



NANSTALLON SCHOOL



## Statement of Health and Safety Policy

NANSTALLON SCHOOL

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the Nanstallon School's activities.
2. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with its activities.
3. Will seek to ensure that its legal duties and policy objectives are complied with at all times.
4. Will ensure that all foreseeable risks associated with the Nanstallon School's activities are identified and removed or controlled through a process of risk assessment and management.
5. Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
6. Will seek to inform students' parents or guardian of any health, safety or welfare issues relevant to their child or children.
7. Have detailed the arrangements for health safety and welfare in the Organisation and Arrangements associated with this policy statement.
8. Will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than 2 years.

Approved and adopted by:

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[Chair of Governors]

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[Head Teacher]

On: [12 December 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.

### The Employer

The employer in this school is The Governing Body. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health safety and welfare of students, staff, visitors and contractors.

### Governors

The governors are responsible for ensuring that mechanisms and procedures are in place for health safety and welfare. The governors will receive regular reports to enable them, in collaboration with the Head Teacher, to prioritise resources for health safety and welfare issues.

The Governors have appointed a Safety Governor to receive information, monitor the implementation of policies, procedure and decisions and feed back to the Governing Body on health safety and welfare issues.

The Safety Governor is Mr Chris Chance

### Head Teacher

The Head Teacher has responsibility for:-

- Day-to-day management of all health safety and welfare matters in the school in accordance with the Statement of Safety Policy;
- Ensuring that regular health safety and welfare inspections are carried out;
- Submitting regular health safety and welfare reports to the Governors and the employer;
- Ensuring that action is taken on health safety and welfare issues;
- Passing on information received on health safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- Chairing the School Health and Safety Committee;
- Identifying and facilitating employee training needs;
- Liaising with governors, the employer and/or the Local Authority on policy issues and any problems in implementing the 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 safety and welfare matters;
- Ensuring that suitable risk assessments have been carried out for all activities where there is a significant risk;
- Ensuring regular inspections/compliance checks and reports are carried out;
- Acting on reports from the Local Education Authority;
- Ensuring that any contractor appointed to deliver services or carry out work is competent to do so;
- Monitoring contractors to ensure that the Health and Safety Policy is complied with;
- Take action where any contractor is found to be working in a manner which is considered to be unsafe.

Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff. In this school the following functions have been delegated to:-

<b>Function</b>	<b>Delegated to</b>
Day to day health safety and welfare management	Ben Stephenson (it is the shared responsibility of ALL staff)
Regular compliance checking	Chris Chance / Dan Nattle
Accident Investigation	Arran Langdon
Employee training needs	Ben Stephenson / Abigail Fraser
Contractor management	Ben Stephenson

## Competent Health and Safety Advice

The school recognises that it must have access to competent health and safety advice. The school's competent advisors are:

Kate Woolven IOSH MA NCRQ (FAST)

## 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 that 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 the Health and Safety Committee if 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 safety and welfare 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 employee.

## Organisation and Arrangements for Health Safety and Welfare

The following pages contain the specific arrangements and organisational details for ensuring that the school's Health and Safety Policy is fulfilled.

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## 1. Arrangements for the Supervision of Students

### Opening Times

The school will be open from:-

[8:00am]

And will close to students at:-

[3:00pm]

On weekdays during term time.

Between these times supervision will be provided. Students will not be allowed on site outside of these times.

### Supervision arrangements

- Supervision between school opening and lesson start time – is detailed on the school timetable in relation to personnel and location;
- Supervision ratios and locations of supervisors at break and lunchtimes – is detailed on the school timetable in relation to personnel and location;
- See Forest School Risk Assessment

Main entrance drop-off between 8:30 and 8:55 unless attending breakfast club for which drop off is the same location between 8am and 8:40am

Collection time is at 3:00pm by parents/guardians entering the blue gate which will be unlocked by a member of staff.

### After School Lettings

As per the Letting Agreement, the School does not provide supervision for any groups using its facilities as part of a letting/hiring arrangement.

## 2. First Aid

### Assessment of Needs

An assessment of first aid needs has been carried out and has identified that the following numbers of trained staff is required:-

Emergency Paediatric First Aid Qualified [all staff]

Extended focused Paediatric First Aid [5]

### First Aid Coordinator

[Maureen Westlake] is responsible for overseeing the arrangements for first aid with the School. The First Aid Coordinator's duties include ensuring that:-

- First Aid equipment is available at strategic points in the School
  - [classrooms, hall, staffroom, kitchen and office]
- A sufficient number of personnel are trained in first aid procedures
  - Abigail Fraser maintains a list with dates to ensure that:
    - First Aid qualifications are, and remain, current.

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

### First Aiders

The first aiders listed above 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 and 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 specifically provided for:-

- [\*Contractors]
- [\*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 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 111

And, in the case of student injuries, with the parents or legal guardian.

## Suspected Head, Neck and Spinal Injuries to Students

In the event of a suspected head, neck or spinal injury to a student it is the policy of this school, in addition to the normal first aid procedures, that the student'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 student's wellbeing, the first aider is expected to contact the Health Service Helpline for advice or phone for an ambulance as appropriate.

## Other Significant Injuries

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

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

- A telephone call primarily
- Face-to-face meeting
- A form with relevant detail

Records of notification by telephone to parent/guardians will be kept by Miss Fraser – school secretary. Copies of written notification are held in the school office.

## Escorting Pupils to Hospital

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

The member of staff will stay with the student until a parent/guardian arrives and responsibility is transferred.

## 3. Pupils with Medical Needs

The School recognises that it has a responsibility to support pupils with medical needs. The School follows the Department for Education's guidance on managing medicines in schools and early years settings:-

([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf))

### Responsible Person

[Abigail Fraser] is responsible for ensuring that the arrangements below are effectively implemented and maintained.

### **Medicine in School**

Medicines will only be administered at School when it would be detrimental to a student's health not to do so. The School will store and dispense medication to students as long as:-

- It is prescription medication which has been prescribed by a medical practitioner with written instructions for its use; or
- It is non-prescription medication which has been supplied by the parent/guardian with written instructions for its use; and
- Written parental consent has been given.

The School does not keep or dispense any other medication [other than salbutamol for use with the emergency asthma kit (see below)].

Medication brought into School must be clearly labelled with the student's name, dosage, method of administration and be in-date.

Medication will be available to identified students at all times of the School day.

### **Self-Management of Medication**

This School does not allow students to carry or manage their own medication.

