

# Old Hall School

## General Statement of Health and Safety Policy

- 1.1. The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils/students and visitors. The Governing Body believes that the prevention of accidents, injury or loss is essential to the effective operation of the college and is part of the education of its pupils
- 1.2. The Governing Body notes the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every 'employer' to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.
- 1.3. The arrangements outlined in this policy statement and the various other safety provisions made by the Governing Body cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils/students must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities.
- 1.4. The Governing Body will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and pupils.

**Signed.....**

**Chair, Governing Body**

**Date: 11<sup>th</sup> November 2008.**

**Signed.....**

**Headmaster**

**Date: 11<sup>th</sup> November 2008.**

**Date of Review 11<sup>th</sup> November 2009.**

## **1. Organisation and General Responsibilities.**

The School recognises the need to identify organisational methods for implementing and controlling health and safety of all persons who work within or visit the school. The following is a summary of individual responsibilities.

## **2 Governing body**

Are responsible for ensuring.

- That in co-operation with the Head Teacher, an individual Health and safety policy is prepared, implemented and reviewed to ensure it remains valid.
- That risk assessments are undertaken of any activity that has significant associated hazards and that a written record of these assessments is kept and reviewed regularly.
- That sufficient funding is allocated for health and safety issues e.g. training, provision of personal protective equipment.
- Health and safety will feature as a regular agenda item at Governors meetings. The Governors will periodically monitor and review the effectiveness of the School's health and safety policy.
- A positive Health and Safety culture is maintained.

## **3. Head teacher**

The Head teacher is responsible and accountable for the implementation of this policy and the compliance with all the relevant legislation in every area and activity within the school. In order for this to be achieved, his/her operational duties include:-

- Ensuring that all members of staff are aware of the school health and safety policy and safe working practices.
- Appointing one or more members of staff to undertake specific duties in relation to health and safety.
- Ensuring that risk assessments are carried out on any activity that has significant associated hazards.
- Monitoring the arrangements to ensure they are working.
- Ensuring that effective first aid provision and reporting procedures are in place.
- Ensuring effective liaison with the manager of 'Daisy Chain Nursery at Old Hall,' relating to shared health and safety responsibilities or those that may impact on the nursery.

#### **4. Bursar**

The Bursar is responsible for:-

- Liaison with the Board of Governors and the Head Teacher, in respect of health and safety matters.
- Assisting the Head Teacher with the planning and implementation of health and safety arrangements.
- The management of resources provided for health and safety.

#### **5. Health and Safety Manager**

The school Health and Safety Manager, David Broomfield, is responsible for assisting the Head Teacher and Bursar with planning and implementation of health and safety measures and for liaising with appointed health and safety representatives, in order that appropriate risk control arrangements are implemented and that the health and safety standards of the school are monitored on a day to day basis. Problems that cannot be rectified should be reported to the Head Teacher.

#### **6. Deputy Head/Head of juniors**

The Deputy Head and Head of Juniors are responsible to the Head teacher for the health and safety of all staff, workplaces and activities under their control. To achieve this, their duties include:-

- Ensuring that all staff including supply teachers and voluntary helpers are aware of the requirements of the Health and Safety Policy and safe working practices that apply to their area of activity.
- Making known to the Head teacher any training needs.
- Establishing and regularly reviewing safe working practices for activities under their control.
- Taking effective action and/or immediately referring to the Head Teacher any health and safety problems brought to their attention.

This includes the stopping of any practices or the use of any equipment which is considered unsafe.

#### **7. Teaching staff (including supply teachers)**

Teachers have a duty of care under Health and Safety legislation. In order to achieve this, their duties include:-

- Ensuring all supply teachers, classroom assistants, assigned to help, are aware of the general Health and Safety requirements of the school.
- Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid and accident reporting.
- Seeking information on any special safety measures to be adopted in their own teaching areas and ensuring that they are adhered to.
- Setting an example by personally following safe working practices.
- Reporting any defects in equipment or procedures. (If the defect renders equipment potentially hazardous, it should be isolated and
- Labelled.)

