



'Flying High'
Working Together to Build a Successful
Future for All

Health & Safety Policy

Updated July 2016



Working together to build a successful future for all

Our multicultural school values and promotes a happy, safe and caring environment that is committed to helping all children experience success, whatever their background or abilities, and to ensure they achieve the highest standards in all they set out to do. The health, safety and well being of every child is our paramount concern.

Practical Guidelines and Statement of Organisation and arrangements for ensuring Health and Safety Code of Practice in Hornbill School

General

The Headteacher is committed to the implementation of the school and Service Children's Education and HQ Brunei Garrison Health and Safety Policies.

The Health and Safety Officers in the School are:

Mrs Kathy Wood

Part 1

- 1.1 This is a statement of Organisation and Arrangements (Code of Practice) for the above named school. This does not replace the SCE policy but is in addition for the benefit of teaching and non-teaching staff and pupils.
- 1.2 This statement deals with those aspects over which the Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of SCE also have responsibility; it describes how the Headteacher is discharging his/her responsibilities in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school in accordance with Articles of Government.
- 1.3 The aim of this statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises.
 - a. To establish and maintain a safe and healthy environment through the school.
 - b. To establish and maintain safe working procedures amongst staff and pupils.
 - c. To make arrangement for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
 - d. To ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided by HQ Garrison and Service Children's Education.
 - e. To formulate effective producers for use in case of fire and other emergencies and for evacuating the school premises.
 - f. To lay down procedures to be followed in case of fire and other emergencies and for evacuating the school premises.
 - g. To provide and maintain adequate welfare facilities.
2. Responsibilities and duties in matter concerned with safety.

The Head teacher

The ultimate responsibility for all school safety organisation and activity rest with the Headteacher, who shall:

- a. Be the focal point for the day-to-day references on safety and give advice or indicate source of advice.
- b. Co-ordinate the implementation of the approved safety procedure in the school.
- c. Maintain contact with outside agencies who are able to offer expert advice.
- d. Report all known hazards immediately to the authority and stop any practices or the use of any plant, tools, equipment, machinery etc. She considers to be unsafe, until satisfied as to their safety.
- e. Make recommendations to the authority for additions or improvements to plant, tools, equipment, machinery etc, which are dangerous or potentially so.
- f. Make or arrange the investigation of premises, places of work and working practices on a regular basis and ensure that she/he is kept informed of accidents and hazardous situations.
- g. Review from time to time:
 - i. The provision of first aid in school.
 - ii. The emergency regulations and make recommendation for improving the procedures laid down.
- h. Review regularly the dissemination of safety information concerning the school.
 - i. Recommend necessary changes and improvements in welfare facilities.
 - j. Inform the SGC committee regularly of the safety procedures of the school.

2.2 Obligation of all employees.

The Health and Safety at Work Act 1974 states:

“It shall be the duty of every employee:

- a. To take responsible care for the health and safety of him/herself and of any other person who may be affected by his/hers acts or omission at work, and
- b. As regards any duty or requirements imposed on his/her employer of any other person by or under of the relevant statutory provisions, to co-operate with him/her so far we it is necessary to enable that duty or requirement to be performed or complied with”.

2.3 The Act also states:

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of Health, Safety and Welfare in pursuance of any of the relevant statutory provisions”.

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected:

- a. To know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- b. To observe standards of dress consistent with safety and/or hygiene.
- c. To exercise good standards of housekeeping and cleanliness
- d. To know and apply the emergency procedures in respect of fire and first aid.

- e. To use and not wilfully misuse, neglect or interfere with things provided for his/her own safety of others.
- f. To co-operate with the appointed safety representative and the enforcement office of the Health and Safety Executive of the pupil Health Authority.

