.

Personal Emergency Evacuation Plans will be maintained for individuals who require additional support to evacuate safely.

Fire Evacuation Zone Allocations

Zone	Area	Responsible staff
1	Hall	Dean Hawkins (DH)
2	Windmills, Smugglers and Vikings, including classroom toilets	Stella Coulson (SC)
3	Oxney and Rother, including classroom toilets	Stella Coulson (SC)
4	The Nest	Carly Catt (CC) / Lynsey Scott (LS)
6	School House – ground floor	Dean Hawkins (DH)
7	School House – ground and first floors	Dean Hawkins (DH)
8	School House – first floor	Dean Hawkins (DH)

Registers, communication and accountability

Caroline Penn (CP) and Lynda C take the iPad and registers out of the building, where it is immediately accessible without delaying escape. They account for adults and visitors and coordinate the register checks at the playground assembly point. Staff responsible for pupil groups check their pupils and report anyone missing immediately. All staff use walkie-talkies to confirm when their allocated area has been checked and is clear; an unchecked area must never be reported as clear.

Cover arrangements

If SC is absent, LS takes SC's zones and responsibilities (Zones 2 and 3).

If CC and LS are unavailable or in class, SC checks The Nest (Zone 4), where it is safe to do so and without delaying evacuation.

If DH is absent, CC checks The Nest (Zone 4) first and then the School House (Zones 6, 7 and 8),

where it is safe to do so and without delaying evacuation.

The Headteacher or senior leader in charge will ensure that appropriate cover is allocated for all occupied areas where the usual responsible member of staff is absent. Pupil supervision must be maintained throughout the evacuation.

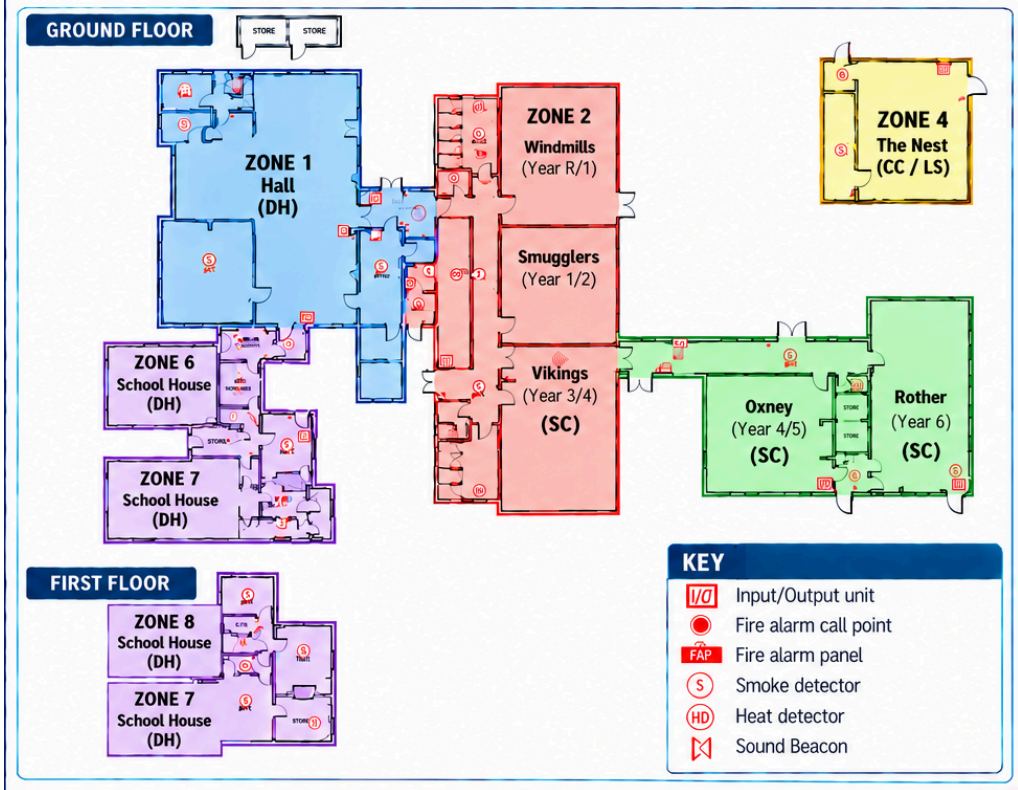
The Fire Evacuation Plan will be reviewed whenever there are significant changes to staffing, room use, class organisation or the school premises, and following any drill or evacuation where improvements are identified.

