

Camelford Community Primary School



Health and Safety Policy

October 2023

Ratified by Trustees: 2nd October 2023

Next review due: October 2024

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The NCT Finance, Risk and Audit Committee approved this policy on 3rd October 2022. The NCLT Trust Board adopted the following statement and procedures for the provision of health, safety and welfare of pupils, visitors, employees and contractors involved with the activities of the school.

Statement of Safety Policy For Camelford Primary School

1. Camelford Primary School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.
2. The School is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of the School. The School will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the school's activities will be identified and removed or controlled through a process of risk assessment and management.
4. All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The school will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.
6. The arrangements for health, safety and welfare are detailed in the attached "Organisation and Arrangements" section
7. The school will ensure that the H&S Law posters are being displayed in prominent positions.
8. The school will ensure, as far as is reasonably practical, that this policy and its' supporting documents is kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than 01.10.2023.

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the School's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

Trustees

The Trustees are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The Trustees will receive regular reports to enable them, in collaboration with the Trust Estates and Facilities Manager, to prioritise resources for health, safety and welfare issues.

The Trustees have appointed a Safety Trustee to receive information, monitor the implementation policies, procedures and decisions and feedback to the Trust Board on health, safety and welfare issues.

Head Teacher

The Head Teacher has responsibility for:-

- Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
- Ensuring regular inspections are carried out;
- Those responsible for H&S will carry out the inspection each term.
- Submitting inspection reports to governors and/or the LEA
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations;
- Chairing the school health and safety agenda items at weekly staff meetings;
- Identifying and facilitating staff training needs;
- Liaising with Trustees and/or the LA on policy issues and any problems in implementing the health and safety policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health and safety matters;
- Where contracts are negotiated directly between the school and the contractor, the Head Teacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.

The Headteacher is responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

The caretaker is appointed with the authority of the Head Teacher to request action from the Contractor where conditions are considered to be unsafe.

Senior Management & Faculty/Department Heads

Senior Management staff and Faculty/Department Heads have responsibilities for:

- Day-to-day management of health and safety in accordance with the health and safety policy;
- Drawing up and reviewing departmental procedures regularly;
- Carrying out regular inspections and making reports to the head teacher;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for staff training and information;

- Passing on health and safety information received to appropriate people;
- Acting on reports from staff, the Head Teacher, the LEA or Governors.

All Employees

All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular, employees have a responsibility for:

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used, when needed;
- Participating in inspections and raising health and safety concerns, when appropriate;
- Bringing problems to the relevant manager's attention

In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified teacher.

Specific Health, Safety and Welfare Policy and Procedures

First Aid

The school has assessed the need for first aid provision and has identified that a suitable number of staff are fully qualified first aiders holding the First Aid at Work Certificate, Paediatric Level 3 First Aid and multiple personnel holding the Emergency Aid (appointed persons) Certificate are required for adequate cover.

Coordinator:

The First Aid Co-ordinator is responsible for overseeing the arrangements for first aid within the school. Their duties include ensuring:-

- That first aid equipment is available at strategic points in the school
 - **First aid area opposite Lundy class**
- that the correct level of first aid equipment is maintained in each first aid box
- that a sufficient number of personnel are trained in first aid procedures
- that first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years)

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

First Aiders

The first aiders will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for

- trips & visits
- extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents evenings, school-organised fund raising events, etc.)

First aid cover is not provided for:-

- Events organised by third parties (fetes, evening clubs, etc.)

First aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section)

Treatment of Injuries

The School will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with the Health Service helpline:

NHS DIRECT 111

and, in the case of pupil injuries, with the parents or legal guardians.

Suspected Head, Neck & Spinal Injuries to Pupils

In the event of a suspected head, neck or spinal injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupil's parent/guardian is contacted and informed of the injury.

The attending first aider, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact NHS Direct for advice or 'phone for an ambulance as appropriate.

Other Significant Injuries

Any other serious injury will be notified to the parents/legal guardian by the quickest means possible (normally by phone).