2.4 Teaching and Non Teaching staff holding post/position of refraining from responsibility.

These staff:

- a. Have a general responsibility of his/her application of the authority's safety policy to their own department or area of work and are directly responsible to the Headteacher for the application of existing safety measures and procedures within that department/area of work. Advice and instructions given by the authority and the Headteacher, including the relevant parts of this statement, shall be observed.
- b. Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practical, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances (e.g. Chemicals, Boiling water including the taking of hot drinks into classrooms and areas children undertake lessons, duplicating fluids, guillotines) PLEASE NOTE: ALL HOT BEVERAGES TO BE TAKEN IN ALLOCATED ADULT AREAS ONLY.
- c. Shall resolve any health and safety problems any member of staff and refer them to the Headteacher if there are problems for which they cannot achieve a satisfactory solution within the resources available to them.
- d. Shall carry out regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Headteacher.
- e. Shall ensure, as far as is responsibly practicable, the provision of sufficient information to avoid hazard and contribute positively to their own safety and health at work.
- f. Shall, where appropriate, seek the advice and guidance of the relevant Advisor or Office of the authority.
- g. Shall propose to the Headteacher requirements for safety equipment and on additions or improvements to plant, tool, equipment or machinery, which are dangerous or potentially so.

2.5 Special Obligations of Class Teachers

The safety of the pupil in the classroom, hall, library and food technology is the responsibility of class teachers; teachers have traditionally carried responsibility for the safety of pupils when they are in their charge.

If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher consider he/she cannot accept this responsibility, he/she should discuss the matter with the Headteacher before allowing practical work to take place.

2.6 Class teachers are expected:

- a. To exercise effective supervision of the pupils and to know the emergency procedure in respect of fire, bomb scare and first aid and to carry them out. To ensure his/her teaching assistant is fully briefed on procedures.
- b. To know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied.
- c. To give clear instructions and warnings as often as necessary.
- d. To follow safe working procedures personally.
- e. To call for protective clothing, guards, special safe working procedures etc, where necessary.
- f. To make recommendation to their Team Leader/Line Manager e.g. on safety equipment and on additions or improvement to plant, tools, equipment or machinery which are dangerous or potentially so.

Duty of care

- *In Loco Parentis*

Justice Cain in 1898

“The schoolmaster is bound to take such care of his boys as a careful father would take care of his boys”

Duty of Care:

- All who have a responsibility for looking after others have a duty of care in common law.
- *In loco parentis* means that the level of duty of care required by a teacher is that of a reasonable, prudent and careful parent and this is the standard of care set by the courts and judged as the proper level of competence associated with the proper discharge of our professional duties.
- **This overarching legal responsibility remains with the teacher and cannot be delegated to coaches, instructors or volunteers acting on behalf of the teacher or the school.**
- The pastoral duty of care remains with the teacher, although the technical duty of care may be delegated to, for example, a ski instructor.
- All teachers must operate this duty when they have children in their care. This applies to all activities within the school curriculum, to extra-curricular activities during or outside of school hours, whether on or away from the school premises. The duty of care is 24 hour a day, seven days a week obligation. It cannot be diluted by any association with words such as ‘holiday’, ‘abroad’ or ‘weekend’.

Over the years it has been established through the courts that a school teacher should be expected to know a good deal more about the propensities of children than a prudent parent. A higher duty of care is the standard of care expected with increased experience, training and specialist expertise.

2.7 The Child:

The Children are expected where appropriate:

- a. To exercise personal responsibility for the safety of self and classmates.
 - b. To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and their items considered dangerous)
 - c. To observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
 - d. To ensure and not wilfully misuse, neglect or interfere with things provided for his/her safety.
- NB All parents and pupils should be made aware of the contents of this section.

