

Health and Safety Policy

St Patrick's Catholic Primary School



Reviewed on: March 2022

Approved by: Governors

Date Approved:

Last reviewed on:

Next review due by: March 2023

ST PATRICK'S HEALTH AND SAFETY POLICY

General Statement of Intent

Introduction

The purpose of this policy statement is to indicate the School's commitment to achieving a safe working environment for all staff, pupils and visitors connected with our site and activities.

This policy will be reviewed annually by the Head Teacher, assisted by the Lead on Health and Safety; before being ratified by the Governors.

The Board of Governors recognise and accept their respective responsibilities under the Health and Safety at Work etc. Act 1974, and all the supporting regulations in order to provide a safe and healthy workplace for all its employees, pupils and visitors to the school.

The Board of Governors will individually and collectively take all steps within their power, where reasonably practicable, to meet their responsibilities, paying particular attention to the provision and maintenance of:

- Plant, equipment and systems of work that are safe.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
- A safe place of work and access to it.
- A healthy working environment and adequate welfare facilities.
- A safe and healthy learning environment for pupils.

Although it is the legal duty of the Board of Governors to ensure the health, safety and welfare of everyone affected by their activities; all employees acting in a managerial capacity are responsible for ensuring that everyone under their charge complies at all times with the School's Health and Safety aims.

A Health and Safety Practitioner, supplied through EPM, provides competent technical advice on health and safety matters where necessary to assist such employees in their task providing legal support and best practice when required. The school also has access to the Waltham Forest Health and Safety Team.

The Board of Governors expect all staff to risk assess the impact of their activities, working in line with guidance in relation to themselves and third parties. Staff are expected to inform an appropriate line manager of any safety concerns and if required, the concerns should be passed on to the Board of Directors for action if necessary.

Signed by:

Governor (Health and Safety Lead): _____

Signature: _____ Date: _____

Introduction

The following statement of the school’s general policy with respect to the health and safety of its employees and pupils while at work, and the organisation and arrangements presently in force for carrying out that policy, has been prepared in accordance with the Health and Safety at Work Act 1974. An EPM Health and Safety Practitioner will review the policy at least annually.

A copy of this policy will be made available to all staff. Staff, in addition to the policy, will have access to support and advice in order to implement and comply with the policy and procedures.

Foreword by Headteacher

St Patrick’s recognises and accepts its legal responsibilities for the health, safety and welfare of its employees and the health and safety of any other person who may be affected by its activities. To this end it aims to apply and enforce all current legal requirements, together with appropriate safety measures. In addition, where practicable, will attempt to continuously improve the health and safety at work of all its members, by operating a proactive policy of reducing hazards over and above the requirements of legislation. This will be done within a clearly defined safety management structure by the dissemination of appropriate guidance, instructions and information and auditing procedures.

While recognising its own responsibilities in the matter of health and safety at work, the School requires the co-operation of all members, staff, pupils and visitors, in meeting these obligations. The School believes that health and safety at work is the responsibility of all those at work. It will encourage employees to take an active role in ensuring that a safe working environment is maintained. This will be done by providing a clear reporting route for accidents and incidents and encouraging suggestions to improve the working environment.

Communication is considered a vital part of any efficient health and safety management system. Therefore, any member of staff may approach his or her manager or any senior leader on site on any matter relating to health and safety.

Signed: Headteacher

This statement will be reviewed in March 2023

Health and Safety Policy Statement

The management of health and safety is regarded as being of the utmost importance for all pupils, staff and visitors to St Patrick's Catholic Primary School. Therefore, the School recognises and accepts its responsibility to set standards at least as high as required by the Health and Safety at Work Act 1974 and supporting regulations. The School will so far as is reasonably practicable, aim to achieve zero work related fatalities, as well as an incident and injury free environment.