### **8. Operational Manager – Daisy Chain at Old Hall**

The Manager of Daisy Chain Nursery, Christine Harding, is responsible for all health and safety matters within the nursery. The Nursery Manager must ensure that procedures which are common to both the nursery and school, (e.g. fire evacuation) are complied with. Any safety matters under the manager's control which may impact on the school must be brought to the attention of the Headmaster.

### **9. All Employees.**

Are responsible for:-

- Taking reasonable care for their own health and safety and that of other employees and visitors who are affected by their activities.
- Where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety.
- Using any work equipment in accordance with the training and instructions provided.
- Co-operating as necessary to implement the arrangements of this policy.
- Monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented.
- Reporting to the Head Teacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements.

### **10. Pupils**

Pupils are expected to observe the rules of the school and in particular the instructions of the teachers.

## 11. Health and Safety Committee

Members of the teaching and medical staff form a Health and Safety Committee. A representative of this group also attends the Wrekin College Safety Meetings because of shared arrangements.

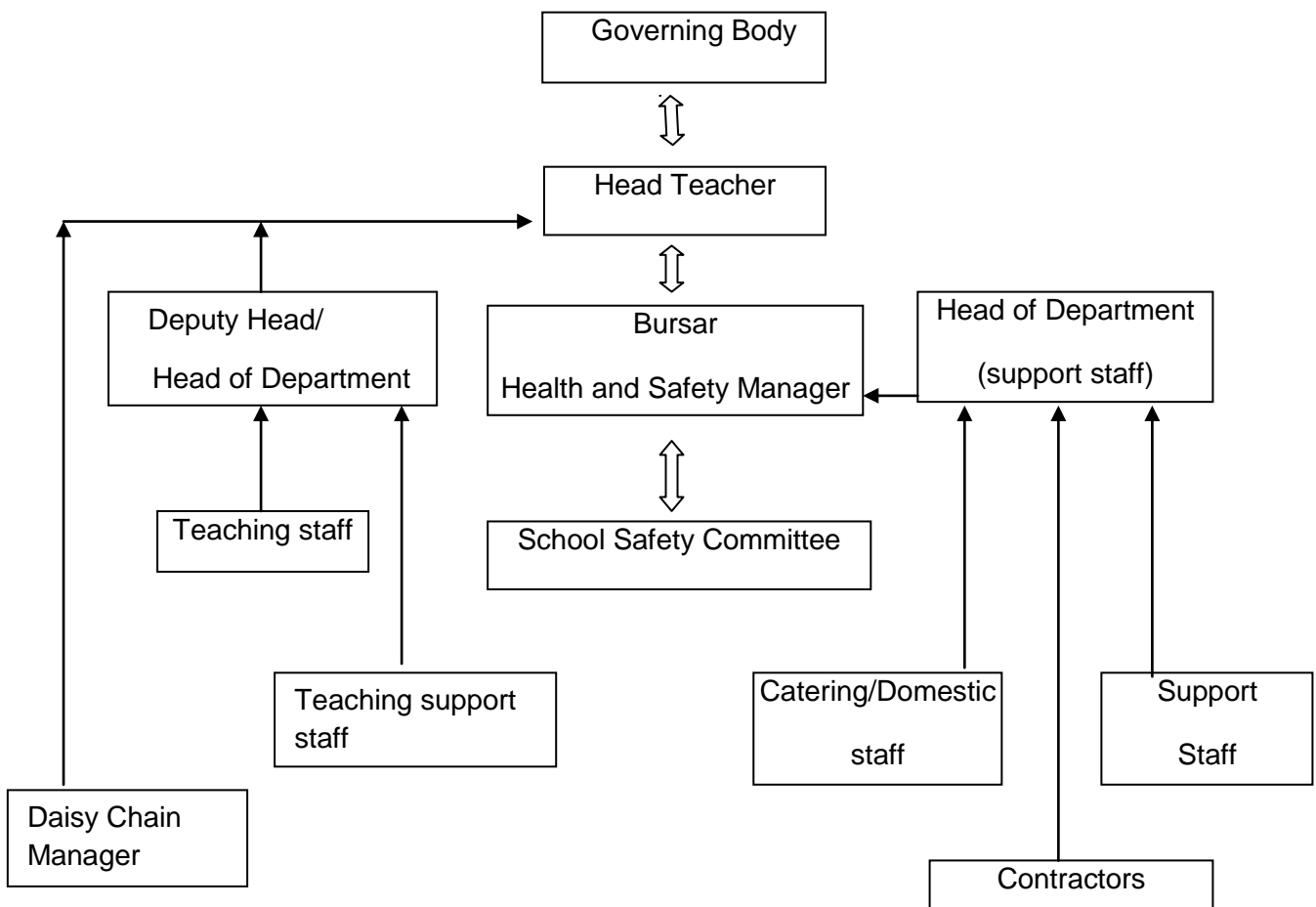
The main function of the safety committee is to consult with employees on health and safety matters that may affect them and to encourage the implementation of safe working practices.

