



WIMBORNE PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

Health and Safety Policy guidance and template for Portsmouth Local Authority Schools

Summary: This guidance and template has been produced by PCC H&S Team to assist schools in creating a site-specific health and safety policy.

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1. Introduction and Purpose:

- 1.1 PCC H&S Team have produced This guidance to assist schools in creating a site-specific health and safety policy and is based on best practice, health and safety legislation, HSE and government guidance. Further advice can be sought from PCC H&S Team.
- 1.2 All schools are required to document a Health and Safety (H&S) policy for compliance with law i.e. The Health and Safety at Work etc Act 1974 and supporting regulations. The policy should be site/school specific and detail responsibilities and procedures for managing health and safety to ensure the protection of staff, pupils, visitors, and others from ill-health and/or harm arising from school activities and/or infrastructure. Portsmouth City Council H&S Team has produced this model policy to assist management teams responsible for schools under the Portsmouth City Council umbrella, to fulfil their legal obligations. This document should be adapted to fit their needs of each particular school; however, schools are not legally bound to use this template.

- 1.3 The Headteacher and/or the Governing body for individual schools are responsible for ensuring that:
- a School Health and Safety Policy is documented and adhered to.
 - all staff are familiar with the policy, specifically the responsibilities and arrangements in place for ensuring the safety, health and wellbeing of staff, pupils, visitors, and others.
 - the H&S policy 'statement of Intent' is prominently displayed where it can be seen by all staff, e.g., in the staffroom.
 - that the policy is reviewed at least annually and re-published where necessary (at least every 3 years).

2. What is a Health and Safety Policy:

2.1 The law says that every business must have a policy for managing health and safety. A health and safety policy sets out your general approach to health and safety. It explains how you, as an employer, will manage health and safety in your business. It should clearly say who does what, when and how.

2.2 If you have five or more employees, you must write your policy down. If you have fewer than five employees you do not have to write anything down, but it is useful to do so. You must share the policy, and any changes to it, with your employees. The policy comprises of the following sections and an explanation of each is given below:

Part 1: A health and safety 'Statement of Intent'

Part 2: Organisational responsibilities for managing health and safety.

Part 3: The health and safety arrangements for protecting people and compliance with law.

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2.3 Within the arrangements section, we also advocate the inclusion of relevant health and safety legislation and the HSE's Plan, Do, Check, Act approach which achieves a balance between the systems and behavioural aspects of management.

Statement of intent - Part 1:

2.4 Senior management must document and detail their school-specific Health & Safety 'Statement of Intent' (see Part 1)

Organisation - Part 2:

2.5 Management must detail the organisation and responsibilities for managing health and safety in their particular school (see Part 2). It is very important that all members of staff know what their health and safety roles and responsibilities are.

Procedures and arrangements - Part 3:

- 2.6 This part of the document details how school management and staff will meet the standards set in the 'Statement of Intent'. It must include or reference procedures and arrangements implemented school-specific for managing all aspects of health and safety (controlling risks associated with all site-specific school activities and infrastructure).
- 2.7 This template recommends that the HSE's 'Plan, Do, Check, Act' approach and relevant health and safety legislation is referenced. The list of topics detailed in Part 3 of the template is not exhaustive and all safety arrangements applicable to the school should be detailed or referenced in this section.

3. Communication and Dissemination:

- 3.1 Once completed the policy and associated management arrangements must be communicated to all staff in the school. The document will form part of the portfolio of documentation required for compliance with UK H&S laws and subordinate regulations.

4. Policy Review:

- 4.1 The policy should be reviewed at least annually and revised/republished on a three yearly basis (or sooner if required).

5. How to use the template to develop your site-specific policy:

- 5.1 The template has been developed based on HSE, Government and best practice advise to give a framework on which to build a site-specific school H&S policy and the highlighted text provides further guidance (to be removed when the relevant section is complete).
- 5.2 The template may not cover all aspects of your site-specific health and safety management system and local procedures, please adapt the template to your school.
- 5.3 Please contact the Health and Safety Team for any further advice and guidance as needed.