The School will accomplish this target, in so far as is reasonably practicable, through adopting an approach to continuous improvement through:

- Providing and maintaining plant and equipment and systems of work that are safe and without risks to health.
- Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and pupils and visitors.
- Maintaining any place of work under the School's control in a condition that is safe and without risks to health; providing and maintaining safe means of access to and egress from it.
- The provision and maintenance of a working environment for employees and pupils that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work.
- Providing such protective equipment as is necessary for the health and safety at work of employees and pupils.
- The encouragement of staff to set high standards of health and safety by personal example, in order that pupils leaving the School should take with them an attitude of mind which accepts good health and safety practice as normal.
- Striving to monitor the effectiveness of health and safety provisions within the School.
- Keeping the School's Health and Safety policy under at least annual review in order to support the School's policy of continuous improvement and to duly publish any amendments.
- This Policy will be issued to each new member of staff.

1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to Ruslan Protsiv, Head Teacher.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

3.2 Headteacher

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed, deployed and regularly reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, Tracey Mullett, Deputy Head assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is Michelle Duffy, Office Manager.

3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Cooperate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

3.5 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.6 Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

3.7 Visitors

Visitors and other users of the premises are required to observe the safety rules of the school. All visitors must report to the office where a 'signing in' system is in operation. Visitors must wear an ID badge/visitor sticker at all times whilst on school premises.

3.8 Supervision of Pupils

The safety of pupils in the classroom is the responsibility of the class teachers.

The school day commences at 8:50am and finishes at 3:15pm. Teachers on duty will accept responsibility for pupils on the school premises from 8:45am. Children in Year 3, 4, 5 and 6 enter the school via the gates on Longfield Avenue. The remaining year groups enter via the playground in Stoneydown Park.

Nursery full-time is from 9am to 3pm and 8am-6pm. Nursery AM starts at 8:30am to 11:30am. Nursery PM is from 12:30pm to 3:30pm.

During break time, two members of staff will supervise the children. During lunch break, the midday assistants and teaching assistant on duty have the responsibility of supervising the children. Children are not permitted to enter the classrooms when the teacher is not present.

4. Site security

Andrew McAttee is responsible for the security of the school site in and out of school hours. He is responsible for visual inspections of the site, and for the intruder and fire alarm systems. Ruslan Protsiv and Andrew McAttee are key holders and will respond to an emergency.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. A Fire risk assessment of the premises will be reviewed regularly.

- Fire Risk Assessment is arranged by: the school
- Records are kept by: by the School
- Fire Equipment is maintained by : Office Test Limited
- Records are kept by: Office Test Limited and the school

Emergency evacuations (fire drills) are practiced at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. This is: **School Playground. If further evacuation is needed, children will be taken to Stoneydown Park Compound.**
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- A member of the Office Team will check the staff signing in book and visitor book.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Children with an educational health plan will have a personal emergency evacuation plans (PEEPs)

A fire safety checklist can be found in appendix 1.

6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Andrew McAttee and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. COSHH data sheets are held in both cleaning cupboards, staff and school kitchen, Premises office and each classroom.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

All hazardous products will be stored in lockable cleaning cupboards.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

7. Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation
- Examinations are arranged by: the school
- Records are kept by: The school

8. Legionella

- A water risk assessment was completed on 26/10/2021 by Envirocure. Envirocure is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every 2 years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: follow a flushing regime, dismantle, clean and descale shower heads, inspect and clean TMVs.

9. Asbestos

- 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
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

10. Equipment

- All equipment and machinery is 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 that 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

10.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to Michelle Duffy, Office Manager and Premises Manager, Andrew McAttee immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Portable appliance test (PAT) will be carried out by a competent person yearly. A copy of the report will be held in the Premises Manager's office.
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person
- Privately owned appliances must not be used in school

10.2 PE equipment

- Any concerns about the condition of the gym floor or other apparatus will be reported to Andrew McAttee, Premises Manager

10.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

11. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

12. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The site service officers retain ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

13. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

14. Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on schools trips and visits

15. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

16. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

17. Smoking

Smoking is not permitted anywhere on the school premises.

18. Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

18.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

18.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

18.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

18.4 Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly

18.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

18.6 Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

18.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

18.8 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

18.9 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 2. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

19. Risk Assessment

Risk assessments provide the backbone of any safe system of work and therefore St Patricks has a bespoke risk assessment procedure which will be made available to all members of staff. All activities must be assessed for hazards and with their risks evaluated. An assessment that identifies a significant hazard should be recorded in writing and the measures needed to control the risk to health and safety should be listed and communicated by the member of staff leading the activity. For on-going activities, the risk assessment should be reviewed if the circumstances surrounding the activity change. Otherwise it is the School's policy that all risk assessments be reviewed on an annual basis.

