



*Life in all its fullness*

learning together, inspiring each other,  
achieving our best

**Marshfield CE VC Primary School**

## HEALTH AND SAFETY POLICY

|                        |                                           |                     |              |
|------------------------|-------------------------------------------|---------------------|--------------|
| <b>Signed (Chair):</b> | Hugh Campbell                             | <b>Date:</b>        | October 2026 |
| <b>Signed (Head):</b>  | Jessica Bolt                              | <b>Date:</b>        | October 2026 |
| <b>Reviewed by:</b>    | Karl Gwiliym (H&S Advisor) & Jessica Bolt | <b>Reviewed on:</b> | October 2026 |
| <b>Ratified by:</b>    | Governing Body on 6 <sup>th</sup> October | <b>Next Review:</b> | October 2027 |

### Document Control

|                        |                                                              |
|------------------------|--------------------------------------------------------------|
| <b>Title:</b>          | Health and Safety Policy                                     |
| <b>Client:</b>         | External / School Community                                  |
| <b>Reference:</b>      | HSD-002                                                      |
| <b>Version:</b>        | 2.5                                                          |
| <b>Release Date:</b>   | October 2026                                                 |
| <b>Author:</b>         | H&S Dept / Headteacher / Governance Team                     |
| <b>Security Class:</b> | Public / School Website & Office Copy                        |
| <b>Distribution:</b>   | All Employees, Governors, Contractors, Visitors, and Parents |

### Revision History

| Version | Date       | Issued By | Status | Comments & Statutory Amendments                   |
|---------|------------|-----------|--------|---------------------------------------------------|
| 1.1     | Oct 2019   | H&S Dept  | Live   | External links updated                            |
| 1.2     | Sept 2021  | H&S Dept  | Live   | Name of coordinator updated                       |
| 1.3     | Sept 2021  | H&S Dept  | Live   | Key updates to Part A and Part C                  |
| 2.0     | March 2022 | H&S Dept  | Live   | Comprehensive review and formatting update        |
| 2.1     | 16/08/2022 | H&S Dept  | Live   | First aid and fire safety arrangements updated    |
| 2.2     | 03/10/2022 | Jess Bolt | Live   | Responsibilities and Asbestos management reviewed |
| 2.3     | 22/09/2023 | Jess Bolt | Live   | SBM role removed; governor links updated          |
| 2.4     | 30/09/2024 | Jess Bolt | Live   | Donna Chambers appointed H&S Coordinator          |

|     |           |                          |      |                                                                                                                                                                                                                                                                                                               |
|-----|-----------|--------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.5 | 1/10/2026 | Jess Bolt /<br>Governors | Live | Comprehensive statutory revision: RIDDOR online reporting, EYFS Paediatric First Aid, AED/PUWER, Protective Security & Preparedness (SCaN, HOT, 4 Cs, Lockdown/Invacuation/Evacuation, PEEPs, Grab Kits), KCSIE 2026 Family Help, Operation Encompass, Temporary Accommodation Duty, LOtC Badges, EVC duties. |
| 2.5 | 02/10/26  | H&S Dept                 | Live | Removal of M for MSDS in relation to COSHH, addition of IET Wiring Regulations regarding electricity                                                                                                                                                                                                          |

*This document is held at Marshfield CE VC Primary School Main Office and published on the official school website. Amendments will be issued following periodic reviews or statutory legislative changes.*

Marshfield CE VC Primary School is a responsible employer and takes its statutory duties under the **Health and Safety at Work etc. Act 1974** and the Management of Health and Safety at Work Regulations 1999 seriously. This policy establishes a clear framework to maintain safe working conditions, safe systems of work, and effective risk management for all staff, pupils, contractors, and visitors.