### **Emergency Asthma Kits**

This School's procedures for managing the use of the emergency asthma kit is based on Department of Health guidance:-

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/350640/guidance\\_on\\_use\\_of\\_emergency\\_inhalers\\_in\\_schools\\_September\\_2014\\_3\\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/350640/guidance_on_use_of_emergency_inhalers_in_schools_September_2014_3_.pdf)

Staff authorised to dispense this medication have read the above guidance and have been given instruction in the recognition of the symptoms of an asthma attack and the appropriate procedures to follow.

The emergency inhaler contains Salbutamol and will only be available to students who have been

- diagnosed with asthma and prescribed an inhaler OR
- prescribed an inhaler as reliever medication.

In addition parental consent must be obtained for use of the emergency inhaler.

The School keeps a register of students who have been diagnosed with asthma or prescribed a reliever inhaler.

The emergency asthma kit will be stored and managed in the same way as any other prescription medication following the procedures above.]

### **Storage of Medicine**

Medicines will be securely stored in the office (medicine cabinet) or the staffroom fridge.

All medicines must be signed in in the Medicines Log.

Any medicine given out or administered must be recorded in the Medicines Log.

Medicines can only be given out by paediatric first aid trained staff

### **Facilities for Medical Procedures**

A room has been provided for medications and medical treatments to be administered [staffroom].

### **Training**

The responsible person will ensure that sufficient staff are suitably trained in the administration of medication and support of students with medical needs.

The responsible person will keep a record of all medical needs training.

### **Sharing of Information**

The responsible person will ensure that relevant staff are made aware of any student's medical condition. This information will include, where appropriate:-

- Medical condition
- Side effects of medication
- Signs and symptoms
- Modifications and allowances
- Emergency actions

The responsible person will also ensure that relevant information is shared with cover staff etc.

### **Individual Healthcare Plans**

In line with the Intimate Care Policy where more complex needs require a healthcare plan, the responsible person will work with (or identify an appropriate member of staff to work with) healthcare professionals and parent/carers to establish an effective one where appropriate.

Healthcare plans will be reviewed if there is reason to suspect that the plan is no longer appropriate and at least annually. A healthcare plan review can be initiated by the School, healthcare professional or the parents/carers.

### **Risk Assessment**

In addition to the healthcare plan the School will carry out individual risk assessments for any student where the student's medical needs introduce new risks to an activity or increase existing risks. This will include (but may not be limited to) individual risk assessments for off-site activities, sporting activities and practical lessons.

Risk assessment for off-site activities, in particular, will include consideration of:-

- Access to medication
- Appropriate storage of medication
- Staff training in administration of medication
- Emergency procedures

### **Unacceptable practice**

To prevent unacceptable practice the responsible person will ensure that:

- Students have access to their medication at all times during the School day or during educational activities off-site.
- Healthcare plans reflect the needs of the student and take into account the views of parents/carers and advice of healthcare professionals
- Every effort is made to ensure that students with medical needs are able to stay in School for normal School activities (including lunch) unless there is a specific reason detailed in their healthcare plan not to do so.
- If the student becomes ill; ensure that he/she is accompanied to the School office/medical room by an appropriate person.
- Students with medical needs are not penalised in their attendance record if their absences are related to their medical condition, hospital appointments, etc.
- Toilet, food and drink breaks are provided where necessary in order to manage a student's medical condition.
- Arrangements for administering medication do not include the need for parent/carers to attend School.
- Every effort is made to ensure that students with medical needs are able to take part in every aspect of School life including off-site activities, sporting events and practical lessons.

### **Complaints**



Parents/carers are encouraged to contact Ben Stephenson if they are concerned or dissatisfied in any way with the support provided by the School for a student with medical needs.

If concerns cannot be resolved in this manner; parents/carers can follow the School's complaint procedure.

## 4. Accidents/Incidents

### Reporting Officers

The following members of staff have access and authority to report accidents and incidents:

Ben Stephenson, Abigail Fraser, Arran Langdon

Staff are required to report all accidents/incidents to a reporting officer within a reasonable timescale.

Students are required to report all accidents/incidents to a member of staff.

The Reporting Officer will record incidents using the systems below.

### Accident/Incident Reporting Systems

This School records all significant accidents and incidents using the Cornwall Council Online Accident Reporting System. A significant accident is:-

Any incident resulting in an injury to a member of staff

Any incident resulting in an injury to a visiting member of the public

Any incident resulting in an injury to a contractor on the School site

Any incident resulting in an injury to a student which was (or might be) due to

- The condition or layout of the premises or facilities
- The condition of any equipment in use
- The level (or lack) of supervision
- The level or quality instruction or training provided

Any "Dangerous Occurrence" as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)

Any "Occupational Disease" as listed in RIDDOR.

Further guidance on what should be reported is available through the Online System or the School Messenger website.

Where the description of the accident/incident meets the criteria set out in RIDDOR a report will be sent to the Health and Safety Executive.

Any minor accident/incident which does not meet the above criteria will be recorded on a simple "Day-Log" which will be kept in the School.

### Near Misses

Where an incident occurs which could have resulted in injury – but didn't – a record will be kept in a [Near Miss Log].

The [Near Miss Log] is kept in all classrooms at the rear of the Accident Log folder

The [Near Miss Log] will be reviewed periodically by [Abi Fraser] in order to identify any areas of concern which may require attention.

### Reporting Timescales

	Reporting timescale
Students will report accidents/incidents to a member of staff	Straight away if possible and in any case on the same day as the incident

Staff will report accidents/incidents to a reporting officer

Reporting Officers will complete the online report

Straight away if possible and in any case on the same day as the incident

Usually within 48 hours and in any case within 7 days.

### **Accident/Incident Investigation**

All incident reports will be reviewed by Chris Chance / Dan Nattle who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents as determined by HSE guidelines will be reported to the Head Teacher and the Health and Safety Governor.

All reports submitted via the Online Accident Reporting System [https://app1.assessweb.co.uk/version3.2/security/login/frm\\_lg\\_entry.aspx](https://app1.assessweb.co.uk/version3.2/security/login/frm_lg_entry.aspx) are reviewed by the Health Safety and Wellbeing Services Team of Cornwall Council.

[\*For Maintained Schools:-

If deemed necessary the Health Safety and Wellbeing Services Team will carry out an independent investigation of the accident/incident.

## **5. Training**

### **Identification of Training Needs**

The School carries out an evaluation of the health and safety training needs of staff. The Cornwall Council Training Matrix for Schools and Other Educational Establishments will be used as the starting point of this evaluation.

A prioritised plan for delivery of training will be put in place to where the evaluation identifies a need.