19.1 New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal carer and GP as this must be investigated promptly

20. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise 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. The Employee Assistance Helpline number is displayed around various places within the school building and shared with all staff: 0800 328 1437.

21. Accident reporting

21.1 First Aid and Accident record book

- There are 9 paediatric trained first aiders and 4 emergency first aid at work
- First Aid boxes are available in the welfare room, nursery, premises office and staff room. Each class has a mini first aid box. Teachers/teaching assistants need to ensure that their class first aid boxes are stocked on a regular basis. It is the responsibility of the welfare officer to ensure that the main first aid boxes are stocked on a regular basis.
- The accident slip will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident.
- A phonecall to accident and incident reporting line (AIR Line) by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in a reportable injury. An email is received by AIR with reference number detailing what has been reported.
- As much detail as possible should be supplied when reporting an accident
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

21.2 Reporting to the Health and Safety Executive

The welfare officer will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the **RIDDOR 2013** legislation (regulations 4, 5, 6 and 7).

In the event of an accident, the injured person or relevant staff member must report the incident as soon as possible to the accident and incident reporting line (AIR Line 03300 586469) as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion:

21.3 Notifying parents

The first aider/staff member dealing with the incident will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, KS1 & 2 and any first aid treatment given, on the same day, or as soon as reasonably practicable.

21.4 Reporting child protection agencies

The Head Teacher will notify the LADO of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

21.5 Reporting to Ofsted

The Head Teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

22. Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear (footwear worn for evening events may not be in line with the School Uniform Policy)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

23. Allergens and anaphylaxis

Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

Staff are also required to provide the headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies is collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the school operates in line with Natasha's Law can be found in the Whole-School Food Policy.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

24. Training

Our staff are provided with health and safety training as part of their induction process. Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

23. Monitoring

This policy will be reviewed by the Office Manager every year.
At every review, the policy will be approved by the Head Teacher and Full Governing Body

24. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan

Appendix 1. Fire safety checklist

ISSUE TO CHECK	YES/NO
Are all servicing and inspection regimes completed?	
Is fire safety information prominently displayed?	
Are evacuation routes clear of obstruction and clearly signed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Are combustible materials stored away from heat/ignition sources?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Appendix 2. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).

Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.

Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

Appendix 3. St Patrick's Catholic Primary School

Notes of Guidance for Contractor Working on Site

Purpose of Guidance

Building or small works such as glazing, heating and ventilation, roof repairs, electrical installations etc. may create risks for those engaged in the work and for staff and pupils. The purpose of this code of practice is to provide guidance in order that contractors will use safe working practices according to the Safety at Work Act 1974 and to assist the contractor in taking all reasonable and practical steps to prevent danger or ill health from details of the work being carried out.

The school has legal responsibility to contribute to the safety of the contractor's staff in so far as ensuring safe premises and to ensure that school activities do not present a hazard which contractors have not been made aware of. For contracts of a larger nature, lasting a few days or more, the Head Teacher will appoint a member of staff for "on site" liaison. For short term work involving educational/teaching areas there must be liaison and agreement between the contractor and the Head Teacher before work proceeds.

ALL CONTRACTORS WILL:

- i) Observe the school's rules and instructions, e.g. fire prevention, first aid, restricted use of mobile phones and traffic restriction etc., given by staff for whom the contractor is working.
- ii) Not work on the premises until the School's rules are accepted.
- iii) Ensure that all operations are conducted in such a manner as to prevent injury.
- iv) Provide their own plant and equipment unless specified in the contract.
- v) Not leave portable electrical equipment unattended. Larger items should be electrically isolated when left unattended.
- vi) Use properly constructed plugs and sockets for any connections to the schools electricity supply.
- vii) Obey the legal requirements relating to equipment and operations set out in:
 - Lifting Equipment Regulations 1998 (LOLER)
 - Provision and Use of Work Equipment Regulations 1998 (PUWER)
 - CDM Regulations 2015

At the discretion of the Head Teacher each contract may have a designated school official who will:

- i) Ensure that the contractor is informed of our emergency procedures, e.g. injury, fire, dangerous occurrences and has access to the school's safety and emergency policies when requested.
- ii) Ensure that the Contractor is informed of our working procedures, e.g. head protection, electrical safety, and ladders.
- iii) Request copies of the contractor's documented risk assessments/method statements for the proposed work.
- iv) Ensure that the contractor is aware of our general safety requirements, e.g. site

- traffic, warnings.
- v) Ensure that the contractor is aware of any special safety precautions that relate to the school's premises or activities, e.g. asbestos.
 - vi) Ensure that the contractor is working safely and is not putting staff, pupils or property at risk.

The Head Teacher will decide on who will act as the School liaison.

INFORMATION FOR ON SITE CONTRACTORS

It is your responsibility that a safe system of working is implemented at all times.

Please note that children will be moving around the school and it is your responsibility to ensure their safety at all times. If you are expecting deliveries or would like to introduce vehicles or plant on to site you must clear the timings through the main reception, without exception.

Please ensure that all electrical leads are kept clear of floors whenever possible. If leads must trail across frequently used areas, e.g. corridors, remove them during busy pedestrian times, or securely tape them to the floor.

Do not leave any equipment unattended. It may not be there when you return. It may also cause injury.

If you know that your working procedure may be hazardous or may take a long period of time let the office know.

It may be possible to prevent pupils using the area while you are working. Areas must not be closed off without prior consultation.

If you are driving in the School grounds, observe the speed limit of 5 miles per hour.

All contractors must sign in and out at the office upon entering and leaving the premises and must display the badge issued, prominently.

No smoking on Academy premises.

The use of mobile phones is restricted on site and permission must be sought from a member of staff before a call can be made, or photograph taken.

If fire alarm is activated (a continuous bell) leave premises immediately and report to office staff at the designated muster area as agreed during the induction process.

In case of queries contact the main office.

Please read, then sign and return the slip below.

I have read and understood the information from St Patrick's Catholic Primary School for on-site contractors and agree to abide by it.

Signed: _____

Date: _____

On behalf of: (Company name)

Appendix 4. St Patrick's Catholic Primary School

Health and Safety Guidelines for Hosts of Evening Classes and Hirers

SECURITY

- ID badges are to be worn by staff at all times when on duty.
- Class Tutor to ensure register is taken at the beginning of the lesson.
- Be aware of the position of the nearest telephone.
- The use of mobile phones is restricted whilst pupils are on site.

FIRE PROCEDURE:

If you discover a fire:

- Operate the fire alarm.
- Leave the building (follow the route indicated on the evacuation plan).
- Dial 999 and report the fire.

On hearing the fire bell (continuous ring):

- Leave the building at once (follow the route indicated on the evacuation plan).
- Close all doors and windows as you leave.
- Follow the shortest safe route to the Assembly point.
- Hirer to check the attendance register for their group.
- Do not disperse.
- Do not re-enter the building until instructed to do so by the Duty Fire Officer or the Duty Officer.

FIRST AID:

- Hirers are entirely responsible for their own First Aid arrangements.
- If an injury occurs due to the suspected fault with the premises a report must be submitted to the Office within 24 hours.
- First aid for all but minor injuries should always be followed by qualified medical treatment

EMERGENCY ACTION IN CASE OF ACCIDENT OR ILLNESS:

- Make arrangements for an ambulance to be sent immediately so that the patient can be taken to hospital by dialing 999.
- Give precise location of the occurrence and directions for the nearest point of access for the ambulance.
- Arrange for the ambulance to be met at the MAIN GATE.

- See that the patient is accompanied whenever possible by a responsible person
- Ensure that arrangements are made for the relatives or friends to be advised fully of the situation.
- Ensure that an accident report form is completed giving the full details of the occurrence together with any action taken. This must be handed to the Main Reception.

PARKING:

- All vehicles are to be parked in an area agreed during the induction process.
- Vehicles parked at the owner's risk.
- There is a strict 5mph speed limit in the school car park.

SMOKING:

St Patrick's Catholic Primary School is a no-smoking area. There should be no smoking anywhere on the site.

Please read, then sign and return the slip below.