WIMBORNE PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

PART ONE:

1. STATEMENT OF INTENT:

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- providing a safe and healthy working and learning environment.
- preventing accidents and work-related ill health.
- assessing and controlling risks from both curriculum and non-curriculum work activities.
- complying with statutory requirements as a minimum.
- ensuring safe working methods and providing safe equipment.
- providing effective information, instruction, and training.
- monitoring and reviewing systems to make sure they are effective.
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters.
- setting targets and objectives to develop a culture of continuous improvement.
- ensuring adequate welfare facilities exist at the school.
- ensuring adequate resources are made available for health and safety issues, as far as is reasonably practicable.

A health and safety management system has been created to ensure the above commitments can be met. All governors, staff and pupils will play their part in its implementation.

PART TWO:

2. Organisation and responsibilities:

2.1 The Local Authority and the Governing Body:

Portsmouth City Council has ultimate responsibility for health and safety matters in local authority schools, but delegates responsibility for the strategic management of such matters to the school's governing body.

The governing body delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The governor who oversees health and safety is Garry Shutler

The Governing Body has the following responsibilities and must ensure that:

- a clear written policy statement is created which promotes the correct attitude towards safety for staff and pupils.
- responsibilities for health, safety and welfare are allocated to specific individuals and those persons are informed of these responsibilities.
- persons have sufficient experience, knowledge, and training to perform the tasks required of them.
- clear procedures are created which assess the risk from hazards and produce safe systems of work.
- sufficient funds are set aside with which to operate safe systems of work.
- health and safety performance is measured both actively and reactively.
- the school's health and safety policy and performance is reviewed annually.

2.2 The Headteacher:

The Headteacher has the following responsibilities and must ensure that:

- they fully commit to the Governing Body's Statement of Intent for Health, Safety and Welfare.
- a clear written local Policy for Health and Safety is produced.
- that the Policy is communicated to staff and others requiring the information.
- appropriate information on significant risk activities is given to visitors and contractors.
- appropriate consultation arrangements are in place for staff and their representatives.
- all staff are provided with adequate information, instruction and training on health and safety issues.
- risk assessments of the premises and working practices are undertaken.
- safe systems of work are in place for identified risk factors.
- emergency procedures are in place.
- equipment is inspected and tested to ensure it remains in a safe condition.
- records are kept of all relevant health and safety activities e.g., assessments, inspections, accidents, and investigations.

- arrangements are in place to monitor premises and performance.
- all accidents are investigated, and any remedial actions are implemented.
- they report to the Governing Body at least annually on the health and safety performance of the school.

2.3 Competent Person:

PCC's Corporate Health and Safety Manager provides competent advice to the school to assist in meeting the requirements of health and safety law.

2.4 The School Health and Safety Co-ordinator (Headteacher):

The School Health and Safety Co-ordinator has the following responsibilities:

- co-ordinate and manage the annual risk assessment process for the school.
- co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- make provision for the inspection and maintenance of work equipment throughout the school.
- advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils, and visitors.
- ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school generally.
- Carry out any other functions required by the Headteacher or Governing Body.

2.5 Teaching/Non-teaching Staff Holding Positions of Special Responsibility:

This includes deputy Headteachers, assistant Headteachers, curriculum managers, technicians, and caretakers [delete as appropriate]. They have the following responsibilities:

- apply the school's Health and Safety Policy requirements to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- carry out health and safety risk assessments of the activities they are responsible for
- ensure that all staff under their control are familiar with any health and safety procedure for their area of work.
- attempt to resolve health, safety, and welfare problems from members of staff or refer them, to the Headteacher. Any problems that cannot be resolved locally should be forwarded to the PCC Health & Safety Team for advice.
- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe and make a record of these inspections.
- ensure, as far as is reasonably practicable, the provision of information, instruction, training, and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety.

- investigate any accidents that occur within their area of responsibility.
- keeping the Headteacher informed on the health and safety performance of their area of responsibility.

2.6 Class Teachers

Class teachers are expected to:

- exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies.
- follow particular health and safety measures in their own teaching areas as laid down in the relevant Guidance or Procedures.
- give clear oral and written instructions and warnings to pupils when necessary.
- follow safe working procedures.
- make recommendations to the Headteacher on health and safety equipment and any improvements to plant, tools, equipment, or machinery that may be necessary.
- integrate all relevant aspects of safety into the teaching process and, where necessary, give specific lessons on health and safety in line with national curriculum requirements for safety in education.
- avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- report all accidents, defects, and dangerous occurrences to the Headteacher.

