



# Health and Safety Policy

# WOODHEYS PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

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# WOODHEYS PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY

### SECTION 1

#### 1.1 GENERAL STATEMENT

The Governing body of Woodheys Primary School as a primary school within the Metropolitan Borough of Trafford acknowledges that:-

- (i) The Chief Executive has overall responsibility for Health and Safety within the Authority and the school is covered by the Health and Safety Policy Statement of Trafford Metropolitan Borough Council.
- (ii) The Executive Director responsible for Children and Young People's Services has the responsibility for seeing that the Authority's Health and Safety policy is carried out within the Education Department.
- (iii) Advice and training is available to the school through the Health and Safety Unit within Trafford Borough Council

#### 1.2 STATEMENT OF THE GOVERNING BODY

The Governors of Woodheys Primary School recognise their corporate responsibility as an employer to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who come on the premises.

They will take all reasonable steps within their power to fulfil this responsibility.

It is the intention of the Governors that for health and safety purposes the school will operate within the structure and framework of Trafford Borough Council and will apply all health and safety instructions training and advice provided by the Health and Safety Unit.

The Headteacher will provide leadership in matters of Health and Safety within the School. The Headteacher is required to draw up the necessary arrangements to secure compliance with all health and safety requirements, to write them down and circulate this information to all appropriate personnel, to monitor the implementation of the arrangements, review and initiate their revision when necessary.

SIGNED \_\_\_\_\_  
Chair of Governors

Signed \_\_\_\_\_  
Headteacher

## 1.3 OBJECTIVES

1. In exercising the responsibilities described above, the Headteacher and Governors will ensure, so far as it is reasonably practicable, the effective implementation of the school Health and Safety Policy with a view to achieving the following objectives:
  - 1.1 The provision of a safe environment for all employees and pupils in the school, working conditions which do not involve danger to health, and a positive attitude towards promoting the health and welfare of all concerned.
  - 1.2 The taking of appropriate measures to remove hazards and the bringing to the attention of appropriate employees all known Health and Safety hazards.
  - 1.3 The fulfilment of the requirements of health, safety and welfare legislation concerning the school's activities.
  - 1.4 The taking of appropriate steps to ensure that rules and procedures for school activities and emergencies are formulated, observed and enforced.
  - 1.5 The provision of formal procedures for the reporting and investigation of sickness, accidents and dangerous occurrences.
  - 1.6 The provision of formal procedures for effective employees' consultation.

- 1.7 The provision of training in health and safety matters for all employees so that they are able to carry out their duties efficiently in accordance with the appropriate regulations.
  
- 1.8 The provision of formal teaching on health and safety matters in the curriculum so that the pupils are made aware of these issues and of their own rights and responsibilities.

## SECTION 2 HEALTH AND SAFETY ORGANISATION

2.1 **Responsibilities of the Governing body** in their role as Employers (under the L.E.A.) and under Health and Safety at Work, etc., Act (1974), Management of Health and Safety Regulations (1999) etc.

- (a) To safeguard, as far as is reasonably practicable, the health, safety and welfare of not only their employees but non-employees who may be affected by the work activity i.e. pupils, parents and visitors.
- (b) To ensure the formulation of health and safety policies, procedures and arrangements and monitor their effectiveness.
- (c) To ensure there are competent people to carry out risk assessments and to monitor the effectiveness and prevention and control measures.
- (d) To ensure procedures are set up for emergencies and give employees information about these and other health and safety matters.
- (e) To consult employees' safety representatives where applicable, to allow them to carry out their duties and provide facilities for them.
- (f) To arrange for the setting up of a health and safety committee within the school if requested.
- (g) The Governing body may appoint a Governor to oversee Health and Safety matters and will receive reports from the Governor to ensure the school complies with all relevant legislation.
- (h) Will take into account Health and Safety issues when deciding on priorities for the School Development Plan.
- (i) Governors will report on Health and Safety matters when necessary to:-
  - (i) Trafford's Health and Safety Unit and the L.E.A.
  - (ii) To the parents through the Termly Newsletters.