I have read and understood the information for Hiring Agencies and agree to abide by it.

Signed: _____

Date: _____

On behalf of: (Hirer or Company name)

Appendix 5. St Patrick's Catholic Primary School

Lockdown Procedure

Introduction

Siege and hostage situations are two of the most significant emergencies or critical incidents that a school may encounter. They often develop with unpredictability, speed and lethality. These events may involve armed or unarmed people, using a carefully planned or completely unplanned method. Many of these situations are over within several minutes. It is essential that, if the safety of pupils or staff is at immediate risk, decisive actions are taken to reduce access to additional victims. This includes immediate notification to the Police by dialling 999.

Before the arrival of emergency services, the decision to instigate lockdown or to evacuate all or part of the school premises is a decision to be taken by the Head Teacher or their Deputy. Where time permits this decision should be made in consultation with the Police.

Large scale evacuation will always be a last resort. The decision will need to balance the risks as to whether pupils and staff are afforded better protection by remaining where they are or by evacuation. If a decision to evacuate is made, the aim will be to evacuate the optimum number of people expeditiously and safely.

Parents and other persons who arrive on a school site during a siege or hostage situation should be mustered to a safe location.

The preservation of life will take precedence. Perpetrators should not be approached or challenged.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

The following basic principles are to be followed in the case of 'Lockdown':

Immediate action:

- Staff to be alerted to the activation of the lockdown by office staff and SLT.
- Pupils who are outside of the school buildings are brought inside as quickly as possible and return to their classroom. Those inside the school should remain in their classrooms.
- All doors and windows are to be closed/locked. Staff should not leave their classroom unless it has been indicated that it is safe to do so. The Teacher or adult in the room closes the blinds and reassures pupils and explain that they need to listen and follow instructions carefully and sensibly.
- Pupils to be positioned/asked to sit down underneath the windows or away from the windows ensuring they are out of sight or behind upturned tables. Staff to support or model with turning the tables on their sides (especially for the younger pupils). Once these steps have been followed the adults must ensure they too are out of sight. Children must remain quiet and mobile phones switched to silent mode and vibrate turned-off.

Once in lockdown mode, staff should take the register and notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing).

- As appropriate, the school should establish communication with the Emergency Services as soon as possible.
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system. If it's safe and out of ear shot staff can give information regarding an intruder(s) whereabouts or movements (if they have such information) to the police / Senior Staff. Ensure phone is silent and vibrate turned off.
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded. Evacuation is to the designated fire assembly point.
- Staff should await further instructions

It is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill should be undertaken at least once a year.

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decision of the Head Teacher with regarding the timing of communication to parents.

REMEMBER IN THE RARE EVENT OF A FIREARMS OR WEAPONS ATTACK

RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL the police by calling 999

Pupils should be made routinely aware of this advice.

Bomb Evacuation Procedures

Principles

The overriding consideration must always be the safety of staff, pupils, visitors and the general public. The purpose of this guidance is to ensure any emergency situation can be dealt with in a pre-planned and organised manner to maintain the safety of all persons and co-ordinate an evacuation in conjunction with the emergency services.

All staff and pupils must be aware of evacuation procedures (see the Fire Plan). All persons on site (visitors, contractors etc.) must be instructed on the procedures for evacuation of the building/establishment.

A bomb threat can be communicated in a number of different ways. The threat is likely to be made in person over the telephone; however, it may also be a recorded message, communicated in written form, delivered face-to-face or, increasingly, sent by email or social media (e.g. Twitter or Instagram, etc.). A threat may be communicated via a third-party, i.e. a person or organisation unrelated to the intended victim and identified only to pass the message.

Procedures

Immediate steps if you receive a bomb threat communication

Any member of staff with a direct telephone line, mobile phone, computer or tablet etc., could conceivably receive a bomb threat. Such staff should, therefore, understand the actions required of them as the potential first response to a threat message.

If you receive a telephone threat, you should:

- if possible, alert another member of staff in the school office using the yellow 'Bomb Threat' card
- use the action checklist located in the plastic sleeve under each desk in the office/finance/welfare office
- stay calm and listen carefully
- if practical, keep the caller talking and alert a colleague to dial 999

- if displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended
- if the threat is a recorded message write down as much detail as possible
- if the threat is received via text message do not reply to, forward or delete the message. Note the number of the sender and follow police advice
- alert the headteacher. They will need to make an assessment of the threat.