2.7 Health and Safety Representatives (Headteacher and Site Team):

Safety Representatives can either be appointed through their union under the Safety Committees and Safety Representatives Regulations 1977 or volunteer to be a Representative of Employee Safety under The Consultation with Employees Regulations 1996. PCC does not distinguish between union and non-union Safety Representatives in their corporate H&S policy. The requirements of the two sets of regulations are similar and give the same facility to representatives; however, there are some differences with regard to those who are union appointed. The respective Unions and PCC H&S Team can provide additional advice, if required.

The Governing Body recognises the role of appointed Health and Safety Representatives. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints, and carry out school inspections within directed time but, wherever practicable, outside teaching time. They must be consulted on health and safety matters affecting all staff. They are also entitled to certain information, e.g., about accidents and to paid time off to train for and carry out their health and safety functions. However, they do not carry out health and safety duties on behalf of the Headteacher or Governing Body.

2.8 All Employees:

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- comply with the school's health and safety policy and procedures at all times – in particular, procedures for fire, first aid and other emergencies.
- co-operate with school management in complying with relevant health and safety law.
- use all work equipment and substances in accordance with instruction, training and information received.
- report to their immediate line manager any hazardous situations and defects in equipment found in their workplaces.
- report all incidents in line with current incident reporting procedure.
- act in accordance with any specific health and safety training received.
- inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements.
- exercise good standards of housekeeping and cleanliness.
- co-operate with appointed Safety Representative(s).

2.9 Pupils:

Pupils, allowing for their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others.
- observe standards of dress consistent with safety and/or hygiene.
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

PART THREE:

3. PROCEDURES AND ARRANGEMENTS:

3.1 Introduction:

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent. The school adopts:

3.2 Risk Assessments:

- (i) General risk assessment - will be co-ordinated by; Carina Jacobs, Headteacher.
- (ii) New and expectant mothers risk assessment - will be carried out by Carina Jacobs, Headteacher.

- (iii) Curriculum activities assessment - Risk Assessments for Curriculum activities will be carried out by class teachers.
- (iv) Fire safety assessment - A site-specific fire risk assessment will be carried out by Carina Jacobs, Headteacher.
- (v) Manual handling assessments - Manual handling risk assessments will be carried out (co-ordinated) by caretakers.
- (vi) Computers and Workstation assessments - Workstation DSE assessments will be carried out by; Kerry Munt.
- (vii) Hazardous substances - caretakers are responsible for identifying and assessing hazardous substances within their area of responsibility.
- (viii) Violence - Assessment of the risks of violence to staff will be carried out by Carina Jacobs, Headteacher.

3.3 Emergency Procedures:

3.3.1 Fire and evacuation procedures are detailed in Appendix 2.

3.3.2 First aid:

See supporting children with medical needs and First Aid policy.

- (i) First aid boxes are provided at the following locations:
Office, Kitchen (dining room), Gym (juniors), Staffroom, Bump stop, Small hall (infants).
- (ii) The following staff are available to provide first aid:

Certificated First Aiders: see list in office.

Certificated Paediatric First Aiders (required for children up to age 5): see list in office.

Appointed Persons: see list in office.

- (iii) In event of needing first aid assistance, either: -
 - locate the nearest first aider
 - if an ambulance is required, call "999".
 - transport to hospital:

- no casualty should be allowed to travel to hospital unaccompanied. The Headteacher will designate an accompanying adult in emergencies where parents cannot be contacted.

3.3.3 Incident/accident reporting:

- (i) An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. Forms are available from the office.

Full details of accident reporting procedures can be found in our Supporting Children with Medical Needs and First Aid policy.

- (ii) Reporting to the Health and Safety Executive - RIDDOR

Certain incidents are reportable to the Health and Safety Executive (HSE), the Headteacher will contact PCC Health and Safety team for advice before reporting to the HSE. (Refer to Portsmouth City Council incident reporting policy and procedures for further guidance).

- (iii) Notifying parents

The main first aider, Mrs Pearcey, will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

3.3.4 Bomb hoaxes and bomb alerts:

The Headteacher, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident.

The signal (alarm) for evacuation of the building (if necessary) will be our fire alarm and normal evacuation procedure should be followed.

Our lockdown alarm will be used if all children and staff need to remain inside the building. See full details in our school Emergency Plan.

