DEVONSHIRE PRIMARY SCHOOL

HEALTH AND SAFETY POLICY AND PROCEDURES

Section 1: Health and Safety Policy Statement

Section 2: Safety Organisation/Implementation

2.1 Objectives
2.2 Responsibilities
2.3 Risk assessments

Section 3: Safety Arrangements/Procedures

3.1 Introduction
3.2 Specific arrangements for Health and Safety:
3.2.1 First Aid arrangements
3.2.2 Accidents
3.2.3 Accident reporting
3.2.4 Accident investigation
Administration of medicines **(see separate Policy)**
3.2.5 Reporting procedures
3.2.6 PE and games
3.2.7 Out of school visits/activities **(see separate Policies)**
3.2.7 After/before school clubs **(see separate Procedure notes)**
3.2.9 Safe working procedures
3.2.10 Lone workers
3.2.11 Defective tools and equipment
3.2.12 Means of access
3.2.13 Good housekeeping
3.2.14 Use of harmful substances
3.2.15 Skin infections and hand care
3.2.16 Smoking (see separate Policy)
3.2.17 Hot drinks
3.2.18 Visitors
3.2.19 Contractors
3.2.20 Use of vehicles
3.2.21 Legionellosis
3.2.22 Manual handling of loads
3.2.23 Asbestos **(see separate Policy and Guidance notes)**
3.2.24 Display screen equipment (DSE) and visual display units (VDU)
3.2.25 Violence to staff **(see separate Policy)**
3.2.26 Working time directive
3.2.27 Occupational Health services
3.2.28 Stress **(see separate Stress Risk Assessment)**
3.2.29 Plant and equipment
3.2.30 Pregnant workers and expectant mothers
3.2.31 Health and safety information and advice

Appendices

A. Induction Checklist for all new staff
B. H&S checklist for minor building works

3.3 Specific arrangements for Fire Safety:

Fire prevention/Procedures

3.3.1 Introduction
3.3.2 Fire risk assessments and Strategy for fire prevention
3.3.3 Procedure in the event of a fire - general fire notice
3.3.4 Control of risk: training of staff & instruction of pupils
3.3.5 Fire drills
3.3.6 Testing of fire alarm systems
3.3.7 Emergency lighting
3.3.8 Emergency exits
3.3.9 Fire alarms
3.3.10 Fire fighting equipment
3.3.11 Fire prevention checks
3.3.12 Housekeeping
3.3.13 Smoking
3.3.14 Flammable materials
3.3.15 Electric fires
3.3.16 Electrical appliances
3.3.17 Controlled burning
3.3.18 Rubber
3.3.19 Paint solvents
3.3.20 Grass and undergrowth
3.3.21 Buildings used for entertainment
3.3.22 Kitchens
3.3.23 Disabled persons
3.3.24 Vandalism and damage limitation
3.3.25 Curtains, furnishings, art displays and decorations
3.3.26 Storage
3.3.27 Petrol storage
3.3.28 Electricity
3.3.29 Fire doors
3.3.30 Contractors
3.3.31 School grounds
3.3.32 Fire records
3.3.33 Publication of fire instructions

Appendices

C. General fire notice
D. Fire Practice procedures
E. Instructions for fire officer
F. Instructions for fire warden

3.4 Specific arrangements for Security Safety:

3.4.1 Introduction
3.4.2 Site security **(see Site Security Risk Assessment)**
3.4.3 Visitors
3.4.4 Cash handling
3.4.5 Protecting valuable equipment
3.4.6 Safeguarding personal property
- Staff
- Students
- Bicycles
- Lost property

3.4.7 Key Control
- Classification of keys
- Issue of keys
- Lost keys
- Audits

3.4.8 Key Holders - Site
3.4.9 Alarm - System Faults
3.4.10 Access Control:
- Unlocking the site
- Closing of windows and doors
- Locking the site and setting the alarms

3.4.11 Actions in event of incidents
3.4.12 Trespass
3.4.13 Data Security

3.5 Infectious Diseases including COVID

Section One: Devonshire Primary School Health and Safety Policy Statement

The Governing Body regards the promotion of health and safety at work to be of the utmost importance for all personnel that attend as pupils, work in or visit Devonshire Primary School.

It is school policy to ensure that every reasonable step be taken to prevent injury and ill health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the school whether it is for pursuance of their employment or other activities.

This is approached by:

- assessing and controlling risk as part of the day-to-day management of school activity
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities
- a periodic review of the safety policy, school environment, school activities and the associated risks change

All employees employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety. They also have a duty to immediately inform managers of any serious or imminent dangers that put anyone at an unacceptable risk to their health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision or others who may be affected by their actions
- reporting to the Headteacher/School Business Manager/Site Manager any incident which has led, or could lead to damage or injury
- assisting in any investigation with regards to accidents, dangerous occurrences or near misses

In line with Safety Organisation/Implementation as set out in Part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures, which are to be followed within the school.

.....	.....	.....
Headteacher	Chair of Governors/Premises	Date

Section Two:

Safety Organisation/Implementation

2.1 Objectives

The objectives of Devonshire Primary School health and safety policy are:

- to promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice
- to ensure that places and methods of work are safe and healthy through the arrangements set out in Part 3 and others which are adopted from time to time as appropriate to changing circumstances
- to protect all personnel, whoever they may be, from any foreseeable hazards on the school site
- to ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety in so far as is reasonable and practicable
- to ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- to ensure that awareness with regards to all aspects of safety is fostered by all employees
- to ensure employees are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded and to co-operate in all aspects with regard to safety
- to ensure that full and effective consultation with relevant personnel is encouraged

2.2 Responsibilities

Responsibilities of individuals within the school are as follows:

- **Governing Body.** The Local Authority (LA), as the employer, is primarily responsible for health and safety matters, with managers and staff also having responsibilities. With the increase of delegation, however, the governing body and the Headteacher have a significant duty in ensuring the management of, and compliance with, their health and safety policy.

  The Premises Committee has the function, in consultation with school staff, of keeping under review the measures taken to ensure the health and safety of employees and pupils whilst on school premises and on school visits. This will include consideration of reports, assistance in risk assessment, the development of school safety procedures and safe systems of work, monitoring the effectiveness of safety procedures and safe systems of work, the safety content of employee training and the adequacy of health and safety communication and publicity in the school. The Committee also has the additional responsibility of monitoring any procedures required due to a pandemic or health concern reported by the NHS/Government.

- **Headteacher -** responsible for the effective implementation of the H&S policy, reporting, every term, to the governing body on health and safety matters (including recommendations) and ensuring that staff, through regular monitoring, implement these health and safety arrangements including any new protective measures required by law.

- **Line manager -** responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility, they are to liaise with the safety representative/Site Manager so that the associated risks are assessed and any precautions deemed necessary are implemented.

- **Class Teachers** The responsibility of applying safety procedures on a day-to-day basis rest with all teachers. They are expected to:
  - Know the emergency procedures in respect of fire, emergency evacuations due to gas leaks, lockdown procedures and first aid.
  - Know the special safety measures adopted in their own teaching area and ensure that they are applied

- Exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and first aid and any other special safety arrangements
- Give clear instructions and warnings as often as necessary
- Ensure that pupils' coats, bags etc are safely stowed away
- Integrate all relevant aspects of safety into teaching practice and if necessary, give special lessons on safety.
- Follow safe working procedures personally including use of protective clothing and wiping of desks and touch points etc
- Make recommendations on safety matters to their line manager

- **Site Manager**. Under the supervision of the School Business Manager is responsible for the day-to-day co-ordination of the school's H&S policy to include:
  - Regular inspections and risk assessments
  - Liaising with contractors
  - Fire and emergency procedures
  - National Pandemic/Health procedures
  - Organising annual H&S training to all staff (start of each new academic year) and new employees on induction (see H&S checklist for new staff at Appendix A)
  - Maintaining an accurate record of completed training on H&S issues for staff as a result of their H&S training.

- **Employees -** responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to:
  - Know the special safety measures and arrangements to be adopted in their own working area and to ensure they are applied
  - Observe standards of dress consistent with safety and hygiene
  - Exercise good standards of housekeeping and cleanliness
  - Ensure all control measures identified in risk assessments are complied with
  - Know and apply the emergency procedures in respect of fire, gas alerts, bomb threats, potential violence to staff and first aid
  - Use and not wilfully misuse, neglect or interfere with things provided for their own safety and the safety of others
  - Co-operate with line managers, safety representatives, and adhere to safety guidance given, in helping to maintain standards of health and safety within the school.
  - Ensure pupils are given appropriate instruction with respect to all equipment/materials to be used by them.

- **Pupils.** Pupils are expected to:
  - Exercise personal responsibility for the safety of themselves and others
  - Observe standards of dress consistent with safety and hygiene
  - Observe the safety rules of the school and in particular the instructions given by staff in an emergency
  - Use and not wilfully misuse, neglect or interfere with any item provided for safety
  - Observe instructions by staff as to the safe use of all equipment/materials to be used
  - Observe hygiene requirements on handwashing and social distancing where applicable

- **Safety representative.** The function of the safety representative is to:
  - Investigate potential hazards and dangerous occurrences at the workplace as well as examining the cause of accidents
  - Investigate H&S complaints/concerns raised by employees

- Make representations to the Headteacher/School Business Manager on matters arising out of the above functions as well as on general H&S matters
- Carry out regular inspections and receive information on risk assessments undertaken
- Attend meetings of the Premises Committee, when required, in the capacity of safety representative and in connection with any of the above functions and make recommendations accordingly

- **Contractors.** It is the responsibility of contractors, their employees and sub-contractors to read and comply with the school health and safety policy as brought to their attention by the Headteacher/School Business Manager/Site Manager.