2.8 Visitors

All visitors must sign in the visitor's book informing the school that they are on the premises. Regular visitors and other users of the premises (e.g. deliverymen from specific companies), are required to observe the safety rules of the school. In particular parents helping in school are made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

Part 3

Contents

1. Supervision
 - 1.1 Supervision of pupils
 - 1.2 Medicines
 - 1.3 Dangerous Substances
 - 1.4 Use of tools
 - 1.5 Electrical Safety
 - 1.6 Around the school
 - 1.7 Art
 - 1.8 Cookery
 - 1.9 P.E.
 - 1.10 Swimming
 - 1.11 Equipment Husbandry policy
2. Provision of First Aid
3. Emergency Procedures
4. Hygiene and Infection Control
 - Body Fluids
 - Cleaning
5. Fire and emergency procedures

Part 3

1 Supervision

1.1 Supervision of Pupils

Timetable of the Day

Children either walk to school or arrive by bus from 7.35am onwards.

First session commences at	:	07.45 hours
1 st break	:	09.40 – 10.00 hours
2 nd break	:	11.40 – 12.00 hours
School day finishes KS1	:	1330 hours
School day finishes KS2	:	1330 hours

Time Table of the day for Foundation Stage 2

First session commences at	:	0815 hours
Snack	:	1030 – 1045 hours
Lunch	:	1200 – 1215 hours
School day finishes	:	1330 hours

Time Table of the day for Foundation Stage 1

First session commences at	:	0815 hours
Snack break	:	1005 hours
School day finishes	:	1115 hours

a. Prior to start of school

0735 hours Children are supervised by senior staff. Children arriving on official transport are safely supervised into the playground. Staff have responsibility to ensure children behave responsibly in a way that will not cause harm to themselves or others.

If it is raining the children will be instructed to gather under the sheltered areas of the playground or to classroom if appropriate.

The gong sounds and children move to class.

All teachers to go to classrooms by 0745.

b. Break times

Each break time the designated staff on duty will be responsible for ensuring the children behave sensibly. Duty member ensures the whistle is sounded 2 mins before the gong sounds and children put away the play equipment with help from Play Leaders. Children and staff make their way to the classroom once the bell rings.

The Deputy Headteacher (Nepali) will arrange cover for general breaks and wet breaks. Rotas which will be displayed in the staffroom.

Children are encouraged to wear sun hats or/and use sun protection. They are also reminded to drink plenty of fluids to ensure there are no heat or sun induced illnesses.

c. Wet Breaks

The duty member of staff decides whether it will be an indoor or outdoor break. The duty member of staff will communicate this decision to other staff.

In the event of persistent wet breaks, children are kept in their classrooms and duty teachers with assistance from Yr 6 children provide suitable supervision and support.

- 1.1.1 During adverse weather conditions if the undercover play surface deteriorate, the duty teacher will decide if the children are to stay in the playground or proceed to the hall/classrooms
- 1.1.2 In this case wet weather supervision arrangements apply. The Duty Teacher or Play Leader Supervisors will need to inform the office and other staff members.
- 1.1.3 If a duty member of staff knows that they will be absent from school on their duty day, the duty teacher should take appropriate action to arrange cover.

1.2 Medicines

1.2.1. Storage of Medicines

No medicines will be kept in school unless the appropriate request and agreed procedures have been undertaken (see Medication in School Policy).

- 1.2.2 All medicines, including inhalers, are to be clearly marked with the child's name and unless otherwise agreed, the child.
- 1.2.3 We have a number of staff first aid trained and up to date. Please refer to the list of staff attached to these guidelines. Should a child require any medicines on a regular basis, parents are requested to come into school to administer these. See Provision of First Aid (page 17) re qualified first aiders.
- 1.2.4 Children to be sent to the office when necessary. If they are children hurt or in distress they must be escorted by a responsible adult.

1.2.5 If a child receives a bump to the head they will need a “Bump to the Head” letter.

1.3 **Dangerous Substances.**

1.3.1 It should be noted that liquid paper correction fluid constitutes a possible hazard to children its use should be limited to those where it is required for the teaching process and controlled by staff – non-solvent based is preferable.

1.3.2 It is important that potentially dangerous substances are not accessible to children e.g. cleaning materials.

1.3.3 Potentially dangerous substances are not accessible to children e.g. cleaning materials.

1.3.4 Pen tops

- i. Dangers of swallowing pen tops or similar small items should be brought to the attention of all pupils regularly.
- ii. with very young children loose pen tops should be removed before being issued to the children.