In addition to the procedures above, the School will notify parents/legal guardians of any other significant injury by way of:

- a form / letter

Records of notification by telephone to parents will be kept in the school office. Details of written notification are held in the school accident book.

Escorting Pupils to Hospital

When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff – unless the pupil's parent or guardian is in attendance.

The member of staff will stay with the pupil until a parent or guardian arrives and responsibility is "handed over".

Medicines in School

The school follows Council and DfES guidance on the dispensing of medicines in school.

This school will dispense medication which has been prescribed by a medical practitioner with written instructions for its use.

The School does keep 1 emergency Asthma Inhaler, stored in school office, and 1 emergency Epipen.

Dispensing of Medicine

All requests for the dispensing of medication must be accompanied by a consent form completed, signed and dated by the pupil's parent or guardian.

The Administrative Staff are responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

All medication will be kept in a secure location:

- Locked first aid cabinet or staffroom fridge

Medication for personal use by members of staff must also be kept in a secure location. E.g. handbags, etc containing such items must be locked away and not be left in the classroom where pupils could gain access to them.

Medical Log

Consent forms will be kept in the Medical Log and will be kept for the duration of the pupil's attendance at the school.

The Medical Log will also contain a log of medications dispensed which will include:-

- name of pupil
- name of medication
- "use-by" date
- dose
- time
- date
- signature of dispenser
- comments/reactions

Medical Procedures

The school has provided a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual care-plans, for example pupils who require an inhaler.

Off-Site Activities

The school has a policy and procedure for off-site activities which includes the assessment of medical needs of all involved in the trip.

Accidents

Reporting Officer

The Headteacher is responsible for the collection of information and the completion of the On-Line Accident Report. In his/her absence, this role will be fulfilled by **Administrator or Assistant/Deputy Headteacher**

All accidents must be reported to the reporting officer.

The Reporting Officer will record all accidents. The following incidents will be recorded and reported using the On-Line Accident Reporting System:

- Specified Dangerous Occurrences (refer to Education Handbook for list)
- Specified diseases (refer to Education Handbook for list)
- All employee accidents
- All contractor accidents
- All accidents to members of the public/visitors
- Accidents to pupils which result in a major injury or death
- Accidents to pupils which result in the injured person being taken from the scene of the accident directly to hospital
- Accidents to pupils which may have resulted from a premises/equipment defect
- Accidents to pupils during structured activities

- Accidents to pupils where first aid treatment has been provided.

All other incidents will be recorded in the school's Day Book/Incident Log.

Accident Investigation

All accident reports will be seen by **the Headteacher** who will decide if an investigation is necessary.

Investigation reports will be entered onto the On-Line Accident Reporting System. Major incidents will be reported to the Head Teacher and the Health and Safety Trustee.

All on-line reports are sent electronically to the Health and Safety Services section at County Hall and are reviewed by a Health and Safety Officer.

Accidents Reportable to the Health and Safety Executive

Reports of fatalities, major accidents and over-seven-day incidents are automatically forwarded to the Health and Safety Executive (HSE) by the on-line system as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Council's Health and Safety Services section will liaise with the HSE on these incidents.

Fire

Fire Officer

The person responsible for organising the school's fire precautions is **the Headteacher**.

In his/her absence, **the deputy/assistant Headteacher** will fulfil this role.

The fire officer is responsible for:

- Arranging a fire evacuation drill at the beginning of the school year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)

All Staff

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Evacuation and Registration Procedures

- *Exit routes – as per fire regs*
- *Signage as per appendix 2, fire drill attached at end of policy*
- *Contingency arrangements if quick return to the building is prohibited – Sir James Smith's Secondary school hall*
- *Arrangements for taking registers – Admin staff give daily registration sheet to relevant teachers to check*
- *Emergency contacts & mobile phone – taken to registration point by Admin staff*
- *Arrangements for contacting the emergency services – Admin staff or Headteacher*

- *Arrangements for evacuating disabled people (each person requires a personal emergency evaluation plan) All disabled pupils have a 1:1 TA who will be responsible for their safe evacuation from the building*
- *Arrangements for evacuation to a location off site – all walk to Sir James Smith's school after registration of all persons - SJS is on the same site.*
- *Arrangements for other emergency evacuations such as flood, bomb threat etc.- all evacuation procedures as the fire procedures*

Electricity

The school will undertake to inspect and test all portable electrical appliances by a competent person at least once per year.