- **School visitors**. It is the responsibility of visitors to comply with the school health and safety policy as per the 'visitors H&S notice' displayed in the reception areas and the back of visitor badges.

2.3 Risk assessments

Employers must carry out risk assessments for all aspects of workplace health and safety under The Management of Health and Safety at Work Regulations 1999. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. Written risk assessments are only required for significant hazards. These can be summarised as:

- providing and maintaining safe equipment and safe systems of work
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
- providing the necessary information, instruction, training and supervision to ensure all employees are aware of their responsibilities for safety
- providing safe places of work with safe access to and egress from them
- providing a safe and healthy working environment
- providing a system for rapidly identifying and remedying hazards
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment

The following steps are to be employed when managing the risk process to ensure that safe working procedures are developed:

- assess the tasks/area/individual(s)
- identify the hazards
- evaluate the risks
- determine the control measures
- implement the changes
- monitor the effectiveness
- review

The Headteacher, under the direction of the governing body, will arrange for risk assessments to be undertaken and significant risks to be recorded with control measures specified.

Risk assessments for areas and activities are to be assessed, recorded and regularly reviewed, (also reviewed after an incident and/or when the related procedures are not working well), as a minimum annually.

Additional guidance can be obtained on the Health and Safety online portal.

Section Three:

Safety Arrangements/Procedures

3.1 Introduction

The safety arrangements set out below are for the information, guidance and compliance of all employees at Devonshire Primary School.

Health and safety are integral parts of management.

They are key considerations which should under-pin and facilitate educational and financial activity. Under the Health & Safety at Work Act 1974 and common law, employers and employees must look after children in their care (duty of care).

More specific arrangements are set out below. They will be supplemented from time to time as necessary to address new risks in the form of appendices.

All employees have a statutory duty to co-operate in fulfilling the objectives of the governing body and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their line manager.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

The LA's Health & Safety Guidance can be obtained on the Health and Safety online portal and provide the basis upon which the school's own arrangements have been established.

3.2 Specific Arrangements for Health and Safety

3.2.1 First Aid Arrangements

The school has a minimum of three fully qualified first aiders. Names are posted outside the school office, in Nursery and the Staffroom. All First Aid training courses are approved by the Health and Safety Executive (HSE). All teaching support staff including playworkers, undertake training/refresher training, approved by the HSE, as 'appointed persons' for emergency first aid.

All staff carry out allergy awareness training annually.

All first aid cupboards must be marked with a white cross on a green background.

First aid equipment is kept in the medical room in the Office, in the Reception Resource Area and the Nursery. As a minimum the equipment consists of:

- Individually wrapped sterile adhesive dressings in a variety of sizes
- 3 different size plasters
- Moist wipes
- Ear thermometer (not nursery)
- Safety pins (6)
- Disposable gloves
- Non-woven swabs

Office Staff are responsible for examining the contents of the first aid cupboards/boxes in the medical room and playground on a monthly basis. The Office staff are responsible for restocking the cupboards/boxes from stock held by the Office, when items have been used. Nursery and Reception staff are responsible for checking and re-stocking their own cupboards/boxes.

At playtimes and lunchtimes, staff on duty have access to first aid boxes that will enable them to deal promptly with minor injuries. For anything more serious, including bumped heads, the child should be sent with a companion to the Office or dealt with by a first aider within their year group, so that appropriate

action can be taken. For all injuries involving a knock to the head, a bumped head sticker will be issued and parents informed by letter (sent home via the child). A phone call will only be made to the parent if the bumped head is of a more serious nature and/or gives us cause for concern.

If the child cannot be moved, then the adult in charge should summon help, via a third party, from a qualified first aider.

All pupil injuries requiring treatment must be recorded in the First Aid Book by the adult dealing with the injury. No wound should be treated with any liquid other than water.

All staff should take precautions to avoid infection and must follow basic hygiene procedures including specific procedures advised by the NHS. They are advised to use protective gloves and an apron when dealing with blood or other body fluids and to wash their hands thoroughly afterwards. If there is a chance that a member of staff could be splashed then a visor and mask should also be worn. Those who are clinically vulnerable or extremely clinically vulnerable or who have been identified as vulnerable in a staff personal risk assessment should not deal with bodily fluids. Staff dealing with a possible infectious disease will put on gloves, apron, mask and visor before dealing with any first aid.

Staff should ensure that their classroom's Red Medical bag is taken with them, when they leave the classroom.

Staff are informed of first aid arrangements on induction.

First aid arrangements for After/before School Clubs are covered in the separate procedure note – Procedure for after/before school clubs.

First aid arrangements for children with known medical conditions are covered in the Support for children with medical conditions Policy and the Allergy Safety Policy.

First aid arrangements for school trips/visits are covered in the separate policy – School visits and out of school activities

All staff will have Allergy Awareness training and will be expected to manage an allergic reaction immediately, whether they are first aid trained or not.

3.2.2 Accidents

Slips/trips/falls are one of the most common types of accidents. The following should be observed:

- Be careful when walking on wet surfaces. Hazard signs to be used indoors to indicate wet floors.
- Report damaged or unstable floor surfaces, greasy stairs, dips or holes in the playground or field etc to the Site Manager
- Do not run
- Staff should not use chairs and/or tables as access equipment. Kick steps should be used

In the event of a serious accident or illness, the office staff must be informed so that they can call an ambulance by dialling 999. A clear indication should be given as to where the ambulance is required. In the meantime, the casualty should be receiving emergency treatment from a qualified first aider. Parents must be informed by the Office and asked for their consent for immediate treatment at the same time. If the casualty is a member of staff or a parent volunteer, then a call must be made to their next of kin.

A member of staff must accompany a child taken from the school to hospital by ambulance if a parent is not available. The telephone number and home address of the parent/guardian should be given in writing to the hospital staff together with any other relevant information from the child's records.

3.2.3 Accident reporting

Statutory accident records - Any accident or injury is to be reported by the person or persons involved in the accident, and entered on the accident/incident/violence report system and reported to the Headteacher/safety rep/Site Manager and parent of the child. Accident information is accessible by Corporate Health & Safety, the Headteacher and the Office Staff.

The Headteacher is to ensure that the governing body receives a report of all accidents at the termly meetings of the Premises Committee. In addition, the Corporate Health and Safety Unit are to be

informed of all accidents of a serious nature and any dangerous occurrences and where applicable follow the requirements of current legislation – Reporting of Injuries, Diseases and Dangerous Occurances (RIDDOR, 1999). This will be carried out within the timescales noted in RIDDOR.

For all other minor accidents/injuries involving pupils, a record of any first aid given (including time/date/place/nature of injury/first aid given/name/class) must be recorded in the First Aid Book.

All records will be retained for children DOB plus 25 years and for adults date of incident plus 6 years.

Additional guidance is given in the DfE 'Guidance on first aid for Schools'.

3.2.4 Accident investigation

- All significant accidents or incidents that are considered to be dangerous 'near miss' situations are to be reported to the Headteacher/safety rep/Site Manager.
- The Headteacher/safety rep/Site Manager is to carry out an immediate investigation into the incident in order that the cause of the accident can be identified and measures taken to prevent a recurrence.
- Investigations such as these are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum and to track patterns.
- All contractors must ensure that accidents involving their personnel are reported to the Site Manager of the school as well as their own reporting chain.

3.2.5 Reporting procedures

Any practice or condition that is likely to have an adverse effect on health and safety of personnel, or damage to equipment or property, is to be reported to the Headteacher/safety rep/Site Manager. Such reports are to be recorded.

3.2.6 PE and Games (indoors and out)

The safe use of equipment must be exercised at all times. The following basic guidelines should be adhered to:

- the numbers of children using the equipment should be restricted as appropriate
- children at all times should be adequately supervised
- children should be suitably dressed with long hair tied back
- no jewellery should be worn
- portable appliances should not be sited near obstructions
- note that weather conditions may affect the safe use of equipment

Staff should not undertake the responsibility for laying out the halls for timetabled PE lessons without the necessary training.

The Site Manager is responsible for the inspection and maintenance of equipment as follows:

- a daily visual check for litter, vandalism, fly-tipping, graffiti and any other adverse occurrences
- a weekly documented inspection
- arrangement of an annual independent inspection by a specialist contractor

Children are not allowed to use the school's play equipment before or after school. Parents/carers must exercise control over their children's safety and wellbeing at these times. Staff must ensure that the children observe these instructions - signs erected.

Additional guidance is given in the school's own Physical Education Policy which includes safe practice in physical education, sport and physical activity.

3.2.7 Out of school visits and activities

All staff that arrange or actively participate in school visits or out of school activities must follow the procedures outlined in the separate documents held in the School Office entitled: Procedure for School Visits and Out of School Activities. The school will follow Department of Education guidance on safe running of school trips.

3.2.8 After/before School Clubs

All personnel that arrange or actively participate in after/before school clubs must follow the procedures outlined in the separate document held in the School Office entitled: Procedure for After/before School Clubs.