Abigail Fraser is responsible for carrying out the evaluation of training needs and presenting recommendations to the Head Teacher and the Governing Body.

### **Staff Responsibilities**

Staff must attend health and safety training provided by the School.

## **6. Risk Assessment**

### **Risk Assessment**

The School will seek to identify all activities and situations where there is a likelihood of significant risk. Significant risks will be assessed and controls will be introduced to remove or reduce those risks.

### **Risk Assessment Process**

The School will carry out risk assessments.

Ben Stephenson is responsible for managing the risk assessment process and producing relevant reports for Governors.

Copies of risk assessments are available on the staff shared drive (sharepoint) on Office 365.

### **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.

### **Safe Working Procedures**

Where appropriate risk assessments will be used to develop safe working procedures. These safe working procedures will form the basis of the School's normal operating procedures. Copies of safe working procedures are available from Abigail Fraser.

## 7. Fire

### Fire Officer

The person responsible for organising the School's fire precautions is Ben Stephenson.

Arran Langdon will deputise when the Fire Officer is not present.

The Fire Officer is responsible for:-

- Arranging a fire evacuation drill at the beginning of the academic 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 from alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)
- Ensuring that a fire risk assessment is carried out and kept up-to-date

### All Staff

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

Staff are also responsible for ensuring that they:-

- Do not store combustible materials in escape routes or against sources of combustion
- Do not leave fire-doors wedged open
- Do not misuse any equipment provided for fire safety
- Report any defect in equipment provided for fire safety
- Report any fire hazard.

### Fire Fighting Equipment

Firefighting equipment has been positioned at appropriate positions around the site.

In accordance with the Regulatory Reform (Fire Safety) Order a number of staff have been given training in the use of firefighting equipment.

### Evacuation and Registration Procedures

**Nanstallon School has a comprehensive fire emergency evacuation plan. The plan is a written document that covers the actions of staff members in the event of a fire and the arrangements for calling the fire and rescue service.**

The plan highlights the following areas:

- How people will be warned in the event of a fire (see Fire Action Notice)
- How the building will be evacuated (see Escape Map/plan)
- Where the emergency escape routes lead to (see Escape Map/plan)
- Assembly point and final place of safety (see Escape Map/plan)
- The position and provision of fire fighting equipment (see Escape Map/plan)
- Provisions for the evacuation of people especially at risk (contractors, visitors, those with disabilities) (if applicable) PEEPs (Personal Emergency Evacuation Procedure)
- The location of isolation points (water, electrics, gas) (see Escape Map/plan)
- Consider what the procedures are for those that discover a fire and for those that hear an alarm. (see Fire Action Notice and Escape Plan Procedure)
- Who is responsible for calling the emergency services? Abbie Fraser
- The added responsibilities of identified people in the event of a fire (i.e. fire marshals) *all staff are trained as fire marshals (Sept 20)*
- Who is responsible for communicating with the fire and rescue service upon their arrival? Ben Stephenson
- Who would be responsible for any shut down procedures (such as machinery or appliances) and special arrangements (i.e. removal of cylinders) kitchen staff (if safe to do so)
- The training required to achieve the above points biennial training with Cornwall Fire Service

## **ESCAPE PLAN PROCEDURE**

- All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.
- On hearing the fire alarm the following staff procedures/duties will take place:

### **Classroom Staff/Support Staff**

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the assembly point at the far end of the school field
- Staff will check children against the fire register and immediately inform administration staff of any missing children

### **Administrative Staff**

- Unless otherwise informed that a fire drill is to take place, the administrator/office coordinator will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999.
- The fire registers and the visitor's, staff and volunteer signing in list must be checked. Any persons missing must be reported to the headteacher.

### **Headteacher**

- The Head will check the following areas:-
- Visually check the Toilets and corridor
- He will then monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises.

### **Kitchen Staff**

- Turn off and unplug any equipment if safe to do so
- Evacuate by designated route
- Close doors and windows as you leave
- Assembly at the assembly point at the far end of the school field
- **NO ONE** should stop to collect personal belongings
- Do not re-enter building until told to do so by Headteacher or Fire Service

### **Breakfast Club / After School Staff**

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the assembly point
- Staff must bring the register with them to check all children present
- Staff will check children against the fire register and immediately inform administration staff of any missing children
- Do not re-enter building until told to do so by Headteacher or Fire Service

**No-one may re-enter the buildings until they have been given the all clear by The Headteacher, in the case of a fire drill or Fire Officers, in the case of a fire.**

## **Fire Warning System**

Horns, detectors and call point units are situated throughout the buildings. These are tested on a rota basis weekly

The main fire alarm panel is situated in the main entrance. **This is serviced annually.**

## **Evacuation Procedures**

All areas have a site plan indicating nearest escape route and outside assembly points.

All staff are issued with a handbook on their first day. This contains all Health/Safety Data and Fire Evacuation procedures.

Visitors and contactors are supplied with Fire Safety Information when they sign in electronically.

Regular fire drills are arranged (3 per academic year).

## **Key Escape Routes**

All areas have direct escape routes to the assembly point. If necessary pupils and staff can further be evacuated to the school playing field.

Fire exit signs are posted on all exits.

All exits have access controls which are automatically disabled when the alarm is triggered. Exits are clear of obstructions.

There is emergency lighting on key routes throughout the building. These are tested weekly on a rota basis and full serviced bi-annually.

## **Fire Fighting Equipment**

There are a variety of fire extinguishers CO2, Water and foam throughout the building (see attached map). These are checked weekly on a rota basis and serviced annually.

## **Assembly Points**

Far end of the school field

## **Fire Risk Assessments**

Risk assessments are carried out annually.

## **Personal Emergency Evacuation Plans (PEEP)**

This is an individual plan for means of escape from fire/emergency for adults/children with a disability.

These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

## **General Fire Precautions**

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuation in the event of fire occurring. The general fire precautions will include:

Pre-planning

Fire Risk Assessments

Making emergency plans and PEEPS

Formulation of fire procedures

Fire Drills

Provision of information, instruction and training

Cooperation and coordination with other premises users

## **Fire Prevention Measures**

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lighting
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment

### **Fire Protection Measures**

- Raising the fire alarm
- Smoke and Heat Detectors
- Escape routes, fire exits
- Firefighting equipment
- Limiting the spread of fire
- It is illegal to smoke on our school site.

**The main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.**

## **8 Electricity**

### **School Owned Portable Appliances**

The School will undertake to inspect and test all its portable electrical appliances by a competent person – see *Compliance Register Spreadsheet for inspection dates*.

