



Health & Safety Advice Leaflet for PTFA Event Volunteers

Thank you for your voluntary assistance with PTFA events and activities held at school. Your support is greatly appreciated.

This Safety Advice has been designed to protect you, our staff, and our pupils whilst taking part in events and activities within our school. If you feel anything has not been covered, please ask.

Please ensure you also read the Risk Assessment

When You Arrive and Leave

- On arrival please sign into the events rota, acknowledging your designated area and role at the event.
- You are also required to sign out on leaving.

Child Protection

- Volunteers should not photograph or film students, exchange email or phone numbers or give any personal details to children at our school.
- **Only** Withycombe Raleigh DBS Certified adults are permitted to check the toilet area, or assist with personal care issues as detailed in the school Intimate Care Policy.
- **Only** staff toilets are to be used by adults.
- Main door will be securely closed/manned throughout.

Safeguarding

If you have any concerns about the welfare of any children in our school, please speak to one of our Safeguarding Leads.

All staff and visitors at this school recognise that it is their duty to pass on any concerns that they may have about a child and will do so.

Safeguarding Leads:

KS1/Foundation Lead:	Kathryn Lee	Multi Agency Safeguarding Hub for
KS2 Lead:	Emma Jones	Devon (MASH): Tel 0345 155 1071

First Aid

- Any incident is to be reported to the designated First Aider.
- Treatment is to be undertaken by the identified First Aiders or designated school First Aider **only**.

Pupils' General Safety and Wellbeing

- No inappropriate language please!
- If a situation between pupils/parents arises, please seek the assistance of an appointed teacher or events co-ordinator.

Health and Safety Guidance

Minimize Risks and Reduce Hazards:

- All entries & exits are to be kept clear of hazards
- Obstacles are to be correctly put away
- Any spillages must be cleaned up directly
- Be aware of your role and bring to the attention of the event co-ordinator any concerns you have.

Setting up & Packing Away:

- Assistance from all volunteers is appreciated in setting up and putting away.
- Guidelines are to be followed: 2 x people per table, 2 x straps either side of the trolley used to secure tables in transit to storage.
- Use the chair lifter for 4 + chairs, maximum stack of 10.
- Antibacterial spray to be used to wipe down chairs/ tables.
- Do not undertake any lifting if it contradicts a medical condition.

Refreshments:

- At Withycombe Raleigh we do our utmost to ensure that any refreshments available are nut-free. However a Nut and Allergy disclaimer must be displayed. Please do not bring in any personal snacks / items that could pose a risk.

Fire and Emergency Evacuation

If the Fire Alarm sounds (a long continuous siren) please leave the building immediately by the nearest external exit.

Make your way, with the children, around to the assembly point on the main playground and report to the designated events leader.