All test certificates will be kept in **the school office** for the duration of the life of the appliance.

The 5 year Periodic Test is completed by a qualified Electrical Specialist.

Coordinator

The Headteacher is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

The coordinator is also responsible for liaising with Cornwall County Council to arrange for a whole school fixed wiring inspection.

Personal Items of Equipment

Personal items of electrical equipment should not be brought into school for use by staff or pupils.

If a personal item is required to be used in school for a one off type event then permission must be sought from **the headteacher** and the equipment must have a current portable appliance certificate and be used with a residual current device.

Where possible rechargeable battery type pieces of electrical equipment should be used.

All Staff

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used and will be reported to **the Headteacher** for repair/replacement.

Display Screen Equipment

Workstation Assessment

The Headteacher is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (i.e. excluding student workstations) to ensure that it is suitable for the task and complies with legislation and the relevant British Standards.

Equipment

Appropriate DSE equipment will be provided as identified by workstation assessments.

Eye Tests for Display Screen Equipment Users

All school employees who are defined as display screen equipment (DSE) users are entitled to a free eye test and special glasses for use with DSE.

DSE users are defined as:-

- Employees who use display screen equipment as a significant part of their normal work; and

- Use DSE for continuous or near continuous spells of an hour or more at a time; and
- Use it in this way more or less daily; and
- Have to transfer information quickly to or from the display screen equipment; and
- A requirement to apply high levels of attention and concentration; or are highly dependent on DSE or have little or no alternative means of completing the work/task.

(Agency staff and other people at work in the school should contact their own employer for details of arrangements that apply to them).

Staff should inform the Headteacher if they require and eye test.

Work Equipment

The Headteacher will be responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required.

Before purchasing, consideration must be given to:

- the installation requirements,
- the suitability for purpose,
- the positioning and or the storage of the equipment,
- maintenance requirements (contracts & repairs);
- training and use of the equipment

Staff must not use new items of work equipment unless appropriate training has been given.

Working Alone

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own.

Please see NCLT Lone Working Policy which can be found on the Every Platform - <https://www.weareevery.com/>

School Security

NCLT Site Staff are the appointed person who is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc. are secured.

NCLT Site Staff are responsible for carrying out checks of the premises during the school holidays.

SCHOOL STAFF RESPONDING TO CALL OUTS

Staff nominated as out of hour's key holders are sometimes required to attend site following the activation of the alarm.

When they are called out they will not know what situation they will find and consequently systems need to be established which reduce the potential for them to be harmed.

It is considered that it is foreseeable that when attending a call out there is potential for injury due to assault (which is rare) or as the consequence of an accident.

The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

1 – CALL OUT ARRANGEMENTS

The school will introduce call out arrangements that will reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided.

Lone person attends – This is the least favoured option and where this happens procedures must be in place so that the individual on site keeps in contact with someone or someone will take steps to contact police should the individual not return at a given time.

Responder (see names above) should normally call a reliable contact on arrival at site, at regular intervals whilst on site, when leaving site and when arriving safely at home.

This could be at a security centre, a designated member of staff or a partner. The person attending should have a mobile phone.

An employee should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

No employee is expected to enter a building where it is believed that there is a significant risk. A copy of the procedures introduced to control these risks will be kept in the school office

Following an event the risk assessment should be reviewed and further control measures implemented if appropriate.

Violence

The School follows the Council's policy and guidance on Violence at Work.