## 2.2 Responsibilities of the Head Teacher

- (a) To follow the advice issued by the Health and Safety Unit and to pursue the objectives of the Council and the Governing body in respect of health and safety and to ensure those objectives are met.
- (b) To ensure that health and safety risk assessments are carried out for all significant risks. The assessments are to be revised as necessary.
- (c) To be available to any member of staff to discuss and to seek to resolve health and safety matters.
- (d) To seek advice from the Health and Safety Unit and the LEA about any health and safety hazard that the Headteacher is unable to eliminate or reduce to a satisfactory level.
- (e) To note all health and safety instructions and advice issued by the Council and to ensure that they are brought to the attention of all staff. To keep a file of such information together with information and advice published by the D.F.E.E. and others about the health and safety aspects of the activities carried on in the school, and to make this information available to all staff.
- (f) To ensure that all areas of the school are regularly inspected.
- (g) To ensure that the school complies with the Accident Investigation and Reporting Procedure issued by the Health and Safety Unit
- (h) To ensure that all visitors, including maintenance contractors, are informed of any hazards on site of which they may be unaware. To ensure that consideration is given to the possibilities of maintenance work affecting pupils and staff.
- (i) To provide all employees with any necessary training as required by Health and Safety legislation.
- (j) To ensure the use of any necessary protective clothing and equipment, and that it is properly maintained and renewed when required.
- (k) To consider minimum health and safety requirements for the use of work equipment including VDUs and office equipment See 3.6.

- (l) To meet health and safety requirements for manual handling operations for both staff and pupils.
- (m) To ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency, and that fire fighting equipment is available and maintained.
- (n) To provide detailed emergency procedures.
- (o) To consider positive measures to promote the health, safety and welfare of the staff and pupils.

### 2.3 Responsibilities of Heads of Department / Key Stage Co-ordinators

Heads of Department (HoD) and Key Stage Co-ordinators (KSC) are accountable to the Headteacher for the safety of persons under their control.

It is the responsibility of the HoD and KSC to assist with the writing of health and safety risk assessments for all processes and work activities in which their department is engaged.

- (a) To ensure that the employees (teaching and non-teaching) are:-
  - familiar with the requirements of the Authority's and the School's Safety Policies
  - made aware of the hazards in their areas of activity.
  - familiar with safe methods of work.
  - aware of action to be taken in an emergency.
  - aware of the First Aid facilities available.
- (b) To ensure that safety rules and safe methods of work are observed and that protective equipment is utilised where appropriate.
- (c) To inform the Headteacher of all accidents and incidents and to assist in the investigation.

- (d) To initiate or recommend any necessary repairs or maintenance work in order to ensure that equipment under their control is maintained in a sound and safe condition.
- (e) To set and maintain high standards of safe working/environment at all times.

#### 2.4 **Responsibilities of all Staff (as employees)**

All employees have the responsibility:-

- (a) to comply with safety rules and procedures laid down in their area of activity.
- (b) to take reasonable care of their own health and safety and hence to avoid injury to themselves and to others by act or omission whilst at work.
- (c) to use such protective clothing or equipment as may be provided.
- (d) to report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware.
- (e) to attend relevant training when requested by the Headteacher.
- (f) to co-operate with the Headteacher in the fulfilment of the objectives of the authority's and the school's Health and Safety Policies.

## **SECTION 3 ARRANGEMENTS FOR HEALTH AND SAFETY**

### **3.1 Management of Health and Safety at Work Regulations 1999**

These regulations require employers to make an assessment of the risk to the health and safety of their employees and anyone else affected by their work activity (See 3.7) and the school must keep up to date records of the assessments. The employer i.e. Trafford MBC, will provide such information, instruction, training and supervision as is necessary to safeguard an employee's well being within an organisational health and safety framework.

### **3.2 Provision and Use of Work Equipment Regulations 1998**

Briefly, employers need to provide safe plant and equipment (i.e. heating systems, office equipment) and schools must have met the new standards by 1st January 1997. Second-hand, leased or hired equipment bought after 1st January 1993, is considered new equipment and must have met the regulations immediately. The Regulations also include staff using their own equipment. Whatever the source of the equipment it must be suitable for the task for which it is being used, properly maintained and used in a safe manner by staff training in its use. The employer must ensure that there is adequate information as to how the equipment is to be used, i.e. instruction from the manufacturers. Training should be given with an emphasis on the risks that may arise and the precautions to be taken.