1.3.5 Hornbill School makes every effort to ensure crayons and felt tip pens containing toxins harmful to children are not used in the school.

1.4 **Guidelines for Use of Tools.**

1.4.1 All children should be shown/reminded how to use tools correctly (every term)

1.4.2 Tools include staples, scissors and paintbrushes as well as hammers, saws, glue guns etc.

Make sure that gun-staples (children love experiment with them as guns and they can cause terrible damage to eyes) are kept out of the reach of children.

Craft knives and drawing compasses must also be kept out of reach of children unless they are being used under supervision by an adult.

Sharp pointed scissors may also constitute a hazard if improperly used.

A child in a temper or “on the blink” should be carefully supervised and reminded of safety code as they could cause enormous damage with the above.

1.4.3 Number limits (appropriate to age) should be set and enforced for children using tools.

1.4.4 Tools should be checked regularly to ensure that they are in good working order.

1.4.5 Tool should be stored safely and appropriately

1.4.6 Children should only use tools with appropriate supervision.

1.4.7 Children should be taught to select the appropriate tool for the job.

1.5 **Electricity Safety**

It is the responsibility of each individual member of staff to carry out visual check on all electrical items in their classrooms EVERY DAY.

1.6 Around School

- 1.6.1 Please make sure that your classroom is clear the classroom before leaving unless supervision has been arranged.
- 1.6.2 Doors are dangerous. We must consistently remind the children of the dangers to fingers and all doors need to be closed in case of fire.
- 1.6.3 Teachers should make sure that their class know where and how to line up both in the playground and under cover.
- 1.6.4 Teachers should discuss and practice these procedures with their class from time to time to ensure that the children understand and know what is expected.

1.7 Art/Display

If you need to be wall mounting at any time you need to use the appropriate steps to ensure for your own safety. See the caretaker.

Clay

Clay dust is harmful to the lungs. Painting overalls should be washed regularly mopped with a damp cloth. Discourage children from clapping hands to remove dried clay – always wash off the clay. If sandpapering an earthenware pot, do so over a bucket of water. “Dust is dangerous” is a good motto for the careful potter.

1.8 Cookery

Children must always be supervised if a cooker is being used. The cooker must always be attended by an adult if there is something on top of it. Handles must always be placed away from the front of the cooker. It is the teacher’s responsibility to inform the helpers of these requirements.

Separate and more detailed food technology information is in relevant curriculum documents.

1.9 P.E

- 1.9.1 There must be firm and consistent discipline during P.E. lessons.
- 1.9.2 Children must always be supervised.
- 1.9.3 We must, at the beginning of a lesson, point out to the children any obstructions.
- 1.9.4 Staff should be sensitive to child’s fear during any activity.
- 1.9.5 Children should wear appropriate footwear for the activity undertaken whilst in the Hall.

1.9.6 The wearing of jewellery during P.E. Lessons is not allowed. Teachers need to ensure that this safety code is followed.

1.9.7 Staff should wear the appropriate clothing/footwear for the teaching of P.E and Games.

1.10 Swimming

The main safety notes are with the swimming guidelines. However, the following cannot be emphasised enough.

- a. During swimming at FS (Splash pool) a competent adult should be present at poolside as per the Risk Assessment.
- b. The children must not run around the pool. No jumping or diving into the pool without permission.

1.11 Equipment Husbandry Policy

Nature of Equipment Husbandry

Equipment Husbandry is concerned with the care, maintenance and safety of all electrical items within the school.

AIMS

1. To ensure that all electrical items in the school are safe to use.
2. Carry out regular checks on all electrical items.
3. To devise and implement an effective system for reporting any defects in the electrical items.
4. To ensure that all electrical equipment is maintained regularly.
5. To make everyone aware of their responsibilities regarding the electrical items.