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

### **Personal and Privately Owned Portable Appliances**

Personal items of electrical equipment may not be brought into the school unless they have an up to date PAT test (within the last 12 months).

### **Coordinator**

Abigail Fraser 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 ensuring that a fixed wiring inspection is carried out for the premises – see *Compliance Register Spreadsheet for inspection dates*.

## **9. The Control of Hazardous Substances**

### **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 Hazcards provided by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

COSHH assessments are kept in the Cleaning Cupboard, secretary's office and on sharepoint Office 365 staff shared drive under H&S

### **Staff Responsibilities**

Staff shall not use any hazardous substance without first having read the COSHH Assessment (or Hazcard 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**

Abi Fraser and Ben Stephenson is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment is required and reviewed by Kate Woolven, independent H&S advisor.

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.

## 10. Display Screen Equipment

### Workstation Assessment

Cornwall Council 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).

The Council operates a voucher scheme for this provision.

**Schools** can choose to either make their own arrangements for eye tests or request a Specsavers Voucher from Health Safety and Wellbeing Services. Requests must be made by the Head Teacher or budget holder for the school by email. The school will then be re-charged for the voucher **plus** an admin charge.

## 11. Work Equipment

Ben Stephenson is 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 purchase consideration must be given to:-

- The installation requirements
- The suitability for purpose
- The positioning and or the storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment

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

## 12. Management of Contractors

Ben Stephenson is responsible for overseeing the management of all contractors on site.

### Selection of Contractors

The School will only select contractors to carry out work who have demonstrated:-

- Competence to carry out the work required (by way of training, knowledge and experience)
- Assessment of the risks associated with the work
- A safe scheme of work
- Appropriate management of the work
- Appropriate vetting procedures for their employees where appropriate
- Appropriate public insurance

### **Management of Contractors**

Supervision of contractors will, to an extent, depend on the type of work being carried out:-

- New contractors or contractors visiting the site on a one-off basis will be directly supervised by a member of School staff.
- Term contractors or regular contractors to the site will only be allowed unsupervised access following appropriate checks and assurances from the employer.

All contractors will be required to carry visible identification.

Direct supervision will not be necessary where the area of work is physically separate from the School (for example: where there is construction on site).

### **Construction Works**

For all construction works (other than minor maintenance works) the area under construction will be physically separated from the rest of the School and will be out-of-bounds to all non-construction workers except for the purposes of contract management.

In the event of planning for refurbishment/construction a comprehensive checklist will be used as an aide memoire to co-ordinate school building projects to ensure suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way to meet statutory requirements.

*'Contractors Construction/Refurbishment Project Checklist'* can be found in the Head's Premises File

## **13 Personal Protective Equipment (PPE)**

### **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.



## 14 Working Alone

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

In such circumstances the School will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept on the school server.

Any staff wishing to work outside normal School hours must have prior agreement/permission from the headteacher.

### **School Security**

Michelle Stephenson/Site Supervisor is the appointed person who is responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

Michelle Stephenson/Site Supervisor is responsible for carrying out checks of the premises during holiday periods.

### **School Staff/Governors Responding to Call-Outs**

Staff nominated as out-of-hours 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 a potential for injury due to assault (which is rare) or as the consequence of an accident.

Ben Stephenson/Head, Michelle Stephenson/Site Supervisor, George Kestell/Foundation Governor are the School's nominated representatives who will respond in an out-of-hours call out.

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

### **Call Out Arrangements**

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

**Lone Person Attends** – This is the least favoured option.

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 the police should the individual not return at a given time.

A member of staff should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

No member of staff is expected to enter a building where it is believed that there is a significant risk.

Following an event the risk assessment and procedures should be reviewed and further controls implemented if appropriate.

## 15 Manual Handling

Nanstallon School will ensure that the legislation surrounding the moving and handling of both persons and inanimate objects are fully complied with.

The Head Teacher will ensure the following arrangements are followed:

Moving and handling is avoided whenever possible. If it cannot be avoided, moving and handling is properly planned, is risk assessed as appropriate, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.

Those undertaking specific moving and handling tasks have received appropriate training or instruction and training records are maintained.

Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.

Any defective equipment is taken out of use until it is repaired or is replaced.

An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks; these may result in some moving and handling task being restricted.

Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

## 16 Violence

### **Zero Tolerance**

Violence is not tolerated in this School. Action and the appropriate sanctions will be taken against the perpetrator of any violence towards staff, students or visitors to this School.

### **Violence towards Staff**

Violence towards staff from other members of staff, visitors or members of the public will be reported to the police.

Violence towards staff from students will be dealt with using the School's internal disciplinary procedures (which may include police involvement where appropriate).

### **Violence towards Visitors**

Violence towards visitors will be reported to the police.

### **Violence towards Students**

Violence between students will normally be dealt with using the School's internal disciplinary procedures (which may include police involvement where appropriate).

Violence towards students from staff, visitors or members of the public will be reported to the police.

### **Responsible Person**

[Insert name or position] is responsible for ensuring that all:-

- Staff are aware of the policy and procedures for dealing with violent incidents
- Staff have received instruction in procedures/techniques for avoiding violence at work
- Staff are aware of the procedures for reporting violent incidents
- Incidents of physical and verbal abuse are recorded using the Online Accident Reporting System

## 16 Appendices

### DSE Workstation Checklist

Name of User	Administrator	Location	Office	Date	
Checklist completed by					Any further action needed?
You should be able to tick the 'Yes' box to all of the following:		Yes	No	Action required	
<b>Display Screen</b>					
Are the characters clear and readable?		√			
Is the text size comfortable to read?		√			
Is the image stable i.e. free of flicker and jitter?		√			
Is the screen clean and do you have access to screen cleaning materials?		√			
Is the screen size suitable for the work you do?		√			
Are the brightness and contrast adjustable?		√			
Does the screen swivel and tilt?		√			
Is the screen free from distracting glare/reflections from windows/lights?		√			
Are suitable blinds provided where necessary and in adequate condition?		√			
<b>Keyboard</b>					
Is the keyboard separate from the screen?		√			
Does the keyboard tilt?		√			
Is it possible to find a comfortable keying position with support for your wrists?		√			
Are the characters on the keys easily readable?		√			
<b>Mouse, trackball etc.</b>					
Is the device suitable for the tasks it is used for?		√			
Is the device positioned close by so you can reach it without stretching or leaning?		√			
Is there support for your wrist and forearm on the desk or on chair arm?		√			
Does the device work smoothly at a speed that suits you?		√			
Can you easily adjust software settings for speed and accuracy of pointer?		√			
<b>Software</b>					
Is the software suitable for the task?		√			
Have you had adequate training in the use of the software?		√			
<b>Furniture</b>					
Is the work surface large enough to position the screen directly in front of you at a comfortable distance and for all equipment and papers etc?		√			
Can you comfortably reach all the equipment and papers you need to use?		√			
Are the work surfaces free from glare & reflections?		√			
Is the chair suitable and stable?		√			
Does the chair have working:		√			
• Seat back height and tilt adjustment?		√			
• Seat height adjustment?		√			
• Swivel mechanism?		√			