3.3.5 Gas leaks:

Any member of staff discovering a suspected gas leak should inform the Headteacher. The Headteacher will make a judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone the Gas Emergency number on 0800 111 999 to report the incident, or the Health and Safety Executive (HSE) Gas Safety Advice Line on 0800 300 363. If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

3.3.6 Chemical spills:

- (i) Teachers and children do not use chemicals.
- (ii) Site Team should follow procedures as identified in relevant COSHH assessments.

4. HEALTH AND SAFETY TRAINING:

4.1 Health and safety induction training:

This will be provided for all new employees by PCC on-line training modules – access will be given by our CPD manager Caroline Kirby-Hawkins.

4.2 Health & and Safety training for all staff:

Refer to our training plan for details of Health & Safety training for all staff, site team and DSLs.

5. INSPECTION AND TESTING OF PLANT AND EQUIPMENT:

5.1 Statutory inspections:

All plant and equipment requiring statutory inspection and testing (i.e., steam boilers, lifting equipment, local exhaust ventilation, pressure cookers etc.) will be inspected by appropriate contractors.

5.2 Electrical appliances:

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. All isolator switches are clearly marked to identify their machine.

Maintenance, repair, installation, and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

Inspection and testing of portable electrical appliances will be carried out by; an external company.

5.3 Equipment maintenance – curriculum:

All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.

Any potential hazards will be reported to our caretakers – Bal Stephenson/Justine Hales immediately.

5.4 Ladders and access equipment:

Our caretakers – Steve Gough/Justine Hales will be responsible for inspection and maintenance of ladders and other access equipment.

6. HEALTH AND SAFETY MONITORING:

6.1 Inspection of premises:

- (i) General workplace Inspections will be co-ordinated by our caretakers – Steve Gough/Justine Hales. With regular site walks with the Headteacher and with the Health and Safety Governor.

7. CONSULTATION AND COMMUNICATION OF INFORMATION:

7.1 Consultation:

- (i) The Health and Safety link Governor meets termly to discuss health, safety and welfare issues affecting staff, pupils, or visitors. Action points from meetings are brought forward for review by school management.

7.2 Communication of information:

- (i) The Headteacher will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.
- (ii) The Health and Safety Law poster is displayed in the staffroom.
- (iii) Health and safety advice is available from the Headteacher, Carina Jacobs or caretakers, Steve Gough/Justine Hales.

8. PREMISES MANAGEMENT:

8.1 Supervision of pupils:

- (i) Arrangements for supervision of pupils at different times of the day can be found in our staff handbook.

8.2 Security and visitors:

- (i) All visitors must report to reception where they will be asked to sign in and wear an identification badge and lanyard. They will be informed of emergency procedures, given a safeguarding leaflet and asked to lock away personal items and mobile phones.

8.3 Vehicles on Site/Parking:

There is no on-site parking.

- (i) Delivery/contractor vehicles must park on the street.
- (ii) Arrangements for disabled persons; we have disabled access into and around the school buildings.

8.4 Building maintenance:

- (i) General building maintenance is carried out by; the caretakers.
- (ii) The caretakers will be responsible for ensuring that all identified general building maintenance is carried out by either themselves or contracted workers.

8.5 Asbestos management:

- (i) Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.
- (ii) The asbestos register is held in the admin office.
- (iii) The caretakers are responsible for ensuring that contractors/school staff who may be working on areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to; PCC Repairs Support Team 023 9284 1311 email: RepairsSupportTeam@portsmouthcc.gov.uk
- (iv) Contractors are advised that if they discover material that they suspect could be asbestos, they will stop work immediately, notify the caretakers and prevent access until the area is declared safe.

8.6 Legionella management:

- (i) A water risk assessment has been completed. The caretakers are responsible for ensuring that the identified operational controls are conducted and recorded in the logbook.

8.7 Control of contractors:

- (i) All contractors must report to the caretaker on duty, where they will be requested to sign in and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.
- (ii) The caretakers are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.
- (iii) Contractors are expected to provide their own ladders for working at height.

8.8 Lettings management:

- (i) Lettings are managed by the Finance Manager, Emma Hardham, following the school 'Lettings' policy and procedures.

9. OTHER PROCEDURES:

9.1 Emergency response management:

- (i) The Local Authority's 'emergency response' guidelines are followed, and staff are made aware of the advice given, in conjunction with the school site-specific emergency response procedures.