To achieve these aims it will be necessary to take the following action:

1. It is the responsibility of each individual to carry out a visual check on all electrical items in their own room everyday and when using other areas within the school.
2. This means making a conscious effort to look at plugs, leads etc, each time you enter a room to check that there are no bare wires, frayed cables, printers without covers etc.

Consider e.g. is the equipment damaged?

Is the plug cracked?

Is the cable or lead frayed?

Is the cable sheath securely held in the plug?

3. Children should NEVER use electrical equipment unsupervised i.e. there must always be an adult present in the room.

4. Ensure that all children are:
 - a. Aware of the possible dangers of electricity
 - b. Known what to do if a fault develops.

Staff are also to ensure that all electrical equipment items are correctly plugged in, which means using extension cables rather than double or triple adapters. (NB all plugs should be 3 pin 13 amp, BS1363)

Fault Repairing

1. If there is a fault on any item of electrical equipment then it is each person's responsibility to inform either the School Business Leader or the caretaker.
2. The fault will then be registered in the Garrison Fault Reporting Book, which details the date, location of the item and the nature of the fault. This book is then passed on to the Garrison RQMS for action.

Checking System

1. There is a check list of electrical equipment in each room, which is to be prominently displayed.
2. A master inventory of all electrical equipment is held in the school office, which includes serial numbers and locations.
3. Electrical equipment needs to be accounted for please look after items in your care, and sign out appropriately when taking responsibility for any given item.

2 Provision of First Aid Kit

1. First Aid boxes are located at Main Site:

Design Technology Room
Year 6 Class Room
2 Medical Bags for School trips.

2. A Certified First Aider list is keep in the S.H.E.F. File:

3 Emergency Procedures

3.1 Illness or Accident

If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed:

- a. First Aid should be rendered by the designated first aider only, but only as far as knowledge and skill will admit. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.
- b. In the event of an accident:
 - h. If a child appears to have a superficial injury, say a graze, then they should be escorted by their peers, under the direction of the person on duty, to the Duty First Aider, or if the incident is before the start of school to the Deputy Headteacher, where his/her injury will be attended to.
 - ii. If any injury is sustained in the classroom, an adult should deal with it and take the child to the office. If this is not possible then a child should be sent to the office to request the Duty First Aider, who will attend to the child.
 - iii. Treatment should be recorded and a note sent home with the child (Teacher or Secretary may phone home).
 - iv. The Health & Safety Representative should show the accident book to the Headteacher or Deputy Headteacher at the end of each week.
 - v. Illness in school should be dealt with as follows by:
 - Adult support in Classroom
 - Duty member of staff on the playground
 - Duty First Aider in class when another adult is not available.

3.2 Potential Serious Injuries

- a. If the injury appears to be serious, the child should not be moved, but made comfortable where he/she is.
- b. In serious cases the MRS should be contacted and, or the emergency services would be called out to the school. Please follow flow chart at end of this Policy. (it is also on the school notice boards)
- c. The parents of the child will need to be contacted and kept informed.

3.3 Informing Parents

- a. If a child has been ill or received treatment however minor for an injury, the parents should be informed either by telephone or a letter (see standard letter).
- b. The person dealing with the injury or illness is responsible for ensuring that the Headteacher/Deputy Headteacher is aware, parents have received notification, and that the incident is recorded in the accident book held in the School office.
- c. If it is found that the child needs to go home, the Headteacher/Deputy Headteacher needs to be informed.
- d. **For more serious injuries or illness:**

- i. The supervising adult (e.g. Adult on duty) must complete an Accident Report Form and give it to the Headteacher on the same day.
- ii. A decision will be made about how parents are informed. This will be either at the time by telephone, or in writing later.

e. Transport to Hospital

If an ambulance is required emergency services should be used. It may be appropriate to transport a pupil to the MRS without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his/her own vehicle for these purposes they must ensure that they have obtained specific cover provided by their insurance company). This method should only be used in less severe cases, and with parental permission. Wherever possible no casualty should be allowed to travel to hospital unaccompanied, if there is any doubt about their fitness.