3.2.9 Safe working procedures

All line managers are to familiarise themselves with laid down procedures and ensure that personnel under their control are fully conversant with these procedures.

The Headteacher is responsible for ensuring the delivery of H&S training to all staff every 3 years and to new employees on induction. (See H&S checklist for new staff at Appendix A) H&S will also be discussed at employees' annual performance reviews.

3.2.10 Lone Workers

Risk assessments and safe working practices, supported by the provision of the necessary information, instruction, training and supervision are the key elements to maintaining the safety of lone workers. The risk assessment process, to be undertaken by the Site Manager, will identify activities which should not be undertaken by a lone worker. Managers must ensure the employee understands all the risks that are involved with the work, and any special precautions to take.

3.2.11 Defective tools and equipment

- All defects found in hand tools, power tools or any other equipment must be reported immediately to the Site Manager.
- The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until repair has been affected.
- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- All electrical equipment must be PAT tested by Site Manager before use.

3.2.12 Means of access

- When using access equipment such as ladders, step-ladders, kick-steps, crawling boards, etc., the correct equipment is to be used for the job to be undertaken. Ladders (depending on size/height) may need to be supported by an assistant. Staff must ensure that they have received appropriate training before using ladders/stepladders.
- Always use correct routes of access. Do not use short cuts; they can result in serious accidents.
- Staff must be vigilant at all times when entering/leaving the car park

3.2.13 Good housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below:

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded. Items that are heavy or used regularly should be located in the easiest place to reach.
- Keep floors clean.
- Do not obstruct emergency exits.
- Highlighting any concerns/issues to line manager/Site Manager

3.2.14 Use of harmful substances

- These should be clearly and correctly labelled and stored safely away from children in a locked cupboard.

- When using harmful substances, whether they are material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health including the use of PPE.
- Cleaners' cupboards should be kept shut and locked at all times.
- Tippex should not be used by children.
- No new materials or chemical substances are to be brought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 2002) Assessment has been carried out and clearance given for use by the Site Manager. The user is to be in possession of a Safety Data Sheet. The file is kept and maintained by the Site Manager/Site support assistant.
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the Site Manager (asbestos duty holder)/School Business Manager.

3.2.15 Skin infections and hand care

- To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.
- Use barrier creams before commencing work. These provide a barrier between the skin and harmful chemicals, oils and dirt.
- Do not put oily or chemically soiled rags in pockets.
- Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.
- Always wear protective gloves when dealing with blood or other body fluids and wash hands thoroughly after.
- Hand sanitiser is also located at key locations within the building.
- Staff or pupils who experience dry hands should be encouraged to use moisturising lotions recommended by a pharmacist to prevent skin infections or dermatitis.

3.2.16 Smoking

Smoking, including the use of e-cigarettes and tobacco related products, is not permitted in the school building, or grounds or when accompanying children on school visits/trips. (See separate No Smoking/E-Cigarette Policy)

3.2.17 Consumption of hot drinks

Hot drinks are not to be consumed in classrooms/teaching areas during lesson times. Whilst supervising pupils at playtime/lunchtime, the use of safety flasks is permissible.

3.2.18 Visitors

- It is the duty of all employees within the school to ensure the health and safety of all school visitors.
- All visitors to the school must report to the main school office.
- Upon arrival, the office staff are responsible for drawing to their attention the school's H&S policy and fire procedure via the poster 'Visitors H&S notice'. They should then sign into the Inventry System and will be issued with a visitor's badge.
- Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.
- If an unknown person arrives to collect a child at the end (or during) the school day, staff must request the secret password which is recorded on Sims. In the event of any queries, staff must check with the Office staff.

3.2.19 Contractors

Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the Site Manager/School Business Manager.

The Headteacher/Site Manager/School Business Manager are responsible for drawing to their attention the school's H&S policy, child protection policy, relevant procedures/risk assessments and fire procedures etc as per Appendix B – H&S checklist for minor building works.

Construction, Design and Management Regulations (CDM) will apply for major works and the guidance given in the Health and Safety online portal will be followed by the school.

3.2.20 Use of vehicles

Only those persons authorised, and in possession of the appropriate licence and insurance, are to drive vehicles on school business.

3.2.21 Legionellosis

The primary aim is to prevent the build-up of the Legionella Pneumophilla organisms in water systems and to prevent inhalation of infected water droplets.
Control measures are as follows:

- A Legionella risk assessment carried out by a competent person is required and the controls identified in that assessment will form the basis of the management action plan.
- The water temperature is to be below 20C or above 55C and this is to be checked monthly by the Site Manager.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Water storage tanks are to be covered.
- Records are to be maintained of any maintenance, water treatments or disinfection.
- Extra care is taken to flush systems during prolonged school closures.

3.2.22 Manual handling of loads

Failure to lift or carry items correctly can cause severe back injury. With care this can be avoided. The following is to be observed:

- When lifting from low levels, bend your knees and keep your back straight
- Lift with your legs NOT your back
- Do not try to lift anything which is obviously too heavy or bulky for you. GET HELP

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out by the Site Manager.

Do not handle any object you consider to be beyond your capabilities.

A school risk assessment has been undertaken with guidance for staff/pupils.

3.2.23 Asbestos

The School has compiled an Asbestos Management Plan which details where asbestos is located in the school and how this is managed safely. The school asbestos plan and register is updated annually by the Duty Holder (Site Manager). This is to be kept accessible by the School Business Manager/Site Manager and made known to contractors who may be affected in the course of their work. The control of asbestos regulations 2012 are adopted for the removal of asbestos.

The school has a Contractor Management form which is signed by contractors prior to work being undertaken in any area of the school where asbestos may be present.

During induction staff are made aware that there is asbestos containing material in school and there is advice and guidance regarding asbestos in the Staff Handbook.

3.2.24 Display screen equipment (DSE) and visual display units (VDU)

Every member of staff who uses a VDU must complete a self- assessment check list form. These forms are kept on the staff personnel file.

Any actions identified by these assessments must be notified to the School Business Manager, acted upon and recorded.

3.2.25 Violence to staff

Violence is behaviour which produces damaging or hurtful effects, physically or emotionally, on people. This includes:

- verbal abuse
- threatening behaviour
- anti-social behaviour
- damage to property
- physical violence

If any staff member finds themselves dealing with rude or aggressive visitors, they must never return aggression as this is how anger can escalate into violence. Try to adopt a calm and reassuring attitude and speak slowly and gently. In the unlikely event that a situation escalates, staff should always withdraw from it.

All incidents/threats must be reported to the Headteacher and recorded on an incident system.

Panic buttons have also been installed in the main office, offices of the Headteacher and Assistant Headteachers and can be activated when urgent assistance is required. All classrooms have telephones to the office.

Use should be made of the Corporate Warning System register. A school risk assessment has also been undertaken for Home Visits.

The school Tackling Violence or Agression in School Policy, should be read in conjunction with this policy.

3.2.26 Working Time Directive

The regulations entitle employees covered by them to:

- A limit of an average of 48 working hours each week, although individuals can choose to work longer hours.
- Minimum of twenty minutes rest break if the working day exceeds six hours.

3.2.27 Occupational Health Services

The services provided by occupation health team include:

- Pre-appointment medical clearance
- Special pre-employment examinations
- Medical referrals (including stress)
- Employee screening of health surveillance

The services of the team are available to all employees by referral. Speak to the School Business Manager in the first instance.

Levels and categories of sickness will be monitored by the school. Information collated will be used to:

- Identify areas of concern
- Provide information for assessing risks
- Plan resource allocations and make improvements.

3.2.28 Stress

Stress can be triggered by many factors. In certain circumstances it can be reduced by:

- Not taking on more work than you can complete

- Taking regular exercise and learning relaxation techniques
- Talking to your line manager
- Talking to occupational health services (see above)

Remember that stress reduces the quality of life at work and outside of it. The important thing is not to suffer in silence.

3.2.29 Plant and Equipment

Another factor in the promotion of health and safety is the regular maintenance, examination and testing of plant and equipment. This is to be carried out/arranged by the Site Manager with records of inspections maintained. This will include:

Electrical equipment/installations
Gas appliances/installations
Fire alarm and fire fighting equipment
Security alarm/Panic buttons
Mechanical/local exhaust ventilation
PE apparatus and equipment (indoors and out)
Boilers
Emergency lighting
Water systems
Lightning protection (when applicable)
Glazing
Ladders
Heaters
Equipment

3.2.30 Pregnant Workers and Expectant Mothers

New or expectant mothers must inform the school of a recent birth or, as soon as they are aware, that they are expecting and should take special care whilst at work. The School Business/Line Manager will undertake a risk assessment within two days of being informed. Whenever risks are identified, alternative work should be provided. As a general rule, new and expectant mothers should **not:**

- Lift heavy and/or bulky items
- Climb ladders
- Work with anything that has previously caused an allergic reaction
- Take extra precautions regarding infection control and social distancing particularly during a national pandemic. This will be recorded on the staff members maternity risk assessment.

3.2.31 Health & Safety Information and Advice

Health and safety information and advice is available on all aspects of health, safety and welfare from the Headteacher/safety rep/Site Manager/School Business Manager.

Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.