• Castors or glides?	√		
Is the chair adjusted correctly supporting the small of your back?	√		
Are your forearms horizontal?	√		
Are your eyes roughly the same height as the top of the screen?	√		
Are your feet flat on the floor? If not a footrest may be required.	√		
<b>Environment</b>			
Is there room under the desk for you to change position/vary movement?	√		
Is the space beneath your desk free of objects so that you can sit straight?	√		
Is the workstation free from cables that could cause trips and falls?	√		
Are the mains cables organised to avoid the risk of damage?	√		
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?	√		
Are the heat/humidity levels comfortable?	√		
<b>Other Issues</b>			
Have you been trained how to adjust your workstation to reduce health risks?	√		
Does your work involve activity changes or can you take regular short breaks?	√		
Have you been told of your right free eye tests and how these are obtained?	√		
Has this checklist covered all the issues you have with your workstation?	√		
Do you know to report any problems may you have with your workstation?	√		

## Rules for Using Stepladders and Record of Inspections

1. Stepladders shall only be used for short duration work up to 3 metres from the ground that can be done safely.
2. Stepladders must be visually checked before use, do not use equipment with defective feet, stiles, rungs, steps, hinges, cords or clips etc.
3. Stepladders must be long enough to reach the work and provide a secure handhold. Do not use the top 2 steps unless a suitable handhold is available on the stepladder.
4. Always spread stepladders to their fullest extent for stability and check retaining hinges/cords/clips are secure.
5. Whenever possible place stepladders at right angles to the work, i.e. with the front or back of steps facing the work. Pushing, pulling or reaching sideways whilst on stepladders should be avoided because it is less stable, where this is unavoidable another person should support the steps to prevent them tipping.
6. Move stepladders as necessary to avoid the need to overreach.
7. When climbing a stepladder have at least one hand free to hold on, carry light tools and equipment in pockets or a holster/tool bag slung over the shoulder or use a hoist line or get a colleague to pass items up.
8. When working from a stepladder hold on with one hand where possible and only have both hands free where you are protected by platform guardrails or you are straight up and leaning into stepladder.

### Record of monthly inspections of the above stepladders

#### List of ladders/stepladders

No	Description	Location

#### Record of detailed inspections of the above ladders/stepladders

Date	Comments	Carried out by:

# Swimming Protocols Risk Assessment

## *Establishing procedures*

Before you take the pupils swimming for the first time, ensure that they and any staff involved know and follow procedures that will keep them safe.

### **On the day of the lesson**

#### *Duty of care*

The 'duty of care' is the responsibility of the **leader**, who **must be a member of school staff**, from leaving the classroom to returning there. At swimming pools, where the Authority/swimming pool has appointed a swimming instructor, it is important to establish a good working relationship between the school and the instructor. Co-operation is essential and the degree to which the instructor takes the initiative in lesson organisation will depend upon the staff member's expertise and experience. At all times the staff member must accept the responsibility of the 'duty of care' and monitor, check and adjust as appropriate. Supervision should be given on the journey, in the changing rooms, at the pool side and in the pool.

It is good practice for a teacher to retain overall responsibility for organising and managing the swimming programme but it may not always be necessary for them to accompany the group to the pool. The headteacher may deem that another member of staff is suitably competent to lead the group.

#### **During journeys to and from the pool, ensure the following:-**

- Minimise all risks and be familiar with routines;
- Children will all walk assigned in pairs and be supervised by an adult;
- All staff to carry mobile phones;
- All staff understand where they should be deployed;
- Carry out regular register for your group of children, embarking/disembarking bus, arriving at pool;
- Any behaviour issues are addressed and reported to the Headteacher;
- When travelling children will be seated in the same positions as they routinely are. Ensure the driver is not distracted;
- Embarkation and disembarkation take place in a safe area, both at school and the pool. In the lay-by outside school and directly outside the pool onto the pathway.

#### *Once you arrive at the pool*

**Ensure pupils and adults are familiar with the pool environment, as this helps. On arrival at the pool, ensure the following:-**

- Understand the variations in the depth of the water and how they are marked;
- Recognise areas of the pool affected by glare;
- Know the potential 'blind spots' that need to be monitored regularly along the pool and within the changing rooms;
- Know the poolside becomes slippery when wet.

#### *Safety in the changing rooms*

Ensure children understand the rules within this area:

- Boys and girls changing areas are separate;
- Understand how to call adult help in an emergency;
- All adults know how to respond to a cry for help – "Help needed".

Hygiene procedures within this area:

Children to:

- Remove all jewellery;
- Tie back long hair away from the face;
- Wear goggles if appropriate.

#### *Safety on the poolside*

**There will be 4 instructors present at the pool, along with three lifeguards. The children will need to ask accompanying staff if they want to leave the pool for any reason.**

As pupils approach the poolside to enter the pool, each member of staff above ensures the following:-

- Carry out a regular head count of children while swimming;
- Monitor their movement;
- Ensure that they enter the water in a controlled way;
- Let pupils know when they can get into the water.

**During group work, you need to consider how any pupils waiting on the poolside can be:-**

- All pupils are listening to the instructor so they know what they should be achieving.

**Pupils on the poolside who are not taking part in the lesson:-**

- Sit on the side nearest the entry/exit ramp next to the pool and take shoes and socks off;
- Supervised by adults overseeing smaller pool.

#### *Safety in the water (instructors to think about this)*

**Careful observation is vital when pupils are in the water. You need to consider how to make effective use of support staff so that they:**

- Identify any 'blind spots' and monitor them frequently;
- Scan the whole pool regularly;
- Carry out regular group-by-group head counts.

**To help them, you should consider how to position them so that they:**

- Can observe as much of the space and as many pupils as possible;
- Avoid positions where their observation is hindered by excessive light or reflections off the water.

**When pupils leave the water at the end of the lesson, you need to consider how to:**

- Carry out a head count;
- Make sure that the pool is clear.