The committee will report to the Head Teacher, the Bursar or Governing body as appropriate.

## 12. Arrangements

The School recognises its obligations to identify arrangements designed to make its safety policy effective. All staff should be aware of the following:-

Health and Safety Reporting/ Communication Arrangements.



### **13. Risk Assessments**

The purpose of the risk assessment is to assist in determining what measures to take in order to establish safe systems of work and to comply with health and safety legislation.

The school has completed risk assessments which include the following areas:-

- General Hazards.
- Guardrails on stairs and landings
- Electrical equipment
- Working at heights
- Substances hazardous to health
- Fire risk assessment
- Manual Handling of items and loads.
- Display screen equipment assessments
- Smoking.
- Contractors working on site.
- Vehicles on site.
- Security
- Violence at work
- Lone working (e.g. teachers with parents)
- Educational visits
- Physical education and sports activities.
- Science, Technology and Art
- Medicines and infection control
- First Aid arrangements

### **14. General Hazards**

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items should not be allowed to accumulate in such ways as to congest the working areas. Pupil's bags are not to be left in walkways or areas where they create tripping hazards. Attention should be paid to damaged floor coverings and slippery floor surfaces.

Filing cabinet drawers shall not be overloaded and employees must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open. Damaged and defective furniture and equipment should be reported. Also sharp edges which may cause injury and/or damage to clothing must be reported. As not all doorways have been fitted with finger protector strips to eliminate the risk of injury, pupils should be reminded about the risk of fingers being trapped.

### **15. Guardrail on stairs and landings**

Falls down stairwells are a major risk to pupils. To minimise risks, staff must ensure good discipline in these areas, making sure that pupils do not run or play on stairs or landings.

### **16. Electrical equipment**

Only electrical equipment provided by the school should be used. Staff shall not attempt repairs or make modifications to electrical equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported. Staffs are alerted to the dangers of defective wiring and equipment and are encouraged or visually inspect electrical equipment before use and report any defects immediately.

### **17. Working at Heights.**

Staff are reminded that falls from height are the most common form of fatal and serious accidents at work. The need to reach things at height should be eliminated wherever possible. E.g. displaying pupils' work and storing things below head height. Where this is not possible, proper access equipment must be used and the following rules followed:

- Staff shall not use ladders or step ladders around the building if they are have not been trained or are working alone in or around the building, (when if an incident occurs there are no one to call for assistance). Staff are not to use chairs, boxes or similar items to help them reach above head - height.

