

**Plymouth
School of
Creative Arts**

make
discover
perform

Health and Safety Policy

Date created: 03/01/2013	Created by: M. Sweeney	Review Period: Annually
Reviewed: Jan 2017	By Premises and Environment	Next Review due: Jan 2018

Contents

1. Introduction
 2. General Guidelines
 3. Staff responsibility
 4. Safety Education
 5. Health and Safety Arrangements
 - 5.1 Fire Safety
 6. Reporting Accidents
 7. Coping with the sudden death of a student
 8. First Aid
 9. Equipment
 10. Manual Handling
 11. Housekeeping
 12. Visits
 13. Minibuses
 - 13.11 EU Driver's Hours Rules
 14. Visitors to the School Site
 15. Security
 16. Critical Incidents
 17. Healthy Eating
 18. Training
 19. Students and staff
 20. Lettings
 21. Construction and Maintenance Work
 22. Review
- References
- APPENDIX 1
- DfE Guidance - Coping with the sudden death of a pupil

Date created: 03/01/2013	Created by: M. Sweeney	Review Period: Annually
Reviewed: Jan 2017	By Premises and Environment	Next Review due: Jan 2018

1. Introduction

1.1 This statement is issued in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations 1999. These set the standards that must be met to ensure the health and safety of all employees and others who may be affected by any work activity. Other regulations also exist to cover work activities that carry specific risks, for example lifting and carrying, computer work and electricity.

1.2 Plymouth School of Creative Arts (PSCA) will comply with the legal requirements as a minimum and will strive towards continual improvement. It will maintain high standards by continually reviewing its operations against developing legislation and codes of practice.

1.3 The school is dedicated to providing a safe and healthy working environment for the health, safety and welfare of students, staff, visitors and other persons using the buildings, grounds, equipment and any other facilities provided by or associated with the school.

1.4 The school will strive to reduce the possible risk of accidents and injury to all users. In supporting this, the arrangements outlined in this document and other safety precautions put in place by the management and Governing Body cannot prevent accidents but will instil the adoption of safe methods of work and good practice.

1.5 The Headteacher, Governors, senior staff and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff and pupils must be aware of their own and others personal safety, and in any of the school's activities, both on and off site.

2. General Guidelines

It is the duty and policy of the Governing Body and Headteacher so far as reasonable and practicable to:

2.1 Make themselves familiar with the requirements of the Health and Safety at Work Act (1974) and any other health and safety legislation and codes of practice which are relevant to schools, in particular the Management of Health and Safety at work regulations 1999.

2.2 Establish and maintain a safe and healthy environment throughout the school.

Date created: 03/01/2013	Created by: M. Sweeney	Review Period: Annually
Reviewed: Jan 2017	By Premises and Environment	Next Review due: Jan 2018

2.3 Establish and maintain safe working procedures among staff, students and other users.

2.4 Ensure that arrangements are in place regarding the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

2.5 Ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school.

2.6 Ensure that any organisation or individual using the facilities for community use can demonstrate that they have appropriate levels of Personal Injury Insurance in place before they are allowed to book.

2.7 Ensure that any outside agency working on construction within the school provides a detailed health and safety plan relating to the protocols outlined within this policy and where appropriate discharge their responsibilities with regards the Construction Design and Management regulations (CDM) 2015.

2.8 Ensure that all staff and students receive information, instruction and supervision to enable them to recognise and avoid hazards minimizing potential personal risk and that of others.

2.9 Make sure that any health and safety training requirements are met.

2.10 Ensure that all staff and students have a safe place to work including means of safe entry and exit.

2.11 Ensure all necessary safety and protective equipment and clothing together with appropriate instruction and guidance is available to all users.

2.12 Ensure effective procedures are in place in case of fire and for evacuating the premises.

2.13 Ensure accident and emergency procedures are in place.

2.14 Practice safe emergency evacuation procedures at least once per term and the results to be recorded.

Date created: 03/01/2013	Created by: M. Sweeney	Review Period: Annually
Reviewed: Jan 2017	By Premises and Environment	Next Review due: Jan 2018

2.15 Ensure that an effective health and safety monitoring structure is in place and to periodically assess the effectiveness of these arrangements and to ensure that any necessary changes are implemented.