### Equality Impact Assessment (EIA) Screening

|                                                                                               |                                            |                                                                                     |
|-----------------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Policy/Procedure: Health &amp; Safety Policy v2.5</b>                                      | <b>EIA Conducted By: H&amp;S Committee</b> | <b>Date: October 2026</b>                                                           |
| Protected Groups Screened: Age, Disability, Gender, Ethnicity, Religion, Pregnancy/Maternity. | Adverse Impact Identified: None.           | Positive Impact: Enhanced accessibility (PEEPs) and inclusive emergency procedures. |

# Table of Contents

## Document Structure Overview:

- **Part A: General Statement of Policy** – Demonstrates legal commitment and safety ethos.
- **Part B: Organisation** – Outlines roles, responsibilities, governance, and lines of communication.
- **Part C1: General Arrangements** – Establishes school-wide health, safety, and operational procedures.
- **Part C2: Specific Arrangements** – Details curriculum, activity-specific, protective security, and safeguarding protocols.

## Part A – General Statement of Policy

This Health and Safety Policy applies specifically to **Marshfield CE VC Primary School**. At Marshfield CE VC Primary School, we recognise our legal duties under current health and safety legislation, primarily the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. We are committed to maintaining a safe, healthy, and secure environment for all employees, pupils, governors, contractors, and visitors.

The school considers the health, safety, and welfare of staff and pupils to be paramount. Achieving an exemplary safety culture is essential to supporting our primary goal: promoting excellence in teaching and learning within a nurturing Christian environment.

Our management team and staff are informed of their statutory responsibilities to ensure all reasonable precautions are taken to protect the health, safety, and welfare of everyone affected by our activities. We recognise our statutory duty to conduct regular assessments of hazards and risks created across all school operations.

### Core Policy Commitments

Marshfield CE VC Primary School recognises its duty, so far as is reasonably practicable, to:

- Fulfill all legal obligations to maintain safe, healthy, and secure working and learning conditions.
- Provide robust control measures for all identified health and safety risks.
- Consult meaningfully with employees and recognised trade union safety representatives on all health, safety, and welfare matters.
- Ensure the safe handling, storage, transport, and use of all substances hazardous to health (COSHH).
- Ensure that all staff are competent to fulfill their duties by providing comprehensive information, instruction, supervision, and training.
- Prevent accidents, dangerous occurrences, and cases of work-related ill health.
- Actively manage and supervise health and safety across all daily school undertakings.
- Maintain access to competent professional health and safety advice.

- Drive continuous improvement in health and safety management through annual policy reviews, audits, and performance monitoring.
- Allocate sufficient financial and physical resources to make these safety arrangements fully effective.
- Co-operate fully with local emergency services, the Local Authority, and partner organisations.

To ensure these objectives are met, all employees are reminded of their personal legal duty under Section 7 of the Health and Safety at Work etc. Act 1974 to take reasonable care for their own safety and that of others who may be affected by their acts or omissions. The school actively fosters an open, transparent safety culture where concerns can be raised constructively.

Signature: 

Date: October 2026

Position: Head Teacher

## Part B – Organisation & Responsibilities

Health and safety management requires clear lines of responsibility, accountability, and delegation across all levels of school governance and leadership.

### Governors

The Governing Body holds strategic oversight and accountability for health, safety, and welfare performance. The School Governors will:

- Promote a sensible, proportionate approach to health and safety management, ensuring statutory obligations are fully met.
- Ensure a robust Health and Safety Policy is in place, implemented, and reviewed at least annually.
- Obtain competent health and safety advice and ensure appropriate risk protection cover (RPA) is maintained.
- Monitor health and safety performance regularly during governance meetings and through termly governor monitoring visits.
- Ensure staff receive appropriate statutory safety training to discharge their delegated responsibilities safely.
- Ensure comprehensive risk assessments are completed and recorded for all significant hazards.
- Allocate adequate budget for building maintenance, safety equipment, statutory testing, and staff training.
- Ensure formal safety inspections (at least three annually) are conducted, recorded, and acted upon.
- Maintain a positive health, safety, and security culture across the school community.