Where necessary guards must be placed on machines that may be dangerous. Equipment must be marked with warning signs if needed for Health and Safety reasons.

Electrical equipment must be tested regularly by the L.E.A. approved engineer who will take unsafe equipment out of use.

### **3.3 Manual Handling Operation Regulations 1992**

These regulations apply to any manual handling operation that may cause injury at work. These include not only lifting of loads, but also lowering, pushing, pulling, carrying or moving them. Risk assessments should be made for various areas of activity e.g. caretaker's work and P.E. where equipment is moved frequently. The National Curriculum for P.E. requires pupils to be taught "how to lift, carry, place and use equipment safely". (See also the Health and Safety Guidelines for Primary and Secondary Teachers of Physical Education and Related Activities issued by the LEA and other guidelines issued by DFES.)

### 3.4 **Workplace (Health, Safety and Welfare) Regulations 1992**

These regulations set out general requirements in four broad areas:

- (i) Working environment - temperature, ventilation, lighting, room dimensions etc.
- (ii) Safety - glazed doors and partitions (use of safe material and marking), doors, gates, escalators (safety devices).
- (iii) Facilities - toilets, washing, eating and changing facilities, rest areas including arrangements for non-smokers.
- (iv) Housekeeping - maintenance of workplace, cleanliness and painting etc.

### 3.5 **Personal Protective Equipment Regulations 1992**

P.P.E. includes all types of protective clothing and equipment. It does not include uniform or protective clothing for food hygiene purposes. The Regulations apply to sports equipment such as life jackets in sailing and helmets in climbing instruction and this is relevant to the school's outdoor activities. P.P.E. regulations in school are especially important in laboratories where safety spectacles/safety goggles must be worn by pupils and staff during experiments.

Where P.P.E. is necessary, no charge may be made to the employees or pupils.

### 3.6 **Health and Safety (Display Screen Equipment) Regulations 1992**

The regulations cover the health and safety needs of those who spend a significant portion of the day using display screen equipment. Word processor operators and secretaries are the persons most likely in a school to be covered by these regulations.

The Employer has an obligation to assess the risks involved to work station users, to reduce the risks as far as reasonably practical and have the assessment reviewed when necessary. Health and safety training should be provided for workstation users.

If a person is deemed to be a user then he/she may apply for an eye test. Such a request must be made through the L.E.A. who will liaise with the Occupational Health section.

## 3.7 Risk Assessment

### Principles

1. The purpose of risk assessment is to identify all the significant risks in the school and decide the necessary precautions to be taken to protect staff, pupils, visitors and contractors from ill health or injury whilst at work.
2. A risk assessment involves the identification of HAZARDS present in the school and the evaluation of the extent of the RISKS involved.

#### Definitions:

- A HAZARD is something with the potential to cause harm. This can include substances, machines, methods of work or other aspects of work organisation.
  - RISK expresses the likelihood that the harm from a particular hazard is realised and the possible consequences.
  - RISK therefore reflects the likelihood that harm will occur and the severity of the harm (trivial risks should be ignored).
3. Employers have a duty to carry out a suitable and sufficient assessment of risks to their employees, and any other persons, who may be affected by their undertaking and record the findings of that risk assessment.
  4. The risk assessment should be about the present activities of the school and should remain valid for a reasonable length of time. There should be an annual review of their risk assessments.
  5. Further guidance may be obtained from the Risk Assessment Guidance Note No. 1.2 issued by the Health and Safety Unit.

### 3.7(2) Methods of carrying out Risk Assessments

1. For some departments e.g. science, technology and physical education files/sheets of Risk Assessments exist and are kept up to date e.g. the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSE) publications. However departments must relate these published Risk Assessments to the actual conditions of the work place and modify them accordingly. Assessors should be identified in each department where Risk is likely. Advice should be

sought from the Trafford Health and Safety Adviser and the appropriate L.E.A. advisers

2. The process of Risk Assessment should:-

- First identify the hazards.
- Assess significant risks from the identified hazards. If there are no hazards there are no risks.
- By systematic.
- Ensure all activities are covered e.g. office staff, cleaners.
- Address what actually happens.
- Involve the employee/s exposed to the risk in the assessment process.