2.16 Ensure that any health and safety working conditions take account of the appropriate statutory requirements and local authority guidelines codes of practice and guidance (statutory and advisory).

2.17 Ensure that there is an effective accident reporting procedure in place, and that staff and other users are aware that this reporting facility is in place and how to access it.

2.18 Ensure that regular health and safety inspections are undertaken and done on a regular basis and that any recommendations made are acted upon as soon as is practicable.

2.19 Ensure that any identified item of equipment, fittings and furniture which has been identified as being unsafe is safely removed and repaired or replaced.

2.20 The Governing Body through the Headteacher will ensure all staff, including temporary and voluntary staff, and helpers receive comprehensive information on this policy and all other relevant health and safety matters including any instruction and training required to ensure that they are able to carry out their duties in a safe manner without putting themselves or others at risk.

2.21 Report to the appropriate authority/department any defect in the state of repair of the buildings or their surroundings which is identified as being unsafe or likely to cause harm. To make any interim repairs or arrangements to limit the risk of harm.

2.22 Collate accident and incident information, and when necessary, carry out accident and incident investigations.

2.23 Monitor first aid and welfare provision.

2.24 The Headteacher has responsibility for the day to day health and safety conditions for all staff, students, visitors and anyone else using the premises or grounds whilst engaged on school business.

Date created: 03/01/2013	Created by: M. Sweeney	Review Period: Annually
Reviewed: Jan 2017	By Premises and Environment	Next Review due: Jan 2018

3. Staff responsibility

The staff will support the Headteacher and Governors and will be responsible for the implementation and operation of the school's health and safety policy and in helping other members of staff, students and visitors to comply with its regulations. As part of their day to day duties they will:

3.1 Assist the Headteacher with the implementation, monitoring and development of the procedures and codes relating to the Health and Safety Policy within the school.

3.2 Carry out risk assessments of teaching practices and activities including equipment and substances. That any general advice on safety matters given by the Authority and other relevant bodies in relation to the school are implemented, that this will be translated into written safe methods of working practice and every department is informed.

3.3 Inform students, staff and visitors about their own personal safety responsibilities and make sure they are aware of the Health and Safety procedures in place.

3.4 Investigate any specific Health and Safety issue which has been identified in regard to any school provision and implement any recommended or remedial action reasonably required.

3.5 Perform regular Health and Safety inspections within their area of responsibility as required by the Headteacher or as necessary by law.

3.6 Ensure that any failure to meet Health and Safety requirements is recorded and that appropriate action will be taken to cease the provision until the issue is resolved according to Health and Safety requirements.

3.7 Ensure appropriate protecting clothing and equipment including fire appliances and first aid are provided and readily available in all areas of the school where required.

3.8 Ensure hazardous, flammable and toxic materials and substances are correctly assessed, used stored and labelled.

Date created: 03/01/2013	Created by: M. Sweeney	Review Period: Annually
Reviewed: Jan 2017	By Premises and Environment	Next Review due: Jan 2018

3.9 Ensure any signage in relation to Health and Safety is clear and up to date and that everyone is able to understand the label and instructions.

3.10 Attend regular training to ensure that they are up to date and informed of existing and any new requirements in regard to Health and Safety.

3.11 All staff are responsible for the Health and Safety arrangements in relation to the site, staff, students and visitors under their supervision. They should make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other safety legislation and codes of practice which are relevant to the work of the department in which they work.

They should:

3.12 Exercise effective supervision over all those they are responsible for.

3.13 Take any appropriate action to ensure their own safety and that of any other persons that may be affected by their acts or omissions at work.

3.14 Ensure any equipment, tools or materials used are appropriately used and that usage complies with any Health and Safety directives required.

3.15 Familiarise themselves with the school's Health and Safety policy and any relevant safety regulations.

3.16 Ensure all equipment, tools and materials and or any protective equipment and safety devices are in good order.

3.17 Report any defects and faults with any tools and materials and or any protective equipment and safety devices to the appropriate Health and Safety person.

3.18 Report accidents irrespective of any injuries to the Headteacher or designated Health and Safety person and that the report is logged.