### Headteacher (Jessica Bolt)

The Headteacher holds overall operational responsibility for implementing the employer's health and safety policy and managing day-to-day risks. The Headteacher will:

- Ensure effective arrangements exist for managing real health and safety risks across premises, curriculum, and off-site visits.
- Maintain clear communication channels with governors, staff, contractors, parents, and emergency services regarding significant risks.
- Ensure all staff receive suitable health and safety inductions, core training, and job-specific competency updates.
- Consult and collaborate with trade union safety representatives and employee safety committees.
- Ensure risk assessments are carried out, recorded, communicated to relevant personnel, and reviewed regularly.
- Ensure termly safety inspections (at least 3 per year) are undertaken and action plans monitored.
- Ensure competent advice is obtained and integrated into school procedures.
- Delegate operational H&S coordination duties clearly to a qualified H&S Coordinator, ensuring adequate resources and time are provided.

## **Health & Safety Coordinator (Jessica Bolt with Donna Chambers)**

The H&S Coordinator (or Headteacher in their absence) supports operational compliance and acts as the central focal point for safety coordination. The Coordinator will:

- Act as the primary contact for internal and external H&S advice and information, ensuring prompt dissemination.
- Advise the Headteacher and Governing Body on required actions to maintain legislative compliance.
- Lead termly workplace safety inspections (at least three annually) alongside the Caretaker and H&S Governor.
- Receive all accident, incident, and near-miss reports, leading local investigations where appropriate.
- Submit reportable incident details to the Local Authority H&S Unit via SOFIE to determine RIDDOR reportability.
- Maintain central safety records including COSHH assessments, training logs, and statutory testing certificates.

## **Caretaker & Site Staff**

The Caretaker plays a crucial role in maintaining physical site security, building maintenance, and statutory compliance checks. The Caretaker will:

- Maintain the physical security of the site, serving as keyholder and managing access controls.
- Conduct routine statutory checks including weekly fire alarm tests, monthly emergency lighting tests, routine water outlet flushing (Legionella control), and visual checks of fire extinguishers.
- Manage contractor access, ensuring site inductions, sign-in procedures, and permits to work are enforced.
- Identify structural or environmental defects and undertake or arrange prompt remedial maintenance.
- Ensure waste management compounds are locked and maintained away from main building walls.

## **Accredited Trade Union Safety Representatives**

Trade union representatives formally recognised by the Local Authority hold rights under the Safety Representatives and Safety Committees Regulations 1977. They are invited to participate in termly safety inspections and H&S committee meetings.

## **All Employees, Contractors, and Volunteer Helpers**

All members of staff, external contractors, and volunteers must:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Report any equipment defects, building hazards, or safety concerns immediately to the Caretaker, H&S Coordinator, or Headteacher.

- Never misuse, bypass, or interfere with any item provided for health, safety, or protective security purposes.
- Report all accidents, near misses, violent incidents, or hazardous occurrences promptly via established reporting channels.
- Cooperate fully with school management on all H&S training, risk assessments, and emergency procedures.
- Ensure private vehicles used for school business hold valid MOT, driving licence, and Business Class insurance cover.

## Pupils

In accordance with their age and aptitude, pupils are expected to follow basic safety rules, obey staff instructions during emergencies, report hazards to teachers, and treat safety equipment with respect.

## School Health & Safety Leadership Structure

| Role                  | Name                  | Contact / Lines of Communication |
|-----------------------|-----------------------|----------------------------------|
| Named H&S Governor    | Hugh Campbell (Chair) | Via Clerk to Governors           |
| Headteacher           | Jessica Bolt          | School Main Office / Direct Line |
| H&S Coordinator       | Donna Chambers        | School Main Office               |
| Caretaker / Site Lead | John Bishop           | Site Office / Caretaker Log      |

## Part C1 – General Arrangements

Part C1 details the school-wide operational procedures and controls established to satisfy statutory health and safety requirements.