The Headteacher is responsible for ensuring

- All staff are aware of the policy
- All staff are aware of the procedures for avoiding violence at work
- All staff are aware of the procedures for dealing with violent incidents
- All staff are aware of the procedures for reporting violent incidents
- All staff are aware of the support facilities available to victims of violence at work
- All incidents of verbal and physical abuse to be recorded using the on-line accident reporting system.

Positive Handling

Positive Handling is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation.

Arrangements for Supervision of Pupils

The school will be open from **8.35** am to **3.15** pm on weekdays during term times. Between these times supervision will be provided within the arrangements of the normal school day. Pupils will not be allowed on site outside these times unless they have been booked in to Breakfast Club or an after school club which will have adequate supervision provided.

Supervision Policy

1. Introduction

The Duty of Care

The *duty of care* as a contractual obligation for all staff, places a specific responsibility on the Headteacher, as overall manager of the school, to ensure full and appropriate supervision of all pupils occurs throughout the school day. An agreed supervision policy must be enacted by all staff to ensure duty and care to pupils both on and off the school premises. A policy for the school must be adopted by the Trust Board with monitoring and review taking place on a regular basis.

2. Contractual Obligations

Staff should follow the school's Health and Safety policy regarding the supervision of children while on site or during school visits of site.

3. Supervision before school

a) Headteacher writes to parents stating the start time of the school day and indicates that no arrangements can be made for supervision of pupils before *8.35am*.

b) Members of staff will be attendance in classrooms to receive pupils from 8.35am onwards.

4. Registration

Any employee may take the register. It is the responsibility of the class teacher to ensure this is done promptly and follows school procedures.

The responsibility to ensure that a pupil attends school regularly is that of the parent or guardian.

School will ensure that a contact number is available in school. If a message has not been received by 9.15 am on the first day of absence, school will contact home to find out why a child is away. If after two days a child cannot be located the EWO will be contacted.

5. Illness

A contact number is held in school and if a child is ill during the school day, a parent or designated person will be phoned.

6. Class Supervision

No child or class should be left unsupervised at any time. In the case of an emergency a child will be sent to get an appropriate support member of staff.

7. Break times

Staff will supervise morning and afternoon break times on a rota basis. In the case of an emergency or serious accident a pupil will be sent in to fetch another member of staff, while the incident is dealt with. At lunchtime midday supervisors will be allocated specific duties in accordance to arrangements made between the Headteacher and the senior midday supervisor.

9. Wet break times

Morning and afternoon arrangements will be supervised by class teachers or the class teaching assistant if the teacher requires a 'comfort' break etc. At lunchtime midday supervisors will be allocated specific duties in accordance to arrangements made between the Headteacher, SLT and the senior midday supervisor. (See additional sheet)

10. Mid-day Supervision

The Headteacher (or Assistant Headteacher in their absence) is responsible for ensuring the maintenance of good order and discipline at all times during the school day.

Where the behaviour of a pupil during the lunch break threatens the health, safety and welfare of others (both pupils and adults), parents will be informed and debarment enforced if necessary.

11. Supervision after School

The children will be supervised 10 minutes after school, and if a parent has phoned to say they will be late. If a child is left and no phone call has been received, the children will be sent to Camelkids at a charge to the parent.

12. Supervision of pupils travelling to and from school

The Headteacher is not responsible for the supervision of pupils travelling to and from school. However, the Headteacher will discipline pupils who misbehave on school transport. If this persists and is a serious threat to safety parents will be informed.

A teaching assistant on duty will supervise taxi children walking down to and boarding the taxi and ensure that children are seated and where possible a seat belt is fastened.

All staff of Foundation Stage pupils and Year 1 classes will make sure that the children are collected. No child will be allowed to go with a non-designated person.

13. Extra -Curricular Activities

All teachers will bear in mind the Health & Safety at Work Act when supervising PE, and follow the Health & Safety policy of the School. The same level of supervision will be carried out as for activities in normal school time. Adequate notice will be given where possible if a club is cancelled but children will be supervised if a parent cannot be contacted. If a non-teaching member of staff is running a club a member of staff will stay on the premises until the club has finished and children have left the premises. A designated First Aider will be accessible during extra-curricular activities.