3.19 Attend training and awareness courses in regard of Health and Safety.

3.20 Make sure that if they find themselves in an unfamiliar environment they perform an initial Health and Safety check and seek further advice to clarify any issues arising.

Date created: 03/01/2013	Created by: M. Sweeney	Review Period: Annually
Reviewed: Jan 2017	By Premises and Environment	Next Review due: Jan 2018

3.21 Ensure all emergency fire fighting equipment is regularly checked and clearly signed; this will include the fire alarm system and evacuation procedures.

4. Safety Education

The DfE has published guidance on Safety Education which shows how the curriculum for Personal and Health Education (PSHE) and Citizenship can address the issue of accidental injury and death in children and young people. At PSCA, Health & Safety education will be delivered through curriculum areas as relevant (Science, Technology, ICT, Art and Design, P.E, PSHE) and assemblies/form time as necessary.

4.1 One of the aims of PSHE is to enable children to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents are transferable to other issues.

4.2 This DfE guidance also sets out the general teaching requirement for health and safety in relation to science, design and technology, information and communication technology, art and design, and physical education which the school will follow.

5. Health and Safety Arrangements

5.1 Fire Safety

5.1.1 Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include fire drills and the use of fire extinguishers.

5.1.2 The school's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire or bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

5.1.3 All fire fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points when the site is not in use and records maintained. All emergency lighting will be tested six-monthly and records maintained.

Date created: 03/01/2013	Created by: M. Sweeney	Review Period: Annually
Reviewed: Jan 2017	By Premises and Environment	Next Review due: Jan 2018

6. Reporting Accidents

6.1 All accidents to staff, students and visitors must be reported, in writing, using the school's accident report form. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Headteacher will ensure that the Health and Safety Executive is informed of reportable incidents.

7. Coping with the sudden death of a student

7.1 ***A copy of the DfE guidance notes on coping with the sudden death of a student is given in Appendix 1.***

8. First Aid

(Please see the school First Aid policy for further specific details)

8.1 First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

8.2 A DfE good practice guide, '***Guidance on First Aid for Academies***', has been written to provide advice on drawing up first aid policies and ensuring that they are meeting their statutory duties. In particular it includes a checklist of issues which school may find helpful when undertaking a risk assessment. The Governing Body seeks to adopt this guidance on good practice.

8.3 The Headteacher will ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. In addition, supplies of first aid material will be held at various locations throughout the School. These supplies will be checked on a regular basis by a qualified first-aider.

Date created: 03/01/2013	Created by: M. Sweeney	Review Period: Annually
Reviewed: Jan 2017	By Premises and Environment	Next Review due: Jan 2018

9. Equipment

9.1 All equipment in the school will be fit for purpose and be subject to regular checks and maintenance Protective clothing, gloves, masks and helmets must be provided and used by technicians and site supervisory staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.

9.2 The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:

- fume cupboards
- all electrical appliances
- workshop equipment, e.g. lathes, kilns
- fixed gymnasium equipment

9.3 When new equipment is purchased, it is the responsibility of the departmental manager to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.

9.4 Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations will be kept in the Science Department where the School students are being taught.

10. Manual Handling

10.1 The school recognises that manual handling does take place within the school and that the movement of heavy and awkward loads can contribute to significant workplace injuries. Therefore, it is a requirement at staff induction that manual handling will be identified

Date created: 03/01/2013	Created by: M. Sweeney	Review Period: Annually
Reviewed: Jan 2017	By Premises and Environment	Next Review due: Jan 2018

within the tasks/activities undertaken by the individual and if applicable training will be provided.

10.2 General manual handling guidance for all staff:

To avoid manual handling injuries you should ensure you follow the basic manual handling procedures:

- Plan the lift before you start.
- Assess the load – if it is awkward or heavy, is there a mechanical aid to use e.g. trolley or will it require a second person to help.
- Ensure the route you are going to take is the most direct, clear from obstruction and as flat as is possible. When you off-load the object make sure the area is clear for you to do so.
- When lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body and firmly.
- Lift smoothly and slowly and avoid twisted, stretching and reaching where practicable.