9.2 Managing medicines:

- (i) Prescribed medication will be administered to pupils following guidance contained in the Supporting Children with Medical Needs in School and First Aid Policy. Our main first aid, Mrs Pearcey, has been nominated as responsible persons for control of administration of medicines to pupils.

9.3 Infection prevention and control:

The school follows national guidance published by the government and public health when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

- (i) Handwashing:

The school encourages the washing of hands to aid with the control of infection. Soap, warm water, and hand dryers are provided.

All cuts and abrasions should be covered with waterproof dressings.

- (ii) Cleaning of the environment:

The school has a dedicated in-house cleaning team.

Toys and equipment are frequently and thoroughly cleaned before and after use.

(iii) Cleaning of blood and body fluid spillages:

A procedure is in place for the immediate clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges using a spill kit. The procedure can be found in our Supporting Children with Medical Needs and First Aid policy.

Soiled clothing will be bagged and sent home.

(iv) Clinical waste:

Clinical waste such as used nappies/pads, gloves, aprons, and soiled dressings must be placed in the containers provided for collection by our registered waste contractor.

(v) Animals:

Dogs are not allowed on school grounds. Except for assistance/support dogs, after a discussion with the Headteacher.

Veterinary advice is sought from Vets 4 Pets on animal welfare and animal health issues, and the suitability of the animal.

(vi) Absence periods for preventing the spread of infectious diseases:

The school will follow recommended exclusion periods outlined by government and public health guidance.

In the event of an epidemic/pandemic, we will follow advice from the government and public health about the appropriate course of action.

9.4 Educational visits:

- (i) Educational visits will be organised following guidance contained in DfES (DCSF) documentation issued by Hampshire Outdoor Education, PT & Sports Service. The Educational Visits co-ordinator (EVC) is Mrs Kirby-Hawkins.

9.5 Management of Minibuses:

- (i) Operation of minibuses will be carried out by our caretakers following guidance contained in the MIDAS Manual. We currently have no minibus.

9.6 PE equipment:

- (i) Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- (ii) Any concerns about the condition of the gym floor or other apparatus will be reported to the caretakers.

9.7 Specialist equipment

- (i) Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.
- (ii) Medical oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage, and replacement of oxygen cylinders. We currently have no oxygen cylinders in school.

9.8 Lone working

- (i) Consideration of the risks of lone working will be included in risk assessments for work activities in the school.

9.9 Occupational stress

The school is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

We purchase the Vivup SLA for staff to use and it is promoted to staff when needed and details can be found in the staff handbook.

10. REFERENCE DOCUMENTATION:

- 10.1 All reference documentation relating to this policy and the School's H&S management systems can be accessed via the google drive/one drive.

11. COMMUNICATION AND DISSEMINATION:

- 11.1 This policy is available from the school office.

12. POLICY REVIEW:

- 12.1 This policy will be reviewed annually.

13. LINKS WITH OTHER POLICIES

This health and safety policy links to the following policies:

- Risk assessments
- Supporting Pupils with Medical Conditions in School and First Aid
- Accessibility plan
- Fire Safety Procedures
- School Emergency Plan
- Routines and Procedures in the staff handbook