f. Accident

As soon as possible after the incident every case of injury or accident must be full and accurately reported on the appropriate accident form and where possible detailed statements should be obtained from witnesses. Accident forms are obtained from the school secretary. Completed forms should be passed immediately to the Deputy Headteacher who should investigate the accident and report to the Headteacher. An accident form must be completed for all accidents (to employees, pupils and members of the public) however minor, and – for employees only an entry must be made in the accident register, which is held in the school office. Annex A has a more detailed explanation.

g. Snake Bites

If a child or person has been bitten by a snake always call for help if you think the snake is poisonous, especially if the person experiences symptoms. Time is of the essence. Contact the MRS immediately.

Symptoms:

- Bloody wound discharge.
- Blurred vision.
- Burning.
- Convulsions.
- Diarrhoea.
- Dizziness.
- Excessive sweating.
- Fainting.
- Fang marks in the skin.
- Fever.
- Increased thirst
- Localized tissue death.
- Loss of muscle coordination.
- Nausea and vomiting.
- Numbness and tingling.
- Rapid pulse.
- Severe localised pain.

- Skin discolouration.
- Swelling.
- Weakness.

The following first aid should be applied:

- **Contact MRS immediately 3224893**
- Keep the person calm, reassuring them that bites can be effectively treated by medically trained personnel.
- Restrict movement and keep the affected area below heart level to reduce the flow of venom.
- Remove any jewellery of constricting items because the affected area may swell
- If the bitten area begins to swell and change colour, the snake was probably poisonous.
- Monitor the person's vital signs until medical assistance has arrived. I.e. temperature, pulse and rate of breathing

4. Hygiene and Infection Control

a. Body Fluids

Any member of staff coming into contact with body fluids (i.e. blood, vomit or faeces must wear protective plastic gloves at the times. ALL surfaces contaminated by these products are to be thoroughly cleaned with disinfectant. All waste products are to be disposed of so as to not put others at risk.

b. Cleaning

All staff are to ensure that the standard of hygiene is acceptable at all times. If there are problems or shortages of paper towels, soap or toilet paper report this at once to the caretaker or secretary.

5. Fire and Emergency Procedure

It is the duty of all members of staff to carry out the procedures as laid out in the Hornbill School – Fire Orders – (see overleaf).

Fire Emergency Evacuation Procedures

All gates on the school perimeter are to be kept open at all times during the day.

On discovering FIRE

1. Shout 'FIRE!' continuously
2. Sound the nearest fire alarm
3. Leave the building by nearest exit and go directly to the Muster Area.

Informing the Fire Services

1. If the person discovering the fire is near a telephone, they should call:

Guard Room – 3225 or
Orderly Room – 3208 if the Guard Room is engaged

2. The following numbers can be used if both of the above numbers are busy:

Brunei Shell Fire Services - 9-3372995
Panaga Fire Brigade - 9-3372999

Practicalities

1. Everyone should leave the building in a quiet and orderly manner (see also Classroom instructions) and proceed to the Muster Area
2. The Muster Area is the school football pitch or HLS at FS, as far away from the school building as possible..
3. Registers are to be tallied every morning. If the children are taken out of school during the school day, their names must be entered in the absence book. At break times, the Secretary should ensure that this happens.
4. The office must be informed if the child returns to school.

It is the responsibility of all staff to be familiar with Hornbill School Fire Procedures.

A. Children

- 1 All children going out of the class must be accounted for.
- 2 All children must be trained to identify themselves to the nearest adult if they are out of the classroom when the alarm sounds.
- 3 They must not attempt to return to their classroom. If in doubt, they are to follow the exodus to the muster area and then join their class.