11. Housekeeping

11.1 The Site Manager will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.

11.2 The Site Manager will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse.

12. Visits

12.1 ***Educational trips and visits must be organised in accordance with the School's Off Site Activities and Educational Visits Policy.***

13. Minibuses

Users of minibuses must be aware of and observe the following requirements:

Date created: 03/01/2013	Created by: M. Sweeney	Review Period: Annually
Reviewed: Jan 2017	By Premises and Environment	Next Review due: Jan 2018

13.1 The driver must have a current licence and not been involved in any accident for the past five years, be aged 25 years or over and hold a full licence in Group 'A' or PSV.

13.2 Drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence.

13.3 Where the transport of students is involved, drivers are required to have undertaken a drivers' assessment programme and received the resulting accreditation.

13.4 When a charge is being made to passengers, the minibus permit must be displayed in the vehicle.

13.5 Internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus (the school will decide upon the repairer to be used).

13.6 Only one person per seat is to be carried.

13.7 Seat belts are to be worn by all passengers and the driver at all times.

13.8 The driver at the time when an offence was committed is responsible for the payment of fines incurred; and

13.9 A log sheet must be taken on each journey, completed by recording the starting and closing mileage readings, detailing any defects and signing before returning, along with the vehicle keys and permit, to the school office.

13.10 The driver will follow the EU Driver's Hours Rules with regards to rest periods and hours of driving (*see below*).

13.11 EU Driver's Hours Rules

Definition of a rest break - any period that a driver is freely able to dispose of his time, when not working during employment or carrying out other work, for a period of at least 1 hour.

- Daily driving limits not to exceed 10 hours (and applies to time spent at the wheel actually driving)
- Daily duty limit of 16 hours (including rest breaks)

Date created: 03/01/2013	Created by: M. Sweeney	Review Period: Annually
Reviewed: Jan 2017	By Premises and Environment	Next Review due: Jan 2018

- Maximum continuous driving time of either 5.5 hours followed by a break of 30 minutes; or 8.5 hours (to include a break of 45 minutes) followed by a 30 minutes break
- Minimum rest period of 10 hours between working days, which can be reduced to 8.5 on not more than 3 days per week
- Minimum period of 24 hours rest is required between any two consecutive weeks

14. Visitors to the School Site

14.1 All visitors to the school will sign in at the school office. Visitors will be collected from office by the member of staff concerned or escorted to the appropriate area of the school.

14.2 Hirers of the School premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking.

14.3 Whilst on site, all visitors and contractors must wear a School visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in the school by reporting to office.

14.4 If a member of staff meets someone on site who they do not recognise and who is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the school office or off the site, as appropriate.

14.5 If an intruder is uncooperative in going to the office or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the office for a '999' call may be quicker than using the internal telephone system.

15. Security

15.1 All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.

Date created: 03/01/2013	Created by: M. Sweeney	Review Period: Annually
Reviewed: Jan 2017	By Premises and Environment	Next Review due: Jan 2018

15.2 Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

15.3 Staff will be required to wear their PSCA Identity Badges at all times.

16. Critical Incidents

16.1 As part of its commitment for the well-being of staff, students and visitors, the school has set out a procedure which is to be adopted in the event of a critical incident occurring either on the school premises or on an activity away from the school site.

17. Healthy Eating

17.1 It is the policy of the school to encourage students to adopt eating habits that are conducive to a healthy lifestyle. To this end the school kitchen team works in providing menu options that support these aims.

18. Training

18.1 The school will ensure that any new members of staff or visitors will be given appropriate training so that all relevant Health and Safety matters are drawn to their attention at the earliest possible stage of their induction.

19. Students and staff

19.1 All students are expected to be aware of the school's surroundings and to exercise personal precautions to mitigate any possible injury to themselves and others around them. They are also required to observe the safety rules of the school especially any instructions from teaching staff in the event of an emergency.

19.2 Where staff and students are accessing education outside the school guidance in the school's ***Offsite Activities and Educational Visits Policy*** should be followed.

Date created: 03/01/2013	Created by: M. Sweeney	Review Period: Annually
Reviewed: Jan 2017	By Premises and Environment	Next Review due: Jan 2018

20. Lettings

In cases where the school's equipment, buildings or grounds are to be let the Governors and Headteacher will ensure that:

20.1 Any means of access and egress are safe for the use of hirers.

20.2 Any equipment to be used by hirers is safe and any operating instructions and Health and Safety precautions are clearly identified.