### **18. Substances hazardous to health**

Where possible all substances used in school should be non hazardous e.g. not labelled 'toxic', 'Harmful', 'Corrosive' or 'Irritant'. All substances should be properly labelled, stored used and – when necessary - disposed of in accordance with the manufacturers instructions. Some hazardous substances are unavoidable: the COSHH assessment for cleaning substances requires control measures to put into practice. Cleaning staff must appraise themselves of the COSHH requirements and observe them.

### **19. Fire Risk Assessment**

A fire risk assessment has been carried out as required by the Fire Regulatory Reform order and is attached to this policy.

### **20. Manual Handling**

Manual handling operations are required in a number of school activities. Most of these within the classroom do not generally involve significant risks and are within the capabilities of staff.

Staff shall not attempt to lift or move anything they consider to be too heavy or awkward for them. Special care is to be exercised where pupils are involved. Staff are required to assess these operations and only allow pupils to be involved where they will not struggle and to ensure that adequate precautions are taken to prevent injury.

The following operations have been assessed and along with the manual handling training that has been provided, are considered adequate to reduce the risks to the lowest extent reasonably practicable.

### **21. Chairs and Table Moving**

Measures to reduce the risk of injury

- Using correct lifting techniques.
- Carry no more than three chairs at a time
- Using special trolley for moving stacks of chairs
- Carrying no more than one single table at a time
- Obtain assistance where the timescale involved could lead to over – exertion.

### **22. Furniture, Lockers, Display Boards etc**

Measures to reduce the risk of injury

- Using the correct lifting techniques
- Obtaining assistance in proportion to the weight/size
- Wearing protective equipment such as gloves and safety footwear.

### **23. Display Screen equipment**

Computer equipment is used by staff in the school office and teachers.

Staff that use a computer for a significant part of their working day have been designated as 'users' under the Health and Safety (Display Screen Equipment) Regulations 1992. These staff are provided with information and training about risks to their health and how to minimise them.

### **24. Smoking**

There is a no smoking policy within the premises and grounds of the Old Hall School and adjoining Wrekin College

### **25. Contractors Activities**

Construction and maintenance work involves major hazards, and particular care is necessary when these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The school has a duty to ensure the health and safety of pupils, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors, who are approved through the Bursary, or by the relevant site manager, will be allowed to carry out works.

Before work commences, a delegated member of staff must ensure that arrangements to control the risks are implemented by the contractors to protect pupils, staff and visitors. Any situation where the control measures are

Insufficient must be raised immediately with the contractors.

### **26. Vehicles on premises**

Vehicles manoeuvring around the premises, particularly reversing in restricted areas is a major risk and cause serious, even fatal injuries. Special care is necessary to ensure that pupils are kept away from vehicles on the school premises, in particular.

- Pupils shall not be allowed on the playing field or lawns whilst mowing takes place.
- Delivery and contractors vehicles must be prevented from entering the premises at school starting and leaving times;
- 'Drop off and pick up arrangements must be planned so that as far as possible no pupils have to cross in front of or behind moving vehicles. Parents must be reminded to take the greatest care when moving their cars at these times'.

### **27. Security**

When pupils are outside at play times or during sports they do not leave the immediate area of the activity and do not go onto any road unsupervised.

All visitors are required to report to the Reception Office. On arrival, the names of all visitors and their time of arrival and departure should be recorded and a badge issued for identification whilst on the school site.

Unknown persons on the school site not wearing a visitor's badge are to be asked what they are doing and if they require assistance. In some cases it may not be appropriate for a lone member of staff to make this approach; in these cases assistance should be sought. If necessary, the police should be called for assistance.