Appendix A

Induction checklist for all new staff

NAME: **Start Date:**

When?	Task	Completed?
Before the employee's first day	Identify who will be responsible for induction	☐
	Set up employee's ICT account, phone and internet access	☐
	Make sure first week of induction is scheduled and planned, and relevant members of staff are notified.	☐
	Send out induction pack including Policies, Staff Handbook and Hays Training	☐
First day	Introduce colleagues, pupils, and/or mentor	☐
	Take employee on a tour of the school	☐
	Outline health and safety procedures, e.g. fire drill procedures and meeting points, the process for signing in and out of school, and recording incidents.	☐
	Asbestos Awareness information	☐
	Remind employee of: • The school timetable, including timings of staff meetings, assemblies and registration • Expectations around staff conduct, e.g. use of mobiles, social media and dress code • Conditions of employment, and absence and disciplinary procedures All of the above should be outlined in the induction pack.	☐
	Help employee to become familiarised with ICT account, phone system and reprographics, e.g. photocopier	☐
	Explain the school's behaviour and rewards system	☐
First week	Make sure employee meets DSL and has completed training in safeguarding, H&S, Fire and Allergies	☐
	Make sure employee attends induction training sessions with relevant members of staff, e.g. the SENCO and the school business manager	☐
	Make sure employee meets with line manager at the end of the first week to: • Review progress • Identify training and development needs	☐
	Make sure employee's line manager outlines the school's performance management system.	☐
First month to 6 months	Arrange additional training for the employee based on the review of the first week.	☐
	Arrange follow-up session between employee and DSL	☐
	Ensure regular 1-to-1 meetings are held between employee and Line manager.	☐
	Evaluate the success of the employee's induction programme, and confirm end of probation if applicable.	☐

Induction Tasks		
		Tick if covered
Site security	Signing in and out	
Key Staff	Class teacher/TA/Team	
	KS leader	
	AHTs	
	HT	
	Office staff / Site Team	
	School Business Manager	
Resources	Photocopier	
	Art cupboard / Class resources / A-Z	
	Exercise books	
	General stationery	
	Science and DT cupboard	
	Music resources	
General timings	Timings of the day – assemblies, playtimes, lunchtimes / A-Z / Clubs	
Playground	OPAL	
	Door to get to playground	
	Days of playground duty	
	Expectations of playground duty	
	Expectations of children's playground behaviour (KS2 detention as a sanction)	
Absence	Sickness - who to call	
	Leave of absence (Policy)	
Dress code	Dress appropriately for your role, no blue denim or trainers. Dress Code provided.	
Safeguarding	Names of DSLs	
	What to do is a child makes a disclosure – how to complete My Concern, written in child's words, signed/dated.	
	Child protection policy	
	End of the day dismissal arrangements - where children dismissed from, where parents stand, request password for anyone different picking up	
Health and Safety	Who to report any H/S concerns to Urgent - Headteacher/SBM/Premises Non urgent – Report on Every – on-line system	
	H/S policy – copy provided	
	Red discs if need immediate help from office	
Fire safety	Fire alarm sound	
	Evacuation route – close to the door in each room	
	Fire assembly point	
	Evacuation routes if working outside of the classroom	
Other emergencies	Follow SLT guidance	
First aid Training	Required? YES / NO	
First aid	Who are first aiders?	

	Where are they based?	
	Location of medical room	
Data Protection	What is GDPR?	
	Use of Mobile Phones	
	Taking data out of school (encrypted memory stick)	
	Child media lists	
	When can you share information and when in permission needed?	
	Locking away paperwork	
	Who to contact if there is a breach (SBM)	
Children with medical needs	Who are they?	
	Red bags / Emergency Grab Bag	
	What to do if a child feels unwell	
Lone working	If working alone with a child always be in an area that is visible to others	
Manual handling	If anything heavy needs lifting, do not lift it alone. Ask for assistance from a colleague. If too heavy ask the premises team to move, request on Every.	
Accidents/Incidents in school	Report any accidents/incidents in school to SBM Seek medical help if you have an accident – go to the school office and complete an accident report. If you cannot get to the school office ask someone to get help from the school office	
ICT Induction	Access to the systems: EMAIL / ARBOR / CPOMS / EVERY / INVENTRY HAYS & Judicium Training	
TRAINING	Please note any training that would support you.	

I confirm that I have received and will read the following documents:-

- Staff Handbook
- Staff Code of Conduct
- Allergy Safety Policy
- Dress Code
- Child Protection Policy
- Keeping Children Safe in Education 2023
- What to do if you are concerned about a child 2015
- Health and Safety Policy
- Allergy Safety Policy
- Data Protection Policy
- Staff Leave Policy
- Whistleblowing Policy

Name of Staff member…… Date……

Signature of Staff member…… Date……

Signature of line manager…… Date……

Appendix B

DEVONSHIRE PRIMARY SCHOOL

Checklist of Health & Safety Matters for Minor Building Works

The following should be discussed with the contractor and signed off accordingly:

Project/Job: _____**Start:**_____

Name of Company: _____

School: DEVONSHIRE PRIMARY	Notes	Tick
Schools H&S Policy has been discussed with the Contractor including fire precaution and procedures, location of alarms, and agreed assembly point.		
Hazards on the school site have been identified and discussed with the Contractor e.g. Asbestos Register, pipes.		
Working/Site Rules: • Contractor should keep school informed of timing/progress of work in order to minimise the disruption to the working of the school. • Plant and materials should not be left unattended without safeguards e.g. vehicles and moving parts should be effectively immobilised, scaffolding protected by barriers and suitable warning notices affixed. • Only building materials that have been safely secured can be left outside at the end of the school day • Strict control should be exercised with regard to egress and exit points. • Isolation from danger areas should be by provision of netting, fencing or other suitable protection. • Only agreed toilet facilities to be used. • Safe working methods are to be adopted at all times. • Safety method statements are to be produced (unless agreed otherwise with the school) • All incidents/injuries are to be reported to the school. • Correct protective clothing to be worn • Permit to Work Systems are required for certain hazardous activities. e.g. for hot works, electrical works • All risks have to be identified and eliminated/reduced prior to works starting (via discussion with school and/or written risk assessment) • Contractor to sign in and out, wear school badge and show company ID • School's equipment/plant not to be used by contractor • No smoking on site • No bad language on site • Mobile phones should under no circumstances be used to take photos of children on site • Will follow safeguarding procedures		

Contractor:	Notes	Tick
I have received and understand all of the above		
All work undertaken will meet the requirements of building regulations, Gas Safe (gas)and NICEIC (electrical) standards, the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002		
I have public liability insurance of no less than £5 million (If cover is below this recommended level, the school should refer to LBS Insurance for advice/guidance).		
I/Our Personnel have/have not been subjected to DBS checks Contractors working in the school on a regular basis (at least 3 times in a month) must hold current DBS clearance.		
I shall make and finance all necessary supervision, in consultation with the school, to ensure full compliance with CDM regulations. **(Not applicable for construction work that will last less than 30 days)**		
I have read the child protection policy an agree to abide by the school Health & Safety Procedures.		

Any Other Comments:

Contractor's signature: _____ **Date:**

Contractors Job Title: _____

Site Manager/School Business Manager/Headteacher's signature: _____ Date:

(a copy to be placed in school's Minor Works file and a copy to be given to Contractor)

3.3 Specific Arrangements for Fire Safety

3.3.1 Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance, and most fires in school are caused by arson. A high standard of fire consciousness will prevent this. It is the responsibility of all employees to become conversant with these instructions.

Upon the outbreak of fire, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first and over-riding duty is of course to look after the children or persons under their charge and themselves, and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is assured, and then without exposing any person to risk (Do not re-enter the premises until advised to do so by the senior fire service officer present).

The school fire officer is the Headteacher, or in their absence their assistant headteachers and he/she is to be informed of all fires, no matter how small. A fire is not considered extinguished until such time as it has been inspected by the senior fire service officer present.

3.3.2 Fire risk assessments and prevention strategy

The Fire Precautions Workplace Amendment Regulations 1999 came into force on 1st December 1999.

This ensures that employers are responsible for ensuring appropriate fire precautions which include:

1. Appropriate fire detection and firefighting equipment that is accessible and simple to use
2. Nominated employees to implement fire-fighting measures
3. Provision of adequate training and equipment for those appointed
4. Arrange for any necessary contacts with external emergency services
5. Provide adequate emergency escape facilities

We will carry out risk assessments and revise them annually or sooner if a change is required.

It should identify any person especially at risk in a case of fire, i.e., a person who is deaf, blind or disabled etc.

An emergency plan to evacuate the premises has been established providing for the calling of the fire brigade allocating individuals who are responsible for supervising, controlling and putting into effect the plan. Fire drills must be carried out in accordance with the emergency plan and modifications made. It is important that any actions arising from the fire risk assessment forms part of the overall health and safety policy for the school to ensure that the management of all health and safety risks are considered together.