### C1.1 Accident, Incident & RIDDOR Reporting

All accidents, injuries, near misses, and violent incidents involving staff, pupils, contractors, or visitors must be recorded immediately in the official Accident Book located by the main school office. The school strictly enforces statutory compliance under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**.

#### HSE Reporting Portals & Timelines

Specified RIDDOR reportable events must be notified to the Health and Safety Executive (HSE) via the official online reporting portal ([www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)) or via the HSE telephone service (0345 300 9923) for fatal or major incidents:

- **Deaths & Specified Injuries:** Must be reported to HSE without delay. Written online notification must follow within 10 days. Specified injuries include fractures (other than fingers/toes), amputations, permanent sight loss, crush injuries, serious burns (>10% body area), scalping, loss of consciousness from head injury/asphyxia, or hospital admittance >24 hours.
- **Over-7-Day Incapacitation:** Accidents causing an employee to be incapacitated for more than 7 consecutive days (excluding day of accident, including weekends) must be reported to HSE within 15 days.
- **Over-3-Day Incapacitation:** Must be recorded locally in the accident logbook (not reportable to HSE).
- **Pupil & Non-Employee Accidents:** Pupil injuries occurring during school hours or trips are reportable under RIDDOR ONLY if the accident arises out of or in connection with a work activity failure (e.g. defective equipment, slippery unmaintained floor, inadequate supervision) AND results in death or direct hospital transport for medical treatment (diagnostic tests do not constitute treatment).

### C1.2 Alcohol, Drugs & Substance Misuse

The school strictly prohibits the consumption, possession, or bring of alcohol, illegal drugs, or unlawful psychoactive substances on school premises at any time. Staff taking prescription medication that may impair cognitive or physical performance must inform the Headteacher in confidence to ensure safe working adjustments can be made. Breach of this policy constitutes gross misconduct.

### C1.3 Asbestos Management

Marshfield CE VC Primary School is certified as containing **NO Asbestos Containing Materials (ACMs)**. The school building construction was certified asbestos-free under the Control of Asbestos Regulations 2012.

## **C1.4 Display Screen Equipment (DSE) & Computers**

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, all staff identified as significant DSE users complete a self-assessment workstation checklist upon employment. The school provides ergonomic accessories, adjustable seating, task breaks (10 minutes per hour), and staff can request contributes toward basic vision tests and exclusive DSE prescription spectacles where recommended by an optician.

## **C1.5 Consultation & Communication**

Under the Health and Safety (Consultation with Employees) Regulations 1996, the school consults staff on all matters affecting health, safety, and welfare. H&S is a standing agenda item at regular staff meetings. A dedicated H&S Notice Board is maintained in the PPA room.

## **C1.6 Contractor Management & CDM**

All external contractors are vetted for competency, trade accreditation, insurance (£5M minimum public liability), and safety records prior to engagement. Under the Construction (Design and Management) Regulations 2015 (CDM), contractors must submit Risk Assessments and Method Statements (RAMS) and receive site inductions from the Caretaker before commencing work.

## **C1.7 Control of Substances Hazardous to Health (COSHH)**

Under the COSHH Regulations 2002, the school maintains a central COSHH Register in the Caretakers cupboard. Safety Data Sheets (SDS) and risk assessments are obtained prior to procuring any chemical or cleaning product. All hazardous substances are stored in locked chemical stores or COSHH cabinets. CLEAPSS guidance is followed for art, science, and cleaning chemicals.

## **C1.8 Driving for Work & Pupil Transport**

Staff driving personal vehicles for work purposes (transporting pupils, equipment, or travelling to training) must hold a valid driving licence, MOT, and explicit Business Class insurance cover. Using hand-held mobile devices while driving is strictly illegal and prohibited. Professional coaches hired for school trips must be sourced from reputable, fully vetted operators.

## **C1.9 Electricity at Work & PAT Testing**

Fixed electrical installations are inspected every 5 years by a qualified NICEIC electrician in compliance with BS 7671 (IET Wiring Regulations). Portable Appliance Testing (PAT) is conducted annually on all electrical items. Residual Current Devices (RCDs) are fitted to high-risk electrical outlets. Staff conduct visual checks on plugs and cables before use.