A risk assessment should take into account the following factors:

- How likely is it that something will go wrong and what would the consequences be?
- How often does the risk arise and how many people are affected?
- Are the effects immediate or chronic?

### 3.7(3) **Review of Risk Assessments**

These shall be reviewed annually or immediately a change in circumstances makes the current risk assessment invalid.

### 3.7(4) **Records**

Records must be kept of the assessments. The record must include:-

- (a) The significant hazards identified in the assessment.
- (b) The control measures in place or required.
- (c) The actions needed and when these have been completed.

An approved risk assessment form (HS3) is available from the Health and Safety Unit.

### 3.7(5) **Control Measures**

After risk assessment the correct precautions or control measures must be adopted to reduce the risk to the lowest acceptable level.

If control measures are in place they need to be checked to see if they are adequate.

Priority should be given to those control measures which protect the whole workplace and give the greatest benefit to the most people.

Some element of risk may remain after these processes so safe methods of working and safety procedures should be enforced.

## 3.8 **Fire and Evacuation**

### 3.8(1) **Principle**

The school will take advice from the local Fire Brigade, the L.E.A. and its Health and Safety officers regarding safe practices during the school day and when the school is being used for lettings/public performances with regard to fire safety. Where the event is governed by the Music and Dancing Licence advice will be sought from the Licensing Officer.

This will also take into account:

### 3.8(2) **Procedures**

1. The school will co-operate with the L.E.A. in ensuring that the fire equipment servicing is carried out regularly. The caretaker will be responsible for checking the equipment in between the annual visits. Other members of staff should report any defects that they see in the fire fighting equipment to the caretaker. Fire doors should not be propped open. All fire exit doors must be readily opened and free from obstruction.
2. Arrangements for evacuation will be placed on the notice board of each room in the school. Class teachers and those responsible for other rooms must check regularly that these notices are in good order.

3. Fire drills should be carried out at least once a term, or when there are changes in circumstances. The effectiveness of these procedures should be discussed with the staff immediately and at meetings of the Governing body.
4. In the event of a fire, the person finding the outbreak should immediately activate the nearest alarm. The appointed person must then ring the emergency services. Staff should not put themselves at risk in attempting to put out a fire, but personnel trained in the use of fire extinguishers may attempt to put out a small fire if there is no personal risk.

### **3.8(3) Evacuation Procedure**

On hearing a long, continuous bell all personnel evacuate the building through the nearest door or fire exit. (Fire Drill Procedure is displayed in all rooms).

Staff and pupils line up on the far side of the playground at marked class positions. Administration staff bring out the registers to be checked by the staff as quickly as possible.

H&S officer always reports back to the Governing Body on procedures.

### **3.9 Accident Reporting Procedure**

1. All accidents to employees, pupils, visitors and contractor's personnel working on the premises must be reported, as must the details of any employee who is suffering from a reportable disease. (Details of which diseases are reportable may be obtained from the Health and Safety Unit.)
2. These incidents have to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
3. Details of what constitutes a major incident, dangerous occurrence or prescribed disease are contained in the H.S.E. booklet 'RIDDOR Explained' and the authority's Health and Safety Guidance Note 1.4.
4. Copies of Accident Report forms HS1 are kept in the school together with the relevant guidance.
5. When an accident happens to any pupil, employee or other person then a responsible person must complete Accident report form HS1. A copy must be retained in school and the original sent to the Health and Safety Unit within 3 days of the accident occurring.

7. The Headteacher will periodically scrutinise the pattern and causes of accidents as recorded and will bear these in mind when introducing preventative measures against risks.