20.3 All emergency doors are clearly identified and fire drill/evacuation procedures are understood.

20.4 Telephones, alarms, fire fighting equipment and other safety equipment are pointed out and that users are familiar with how to use them.

20.5 After the hirers have vacated the premises a full security check of the site including any equipment used takes place and any faults are reported and recorded.

20.6 Any Health and Safety signage is clearly displayed and uses are clear as to the meanings.

20.7 There is a contact person available for hirers to contact should there be any issues that may require attention.

21. Construction and Maintenance Work

21.1 Where construction or maintenance work is being carried out on site the Governors and Headteacher will agree with contractors or service providers that appropriate Health and Safety plans are in place including an Access Plan.

21.2 Contractors or Service Providers will be made aware of the Health and Safety policy in place at the school and will be required to integrate the requirements of the policy into their safety plans. A pre-start meeting will be held between representatives of the school and Contractor/Service Provider before any works commence to confirm specific Health, Safety and Welfare issues applying the works to be carried out.

Date created: 03/01/2013	Created by: M. Sweeney	Review Period: Annually
Reviewed: Jan 2017	By Premises and Environment	Next Review due: Jan 2018

21.3 Where works fall within the scope of the Construction Design and Management (CDM) regulations 2007, the Governors and Headteacher will co-operate fully with the Contractor/Service Provider and their appointed safety co-ordinator and will ensure that the school's safety manual is made available at the start of the project. The Governors and Headteacher will also ensure that the Contractor/Service Provider update the safety file on completion of the works and conduct an appropriate handover.

22. Review

22.1 The Governing Body will determine how regularly this policy is reviewed. In the first instance the Governing Body and the Headteacher will review this policy statement every 2 years and update, modify or amend it as it considers necessary to ensure the Health and Safety welfare of all individuals using the site.

22.2 The Headteacher will ensure that risk assessments and related procedures are reviewed annually or sooner, especially after an incident or accident.

22.3 The Governing Body and Headteacher will implement all Health and Safety precautions required by law and those advised procedures required by Local Government.

Date created: 03/01/2013	Created by: M. Sweeney	Review Period: Annually
Reviewed: Jan 2017	By Premises and Environment	Next Review due: Jan 2018

Date created: 03/01/2013	Created by: M. Sweeney	Review Period: Annually
Reviewed: Jan 2017	By Premises and Environment	Next Review due: Jan 2018

References

HSE Website <http://www.hse.gov.uk/index.htm>
HSE Five Steps to Risk Assessment - <http://www.hse.gov.uk/pubns/indg163.pdf>
HSE A Guide to Risk Assessment Requirements - <http://www.hse.gov.uk/pubns/indg218.pdf>
HSE Manual Handling at Work <http://www.hse.gov.uk/pubns/indg143.pdf>
DfE Academy Security <http://www.education.gov.uk/>
DfE Health and Safety of Students on Educational Visits: A Good Practice Guide <http://www.education.gov.uk/>
DfE/DH Supporting Students with Medical Needs: A Good Practice Guide <http://www.education.gov.uk/>
DfE Guidance on First Aid <http://www.education.gov.uk/>
DfE/Home Office School Security: Dealing with Troublemakers <http://www.education.gov.uk/>
DfE video "Can you see what they see?"
DfE/CEDC Safe Keeping: A good practice guide for health and safety in study support (Ref DfEE 0197/2000)
HSE publications (priced and non-priced) are available from HSE Books Tel: 01787 881165
DfE guides are free from DfE publications Tel 0845 6022260
HSE's information line is 08701 545500

Health and Safety legislation:

The Health and Safety at Work Act 1974.
The Management of Health and Safety at Work Regulations 1999
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
Manual Handling Operations Regulations 1992, as amended in 2002

Education legislation:

Education (Academy Premises) Regulations 1999 (SI 1999 No.2)
School Standards and Framework Act 1998
Academy Inspections Act 1996
Education Act 1996

Date created: 03/01/2013	Created by: M. Sweeney	Review Period: Annually
Reviewed: Jan 2017	By Premises and Environment	Next Review due: Jan 2018

APPENDIX 1

DfE Guidance - Coping with the sudden death of a pupil

Unfortunately, some headteachers will be faced, in the course of their professional lives, with a set of circumstances arising from the death of a pupil at school or elsewhere. In such circumstances, headteachers may feel on their own and may need advice at that moment.