#### ***Teaching from the poolside***

Thorough risk assessments are put in place by the Leisure Centre and are shared with the school prior to the commencement of the scheduled lessons.

#### **Swimming Protocol Organisation**

- *Lead supervisor* to lead them to the bus and complete a register when on the bus;
- On disembarking the bus at the leisure centre, *Lead supervisor* will lead the children into the changing rooms;
- Suitably qualified staff member to ensure all children have safely disembarked;
- They will be supervised by all the adults in the changing rooms;

After swimming all children will line up and be counted by the *Lead supervisor* before leading them to the bus. The complete register must be taken prior to departure as a final check.

## Emergency School Closure

This outlines the agreed procedure which all schools must follow when it is necessary to consider closing in the event of an emergency (eg snow, flooding, no water or heating).

### **Snow**

It is agreed by the governing body that a proactive and rapid decision is required in the event of snow.

Experience in Cornwall and being so close to Bodmin Moor is that when snow is forecast, it lays quickly and disrupts travel rapidly.

The priority must be to ensure that all children within our care are safe. This is based on a risk assessment and common sense taking in to account the local roads and access, heating and access to water in the school building. This should also form the basis of the appropriateness of reopening the school.

Headteacher – the responsibility to make the decision

Governing Board – where possible authorise the decision

### **Communication**

In the event of a school closure, a text message, email and Seesaw message will be sent to parents/families. Parents are advised to listen for updates on Pirate FM

### **Agreed Procedure**

- Notify the Local Authority by email [schoolclosures@cornwall.gov.uk](mailto:schoolclosures@cornwall.gov.uk) Subject line must read: Nanstallon CP / 2507 / Closed or Closing Early. The content should include a brief explanation of the reason(s) for closure.
- Notify parents as above
- Notify transport (if relevant)
- Headteacher remain in school to inform any parents that have not heard until all children are safely collected from site



## Critical Incident Protocols

This is an important document and all staff should be aware of, and familiar with, its content. Naturally, no school wishes to be involved in a critical incident of any kind especially one that involves injury to adults or children. However, in the event that such a situation arises in school or on a trip or that damage to the building occurs staff need to be aware of the contingency plan

<b>A major incident may be defined as:</b>	<b>As such, major incidents include:</b>
<ul style="list-style-type: none"> <li>➤ An accident leading to a fatality;</li> <li>➤ Severe injury or severe stress;</li> <li>➤ Circumstances in which a person or persons might be at serious risk of illness;</li> <li>➤ Circumstances in which any part, or whole of the school is unable to function as normal due to external influences and any situation in which the national press or media might be involved</li> </ul>	<ul style="list-style-type: none"> <li>➤ Death of a pupil or member of staff;</li> <li>➤ Death or serious injury on a school trip;</li> <li>➤ Epidemic in school or community;</li> <li>➤ Violent incident in school;</li> <li>➤ A pupil missing from home;</li> <li>➤ Destruction or major vandalism in school;</li> <li>➤ A hostage taking;</li> <li>➤ A transport accident involving school members;</li> <li>➤ A disaster in the community;</li> <li>➤ A civil disturbance or terrorism.</li> </ul>

In the event of such an incident the priorities of those adults in charge of the school or trip at the time must be able to:

- Save life;
- Minimise personal injury;
- Safeguard the interests of pupils, students and staff;
- Minimise loss and to return to normal working quickly.

### Incident Methods Routines

The Incident Methods give responsibilities for specified staff in the event of a critical incident

- (a) away from the school;
- (b) in the school environs.

These should be used in the event of a major incident and known by staff on school visits. Due to the nature of school life, which includes the absence of staff on courses, at meetings etc. the following staff order should be followed.

#### **Incidents in school**

Adult 1	(INFORM)	Leadership
Adult 2	(SAVE)	First Aiders
Adult 3	(CARE)	First Aiders
Adult 4	(ASSIST)	First Aiders

Teaching Assistants **and** class teachers to remain with classes. If required send a child to deliver message.

#### **On Trips**

Adult 1 (INFORMS)	Group Leader
Adult 2 (SAVES)	First Aider - Nominated adult (to be shown on risk assessment)
Adult 3 (CARE)	Nominated adult (to be shown on risk assessment)

## Critical Response Planning Team

In the event of an incident it will be necessary to name a planning team to guide operations and carry out specific tasks. At this school, in the immediate aftermath of an incident, this team would consist of all/any of the following:

1. The Headteacher
  2. Base Leader
  3. SENDCO
  4. Chair of Governing Board
  5. Service Director (Cornwall Council)
  6. Member of the police/fire service if appropriate
- 
1. In the event that the school buildings cannot be used and evacuation is necessary staff will contact parents via Seesaw, email, phone (see school closure protocol)
  2. No adult should speak to the press/media under any circumstances without the express permission of the adult in charge of the school at the time
  3. A clear and concise record of actions taken **MUST** be kept by those involved (Sheet 4).
  4. Although mobile phones can be a good method of communication in some situations they are **NOT** secure and should **NOT** be used to relay information about casualties.
  5. A telephone cascade system will be put in place to alert parents if necessary.
  6. Media requests for information should be directed to the headteacher. Any other statements should first be checked with emergency staff at the scene. One person only should be nominated to talk to the media.

In the event of a fire or incident involving evacuation the same routine should be followed as that during standard fire practices. Pupils should exit and go to the nearest safe assembly point. (see Fire Evacuation Procedure)

## Ways of defusing an incident

1. Re-unite parents with children as soon as possible (only with permission of headteacher).
  2. Keep parents and community informed of developments following the incident to prevent speculation.
  3. Do not make 'off the cuff' or unofficial comments to people at any time – including after the incident.
  4. Always raise concerns with the Critical Incident Team.
  5. Monitor pupils and staff carefully after an incident for signs of stress or distress.
- N.B. It is crucial to know at all times where the children are at any given moment. This is especially important at a time of possible stress and worry.