The school's strategy for fire prevention includes:

- Everyday management and vigilance by staff to ensure that potential hazards are kept under control to prevent the occurrence of fire
- Minimising sources of ignition and fuel supplies for fire
- Alarm, evacuation and emergency action backed up by notices, drills and practice and training to ensure that correct action is taken in the event of an outbreak of fire
- Control of risks associated with activities or processes which may cause or adversely affect any outbreak of fire, e.g. storage, gas, electricity, contractors on site, vandalism
- Monitoring the effectiveness of precautions, e.g. analysis of evacuation drills, annual review, by checklist
-

3.3.3 Procedure in the event of a fire - general fire notice

The issue of general fire notices to staff (including agency/supply) and regular volunteer helpers will take place during their induction. Copies are posted in every room.
The purpose of the fire routine is to establish what action is to be carried out in the event of a fire.
It is in the form of a written notice and covers the basic facts below. **(See appendix C).**

1. What to do if you discover a fire
2. What to do when you hear the alarm of fire
3. Evacuation

4. Assembly
5. Roll call
6. Calling the fire brigade (Automated as from May 2012)
7. Special needs of cleaners, disabled, etc

After the event:

1. Do not re-enter the premises until advised to do so by the senior fire service officer present.
2. If the fire has been extinguished by school staff, except for ensuring that the fire is out, do not disturb any evidence which could indicate the cause of the fire.
3. Ensure that the premises are in safe working order before re-occupying, i.e. fire doors satisfactory, fire alarm operating, extinguishers re-charged.
4. Statistics have shown that any publicity given to a school fire can result in a second fire. Members of staff are not to talk to the media unless authorised by the Headteacher.
5. The fire officer is to analyse the procedures followed during the fire to determine whether changes are required.

3.3.4 Control of risks: Training of staff and instruction of pupils

The fire officer is responsible for ensuring that all staff in the premises are trained in accordance with the requirements of the school. Every member of staff will receive instruction in fire precautions during induction.

After the initial instruction all members of staff will receive at least half an hour verbal instruction at least once in every 12 months. This training will be recorded in the training section of the fire log book, held by the Site Manager. Arrangements for fire training will be made by the School Business Manager/Site Manager.

Employees

1. The training of all employed persons forms an essential part of the school's fire precautions.

All staff receive training in a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities in an emergency. All new staff receive a copy of this policy during their induction and complete a 2 hour on-line Health & Safety in Education training courses

2. Instruction and training for all will include the following points:

- the action to be taken upon discovering a fire
- the action to be taken on hearing the fire alarm
- the method of raising the alarm, including location of call points, mobile phones, use of internal telephone system and location of external telephone
- the correct method of calling the fire brigade (Automated as from May 2012)
- the location and use of fire fighting equipment
- knowledge of escape routes
- evacuation method for the building, location of assembly point and method of accounting for persons
- stopping machinery, activities and isolating power and fuel supplies where appropriate
- appreciation of the importance of fire doors and the need to close all doors and windows at the time of a fire or on hearing the alarm

Pupils

Pupils should be instructed at the start of their attendance at the school to enable them to:

- Identify the fire alarm
- Know the action they should take on hearing the alarm
- Know the location of the assembly points
- Know what to do if not in a supervised group, in the event of fire

These points should be included on the fire notice, and reinforced during practice evacuations.

3.3.5 Fire drills

Fire drills will be carried out at least once in every term. The exercise will include a simulated evacuation drill with the assumption that one escape route is not available. Each exercise will be started by a predetermined signal, i.e. activating the fire alarm and the whole premises will be checked as if an emergency has arisen. This fire drill can be combined with the instruction given to staff. When a fire drill is held it will be recorded by the School Business Manager. A report will also be written with any recommendations and given to the Management Team (for debriefing to staff and action) and Premises Committee.

All staff must participate in at least two drills per year.

3.3.6 Testing of fire alarm system

The complete fire alarm system will be tested weekly (over 13-week period) by the Site Manager and each test will be recorded in the logbook. This will also be checked by an appointed contractor twice a year.

3.3.7 Emergency lighting

The emergency lighting is to be examined monthly by the Site Manager. The log book will be completed indicating any defects and these will be brought to the attention of the School Business Manager immediately for corrective action.

This lighting will also be checked by an electrical contractor twice a year.

3.3.8 Emergency exits

All emergency exits are to be checked daily by the Site Manager, kept clear, unlocked and free from obstruction at all times.
It is the responsibility of the Headteacher and line managers to ensure staff are fully aware of the contents of these instructions and know the location of all fire exits and the assembly point in the immediate vicinity.

Every classroom should have a notice that shows the evacuation route from that room.

3.3.9 Fire alarms

Types

1. Central siren - operated from administration and smoke alarms
2. Single stage electrical fire alarm - operated by breaking a glass release button
3. Telephone

Alternative alarms

1. Should there be no official fire alarm in the vicinity, the person finding the fire is to raise the alarm by shouting, “Fire, fire, fire”.
2. The fire alarm is to be raised no matter how small the fire.
3. A Handbell is located in the school office and can be used to signal a fire evacuation

3.3.10 Firefighting equipment

No materials are to be placed near these in such a way that their location is hidden or that their use is hindered.

Fire extinguishers

There should be the correct type of fire extinguisher at each ‘Fire Point’ dependent upon the location. Fire extinguishers are primarily to aid evacuation rather than for fighting fires.

Fire blankets

Fire blankets held are classified as: light duty and suitable for dealing with small fires in containers of cooking fat or oils and fires in clothing.

Fire instruction notices
Printed notices should be conspicuously displayed at all fire points stating concisely what staff and others should do if a fire is discovered or if they hear the alarm. The notices should be permanently fixed in position and suitably protected to prevent loss or defacement.

3.3.11 Fire prevention checks

The Site Manager is to ensure that regular fire prevention checks are carried out.
Checks are to include:

1. Unnecessary lights/electrical appliances (kettles, toasters, microwave ovens etc.) are to be switched off and where possible, unplugged.
2. Convector heaters are to be inspected regularly.
3. A fire prevention check is to be carried out in all areas at the termination of the day's work prior to premises being vacated.
4. With the exception of essential systems which must continue to operate after normal working hours, all electrical appliances and lighting systems are to be switched off and disconnected by a person nominated for this purpose.
5. Waste paper bins are to be emptied and the contents removed from the building.
6. All parts of the school are to be inspected by the Site Manager/Site Assistant at the end of the school day.
7. He/she is also to ensure that electric fires, irons and television sets have been disconnected and that all doors are closed.
8. Windows and inspection apertures are to be left free from obstruction. To facilitate detection of a fire from outside prior to vacating rooms or premises at the end of the day all blinds should be left open, other than when security requirements dictate.

3.3.12 Housekeeping

Tidiness and cleanliness are essential fire prevention measures. The accumulation of rubbish and waste material is to be kept to a minimum; it is to be cleared away each day on the cessation of work and removed to a safe location outside and away from buildings for early disposal.

Paint materials, used stencils, oily rags, oily overalls, etc. are subject to spontaneous ignition. Such items should be removed to a safe external location on cessation of work. If this is impractical, they must be deposited in close-lidded, non-combustible containers, placed well away from stores and other combustible material.

The storage or accumulation of combustible materials in roof voids, under stairs and similar spaces is forbidden. In addition, the following should be observed by all staff:

- Do put items of equipment away after use
- Do remove obstructions when you see them
- Keep areas around computer workstations free of clutter
- Close all desk, cabinet draws, windows and doors in your area of work at the end of the school day
- Ensure all electrical equipment including computers, monitors and lights are switched off in your area of work at the end of the day

Flammable liquids e.g. hand sanitiser should be stored in metal cabinets.

3.3.13 Smoking

Smoking is one of the main causes of fire and for this reason it is prohibited in the school and grounds. (See separate No Smoking Policy).

Note: Smoking in enclosed public places and workplaces has been illegal in England, Wales and Northern Ireland since 2007.

3.3.14 Flammable materials

Flammable materials such as paper, floor cleaning materials, hand sanitiser and petroleum products must not to be stored near any form of heating or ignition source and in a metal cabinet if appropriate.

A cabinet for flammable materials is provided in the site cupboard.

3.3.15 Electrical fires

Electrical fires are not to be used within the school unless they have been approved by the Site Manager.

3.3.16 Electrical appliances

When using electrical appliances, the following rules should be adhered to:

1. They are to be switched off and unplugged when not in use.
2. The use of multiplug adapters is prohibited.
3. They are to be fitted with the correct plug for the socket provided. Plugs are to be undamaged.
4. Temporary wiring and extensions are not to be used.
5. Inspection lights are to be of an authorised pattern and fitted with a guard.
6. Electrical faults are to be reported immediately to the Site Manager.
7. Fuses that have blown must only be replaced by the Site Manager, after establishing the cause for the blowing, with fuses of the correct rating.
8. A fuse should never be replaced with one of a higher rating.
9. Flexible cable to fittings should be as short as possible and should be inspected regularly and replaced if worn.
10. Annual PAT testing is to be carried out by the Site Manager and recorded.

3.3.17 Controlled burning

Burning of any sort is forbidden (excluding for educational purposes, depending on the curriculum and with the express permission of the Site Manager).

3.3.18 Rubber

Rubber is not to be stored with other flammable stores and is to be kept cool, dry and well ventilated. Rubber is to be stored away from the rays of the sun.

3.3.19 Paint solvents

Paints and solvents suitably marked are to be segregated in the Flammable Liquid Store, which is to be clearly signed.

Paint stores are to have electrical fittings of the approved safety pattern.

3.3.20 Grass and undergrowth

Grass and undergrowth is to be kept cut well back from buildings.

3.3.21 Buildings used for entertainment and PTA events

Premises are to have adequate means of escape in case of fire. These are to be clearly indicated and are to be unlocked and unobstructed. An adequate number of stewards or ushers are to be available.

Decorations are not to be put up without the advice of the Site Manager; any decorations which increase the fire risk or obstruct fire signs and equipment are prohibited.