Accordingly, the Department has been asked to make advice available to help headteachers cope with the immediacy of a pupil's sudden death at school.

Working with the Police

Very soon after the death is announced the Police should visit as they have to carry out an investigation into the circumstances.

- You will need to clear rooms or spaces for them to work in
- They may want to collect evidence.

The Police will normally tell the child's next of kin and will want to speak at once to the usually very upset teacher who will need someone with them and will probably need to stay at school. The Police will almost certainly tell you that you must not speculate on the cause of death. But remember that the media are under no such restriction.

Telling Pupils

Where a pupil collapses during the school day when other pupils are present, is rushed to hospital and subsequently dies, those pupils will need to know what has happened before they leave at the end of the school day.

It is important to agree with the police the timing and content of the information that you give to pupils so as to meet the needs of the pupils whilst not impeding any police investigation. Are there any siblings, close relatives, or boy/girl friend who needs to know first? Advise them first, but only when parents are ready to collect them.

Date created: 03/01/2013	Created by: M. Sweeney	Review Period: Annually
Reviewed: Jan 2017	By Premises and Environment	Next Review due: Jan 2018

Gather the whole year group together with 20 minutes to go before the final bell. Timing is everything. The pupils will listen intently until you tell them that the pupil has died. Then they stop hearing. If the pupil has died as the result of an accident you may want to ask them not to speculate about the causes of the accident and not to spread rumours. Getting them to hear this is very difficult. Allow them ten minutes to just be together as a year group. They will need to cry. Expect that some pupils will contact the local press.

If you want teachers to tell other pupils, you should have a statement ready for them to read out before you advise them.

Telling Teachers

This may have to be after you have told the key pupils. You will need to tell the teachers who were nearest to what happened first. Depending on who that teacher is, they will probably need someone with them.

If you want teachers to tell other pupils for you, have a statement ready for them to read out before you advise them.

Telling Parents

The police will tell the parents of the child. Getting a letter to other parents, which expresses sympathy and gives factual information about the death, is very important. It saves the rumours, which can be intensely hurtful to other pupils, parents and teachers.

Dealing with the Media

Headteachers at community and voluntary controlled schools should contact their LA as soon as possible, especially if at all unclear about procedures for dealing with the media. It is recommended that the school should have an Emergency (or Critical Incident Recovery) Plan, which sets out procedures. Note: the LA may advise the school not to speak to the media and direct all enquiries to an appointed LA officer.

If your school does not already have a member of staff nominated as press officer, you may need to assign a colleague as press officer at once, even for fielding enquiries. You may well need intense help. A press officer may be required for the whole day.

The press and local TV channels may contact the parents and they together with the press may speculate about the cause of death. This is a very hard thing to deal with, especially if a TV crew has filmed this speculation by distraught parents.

Date created: 03/01/2013	Created by: M. Sweeney	Review Period: Annually
Reviewed: Jan 2017	By Premises and Environment	Next Review due: Jan 2018

You may find you have no time to prepare interviews and certainly no time to filter statements through the Headteacher of Education even if the LA wants you to do this. Keep expressing your sympathy for the parents so that editors will find it hard to cut this part of your statement.

If there is a post mortem, this may happen very quickly, possibly within 24 hours of the death. Ensure you are advised of the results of any post mortem as soon as possible. Your LA may want to hold onto this information, but you will need it. The best way to stop media speculation is to give them facts.

Helping the School Recover

This is a long-term issue. You can help a school recover through a memorial service or assembly and through the use of counsellors.

Recognise that those who go to counsellors may well not be those whose need is greatest. A brother or sister may well have intense needs that appear later. It is very difficult for the school to know when to stop making allowances.

Date created: 03/01/2013	Created by: M. Sweeney	Review Period: Annually
Reviewed: Jan 2017	By Premises and Environment	Next Review due: Jan 2018