Opening and closedown procedures for the school building are in place. It is the responsibility of the last member of staff, be it teaching or support, to ensure all windows and doors are secured prior to the building being locked. This function falls to the staff at Daisy Chain Nursery, whilst they are in sole occupation of the building during school holiday periods

## **28. Violence at Work.**

The school seeks to minimise staff vulnerability to violent disturbing behaviour, including threats, intimidation and verbal abuse as well as physical assault. This kind of behaviour will not be tolerated from pupils or parents or any other person and further action such as exclusion/banning/prosecution will be considered. The following steps should be followed:

- Staff who have any qualms about parental interviews should arrange for a colleague to be present.
- Staff should not become confrontational even if provoked, offer to arrange another meeting with senior colleagues and close the interview.
- Do not hold meetings with parents in isolated classrooms and have clear objectives and a set timescale.
- Do not make home visits alone.
- If verbally or physically abused, leave or call for assistance immediately.
- Staff should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Head Teacher. This will enable incidents to be monitored, investigated, and appropriate action taken.

## **29. Working Alone**

Some activities involve special risks and shall not be carried out whilst alone on the premises. If an accident occurs, there will be no one to help or summon assistance. These will include:-

- Meetings with people who have a record of violent behaviour or meetings where conflict or disagreement is anticipated.
- Working at height
- Moving and handling tasks where assistance is required to minimise risk of injury.

Working alone on premises should be avoided where possible but where this is unavoidable the doors should be secured to prevent intruders. A telephone must be readily available. In addition, anyone that works in the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if the person working alone is overdue and raise the alarm if there is no reply.

### **30. Educational visits**

Staff should note that pupils face a higher risk on school visits than they do in school. The hazards of all visits must be identified and appropriate risk control measures built into the arrangements. Guidance on risk control measures has been taken from the Department of Education document 'Health and Safety of Pupils on Educational Visits' E.g. Pre visits to locations to identify risks.

### **31. Physical Education, Sport and Play Activities**

General rules for sport and physical education.

It is the policy of the school to follow the guidance in the document 'Safe practice in Physical Education' published by the British Association of Advisers and Lecturers in Physical Education (BAALPE) and the guidance from the relevant national governing body for the activity concerned.

- Only suitably qualified members of staff are to supervise physical education.
- Pitches and sports areas should be checked before the activity starts, to ensure that there are no dangerous objects around the side of the hall or any of the outside areas being used.
- Ensure all equipment is safely set up before using.
- Apparatus being used should be at least two metres from any wall.
- Limit the number of pupils, to that which can safely use a piece of apparatus at any one time.
- Appropriate clothing should be worn at all times. Watches and items of jewellery should be removed.

General rules for play times:

- A sufficient number of staff must be available to supervise play times and must be positioned where they can see all pupils. The provision of one supervisor per 30 infant pupils and one supervisor per 75 junior pupils is deemed to be acceptable.
- Staff shall watch for and control over-enthusiastic behaviour. In particular, running and ball games shall only take place in the designated areas, namely the playground and sports pitches or courts.
- Check equipment for signs of wear/defect regularly.
- The retrieval of balls from neighbouring gardens by climbing fences or entering without specific permission is prohibited.
- Fixed outdoor play equipment shall be visually inspected on a daily basis by staff supervising playtimes.
- A weekly safety check of fixed outdoor play equipment will be made by the Deputy Headmaster. The Deputy Headmaster will make a record of each inspection.

### **32. Science, Technology and Art.**

Individual risk assessments have been produced for science which is based on the CLEAPPS School Science Service Model Health and Safety Policy in Science for primary schools (I224)

The advice and guidance in the following documents are practiced to control the risks:-

- L 164a Heating in primary science
- The Association for Science Education (ASE) – Be safe – Some aspects of safety in school science and technology for key stages 1 and 2
- The National Association of advisors and Inspectors in Design and Technology
- (NAAIDT) –Make it safe
- DfEE – ‘Safety in Practical Studies’ and ‘A guide to safe practice in Art and Design’

In particular teachers shall ensure that:

- Sharp knives and sharp ended scissors are stored securely and only used by older pupils under close supervision.
- Round ended scissors to be used where possible.
- Only non-hazardous paints and glues are used.