## GUIDANCE FOR SCHOOL STAFF IN EVENT OF A MAJOR INCIDENT IN SCHOOL ENVIRONMENTS

**THERE HAS BEEN A MAJOR INCIDENT****INSTRUCT ALL COLLEAGUES TO RECORD THEIR ACTIONS AS SOON AS POSSIBLE***ALLOCATE KEY RESPONSIBILITIES*

<b>INFORM</b> OBTAIN FACTS AND INFORMATION CALL THE EMERGENCY SERVICES USING 999 RETAIN ANY RELEVANT EQUIPMENT INFORM REST OF SCHOOL STAFF AND CHILDREN AS APPROPRIATE	CONTACT CHAIR OF GOVERNORS CONTACT HEALTH AND SAFETY REP PREPARE TO DEAL WITH THE MEDIA	<b>ADULT 1 - INFORMS</b>  <b>Leadership</b>
<b>SAVE</b> ADMINISTER FIRST AID WHERE POSSIBLE ESTABLISH A CONTACT POINT WITH THE EMERGENCY SERVICES	TRAVEL WITH CASUALTIES TO HOSPITAL COMPLETE ACCIDENT FORMS	<b>ADULT 2 - SAVES</b> First Aiders
<b>CARE</b> KEEP A RECORD OF WITNESSES KEEP OTHERS INFORMED OF SITUATION ARRANGE FOR NON-CASUALTIES TO EVACUATE SCHOOL	CARE FOR RELATIVES ARRIVING AT SCHOOL CONSIDER RELOCATION TO OTHER PREMISES REMAIN AVAILABLE TO EMERGENCY	<b>ADULT 3 - CARES</b>  First Aiders
<b>ASSIST</b> KEEP OTHERS INFORMED OF SITUATION ENSURE ALTERNATIVE ACCOMMODATION IS AVAILABLE IF NEEDED	KEEP SWITCHBOARD STAFF AWARE OF KNOWN FACTS HELP TO ESTABLISH INCIDENT ROOM	<b>ADULT 4 - ASSISTS</b>  First Aiders

*MAINTAIN VITAL COMMUNICATIONS WITH COLLEAGUES AT ALL TIMES*

**DO NOT ALLOW PUPILS TO TALK TO THE MEDIA UNLESS STAFF OR PARENTS HAVE GIVEN PERMISSION**

GUIDANCE FOR GROUP LEADERS ON OUT-OF-SCHOOL ACTIVITIES

**THERE HAS BEEN A MAJOR INCIDENT**

INSTRUCT ALL COLLEAGUES TO RECORD THEIR ACTIONS AS SOON AS POSSIBLE

**ALLOCATE KEY RESPONSIBILITIES**

<p><b>INFORM</b>                  OBTAIN FACTS AND INFORMATION                  CALL THE EMERGENCY SERVICES USING 999                  RETAIN ANY RELEVANT EQUIPMENT                  INFORM REST OF SCHOOL STAFF AND CHILDREN AS APPROPRIATE</p>	<p>CONTACT CHAIR OF GOVERNORS                  CONTACT HEALTH AND SAFETY REPS                  PREPARE TO DEAL WITH THE MEDIA</p>	<p><b>ADULT 1 - INFORMS</b>   <b>Group Leader</b></p>
<p><b>SAVE</b>                  ADMINISTER FIRST AID WHERE POSSIBLE                  ESTABLISH A CONTACT POINT WITH THE EMERGENCY SERVICES</p>	<p>TRAVEL WITH CASUALTIES TO HOSPITAL                  COMPLETE ACCIDENT FORMS</p>	<p><b>ADULT 2 - SAVES</b>   <b>Nominated adult to be shown on risk assessment</b></p>
<p><b>CARE</b>                  CALL OTHER ASSISTANCE AS NECESSARY                  KEEP A RECORD OF WITNESSES                  KEEP OTHERS INFORMED OF SITUATION                  CONSIDER ABANDONMENT OF ACTIVITY</p>	<p>ARRANGE FOR NON CASUALTIES TO RETURN TO SCHOOL                  REMAIN AVAILABLE TO EMERGENCY SERVICES AND SUPERVISING COLLEAGUES</p>	<p><b>ADULT 3 - CARES</b>   <b>Nominated adult to be shown on risk assessment</b></p>

*MAINTAIN VITAL COMMUNICATIONS WITH COLLEAGUES AT ALL TIMES*

## ACTION POINTS

### GUIDANCE FOR SENIOR STAFF ON HEARING OF A MAJOR INCIDENT AFFECTING AN OUT-OF-SCHOOL ACTIVITY

#### THERE HAS BEEN A MAJOR INCIDENT

#### INSTRUCT ALL COLLEAGUES TO RECORD THEIR ACTIONS AS SOON AS POSSIBLE

##### ALLOCATE KEY RESPONSIBILITIES

<i>INFORM</i> OBTAIN FACTS AND INFORMATION ENSURE EMERGENCY ASSISTANCE HAS BEEN CALLED CONFIRM WHO IS IN CHARGE CONTACT HEADTEACHER/SENIOR STAFF CONTACT EMERGENCY PLANNING OFFICER	CONTACT CHAIR OF GOVERNORS CONTACT HEALTH AND SAFETY REPS PREPARE TO DEAL WITH THE MEDIA	<i>ADULT 1 - INFORMS</i>  • <b>Head</b>  <b>Administrator may also play role in C.I.</b>
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<i>CARE</i> DECIDE WHO AND HOW TO TELL PARENT OF CHILDREN ON THE VISIT	ESTABLISH INCIDENT ROOM ESTABLISH ROOM FOR RELATIVES REMAIN AVAILABLE TO SUPERVISING COLLEAGUES	<i>ADULT 2 - CARES</i>  • <b>If not used above, Class Teachers</b>
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*MAINTAIN VITAL COMMUNICATIONS WITH COLLEAGUES AT ALL TIMES*

## Lockdown Protocol

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lockdown procedures can also be known as 'sheltering in place', and this may be a more suitable term to use with pupils.

The probability of an incident involving an intruder(s) seeking to cause harm in any school is very low. However, in exactly the same way that schools should prepare for a fire, they should be prepared to respond to all eventualities.

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/animal roaming loose
- The school's lockdown plan is as follows:

Signal for Lockdown – school bell is rung continuously

Signal for all clear – internal telephone calls / in person

- All classes to remain in own classroom – ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety (follow 'Run, Hide, Tell' - counter terrorism policing) All Adults are responsible for their own class.
- Entrance points (e.g. doors, windows) should be secured
- Ensure Police are called using emergency 999
- Ensure people take action to increase protection from attack:
  - Block access points (e.g. move furniture to obstruct doorways)
  - Sit on the floor, under tables or against a wall.
  - Keep out of sight.
  - Draw blinds
  - Turn off lights
  - Stay away from windows and doors
- Staff should encourage the pupils to keep calm. All adults are responsible for their own class.
- Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.
- If possible, check for missing / injured pupils, staff and visitors. All adults.
- Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.
- Parents will be notified as soon as it is practicable to do so via School App message
- If it is necessary to evacuate the building, the fire alarm will be sounded and everyone should leave the building and exit as stated in the school fire plan.