14. HEALTH AND SAFETY within the Curriculum

YR – Home Safety

Y1/2 Year A – Stranger Danger – Clever Never Goes

Y1/2 Year B – Park Safety

Y3 – Road Safety

Y4 – Water / Beach Safety

Y5 – Fire Safety

Y6 – Railway Safety

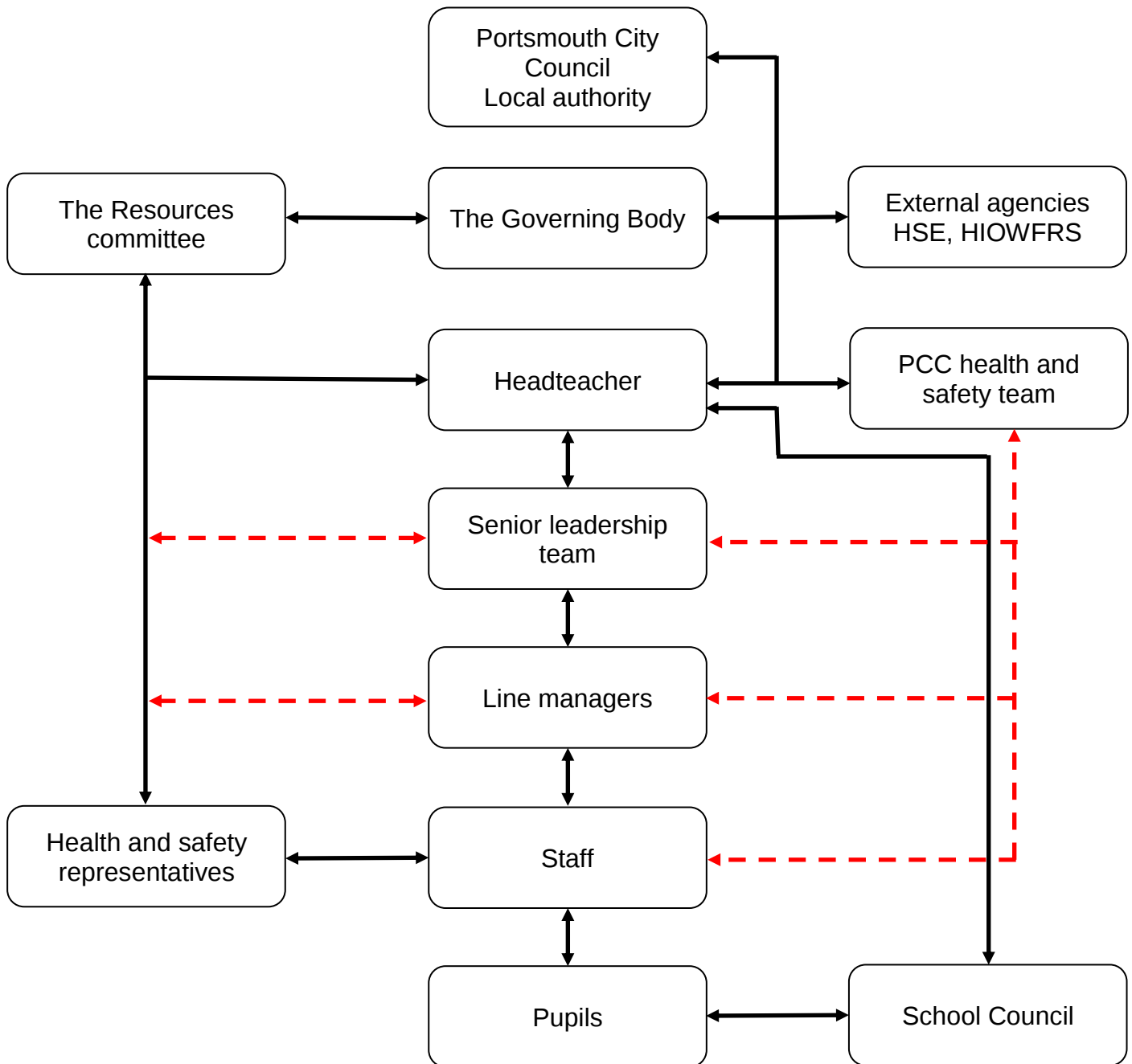
Wimborne Primary School is a non-smoking school. Smoking, including vapes, is not permitted in any area of the school by staff, children, parents or visitors.

Approved: Summer 2025

Review: Summer 2026.

Appendix 1

WIMBORNE PRIMARY SCHOOL HEALTH AND SAFETY ORGANISATIONAL CHART



← → Key:
 Management communication channel
 ← - - - - - → Exceptional communication channel

Appendix 2

FIRE AND EVACUATION PROCEDURES

Emergency evacuation procedure will be tested once every term.

The fire alarm is a loud continuous bell.

Alarms are tested by our site team every week.

Fire notices are displayed in all rooms by exit doors.

Escape routes are checked by our site team every week.

Fire Extinguishers are maintained and checked by CIA every year.

Emergency lighting tested by CIA every year.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

All of the above are recorded in the Fire Logbook.

Premises evacuation arrangements - in case of an alarm being activated can be found in the staff handbook and school emergency plan.

PUSHCHAIRS

Pushchairs, buggies or prams may not be brought into the school buildings, as they may cause an obstruction in the event that the building needs to be evacuated, as well as when children/adults are moving around the school. They should be left outside at the front of the school or under the shelter in the big playground.