If the threat is delivered face-to-face:

- try to remember as many distinguishing characteristics of the threat-maker as possible

If discovered in a written note, letter or as graffiti:

- treat as police evidence and stop other people touching the item

If the threat is received via email or social media application:

- do not reply to, forward or delete the message
- note the sender's email address or username/user ID for social media applications
- preserve all web log files for your organisation to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

REMEMBER Dial 999 and follow police advice.

Assessing the credibility of bomb threats

Evaluating the credibility of a threat is a critical task, particularly if the attack being threatened is imminent. This is a tactic used to place additional pressure on decision makers. Police will assess the threat at the earliest opportunity. When specific intelligence is known to police, advice will be issued accordingly; however, in the absence of detailed information, it will be necessary to consider a number of factors:-

- is the threat part of a series? If so, what has happened elsewhere or previously?
- can the location of the claimed bomb(s) be known with precision? If so, is a bomb visible at the location identified?
- considering the hoaxer's desire to influence behaviour, is there any reason to believe their words?
- if the threat is imprecise, could an external evacuation inadvertently move people closer to the hazard?
- is a suspicious device visible?

Checking your venue for suspicious items – Search considerations

Regular searches of your establishment, proportionate to the risks faced, will enhance a good security culture and reduce the risk of a suspicious item being placed or remaining unnoticed for long periods. Additionally, if you receive a bomb threat and depending upon how credible it is, you may decide to conduct a 'search' for suspicious items. To that end:

- ensure plans are in place to carry out an effective search in response to a bomb threat
- identify who in your venue will coordinate and take responsibility for conducting searches
- initiate a search by messaging over a public address system (coded messages avoid unnecessary disruption and alarm), by text message, personal radio or by telephone cascade

- divide your venue into areas of a manageable size for 1 or 2 searchers. Ideally staff should follow a search plan and search in pairs to ensure nothing is missed
- ensure those conducting searches are familiar with their areas of responsibility. Those who regularly work in an area are best placed to spot unusual or suspicious items
- focus on areas that are open to the public; enclosed areas (e.g. cloakrooms, stairs, corridors, lifts etc.) evacuation routes and assembly points, car parks, other external areas such as goods or loading bays
- develop appropriate techniques for staff to be able to routinely search public areas without alarming any visitors or customers present
- under no circumstances should any suspicious item be touched or moved in any way. Immediately start evacuation and dial 999
- ensure all visitors know who to report a suspicious item to and have the confidence to report suspicious behaviour

Remember: it is vital that regular drills are carried out to ensure all are familiar with bomb threat procedures, routes and rendezvous points. Disabled staff should have personal evacuation plans and be individually briefed on their evacuation procedures. Similarly, all visitors should be briefed on evacuation procedures and quickly identified and assisted in the event of a threat.

Familiarising through testing and exercising will increase the likelihood of an effective response to an evacuation and aid the decision-making process when not to evacuate/invacuate.

Planning for evacuation

Actions to consider

Responsibility for the initial decision making remains with the management of the location being threatened. Do not delay your decision-making process waiting for the arrival of police. Police will assess the credibility of the threat at the earliest opportunity. All bomb threats should be reported to the police and their subsequent advice followed accordingly. It is essential that appropriate plans exist, they should be event and location specific. Venue options to manage the risk include:-

External evacuation

Leaving the venue will be appropriate when directed by police and/or it is reasonable to assume the threat is credible, and when evacuation will move people towards a safer location.

Where possible the assembly point should not be a car park. Evacuation procedures should also put adequate steps in place to ensure no one else enters the area once an evacuation has been initiated.

The police will establish cordons depending upon the size of an identified suspect device. Always follow police direction and avoid assembly close to a police cordon.

Internal or inwards evacuation

There are occasions when it is safer to remain inside. Staying in your venue and moving people away from external windows/walls is relevant when it is known that a bomb is not within or immediately adjacent to your building.