Decorations are not to be pinned or wired to any form of electrical wiring.

Naked flame is not to be used as a means of illumination, however, if candles etc. are necessary for decor or stage productions they are to be fixed in candlesticks with a heavy base and must not be so positioned as to present a fire hazard.

Any temporary staging is to be secure and is not to obstruct fire exits.

Supplementary wiring is only to be carried out by a qualified electrician and following consultation with the Site Manager.

Special care is to be taken when a tent is used for entertainment or other exhibition purpose. Under no circumstances are tents or marquees to be directly attached to or sited within five metres of permanent buildings. If direct access from permanent buildings is required on an occasional basis, a covered walk way is to be provided. Particular care is to be taken in the provision of lighting and heating in tents.

A sufficient number of fire appliances are to be available to deal with an outbreak of fire.

Adequate supervision of children's entertainment is essential. At parties and cinema shows sufficient personnel are to be available to act as marshals to control and evacuate the children to safety.

The Site Manager is to be notified of any special occasions or celebrations involving extra decorations or any fire risks.

3.3.22 Kitchens

In order that losses by fire are kept to a minimum and that catering facilities are not jeopardised a high standard of fire precautions in kitchens is of paramount importance. Catering staff should be fire conscious and are to be trained in the action to be taken when a fire occurs. Caterlink are responsible for training their own staff.

Curriculum Kitchen - The 'Rules of the kitchen' should be prominently displayed in the cooking room used for the curriculum and adhered to by all users.

Displays/posters should not be sited near sources of heat or ignition.

3.3.23 Disabled persons

A risk assessment and special precautions may be required when disabled persons have access to a building. Where possible they should be located within a building so that they are able to evacuate with the minimum of assistance. This will normally mean location on the ground floor. However, consideration must be given to any steps or other changes of level which may need to be crossed.

3.3.24 Vandalism and damage limitation

Fire caused by vandals or persons breaking into a building intent on causing damage are a constant risk, and this type of fire is probably the greatest risk facing the school. Such fires are often started at night or during holidays, and result in extensive material damage, and disruption of students' education.

The opportunity for reducing such vandalism lies part in the long-term development of a good relationship with neighbours, and part in the security of the premises, by ensuring the windows and internal doors are properly secured when the building is unoccupied. Combustible materials should not be left where they are immediately accessible to intruders, and flammable liquids, which may be used as accelerants should be stored securely.

Structural fire precautions incorporated to assist escape from buildings will also reduce the spread of fire. All fire and smoke doors should be closed when premises are vacated

3.3.25 Curtains, furnishings, art displays and decorations

Care should be taken when choosing curtains, furnishings and fittings. Inherent or tested fire-retardant materials should be used whenever possible.

Art displays and other decorations of a combustible nature can increase the spread of fire considerably. Accordingly, the quantity and location of such displays is critical in reducing the fire loading.

- Displays should not be placed on escape routes or block exits.
- Sources of ignition, such as light bulbs should not be placed near the displays.
- Expanded polystyrene and other plastics produce large amounts of toxic, black smoke and considerable heat. They should not be allowed on escape routes.
- In corridors or on staircases, wall displays made from combustible material should be limited to 20 per cent of the available overall surface.

- Display items should not be tied to light fixings.

3.3.26 Storage

Readily combustible materials such as paper should be stored in designated areas where they will be secure against unauthorised entry. These areas must be free of sources of ignition, such as heaters and suspended lighting units.

Paper salvage collected for charity should not accumulate in areas open to vandalism.

Flammable liquids must be kept in purpose-built storerooms or cupboards provided with ventilation.

All persons handling such material should be aware of the dangers.

3.3.27 Petrol storage

Unless a separate store, detached from the main building is provided, the amount of petrol and other flammable liquids stored on the premises should be severely limited. With petrol there is a statutory requirement that, unless its storage has been licensed by the local authority not more than 14 litres in the aggregate may be stored in separate containers each containing not more than 5 litres.

3.3.28 Electricity

All electrical apparatus should be installed by an approved contractor, using the correctly rated fuse. If a fault occurs notify the Site Manager who will have it repaired before continuing. Electrical installations should be checked regularly as electrical faults are a major cause of accidental fires.

All electrical equipment not required to be used out of hours should be switched off and the plug removed from the socket. All portable electrical equipment is to be checked (PAT tested) annually by the Site Manager and recorded.

3.3.29 Fire Doors

Fire doors have at least one of two functions:

1. To protect escape routes from the effects of fire so that occupants can safely reach a final exit
2. To protect the contents and/or the structure of a building by limiting the spread of fire

Neither of the above functions will be satisfactorily undertaken unless the door is a good fit in the frame, the self-closing device is working efficiently and the door is not wedged or held open.

Even if a door is not a fire door it may reduce smoke and heat damage so at evenings and weekends all doors should be left in the closed position.
Notices and pictures should not be placed on any doors as this reduces their burn time and increases the risk of someone being hit by a door while reading the sign.

3.3.30 Contractors

Building contractors bring a large number of ignition sources to the school. Tar boilers, blow lamps, welding equipment and liquefied petroleum gas bottles all give rise to a higher fire risk. The Site Manager/School Business Manager must ensure that all contractors entering the premises are aware of the fire precaution measures and procedures, should a fire occur. The contractors should inform the school of any hazards they create and the type of work they will be carrying out.

At the end of the day, no building materials should be left outside where vandals can use them to damage the premises.

The School Business Manager/Site Manager should be made aware when hot cutting works is to take place for both the safety of the pupils and the school.

Refer to Appendix B (under arrangements for H&S) – H&S checklist of minor building works

3.3.31 School grounds

Access for emergency vehicles must be kept clear at all times.

Combustible materials must be sited away from the main building to avoid fire spread.

Areas beneath raised buildings should be protected against the accumulation of litter and access for intruders.

Combustibles, rubbish containers and equipment, which could be used by vandals, especially those used by outside contractors, must not be left unsecured.

3.3.32 Fire records

The safety of a building's occupants cannot be assured by design alone. Any building can quickly become dangerous unless there is foresight in the activities carried out there, and care in the maintenance of it.

The following fire records are to be maintained by the Site Manager:

1. Persons with special responsibilities
2. Fire alarm call point locations and checks
3. Weekly (13-week period) fire alarm tests
4. Fire alarm fault records
5. Fire alarm maintenance inspection
6. Emergency lighting maintenance inspection
7. Firefighting equipment routine monthly checks
8. Fire drills
9. Firefighting equipment tests and maintenance by contractors
10. Training records (quarterly and on induction)
11. Visits/inspections by fire brigade

3.3.33 Publication of fire instructions

These instructions are to be held by all line managers.

All new arrivals are to have fire instructions brought to their attention as part of their induction.

Appendix C

Emergency Procedure In The Event Of a Fire

General fire notice

On discovering a fire:

1. Operate the nearest fire alarm point without delay.
2. **No need to call 999 - Direct link activated by alarm.**
3. Evacuate all occupants to agreed assembly point.
4. Staff may attempt to extinguish fire with nearest suitable fire appliance if they feel capable and have had appropriate training. Do not attempt if fire has reached such proportions as to endanger life or escape, but proceed to assembly point.

On hearing fire alarm:

1. Close all doors and windows (if there is time to do so and it does not restrict evacuation)
2. Last adult out of a room/area should do a sweep to check that no one is left behind.
3. Proceed to your assembly point and take the roll call.

On arrival of the fire brigade the fire warden (Site Manager) or designated senior member of staff should meet the fire brigade's officers and give as much information as possible about the fire.

Know:

1. Your means of escape, primary and secondary
2. The nearest fire alarm point
3. The nearest firefighting appliance and how it should be used
4. The assembly points

In the event of fire:

1. Maintain silence
2. Do not stop to collect your personal belongings.
3. Do not rush.
4. Leave the building in an orderly fashion, as practised during the fire drills.

Appendix D

Fire Practice Procedures

Responsibilities:

Class Teacher (including if you are working with children outside of the classroom)

1. Know the number of children in your class that are in school today; especially important if children arrive late or leave early. Know who is working with a TA/Teacher outside of the classroom. Write the number of children in on your white board so that any cover teacher/TA will easily be able to see how many children are in. Adjust the number accordingly if a child goes home early or arrives late.
2. Take your class list AND red medical bag to the assembly point.
3. Last person out to close the door and windows, if safe to do so. If you are in the hall the exit doors must be shut after the last person leaves.
4. Count number initially, if a child is missing refer to the class list to identify which child. Children should line up alphabetically and in silence to make this process easier. Do not call a register unless you need to identify which child or children are missing
5. Put hand up if correct. If anyone is missing tell the Evacuation Lead immediately. The Evacuation Lead will be in KS2 playground, Assistant Headteacher in KS1 playground (if not class based elsewhere).

Note: If you are on PPA and not in your classroom when the fire alarm sounds leave the building by the nearest fire exit and then go to where your class is lined up.

Member of the Nursery Team

1. To go to the edge of the nursery playground by the sandpit to indicate if all the children and adults are safely out of the building.

Teaching Assistants

1. Do a sweep of the area before you evacuate especially toilets
2. Close doors and windows if safe to do so.
3. If class teacher is delayed or not present take over teacher's responsibilities.
4. If working with a group, leave by nearest safe exit and re-join their class in the playgrounds.