B. Teacher Action (inside)

1. Children walk out in an orderly line to the muster area
2. Count heads as children leave
3. Leave room last
4. Gather up children working outside the room
5. Close classroom door (if time)
6. Secretary to take registers to Muster Area

C. Teacher Action (outside)

1. Check head count with TOTAL FROM REGISTER
2. Hold up GREEN card if all children are present in line
3. Hold up RED card if any children are missing
4. Wait with class for instructions

Garrison Fire Safety Orders

Action on the Outbreak of FIRE

BY PERSON DISCOVERING THE FIRE

1. Shout 'FIRE' continuously and raise the alarm by sounding the nearest fire alarm then attempt to extinguish the fire – ONLY IF SAFE TO DO SO.
2. Contact the emergency services via Military Exchange: Primary Contact: (9) – 995 Secondary Contact (9) 372999 (Shell Bomba) stating the EXACT LOCATED OF THE FIRE.
3. Return to the fire, assist in evacuation of personnel, close all doors and windows in the vicinity of the fire and continue to fight fire – ONLY IF SAFE TO DO SO.

BY O/C GUARDROOM/RECEPTION

4. Alert the fire Picquet/Party and dispatch to the fire
5. Ensure the General Fire Alarm is sounded
6. Post a member of the guard/staff at the main gate with a water supply map to guide the fire brigade to the scene of the fire.
7. Guardroom/Reception to log all information received.

BY THE FIRE PICQUET/PARTY

8. On the alarm being raised proceed to the scene of the fire with the fire fighting equipment by the fastest possible means.
9. the O/C Fire Picquet/Party is to take charge of the fire fighting until the arrival of the Unit Fire Office, Unit Fire NCO or the Fire Brigade

BY THE REMAINDER OF THE UNIT/DEPARTMENT

10. Close all doors and windows of buildings in your area of responsibility
11. All buildings are to be evacuated as quickly as possible
12. All personnel are to move IMMEDIATELY to the designated assembly area
13. Senior Person present to take a roll call noting all persons present and accounted for
14. the Senior Person present is to carry out the following:
 - a. Send runner to report to the Guardroom/Reception
 - b. Inform the O/C Guardroom. Reception by the fastest possible means when all personnel are accounted for.
 - c. Detail personnel to assist with fire fighting – IF SAFE TO DO SO
15. All personnel not detailed as runners or to assistant fire fighters are to remain at the emergency muster area until detailed or stood down by the Senior Person present.
16. NOTE: DO NOT RE-ENTER THE BUILDING UNTIL IT IS DECLARED SAFE TO DO SO BY THE SENIOR FIRE BRIGADE OFFICER PRESENT.

17. THESE ORDERS ARE TO BE DISPLAYED AT ALL FIRE POINTS AND IN ALL PLACES OF HIGH RISK, INCLUDING BARRACK ROOMS, OFFICE, STORES, CLUBS, MESSHALLS DINING HALLS AND GARAGES

BOMB WARNING

Bomb Procedure

If the bomb alarm sounds or you are made aware that a bomb is in or near the building evacuate as soon as possible by means of the fire exits. Employees and visitors should take bags/coats and personal effects with them and go straight to the assembly point at least 200 yards away from the building.

Managers and supervisors should make themselves aware of bags and briefcases etc. which may be located at workstations within their own offices. In the event of a bomb warning employees may be requested by the police to help in the search of the premises, therefore an awareness of what equipment, personal effects etc. is important.

Bomb Warning by Telephone

If you receive a telephone call warning that a bomb has been placed, try to follow this procedure.

- Let the caller finish his/her message without interruption (keep replies to one or two words)

Note the time of the call

- Write the message down, and if possible repeat the message to the caller

ASK

- Where the bomb is located
- What time will it explode
- When was it placed
- Why was it placed
- Whether a code word is being used

LISTEN FOR CLUES TO

- Callers age and gender
- Callers accent or peculiarities of speech (mispronunciation, anger, drunkenness)
- Background noise

If this warning relates to your own building press the nearest alarm and contact the person in charge of the building and relate the bomb message to them.

Heat stress

Provision of water

- School will maintain adequate water supply to each classroom and work area with use of water dispensers, this is to allow easy access to clean drink water to the children, staff and visitors for reduction of the affects of Heat stress.

