



Accident and Emergency Policy

In the event of an accident or emergency staff are responsible to keep themselves safe as well as the children in attendance. Staff will be made aware that the emergency muster point is outside the main hall but within the school gates. In the event of a fire, staff will safely remove the children and alert the school and the emergency services are required. A regular fire drill record is maintained to ensure that children and staff know what to do in the event of a fire evacuation. A register is taken to ensure that all children, staff and visitors are safe. We work closely with on site team to ensure that we all communicate in the event of an emergency.

In the event of an accident or injury staff will follow the first aid policy and notify parents. If there are 'near misses' or injuries which relate to the premises these will be shared with the hirers.

Risk assessments will be followed by staff and may need reviewing after accidents or injury occurs.

Accurate record keeping is maintained to ensure that details of an accident or emergencies are recorded in line with data protection.

Please also see first aid and health and safety policies.

Any incident or near miss will be fully investigated and policies reviewed again where appropriate.

Reviewed 19/06/24 FH Simpson Reviewed 28.12.2024 Reviewed 12.2.2025 29.10.25 Reviewed FD

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