Office Staff/School Business Manager

Office staff should bring out any children who are in the medical room and any visitors in reception, the emergency grab bag, First Aid bag and box of spare inhalers. The emergency grab bag contains emergency contact information for pupils and staff, building plans and emergency items. The Emergency Grab bag will be held by the A-Z Breakfast and After School Club staff during their operating hours.

Last person out should close office doors. School Business Manager to cover if staff are out.

School Business Manager /Office Staff to: a) call Site Manager if he is off-duty and b) take out the mobile phone (for contacting the Evacuation lead).

One member of the office team to take a radio and go to the Infant Playground. Note they must evacuate by the nearest route and not go through the building.

Site Manager (Fire Warden)

Site Manager should check fire panel (at front reception area) and act on information shown i.e. if the device activated is a call point, then investigate, if able. Site Manager makes decision to call Fire Brigade and informs the most senior member of staff. He should also take out the visibility jacket and fire plan/log book and Critical Incident Policy from the red box near the alarm.

The fire alarm is connected to the fire service via Custodian who will first call the Site Manager to verify the alarm. They will then call the fire brigade depending on the response.

Class Teacher and TAs during Lunchtime:

If you are in the building when Fire alarm bell sounds, please go straight outside and supervise your class.

Playworkers at Lunchtime:

Playworkers/supervising staff will pick up any class without an adult. One Lunchtime Playworker in the Junior Hall should alert staff in the playground to the sound of the fire alarm. If children are outside then Playworkers oversee them lining up in the normal way until Teaching Staff arrive (count number of children present). If children are in the dining hall, they are to be guided outside, table by table in an orderly manner to line up in the normal way.

All areas have a fire evacuation plan. Peripatetic teachers or staff from external agencies working with us are responsible for familiarising themselves with fire exit routes and ensuring that children they are working with safely leave the building and join their class line so that they can be accounted for by the class teacher.

Assembly Points

There are 5 designated assembly points as follows:

1. **Main KS2 Playground** – classes to line up with the children lining up in alphabetical order and facing the back of the playground. Classes are to line up in the order that they exit the building and do not need to be beside the classes in their year group. Classes are not to cross other class lines on exiting the building.
2. **Alongside the KS2 canopy / raised flower beds** – classes to line up with the children lining up in alphabetical order and parallel to the canopy/raised flower beds, away from the building. The first class to this assembly point should start their line at the end of the canopy closing to the KS2 fixed play apparatus.
3. **Infant Playground** – classes to line up with the playground pencils being the start of the line
4. **Nursery Playground** – nursery class to assemble on the raised astro turf area in the nursery playground.
5. **Emergency Evacuation Gates** – all adults that are not attached to a class, kitchen staff and visitors must assemble at the emergency evacuation gates at the back of the main playground. No adults are to remain under the under croft as this area must be cleared.

ACTION IN THE EVENT OF THE FIRE ALARM SOUNDING

During Class Time:

When Fire Siren sounds children stop talking and lead out quietly. Classes line up in alphabetical order in their designated assembly point. Whilst leaving the building children must walk in silence and in a calm orderly manner.

Staff running groups should evacuate via their nearest exit and take the children to their relevant class. They are not to re-join their class before evacuation. Once the children have been returned to their class line the adult must go to Assembly point 5.

Staff are to direct visitors to their nearest fire exit and once outside all visitors, except visitors in Nursery, should be directed to Assembly Point 5. Nursery visitors are to remain with the Nursery class.

NURSERY (Assembly Point 4)

Nursery children should be led into the Nursery Garden through main fire exit doors and assemble at Assembly Point 4.

RECEPTION CLASSES (Assembly Point 3)

Squirrels Class exit the classroom by the fire exit door in the left-hand corner, go straight ahead through the gate, down the steps and into the Infant Playground. Assemble in the playground area, lining up with the playground pencils being the start of their line.

Foxes Class exit the classroom by the fire exit in the right-hand corner go straight ahead through the gate, down the steps and turn left and walk through the reception outdoor area and out the gates straight ahead. Assemble in the playground area, lining up with the playground pencils being the start of their line.

Badgers Class exit the classroom by the fire exit in the left-hand corner turn left, through the gate down the steps and into the Infant Playground. Assemble in the playground area lining up with the playground pencils being the start of their line.

Reception Resource Area exit this area by the fire exit in the left-hand corner past Squirrels Class, turn right down the stairs and into the Infant Playground. Assemble in the playground, joining the relevant class line. If their class line is not there, the children (and adult they are with) must assemble, lining up with the playground pencils being the start of their line.

YEAR 1 (Assembly Points 1 & 2)

Wrens Class exit the classroom by the fire exit door in the right-hand corner, once outside go down the stairs and line up at Assembly Point 2, the edge of the playground closest to the raised beds, parallel to the fence so that the class line is away from the building.

Woodpeckers Class exit through the fire exit, turn right, lead down the stairs to the playground and line up at Assembly Point 2, the edge of the playground closest to the raised beds, parallel to the fence so that the class line is away from the building.

Nightingales Class exit through the classroom door turn right and exit the building to the main playground, Assembly Point 1. Class to line up in the playground in alphabetical order.

YEAR 2 (Assembly Point 1)

Eagles Class exit the classroom through fire exit in left hand corner, once outside turn right, down new steps and into the main playground. Line up in the playground.

Chaffinches Class exit the classroom through fire exit in left hand corner, once outside move to the right and down the steps and into the main playground. Line up in the playground.

Larks Class exit through the classroom door go diagonally left across the corridor and exit through grey fire exit, down the stairs and into the main playground. Line up in the main playground.

YEAR 3 (Assembly Point 1)

Aspen Class exit the classroom through classroom door turn left through the fire doors and down the healthy school stairs, once at the bottom turn right and right again exiting the building through the fire exit. Once outside turn right once more, down the steps and into the main playground.

Birch Class exit the classroom through classroom door turn right through the fire doors and down the healthy school stairs, once at the bottom turn right and right again exiting the building through the fire exit. Once outside turn right once more, down the steps and into the main playground.

Ash Class exit the classroom through classroom door turn right through the single fire door, along the corridor, through fire doors and down the healthy school stairs, once at the bottom turn right and right again exiting the building through the fire exit. Once outside turn right once more, down the steps and into the main playground.

YEAR 4 (Assembly Point 1)

Cherry Class exit through the classroom door, turn immediately left and then right and exit through the white double doors with ramp which leads into the main playground. Line up in the playground.

Chestnut Class exit through their classroom door (at the front of the classroom) turn left immediately down the Y4 stairs, proceed straight ahead and turn right through the white double doors which lead into the main playground. (*An alternative route if Yr4 Cherry have not yet exited* – down the stairs, proceed straight ahead and turn immediately left and go diagonally across the corridor and exit through grey fire exit, down the stairs and into the main playground). Line up in the main playground.

Cedar Class exit through the classroom door, turn right immediately down the Y4 stairs, proceed straight ahead and turn right through the double doors which lead into the main playground. (*An alternative route if Yr4 Cherry have not yet exited* – down the stairs, proceed straight ahead and turn immediately left and

go diagonally across the corridor and exit through the fire exit, down the stairs and into the main playground).

YEAR 5 (Assembly Point 1)

Hawthorn Class exit through the classroom door (at the front of the classroom), turn right immediately down the Y5 stairs, proceed towards the hall, down steps and turn immediately left out of the white double doors which lead into the main playground.

Hazel Class exit through the classroom door, turn first left and exit through the white double doors with ramp which leads into the main playground. Line up in the main playground.

Holly Class exit through the classroom door, turn left immediately down the Y5 stairs, proceed towards the hall, down steps and turn immediately left out of the white double doors which lead into the main playground.

YEAR 6 (Assembly Point 1 & 2)

Oak Class exit through the classroom door, turn left, left again through fire doors, turn right and down flight of timeline stairs, exit building through fire exit and continue straight across the playground to Assembly Point 2.

Pine Class exit through classroom door, walk down the 5 stairs, turn right into the corridor, past the lift and turn left down the sports stairs and into the main playground. Line up in the first available place in Assembly Point 1.

Sycamore Class exit through classroom door, turn left and walk down the 5 stairs, turn right into the corridor, past the lift and turn left down the sports stairs and into the main playground. Line up in the first available space in Assembly Point 1.

Willow Class exit through the classroom door, turn left though fire door, turn left again following corridor to the end, turn left down the sports stairs and exiting into the main playground.

HALLS

Infant Hall exit out of the entrance leading to the Year 1 corridor, at the back of the school, and then turn left and go straight ahead, turn right out of the fire exit door that leads to the playground.

KS2/Junior Hall If pupils are in the **Junior Hall,** they should lead out of the hall using the fire exit doors at the side of the hall or the nearest safe exit.

Note: If the fire alarm sounds during a PE lesson children and staff must leave straight away and not put shoes on.

GROUP / CURRICULUM ROOMS

Staff running groups should evacuate via their nearest exit and take the children to their relevant class. They are not to re-join their class before evacuation. Once the children have been returned to their class line the adult must go to Assembly point 5.

Curriculum Kitchen exit the room by the main door, turn right and right again into Wrens Class. Exit Wrens class through the fire exit door in the right-hand corner, once outside go down the stairs.

Family Support Hub exit through main door, turn left, go straight ahead down the sports stairs and exit into main playground.