Measurement of Heat stress

- M.R.S. to provide Heat Stress Index readings each morning to assess what School activities can be carried out that day.

The reduction of Heat Stress for outdoor and indoor activities

- Risk assessments written for each school outdoor and indoor activities which are strenuous i.e. running, netball, school sport events.
- All members of staff training first aid as per Health and Safety regulations or acts of government.
- Water dispensers provided.
- Extra water available for school trips and P.E. lessons indoor or outdoor.

ANNEX A TO HEALTH & SAFETY POLICY

ACCIDENT REPORTING PROCEDURES

1. It is a legal requirement that every workplace must have an efficient and formal means of reporting and recording accidents.
2. Within SCE the recording and reporting procedures are as follows;
 - a. Pupils suffering minor injuries following an incident are to have the details entered into the schools in-house (separate) accident book and their parents informed in writing.
 - b. If the following applies;
 - (i) Pupils require external medical assistance (whether at the time of the incident or after school hours but relating to an incident in school)
 - (ii) Staff suffer injury at work (but require less than 3 days away from the workplace).

Parents must be notified immediately in the case of a pupil. The incident must be recorded and reported by filling in the relevant details on the MOD Accident Reporting Form which can be found at Annex A. This can either be done by the injured party, if an adult, or by somebody else on their behalf. The Accident Report Form must be filled in electronically and then be sent to the Lead SHEF Advisor Wegberg as an attachment to an email. The old yellow accident book entries should no longer be used. Once the MOD Form has been emailed an SCE Form 2000 (as revised October 2009), should be raised. This can be found at Annex B. and when completed should also be sent to the Lead SHEF Advisor with relevant risk assessments (as they stood at the time of the incident) attached. A hard copy of this form is acceptable although it can be completed electronically if preferred. This procedure applies to all SCE establishments including the ROW with the exception of those in Cyprus. Schools and SCE establishments in Cyprus should follow

the above procedures but send their emails/hard copies directly to the SHEF Advisor (Cyprus). Please see contact details overleaf.

- c. In all other circumstances;
- (i) A pupil is admitted to hospital following an incident occurring in school or school activities
 - (ii) A member of staff requires more than 3 days away from the workplace
 - (iii) All incidents involving contractors or visitors

The reporting and recording must be completed as in (b) above but in addition the Lead SHEF Advisor must be informed by telephone within an hour, except in Cyprus where the SHEF Advisor (Cyprus) must be notified instead. If either of the relevant Health and Safety Advisors cannot be reached the SHEF Advisor (Bielefeld) should be contacted regardless of which country the school/SCE establishment is based in.

4. The SHEF Advisor (Cyprus) is responsible for the reporting of accidents to the Army Incident Notification Cell (AINC) for all SCE establishments in Cyprus and the Lead SHEF Advisor is responsible for reporting accidents to the AINC for all other SCE establishments.

5. Contact details for advice and the reporting of accidents are;

- Lead SHEF Advisor: SHEF Advisor

Chris Cox
SHEF Advisor
HQ SCE
BFPO 40

Tel: Mil 94872 5673

Fax: Mil 94872 5565

Tel: Civ 0049 (0) 2161 472 5673

Fax: Civ 0049 (0) 2161 472 5565

E-mail Chris.Cox891@mod.uk

- SHEF Advisor Bielefeld: SHEF Advisor
Service Children's Education
Block 19,
Rochdale Barracks,
BFPO 39

Tel: Mil 81 3548 Civ: 0049 (0)521 92543548

e-mail: craig.davis886@mod.uk

- SHEF Advisor Cyprus: SHEF Advisor

HQ Service Children's Education (Cyprus)
Episkopi
BFPO 53

Tel: Mil 94120 8019 Civ: 00357 25968019
e-mail: n_patient@yahoo.co.uk

HORNBILL SCHOOL 1ST AID PROCESS