- Pupils shall be shown how to use the simple hand tools available to them in the classroom safely and it must not be assumed that they have been taught this previously because they have used the tools before.
- Eye protection is used by pupils where materials or tools are likely to produce chips or splinters which fly off or where there is a likelihood of splashes from liquids or injury from air born dust particles.
- Hot wire polystyrene cutters are only to be used in well ventilated rooms.
- Pupils do not use spray glue.
- Only low temperature glue guns are to be used by pupils

### **33. Medicines and Infection control**

The storage and provision arrangements for pupils' medicines are set out in a separate statement in the School Medicines Policy.

Pupils that are unwell with an infectious disease should not be at school and should be kept away until they are better or no longer pose a risk of infection to others. The recommended periods of exclusion are in accordance with the guidance set out in the Department of Health poster 'Guidance on infection control in schools and nurseries'. This poster is displayed in the matrons' room.

### **34. First Aid Arrangements.**

Two matrons are employed and provide first aid cover during the school day. A number of teaching staff have been trained in emergency first aid to ensure appropriate cover is maintained for the most likely times that injuries occur and for absences/ school trips etc.

First aid training is repeated every 3 years to maintain competence.

First aid boxes stocked with the recommended contents are located at appropriate points. The Matrons are responsible for checking the contents on a monthly basis and replacing any items used. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

### **35. Head Injuries**

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention.

Parents are to be contacted immediately where further medical attention is necessary and informed via letter of any non significant head bumps which show no signs or only slight reddening.

### **36. Other Injuries**

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention

### **37. Injury/accident reporting**

Injuries to staff and pupils shall be recorded in the accident book by the person administering first aid. All accidents, near miss/dangerous occurrence and security reports, should be submitted to the Health and Safety Manager, who if necessary will contact the Statutory Authorities.

### **38. Staff Induction procedures**

Adequate information and training will be given to ensure that they are aware of the schools health and safety arrangements, particularly:-

- Evacuation procedures.
- First aid and injury reporting arrangements.
- Any other relevant emergency procedure.

### **39. Fire Risk Assessment - Record of Significant findings**

#### **Fire hazards identified in the premises.**

Combustible materials and flammable liquids, pupils' coats and outdoor clothing, books, papers, cardboard/paper displays, carpets in some rooms, soft toys, soft balls/footballs, bean bags, dressing up clothes, waste paper/packaging, tea towels, displays of children's work decorations during Christmas and open days etc.

#### **Source of ignition hazards**

Fixed and portable electrical equipment, gas fired boiler for the hot water central heating system.

## **Risk assessment and control measures**

### **Preventing a fire starting**

The main control measure to prevent fires starting in the school is to ensure that combustible materials do not accumulate around electrical equipment or other heat sources.

That staff are aware of this and routine monitoring is carried out by the Head Teacher.

A high proportion of the combustibles are kept in storerooms, items being stacked carefully to prevent any likelihood of contact with the lights.

Waste bins are emptied into plastic sacks at the end of each day, the sacks are placed in bins located clear of the buildings at the front of the school. Any large amounts of waste packing materials are removed to bins immediately.

Smoking is not allowed in the school.

The boiler is located in a separate room which is kept free of combustibles.

Supplementary heaters are not needed. The fixed and portable electrical equipment is inspected/tested at the recommended frequencies and maintained where necessary to prevent danger.

Cooking appliances are located in the main kitchen area adjacent to the dining hall. There is a microwave oven in the staffroom and an electric cooker in the nursery area.

### **General**

“No one is particularly at risk from fire but everyone must be aware of the risks and of the immediate actions to be taken if a fire is discovered.” Combustible materials are kept to a minimum to limit the size of any fire that starts.

### **Fire detection and warning**

During the normal school day, staff are in and around all parts of the building every few minutes and a fire developing would be noticed quickly. A break glass operated, electrical fire alarm is fitted with points at each exit door. The sounders can be heard throughout the school.

### **Means of escape**

Classrooms ground floor.