Appendix 1 – Fire evacuation zones and staff responsibilities

WITTERSHAM CHURCH OF ENGLAND PRIMARY SCHOOL

FIRE EVACUATION ZONES AND STAFF RESPONSIBILITIES

Courage
Compassion
Cooperation
Together we make a difference



KEY

- I/O — Input/Output unit
- Fire alarm call point
- FAP — Fire alarm panel
- S — Smoke detector
- HD — Heat detector
- Sound Beacon

ZONE RESPONSIBILITIES

Zone	Area / Rooms	Responsible Person
Zone 1	Hall	DH
Zone 2	Windmills (Year R/1) Smugglers (Year 1/2) Vikings (Year 3/4) (including classroom toilets)	SC
Zone 3	Oxney (Year 4/5) Rother (Year 6) (including classroom toilets)	SC
Zone 4	The Nest	CC / LS
Zone 6	School House (ground floor)	DH
Zone 7	School House (ground & first floor)	DH
Zone 8	School House (first floor)	DH

ADDITIONAL RESPONSIBILITIES

iPad and registers	**CP and Lynda C** to take the iPad and registers out of the building and account for all adults and visitors.
Communication	All staff to use walkie-talkies to confirm when their allocated area has been checked and is clear.

COVER ARRANGEMENTS

If SC is absent	LS to take SC's zones and responsibilities (Zones 2 and 3).
If CC and LS are unavailable or in class	SC to check The Nest (Zone 4).
If DH is absent	CC to check The Nest (Zone 4) first, then the School House (Zones 6, 7 and 8).

IMPORTANT SAFETY INFORMATION

- On hearing the fire alarm, evacuate immediately by the nearest safe exit.
- Only check your allocated area if it is safe to do so and you can do so without delay.
- Do not put yourself at risk and do not re-enter the building for any reason.
- Report any concerns immediately to the Headteacher or Fire Services.

ASSEMBLY POINT

All pupils, staff, visitors and contractors assemble on the playground.

CP and Lynda C to use the iPad and registers to check that everyone is present.

Appendix 2 – First Aid App Recording

The school will use the First Aid app as its central record of all first aid incidents and accidents involving children at school, including school-run wraparound provision and clubs, and relevant medication administered during school care.

Recording must be completed promptly after the child's immediate needs have been met.

First Aid Incident Records

Staff must record:

- the child's name;
- date and time;
- location;
- a factual account of what happened;
- the injury or symptoms;
- any relevant witnesses;
- first aid or treatment provided;
- the member of staff providing treatment;
- any further assessment, monitoring, collection or referral;
- the outcome known at the time; and
- when and how parents or carers were informed and any advice given.

Serious incidents require immediate direct communication with parents or carers and appropriate escalation. An app entry or notification alone is not sufficient.

Medication Records

Each relevant administration of medication must be recorded, including:

- the child's name;
- medicine;
- dose;
- route;
- date and time;
- staff member administering it; and
- any required check.

Relevant parental consent or the linked healthcare plan must be in place.

Where applicable, the reason for as-required medication and relevant observations should be recorded.

Refusals, omitted doses, errors or suspected adverse reactions must be recorded together with the action taken.

Concerns must be escalated immediately in accordance with the school's medicines procedures and medical advice sought where appropriate.

The First Aid app supports the school's medical conditions and medicines arrangements. It does not replace required consent, healthcare plans, staff training, safe storage, checks before administration or emergency action.

Medication information must be kept current and available to authorised staff who need it.

Access, Communication and Continuity

Only authorised staff may access children's first aid and medication records.

Entries must be factual and accurate and made using the staff member's own authorised access.

Corrections must retain a clear record of what has changed.

The Headteacher will ensure staff know how to use the app and that records are retained and managed in accordance with the school's data protection and retention arrangements.

If the app, internet connection or device is unavailable, staff must make a secure temporary written record and transfer it into the app as soon as access is restored. The original incident time must be retained and any delayed entry identified.

Care, emergency calls and communication with families must continue during any system outage.

The Headteacher or delegated staff will review records to identify recurring injuries, locations, patterns and outstanding follow-up.

Recording within the First Aid app does not replace reporting to the Headteacher, safeguarding procedures or statutory RIDDOR reporting where required.