### 3.10 First Aid

- We have two designated and fully qualified First Aiders on site at Woodheys, both of whom have completed a full four-day I.N.F.A.C.T. training course. **Unless we receive instructions in writing to the contrary, we will assume that we have parental permission to deal with First Aid needs as appropriate.**

#### First Aid Statement

- All accidents will be logged in our Accident Book and, where necessary, a completed pink accident form will be sent home with the child. Incidents which require first-aid knowledge will be dealt with by our designated and fully-qualified First Aiders. We reserve the right to refer children to the First Aiders as appropriate.

#### 3.10(A) Introduction

The Governors and the Head recognise that it is the statutory duty of employers to provide equipment and appropriate facilities for first aid for employees, pupils and visitors to the school.

The school policy for First Aid is in accordance with:

- (i) Health and Safety (First Aid) Regulations 1981 and Guidance Approved Code of Practice (revised 1997).
- (ii) Policy Statement First Aid at Work, Health and Safety at Work Guidance Note number 1.2. Personnel and Management Services Department Issue 3.

#### 3.10(2) The Qualified First Aider and Other Qualified Staff

The Qualified First Aiders are Mrs F Eyden, (HLTA) Mrs L Ellis, (NNEB) and Mrs A Shahid (LTO).

There is a full staff INSET in First Aid planned for 2007.

### 3.10(3) **Records**

- (i) Records must be kept of the First Aid qualifications of staff and when they are up-dated by further training.
- (ii) Records must be kept of when First Aid is given.
- (iii) First Aid record book is kept in First Aid boxes - Letters home to Parents regarding incidents also kept here.

### 3.10(4) **Location of First Aid Boxes**

First aid boxes are situated in:-

- Nursery
- Resource/First Aid Room.
- Mobile First Aid Kits are kept in the Resource/First Aid Room ready to be taken on school trips.

### 3.10(5) **Contents of First Aid Boxes**

The boxes should be labelled with a green cross on a white background.

These boxes should contain:

- (a) one guidance leaflet ("*General Guidance of Inclusion in First-Aid Boxes*").
- (b) twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment (which may be blue detectable dressings for the catering industry);
- (c) two sterile eye pads, with attachment;
- (d) six individually wrapped triangular bandages;
- (e) six safety pins;
- (f) six medium sized individually wrapped sterile unmedicated wound dressings (approx. 10 cm x 8cm).
- (g) two large sterile individually wrapped unmedicated wound dressings (approx. 13cm x 9cm).
- (h) Three extra large sterile individually wrapped unmedicated wound dressing (approx. 26 cm x 17.5 cm).

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml. and should not be re-used once the sterile seal is broken. At least 900 ml should be provided. **Eye baths/eye cups/refillable containers should not be used for eye/irrigation.**

Disposable plastic gloves should be stored near these boxes.

## **Travelling First Aid Kits**

First aid kits must be available to groups taking part in outside activities.

These should include:-

A card giving general advice on First Aid.

6 individually wrapped sterile adhesive dressings.

1 large sterile unmedicated dressing.

2 triangular bandages

2 safety pins

Individually wrapped moist cleaning wipes (these wipes should not be impregnated with alcohol).

Disposable gloves and an apron should be taken also.

### **3.10(6) Special Medical Conditions**

Parents are asked to let us know when their child enters the school (or later) of any special medical conditions, e.g. asthma, that affects their child.

When pupils go on school trips, it is very important that parents provide full details of any medication needed for their child.

### **3.10(7) When Pupils Cannot be Treated at School**

If a pupil is taken ill at school or has an accident, they are taken to the first aider for assessment. The qualified First Aider, and Headteacher, will decide whether they are too ill to be kept in school and the parent will be contacted. In case of serious illness/accident the ambulance service will be called to take the pupil to hospital usually accompanied by a qualified First Aider. The parents/guardians will be contacted and asked to go to the hospital to meet their child.

It is essential that the school is given a telephone number at which a parent may be contacted during the school day in event of illness or any other emergency. This number should be updated if changed.

### **3.10(8) Staff Illness**

Staff should consult the staff handbook about procedures when they are too ill to come to work.

## **3.11 Traffic Safety**

### 3.11(1) **Principle**

The school will build links with the parents, police, road safety officers and the local community to improve awareness of traffic safety on the roads and the Metrolink.