Ground floor classrooms have doors, which on activation of the fire alarm automatically open outwards directly into an area of ultimate safety. They can be manually opened in the event of an alarm failure.

Classrooms first floor.

First floor rooms within the building, have fire protected escape routes leading to a place of ultimate safety.

Emergency lights are positioned throughout the building. All exit doors are signed with the 'Fire Exit' notices incorporating 'Pictograms'.

### **Fire fighting equipment**

Water extinguishers and foam extinguishers are located on escape routes and in rooms deemed necessary owing to the contents or activity undertaken within that area. A wet chemical extinguisher is located in the kitchen, for use on hot oil/fat fires. Dry powder extinguishers are located in the plant room.

All staff have been trained in the use of extinguishers.

### **Planning for an emergency**

Procedures to follow in the event of a fire are displayed on notices around the school.

On induction, staff receive instruction as to emergency procedures and a fire drill is carried out every term. Special procedures for evacuating disabled pupils have been devised and Evac-u-chair facilities are on site. Maintenance and testing of fire equipment is undertaken by a qualified service engineer.

The following is carried out by a member of staff, Mr Peter Ashley.

Self closers on fire doors are checked to ensure they fully close automatically. Call points are tested in rotation, once per week.

Fire extinguishers are checked visually to ensure they are present and unused.

The emergency lights are tested in accordance with BS 5266 (checked monthly that lights illuminate when power switched off, every 6 months this repeated but lights left on for at least 1 hour, every 12 months this repeated but lights left on for at least 3 hours).

Fire extinguishers are serviced annually by appointed contractors.

### **40. Emergency Evacuation Plan –**

Each Building will display a plan of:-

- The location of Fire Alarm Systems.
- The escape routes from the building.
- Fire action notices indicating action to take on discovering a fire or hearing an alarm.
- The location of assembly points.

Copy plans will be retained in the Bursary for Emergency Service use.

## **Fire Emergency exists whenever**

- The building fire evacuation alarm is sounding or verbal warnings are given.
- A fire or fire hazard occurs.
- There is the presence of smoke or the odour of burning.
- There is the spontaneous or abnormal heating of any material, an uncontrolled release of toxic gas or flammable liquid spill.

## **Upon Discovery of a fire**

- Sound the alarm

Activate the fire alarm by using the nearest call point. Call points are usually situated near the exits.

- Leave the building

The Wrekin College and Old Hall School policy on fire emergencies is total building evacuation. Every person should leave the building whenever the fire alarm is activated or a fire emergency exists. Only use a fire extinguisher if the fire is small and you are trained in the safe use of extinguishers. Do not place yourself or others in danger. Do not delay in activating the fire alarm. If you succeed in extinguishing the fire, the Fire Service must still be notified.

Staff are expected to assist pupils and visitors to safely evacuate the building, provided this can be achieved without undue danger to themselves.

All escape routes through buildings are indicated by Emergency Signs. All emergency routes lead to place of safety in the open air, clear of the building.

Do not use the lift. If the nearest exit is blocked by fire, heat, smoke, go to another exit. Close doors and windows as you leave, to help contain the fire.

personnel with disabilities requiring assistance during the evacuation should be guided to the nearest stairwell refuge point/exit. If all exits are blocked, go to a room furthest away from the fire, close the door. If possible seal cracks, wave something from the window, shout for help.

Individuals should not delay evacuation by returning to parts of the building to retrieve belongings.

It is essential that contact be made with Daisy Chain Nursery staff, to confirm their safe evacuation of the building.

## **Fire Alarms**

- No person may shut off any fire alarm system during a fire emergency incident.
- Do not re-enter the building until you are told it is safe to do so by a Fire steward or Fire Officer.

**Notification to the emergency services of fire situation.**

- In the event of discovering a fire dial 999. Notify the Bursary as soon as possible.
- A member of the Bursary staff will also contact the emergency services.