14. Supervision of School Visits

When pupils are taken from school on organised visits the same duty of care arising from being 'in loco parentis' exists. It covers the duration of the visits and should include arrangements, where appropriate for the collection of pupils at the end of the visit. All visits are subject to rigorous risk assessments and all recommendations of the DfE guidelines.

15. Recording Accidents

Any accident that occurs where a child has a minor or major accident the details will be recorded in the Accident Book. If a child has an accident where it is felt a doctor's visit is necessary the parents will be informed and asked to fetch the child. If an ambulance is required, this will be called for and the parents or other relatives contacted. If contact cannot be made, a member of staff will accompany the ambulance and the parents continued to be contacted until reached.

Risk Assessment Process

The School will carry out risk assessments using AssessNET Risk Management Software system. Staff have the responsibility for managing the risk assessment process and producing relevant reports for the Headteacher and the Governors.

Copies of risk assessments are available to all teachers via AssessNET.

Staff Responsibilities

All staff are required to support the risk assessment process.

Staff identified with responsibility for activities are required to carry out or lead the risk assessment process for those activities.

Personal Protective Equipment

School Responsibilities

Personal protective equipment (PPE) will be supplied to control hazards only as a last resort – i.e. where the hazard cannot be removed or reduced to an acceptable level of risk by other means.

Where provided the School has a duty to ensure that PPE is used effectively. Managers will be expected to monitor the use of PPE and enforce its use where necessary.

Assessment of Need

The need for PPE will be determined during the Risk or COSHH Assessment process. Where identified as necessary PPE will be provided without cost to staff or students.

Purchase and Storage of PPE

The school will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer and takes account of any health or medical conditions.

In addition the school will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

Staff and Student Responsibilities

When issued with PPE; staff and students are required to wear it correctly.

Staff must take all reasonable precautions to ensure that PPE is stored and maintained properly.

The Control of Hazardous Substances (COSHH)

Hazard Assessment

All substances which may be considered hazardous to health under the Control of Substances Hazardous to Health (COSHH) Regulations have been assessed using Cornwall Council's COSHH Assessment Process.

The exception to this is for substances and preparations used in Science – these substances and preparations are used in accordance with the Hazards provided by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

A central copy of COSHH assessments is kept by the school and Cornwall Council COSHH register

Staff Responsibilities

Staff shall not use any hazardous substance without first having read the COSHH Assessment (or Hazard in Science).

Staff shall inform the COSHH Coordinator of any new hazardous substance purchased in order that an assessment can be made prior to use.

COSHH Coordinator

All Staff are responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from Cornwall Council.

The Coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the substance/preparation.

The Coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the substance/preparation and that the COSHH file is kept up-to-date.

The Coordinator is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.) where persons may be affected by their use of site or the storage of such substances/preparations may need to be controlled.

In addition, any hazardous substances or preparations being used by visiting artists, crafters, etc. must have appropriate COSHH assessments before being used in the School.

Appendix 1

First Aid Trained Staff

Jodie Squire
Michelle Mitchell
Karen Stringer
Samantha Walmisley
Leandra Hawken
Maria Mosca
Sandie Smale
Becky Old
Ruth Schiffer
Peter Knowles
Jo Mountain

EpiPen Trained

Jenny Godwin
Ruth Schiffer
Jodi Squire

Fire Wardens

Theresa Bolam
Jordan Garratt
Benjamin James
Natasha Mountain
Sandie Smale

Jenny Godwin
Neil Morgan

Site Staff

Rob Harper – Caretaker

Call Out Staff

Anne Howard
Karen Stringer
Rob Harper

Health and Safety Trustee

Robert Rush

Appendix 2

Fire Drill arrangements (including lunch time)

Main meeting point – Main Playground/ARB by ARB Car park

Secondary Meeting Point (only to be used main playground is considered too dangerous) – On School Field behind new classroom Buildings