## **C1.10 Fire Safety & Evacuation**

Under the Regulatory Reform (Fire Safety) Order 2005 and Building Bulletin 100 guidelines, the school maintains a comprehensive Fire Risk Assessment (reviewed annually). Fire action notices are displayed

in every room. Fire drills are conducted at least **4 times per academic year** (twice in Terms 1/2, once in Terms 3/4, once in Terms 5/6). The Caretaker conducts weekly fire alarm tests and monthly emergency lighting tests.

### **C1.11 First Aid at Work, EYFS & AED Provision**

In compliance with the Health and Safety (First Aid) Regulations 1981 and DfE statutory guidance, first aid provision is determined by an annual First Aid Needs Assessment:

- First Aid Personnel: The school maintains qualified First Aid at Work (FAW) personnel (minimum 7 staff), Emergency First Aiders (EFAW), and Paediatric First Aiders (PFA).
- Early Years Foundation Stage (EYFS): At least one qualified Paediatric First Aider (PFA) is present on site at all times when Reception pupils are present, and accompanies all EYFS off-site visits.
- Automated External Defibrillators (AEDs): An AED is situated in the main administration entrance, fully maintained under PUWER 1998 standards. All staff receive annual orientation on AED access and resuscitation protocols.
- Medical Accommodation: A first aid base is set up opposite the main office. Additional space equipped with a washbasin, seating, and adjacent toilet is maintained for pupil care.
- Senior Mental Health Lead: The school has designated a Senior Mental Health Lead (Mrs. Bolt) to oversee strategic mental health provision and wellbeing support for pupils and staff.

### **C1.12 Legionella & Water Hygiene**

A professional Water Risk Assessment is maintained under COSHH and H&S at Work legislation. The Caretaker completes monthly temperature checks of sentinel outlets and routine flushing of infrequently used taps.

### **C1.13 Lone Working**

Lone working risk assessments are required for caretakers, cleaners, or teachers working outside normal hours. Lone workers must carry a charged mobile phone, maintain buddy contact protocols, and avoid high-risk tasks (e.g. working at height) while alone.

### **C1.14 Manual Handling**

Under the Manual Handling Operations Regulations 1992, manual handling tasks are avoided wherever possible. Necessary lifting tasks are risk assessed, mechanical aids (trolleys, sack trucks) are provided, and staff receive practical lifting technique training during induction.

### **C1.15 Safety Monitoring & Inspections**

Formal workplace health and safety inspections are conducted at least 3 times annually by the Headteacher, Caretaker, H&S Coordinator, and Named Governor. Findings and action plans are submitted to the Governing Body.

### **C1.16 New and Expectant Mothers**

Upon written or verbal notification of pregnancy, the Headteacher completes an individual Pregnancy Risk Assessment. Workplace adjustments are reviewed monthly and upon return from maternity leave.

### **C1.17 Noise at Work**

Under the Control of Noise at Work Regulations 2005, noise levels are managed below statutory action levels (80dB/85dB). Hearing protection is provided for site maintenance equipment where required.

### **C1.18 Risk Assessment**

In accordance with the Management of Health and Safety at Work Regulations 1999, the school follows the HSE 5-Step Risk Assessment model: (1) Identify hazards, (2) Identify who might be harmed, (3) Evaluate risks and decide on controls, (4) Record significant findings, (5) Review regularly. Staff complete Dynamic Risk Assessments for changing operational activities.

### **C1.19 Smoking & Vaping Prohibition**

In accordance with the Health Act 2006, smoking and the use of electronic cigarettes (e-cigarettes/vapes) are strictly prohibited across all internal and external school grounds, playing fields, and vehicles.

### **C1.20 Stress Management & Wellbeing**

The school adheres to the HSE Stress Management Standards, monitoring workload, demands, control, support, relationships, role, and change. Confidential employee assistance and counselling services are accessible to all staff.