If the suspect device is outside your venue, people may be exposed to greater danger if the evacuation route inadvertently takes them past the device. A safer alternative may be the use of internal protected spaces.

If the location of the device threatened is unknown, evacuation represents a credible and justifiable course of action.

Decision not to evacuate or inwardly evacuate

This will be reasonable and proportionate if, after an evaluation by the relevant manager(s), the threat is deemed implausible (e.g. a deliberate hoax). In such circumstances police may provide additional advice and guidance relating to other risk management options. It may be considered desirable to ask staff familiar with the venue to check their immediate surroundings to identify anything out of place.

1. Bomb evacuation Procedure

The bomb evacuation procedure is activated via the manual bell (alarm lasting for 10 seconds) which is located in the Main School Office. Do not proceed to the Fire Assembly point (this is not a safe distance). **Evacuation is to St Patrick's Church.** If for any reason the assembly point area is compromised, then the headteacher will designate another area for assembly and inform staff as soon as feasibly possible and before evacuation proceeds.

Care should be taken to ensure that an alternative assembly points are of a suitable distance away from buildings and car parks taking into account the possible spread of blast, glass and debris damage. The assembly point should be:

- More than 100m away from a small item (hand luggage size)
- More than 200m away from a large item or car
- More than 400m away from a large vehicle (load carrying vehicles) – In such an eventuality an evacuation further away should be considered.

Unlike a fire evacuation, during bomb threat evacuations windows and internal doors should be left open, and disabled persons may use the lifts. Lights should be left on. If it does not require a detour or significant delay coats and personal belongings such as bags should be removed from the building.

2. Designated Staff

- The headteacher will act as the focal point for all communication and will co-ordinate the evacuation procedure.
- Fire Wardens are the staff with area responsibilities.

3. Actions to be taken

The headteacher will:

1. Notify the police 999
2. Isolate the area - the minimum distance should exceed 50 meters
3. Ensure nothing is touched
4. Evacuate the building/s and assemble at the designated area or alternative if necessary
5. Staff/pupils are not to re-enter the building
6. Liaise with Police and provide assistance to carry out a search of the building

7. If the main telephone line received a threat, ensure that the bomb threat detail sheet is completed and made available to the police on their arrival.
8. Inform the Chair of Governors/Local Management Board of events

Fire Wardens

In common with fire evacuations Fire Wardens will carry out a check of their search area to ensure everyone has vacated the premises and will direct pupils, staff and visitors to the designated assembly point. Fire Wardens should check their designated area to ensure that it is evacuated. The all clear for evacuation of the area should be reported to the Fire Manager.

4. Operating the Incident/Bomb Alarm

1. Sound alarm, follow Fire Plan arrangements for evacuation
2. Telephone the Fire & Rescue Service to advise of your actions. Use the standard message below:
 “We are ringing to inform you that a bomb threat has been received and we are activating the bomb alarm in order to evacuate the building(s). The information that we have received indicates that the bomb is set to explode atam/pm

The Police have been informed and an Incident Control Point has been set up at

“.....”

5. Bomb Threat Detail Sheet

1. It is important to record the actual words used wherever possible
2. Get a colleague to listen to the call with you
3. Listen carefully – stay calm, if possible do not interrupt
4. Keep the caller talking and keep the line open – do not clear it until you are told to do so.

6. Reoccupation of the Building

Following evacuation and after search of the building, confirmation that the building may be reoccupied should be sought from the police attending the incident.

Head of School (or deputy)	
Actions (to activate, and during, a lockdown)	Completed
Liaise with the Police in considering a lockdown	
Activate lockdown using a predetermined activation signal	
Advise the Police and other appropriate emergency service agencies	
Establish the School Incident Management Team (to plan further actions and enact the response plan)	

Head of School (or deputy)

Actions (to activate, and during, a lockdown)	Completed
Allocate specific responsibilities	
Guide visitors to safety	
Divert parents and returning groups from the school	
Ensure a telephone line is kept free	
If in place or in use stop the school bell from sounding during period changes or break times	
Secure external doors and entrances	
Keep main entrance as the only school entry point. This entrance must be constantly monitored, and no unauthorised people have access	
Have a delegated staff member wait at the main entry to the School to guide emergency services personnel, if safe to do so	