## 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.

### **Bomb Threat** (sent via email or social media)

If you receive a telephone threat you should:

- Stay calm and listen carefully.
- Grab a copy (if you can) of the bomb-threat checklist (click [here](#) for the link).
- If possible, 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 caller's 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 by a text message, do not reply to, delete or forward the message; note the number of the sender and follow police advice.
- Know who to contact at your school upon receipt of the threat.

In the event of a bomb threat, email or social media, leadership will:

1. NOT reply to, forward or delete the message.
2. Note the address, if sent via email.
3. Note what application has been used and what is the username/ID, if sent via social media.
4. Dial 999 and follow police guidance.
5. Preserve all web log files for the school to help the police investigation.
6. Complete an incident report form

### **Assessing the credibility of bomb threats**

This is a critical task, especially if the threat of attack is imminent. In the absence of detailed information, a number of factors should be considered:

- Is the threat part of a series of threats? If so, what happened on the previous occasion?
- Can the location of the attack be established? If so, can the location be made safe?
- Is there a good reason to believe the caller?
- Could an evacuation move people closer to the source of the disruption/attack?
- Is a suspicious device visible at the alleged location?

### **Actions to consider**

- Evacuation will be appropriate when directed by the police or it is reasonable to assume that the threat is credible and evacuation will move staff and pupils towards a safer location.
- Evacuation will be appropriate when it is safer to remain inside a classroom or the school (e.g. in the school hall), away from walls and windows.

- Neither of the above will be reasonable and proportionate if the threat is deemed to be implausible (i.e. a deliberate hoax).
- Media and communication – avoid revealing details about incidents without consulting the police as this may play into the threat-maker's hands.

## **Suspicious Packages**

Refer to '**Aids to Detection**' checklist below.

If staff are suspicious they should NOT TOUCH OR HANDLE THE PACKAGE IN ANY WAY. Staff should not hesitate to carry out the '**Immediate Actions**' document below. If it has been inadvertently picked up, the package should be placed gently onto a firm surface where it can be clearly seen and people should LEAVE THE ROOM IMMEDIATELY. Evacuate the immediate area, raise the alarm and call the emergency services.

When talking to emergency services explain:

- Where the package is and why you are suspicious of it.
- Package size, appearance, smell, greasy marks, and visible features such as wires, postmark and who it is addressed to.
- Is recipient a likely target?
- When the package was found and was any warning given?
- Who found it?
- What precautions are being taken? Vehicle bombs It is highly unlikely that a vehicle bomb would be used against a target such as Nanstallon School, but in such an event the Police should be notified immediately. Details required by the Police will include the registration number and description of the vehicle.

## **Immediate Actions in school hours**

The following actions will be taken in the event of a threat occurring during the school day:

1. Evacuate the School using the fire evacuation procedure. Any evacuation route should avoid passing the location of any suspect package. As soon as the roll call is complete at the Assembly Point the Head teacher and emergency services will decide if a full site evacuation is necessary. Full site evacuation will take place through the gates at the back of the building and will be to Southborough Primary School or St James the Great Church.
2. Ensure that no packages and bags are removed during the evacuation unless staff are positive that the item has been in their personal possession since leaving home that morning.
3. Call the Police by dialling 999. Give as many details as possible.
4. Under no circumstances are children or staff to re-enter the school once everyone has been accounted for and must wait until the Police confirm that it is safe to do so.

## **Immediate Actions out of school hours**



If a key holder is made aware of a bomb threat then they must inform the Police immediately. Equally, if the Police are made aware of a possible threat to the school, they will inform one of the key holders. Under no circumstances should a key holder or staff member carry out a search

## **Aids to Detection**

A list of pointers to look for in determining whether a package or letter is suspect include:

**Excessive Wrapping:** The bomber will want to ensure that the device arrives at its intended destination intact and undamaged. Excessive sticky tape, string and padding may be used to achieve this.

**Gummed Flap Completely Stuck Down:** To ensure that the package does not open accidentally in transit, the gummed flap on the envelope, usually only partially stuck down, may be completely stuck down so that there is no un-gummed gap at the sides.

**Stiffness:** A letter device requires a solid (i.e. stiff) base on which to mount the components (i.e. battery, detonator, circuitry etc.) Note: items must not be rattled or flexed if thought suspicious.

**A Second Envelope:** Attempts to bypass the screening system may be made by the use of a second envelope, which is tightly taped or tied with string, and addressed personally to the intended victim.

**Heavy/Lopsided:** The components of devices (e.g. batteries, explosive) are often quite unexpectedly heavy. They can be unevenly distributed which can make the package lopsided.

**Un-typed Address:** It is unusual for envelopes or packages containing official or business mail to be un-typed, particularly if block capitals are used.

**Foreign Style or Layout:** Some foreigners write with a distinctive style, particularly if their native language, such as Arabic, does not use the Roman alphabet. In some countries it is the practice to write addresses in a different order – e.g. the name of the town is put above the street name and the number of the house or flat appears at the end of the line. "Letraset" or "Unistencil" People who cannot type or do not have access to a typewriter and wish to conceal their identity sometimes use these.

**Excessive Postage:** A bomber will want to ensure that a device sent by post will not be held up by the Royal Mail or, worse still, rejected by the recipient because insufficient postage has been used. Therefore, to avoid going to a Post Office to obtain the correct postage (an action which might subsequently result in his being identified), he may use an excessive amount of postage. Extravagance of this sort is unusual with Government Departments and commercial organisations.

**Errors in Address:** Bombers often do not have accurate details of the names, titles, appointments, honours and addresses of their targets. Bad spelling is also common. Unusual Postmark: Devices are often sent from foreign countries and places in the UK, which fall outside the areas from which mail is normally received.

**Franking and Stamp Incompatible:** Sometimes packages with stamps from other parts of the UK or even foreign countries are posted in England and therefore bear franking which does not correspond to the stamp's place of origin.

**Protruding Wire or Tinfoil:** It is possible that a piece of protruding electric wire or tinfoil from an Improvised Explosive Device will have pierced the wrapping in transit and is visible.

**Grease Marks:** If not properly wrapped in a greaseproof wrapping, some types of explosive exude a liquid or vapour, which can appear as a grease mark on the outside of the package. Pinhole in the

**Wrapping:** Some devices are armed after the package has been sealed. This can leave a small hole in the wrapping through which the arming wire has been pulled.

**Strange Odour:** Some explosives give off an unusual odour, which can often be smelt by sniffing the outer wrapping of the package. Some explosives smell like almonds or marzipan