### **C1.21 Training & Competence**

All new staff complete a formal H&S Induction Checklist within their first week. Statutory training records (First Aid, Safeguarding, Fire Safety, COSHH, Manual Handling) are logged in personnel files and refreshed periodically.

### **C1.22 Violence & Aggression**

The school adopts a zero-tolerance stance toward physical violence, verbal abuse, or threatening behavior directed at staff. All violent incidents are investigated, recorded, and reported to the Local Authority.

### **C1.23 Vulnerable Persons & Reasonable Adjustments**

Reasonable adjustments (specialist DSE equipment, ramp access, visual alarms) are implemented for staff or pupils with temporary or permanent disabilities. Translation or buddy support is arranged for staff with English literacy needs.

### **C1.24 Work at Height**

Under the Work at Height Regulations 2005, working at height is minimised. Stepladders and ladders are inspected termly by the Caretaker. Chair standing or improvising access is strictly prohibited.

### **C1.25 Work Equipment (PUWER)**

All machinery, PE equipment, and grounds tools conform to PUWER 1998 standards, receiving annual professional maintenance and pre-use operator checks.

### **C1.26 Workplace Provisions**

Under the Workplace (Health, Safety and Welfare) Regulations 1992, classroom temperatures are maintained at a minimum of 16°C. Ventilation, lighting, sanitary facilities, and drinking water are maintained to statutory standards.

### **C1.27 Young Persons & Work Experience**

Individual risk assessments are completed for young workers or work experience students under 18, taking into account physical/psychological maturity, supervision, and parental notification.

## Part C2 – Specific Arrangements

Part C2 covers curriculum-specific, activity-based, and specialised security and safeguarding arrangements.

### C2.28 Art & Craft

Art activities follow CLEAPSS guidance. Solvents and adhesives are non-toxic, age-appropriate, and COSHH assessed. Aprons and eye protection are provided where needed.

### C2.29 Food Activities

Food preparation follows ASE 'Be Safe' guidelines. Rigorous allergen control and hygiene standards are enforced.

### C2.30 Play Equipment

Outdoor play structures undergo daily visual checks by site staff, monthly operational inspections, and an annual independent RoSPA safety audit.

### C2.31 Pottery

Clay and pottery activities adhere to CLEAPSS dust-suppression guidelines.

### C2.32 Safeguarding & Child Protection Integration

In alignment with **Keeping Children Safe in Education (KCSIE 2026)**, safeguarding is fully integrated into health and safety governance:

- **Family Help Framework:** Replaces legacy early help terminology, establishing early identification and multi-agency support protocols.
- **Operation Encompass Statutory Duty:** Incorporates the statutory police notification duty (enacted Nov 2025) for domestic abuse incidents involving pupils, detailing the Designated Safeguarding Lead's (DSL) role as Key Adult.
- **Temporary Accommodation Notification Duty:** Under the Children's Wellbeing and Schools Act, housing authority notifications regarding homeless/temporarily housed pupils trigger immediate pastoral support.
- **Filtering & Monitoring:** IT infrastructure incorporates mandatory web filtering, monitoring, and referral pathways to the police Cyber Choices programme for cyber-dependent risks.

### C2.33 School Trips & Educational Visits

Educational outings adhere to DfE guidelines and the school's Educational Visits Policy, overseen by the designated Educational Visits Coordinator (EVC):

- **Consent Framework:** A single consent form signed upon pupil enrolment covers routine, in-hours curriculum visits. Individual written consent is required for adventure, residential, or out-of-hours trips.
- **Provider Accreditation:** External activity providers must hold the Learning Outside the Classroom (LOtC) Quality Badge and an Adventure Activities Licensing Authority (AALA) licence for water/climbing sports.

## C2.34 Science & Design Technology

Practical science and DT lessons strictly follow CLEAPSS and NAAIDT 'Make It Safe' protocols. Eye protection, heat-resistant mats, and safety equipment is used where necessary.