### 3.11(2) **Procedures**

1. The school, by means of the prospectus, meetings, circulars or posters will ensure that parents and staff know and consider the implications of setting a good example of safety when accompanying children either as pedestrians or passengers or drivers of cars.
2. The school will foster correct safety attitudes between pupils and any School Crossing Patrols in the environs and will liaise with the School Crossing Patrol Service.
3. The school will plan vehicular access and parking in order to minimise the conflict of pedestrians and vehicles within the school grounds.
4. The school will encourage and support cycle training and the use of cycle helmets and high visibility garments.
5. The school will ensure the safety of pupils when travelling in staff cars i.e. adequate insurance, seatbelts. Further advice may be obtained from the Insurance section and the Health and Safety Unit
6. The school will operate a code of good practice when taking children on educational visits with reference to pupil/adult ratios and pedestrian and vehicular transport of pupils and will observe any L.E.A. Transport guidelines and the "Guidelines for Safety in Outdoor Education and on Educational Visits" issued by the L.E.A.
7. The school will incorporate safety education within the curriculum and will invite relevant outside to speak to the pupils and pre-driving courses for sixth form pupils.

### 3.12 **Contractors on the School Site**

All contractors on site are requested to sign in at the office, always wear a smiley VISITORS badge. They will also be issued with a 'Welcome to Woodheys' sheet for all on-site contractors which gives clear guidelines on the structure of the school day, Fire Drill Instructions, Asbestos

Warning and clear instructions for Child Protection and Safeguarding.  
There is a map of the school on the rear of this sheet.

### 3.12(1) **Work Undertaken by Construction Services**

When major and minor works are undertaken by the appropriate Service Area, that Service Area takes responsibility for the drafting of contracts, vetting of contractors and inspection of works and must liaise with the Head about contractual arrangements such as access and egress, hours work etc. In a Voluntary Aided School, the Diocese will normally undertake the above role.

### 3.12(2) **Local Contracts**

For schools who contract outside the Authority/Diocese, the contractor is responsible for ensuring, **so far as is reasonably practicable**, the health and safety of himself, his employees and persons who might be affected by his activities. These duties include not only his manner of working, but also the safety of the work done.

The establishment is responsible for the health and safety of its employees, pupils, visitors (including the contractor).

The school will follow the advice given in relevant Trafford M.B.C. Policy Guidelines regarding clauses for insertion in contracts, consultation and the relevant legislation and as regards vetting of contractors before a contract is awarded.

### 3.12(3) **Monitoring**

It is essential that a designated person e.g. Project Manager/Clerk of Works warns, checks, controls or keeps a continuous record of the progress of the contract.

### 3.12(4) **Action to be Taken by the Head in Unsafe Conditions**

In the event of unsafe conditions arising Headteachers must be prepared to act to safeguard employees, pupils and visitors etc.

Where the contract has not been let by the establishment remedial action should normally be taken in consultation with the Client's Agents, although in cases of imminent danger, action must be taken and reported to the Client's Agents e.g. Clerk of Works/Project Manager.

In the event there is an imminent risk of serious injury to employees, pupils and visitors etc. work will need to be suspended until the hazard is dealt with.

### 3.13 **Educational Visits**

Details of the procedures for taking pupils on educational visits/outdoor activities are given in the Staff Handbook. The staff are obliged to follow the Trafford folder "Guidelines for Safety in Outdoor Education and on Educational Visits" and fill in forms relating to the activity which has to be approved by the appropriate adviser.

### 3.14 **CRITICAL INCIDENT PLAN**

At some time a school may be involved in a crisis/disaster incident in which some of its pupils or staff may be injured or killed. The purpose of this plan is to think ahead about what is needed to assist the school community to best cope with the crisis.

#### **Support for Pupils and Staff Individually**

The school will seek to offer support to all pupils and staff affected by a crisis and will bring in specialist support e.g. medical/psychological. Staff should be aware that individuals may suffer from Post Traumatic Stress Disorder. A very useful explanation is given in: **Reactions to major stress in adults and young people in *Wise before the Event*** by William Yule and Anne Gold (Calouste Gulbenkian Foundation, 1993).