## C2.35 Protective Security & Emergency Preparedness

In compliance with DfE statutory guidance **Protective Security and Preparedness for Education Settings (2025/2026)**, the school maintains a comprehensive security preparedness strategy:

### 1. Key Leadership Roles

- **Designated Security Lead:** Jessica Bolt (Headteacher) / John Bishop (Caretaker) – responsible for risk assessments, security culture, and physical site controls.
- **Incident Lead:** Active during a crisis to execute emergency decisions, liaise with 999 command, and issue parent communications.

### 2. Surveillance & Identification Protocols (SCaN & HOT)

- **SCaN Protocol (See, Check and Notify):** Staff utilize the 'Power of Hello' to approach unescorted visitors safely, disrupting potential hostile reconnaissance.
- **HOT Protocol (Hidden, Obviously Suspicious, Typical):** Staff evaluate unattended items using HOT criteria to determine genuine threats.
- **4 Cs Protocol:** If an item is deemed suspicious, staff execute **Confirm, Clear, Control, and Communicate** immediately.

### 3. Site Response Options: Lockdown, Invacuation & Evacuation

- **Lockdown & HIDE:** Initiated via a distinctive intermittent alarm signal (via phone system). Staff lock and barricade classroom doors, dim lights, close blinds and seat pupils away from door sightlines.
- **Invacuation:** Moving outdoor pupils into designated internal 'protected spaces' away from perimeter threats or severe weather.
- **Evacuation & Safe Distances:** Moving pupils away from site hazards to designated Muster Points. Safe distance thresholds are strictly enforced:

- 15 metres: Minimum standoff distance – NO mobile phone or radio transmissions permitted.
- 100 metres: Evacuation standoff for small suspicious packages / rucksacks.
- 200 metres: Evacuation standoff for small vehicles or wheelie bins.
- 400 metres: Evacuation standoff for large vehicles, vans, or lorries.

## 4. Pre-scripted Parent Communications

### **Pre-scripted Emergency Holding Statement (Parent SMS/Email):**

"An operational security incident has occurred at Marshfield CE VC Primary School. As a precaution, the school has implemented lockdown/evacuation procedures to keep all pupils and staff completely safe. Police and emergency services are on site managing the situation. FOR EVERYONE'S SAFETY, PLEASE DO NOT COME TO THE SCHOOL SITE OR CALL THE OFFICE LINES. Further updates regarding pupil collection will be issued via text message as soon as the incident is resolved."

## **C2.36 Sport & Physical Education**

PE activities follow AfPE 'Safe Practice in Physical Education' standards. Annual professional inspections of wall bars, gym mats, and sports apparatus are completed.

## **C2.37 Swimming Arrangements**

Off-site swimming instruction complies with AfPE lifeguard ratio guidance and pool emergency action plans (EAPs).

## **C2.38 Design & Technology**

DT practical tasks follow NAAIDT 'Make It Safe' guidelines,

## **C2.39 On-Site Vehicle Movement & Traffic Management**

Pedestrian and vehicle routes are strictly segregated on site. Deliveries are restricted during school drop-off (08:30–09:15) and pick-up (15:00–15:45) windows. Clear signage and speed restrictions (5 mph) are enforced.

## **C2.40 Occupational Health & Staff Wellbeing**

Staff wellbeing is supported through confidential occupational health referrals, managing sickness absence policies, and active stress management frameworks.

## Designated First Aiders:

|                   |                                                                                                                  |
|-------------------|------------------------------------------------------------------------------------------------------------------|
| Pediatric Trained | Jessica Bolt<br>Phillippa Tilley<br>Claudia Jenkinson<br>Molly Williams<br>Megan Bailey                          |
| First Aiders      | Sarah Caswell<br>Alex Hindle<br>Aisha Park<br>Nan Thomas<br>Tomi Looker-Jones<br>Eve Whiteside<br>Donna Chambers |