Library exit the area and turn immediately right, down the corridor, turn right and right again and exit through the white double doors with ramp which lead into the main playground.

Meteor and Comet rooms exit through the room doors, turn left through fire doors, turn right down the timeline stairs and exit through fire exit, turn left down the steps, across Astroturf and into main playground.

Rainbow Room exit through main door, turn right, down the staircase, turn left and exit through the white double doors which lead to the main playground.

Calming Room (in the corridor leading to Hazel Class) exit through main door, turn right and right again through the white double doors to the ramp which leads to the main playground.

EAL Room exit through main door, enter the corridor to your left, go straight ahead past the lift and down the stairs and into the main playground.

ELSA Room: (located between Sycamore and Pine Class) exit through room door, turn left and then walk, down the 5 stairs. Turn right into the corridor, past the lift and turn left down the stairs and into the main playground.

Staffroom exit through main door, walk straight ahead, turn right at end of corridor, walk straight ahead down the sports stairs and exit into the main playground.

Subject Leader Room exit through the main door, turn left and go down the Year 5 stairs, at the bottom of the stairs go straight ahead towards the Junior Hall. At the bottom of the stairs leading to the junior hall, turn left through the white double doors leading to the main playground.

Sun (play therapy) and Moon (ELSA) rooms exit through room doors, turn left, at end of corridor turn left again down the sports stairs and exit into the main playground.

Zodiac Room exit through the zodiac room door, walk straight ahead, turn right down the 5 stairs, turn right into the corridor, past the lift and turn left down the sports stairs and into main playground.

Field If on the field, the office will alert you via the walkie talkie that the fire alarm has gone off. Stay on the field and count the children and let the office know via walkie talkie once counted. Let the office know if there is a missing child or if a child is not with you on the field. Office will ensure any children are out of the building and in KS2 playground.

OFFICES

Compass Offices exit through the main office doors, turn right then turn left towards the KS2 hall. Leave by the fire exit by the KS2 hall entrance.

Main Office exit through the main office door, turn left then turn right towards the KS2 hall. Leave by the fire exit by the KS2 hall entrance.

SLT Office exit through the office door, go straight ahead towards the KS2 hall. Leave by the fire exit by the KS2 hall entrance.

During Playtimes/Class Breaks:

If pupils are outside they should line up in usual lines in their respective 'Assembly Point' areas. They must not re-enter the building. If inside, they should come out as normal and the teachers should join their classes.

If the siren sounds during a break when the children are outside, children out in the playground should line up at their assembly points and children inside the building should exit the building using the above guidance

During Lunchtimes:

If in hall leave in an orderly fashion, table by table, through fire exit door and line up in usual place. One midday supervisor in the hall should alert the staff in the playground that the alarm has sounded.

If it is wet and indoor play, pupils should be brought out by lunchtime supervisors and line up in usual place, quietly.

During Infant Hall Assembly:

In the event of the fire alarm going off when there is an assembly in the KS1 hall, staff will lead their classes out through the hall door closest to where they are sitting and from there lead their classes out through the closest fire exit that leads to the outside.

Those exiting to the Year 1 corridor will turn left and then turn right and exit via the fire exit at the bottom of the timeline stairs.

Those exiting to the corridor that leads to the kitchen will turn left, go straight on through the reception resource are exit via the door that leads to Nursery. They will then proceed through the gate to the Infant playground.

During KS2/Junior Hall Assembly:

In the event of the fire alarm going off when there is an assembly in the KS2 hall, there are 3 fire exits which can be used – the doors at the back of the hall, the doors in the middle of the hall and the doors at the front of the hall. Classes should leave via the fire exits which are closest to where their class are sitting and from there make their way to their assembly point.

During Breakfast and After School Club:

In the event of the fire alarm going off when Breakfast Club or After School Club are operating all children and staff should evacuate to the KS2 Playground (Assembly Point 1). Club staff must take the register at the assembly point.

Club staff are to take out the emergency school grab back in the event of the fire alarm sounding.

Generally, Breakfast and After School Club operates from the KS2 hall. There are 3 fire exits which can be used – the doors at the back of the hall, the doors in the middle of the hall and the doors at the front of the hall. Children should leave via the fire exits which are closest to where they are and make their way to the assembly point.

When operating in the Reception Resources Area children and staff should evacuate via the exit in the left-hand corner past Squirrels Class, turn right down the stairs and into the Playground. Assemble in the KS2 playground (Assembly Point 1).

Appendix E

Instructions for Fire Officer (Headteacher)

The fire officer should undergo training in fire duties at the appropriate training establishment before assuming his/her appointment. Where it is not possible to arrange training before the appointment is assumed, s/he is to attend the first practicable course after appointment. Refresher training should be ongoing.

His/her primary duties are as follows:

1. Responsible to the governing body for all matters relating to fire precautions and the school fire organisation, s/he should establish close liaison with the local fire service officer in the area
2. To supervise, maintain and control on behalf of the governing body:
    - completion of a suitable and sufficient assessment of the fire risks and preparation of school fire instructions
    - measures for fire prevention, including fire practices
    - allocation, maintenance and testing of all fire-fighting equipment held by the school for its fire protection
    - the efficiency, training and duties of the fire wardens and the instruction of all in the use of fire-fighting equipment
    - arrangements for summoning fire-fighting resources. Details are to be displayed in buildings
    - liaison with the appropriate fire service representatives in the area
    - suitable records to show the following the training of personnel and attendance on courses and the distribution and appropriate inspection maintenance and testing of school fire equipment, fire alarms and water supplies
3. To ensure that any building or part of a building used either temporarily or permanently for plays, concerts, cinematography shows, dances and similar entertainment have been approved by a fire service officer as meeting safety requirements
4. To take charge of evacuation until the fire brigade arrives
5. To ensure that adequate arrangements are made for sign-posting and marking water supplies for fire fighting and that a water supply map is maintained for use by the fire services
6. To ensure that authorised fire notices are displayed as necessary
7. To ensure that civilian contractors employed within the school perimeter maintain an adequate standard of fire precautions

In the absence of the Headteacher, one of the Assistant Headteachers will assume the role of the Fire Officer.

Appendix F

Instructions for Fire Warden (Site Manager)

1. Fire wardens should attend a training course at an appropriate training establishment.
2. They are to assist the fire officer in such fire duties as required.
3. They are specifically responsible for:
    - Weekly/monthly routine maintenance and testing of school fire equipment and water supplies
    - The maintenance of the fire equipment registers up-to-date on a monthly basis
    - Ensuring that all equipment tested is recorded in the register with the date of checking
    - Checking all fire points to ensure they are correctly sited, in line with current specifications and the correct orders, notices, etc. are on display

In the event of a known false alarm i.e., if told by a teacher on the way out that a pupil had wilfully started the alarm, then the Headteacher must be informed immediately and permission sought to turn the alarm off.

In the absence of the Site Manager the School Business manager will ensure that all regular checks are carried out. Training will be given to site staff on the relevant procedures.

3.4 Specific arrangements for Security Safety

3.4.1 Introduction

Security is an integral part of our Health & Safety Policy.

The most common crimes directed against school premises are:

- criminal damage
- theft
- burglary
- arson

Good security generally involves a combination of physical and procedural measures with intangible factors such as commitment, management style and 'ethos' of the school.

In the school environment, as elsewhere, crime prevention is a shared responsibility. It cannot be regarded as the sole province of the Headteacher or the Site Manager/School Business Manager, any more than they can abdicate all responsibility to the governing body.

Properly organised and carried through, it will lead to:

- improved security
- a safer school environment
- reduced waste (and therefore more resources/money for other things)
- increased efficiency

All these things contribute significantly to the school's aim of providing a better education and the development of mature, responsible citizens.

3.4.2 Site security

The physical security of the site has three distinct aspects:

- the perimeter
- the external protection of buildings within the perimeter
- the protection of specific vulnerable or sensitive areas within buildings

Perimeter security is intended to define a boundary, prevent casual intrusion and make deliberate intrusion difficult and conspicuous. Doing so generally involves the use of gates and fences.

The practice of locking the school gates when the site is not in use can demonstrate to the outside world that entry is both undesirable and unlawful. Although gates will not prevent access by determined and reasonably agile pedestrians, they can serve a useful purpose in inhibiting the un-authorised large-scale removal of property.

External and internal protection of buildings is afforded by external lighting, security and fire alarms, and passive infa-red (PIR) movement detectors.

The school has a direct line connection to a central monitoring station. The alarm system is continuously monitored, and any change of state will be recorded and acted upon as appropriate.

Specifications for the following electronic security measures are held by the Site Manager:

- security and fire alarms
- passive infra-red (PIR) movement detectors

Specifications for the external protection of buildings and the protection of specific vulnerable or sensitive areas within buildings

External Doors

Beading, on door glazing, should always be pinned into the door internally and not screwed from the outside.

Laminated and toughened glass should be used. Georgian-wired glass should only be used where required by the fire officer.

Five lever mortice locks should be used. The locking plate should be secured to the doorframe using non-return screws.

In specific vulnerable or sensitive areas, concealed door bolts should be used.

Doors should fit within the frame well ensuring the minimal clearance.

All external doors should be solid-core construction; not veneer filled with chipping or other less substantial designs.

A good quality, durable, steel roller shutter should be used for recessed porches.

Regular inspection of all doors to be carried out by Site Manager.

Emergency exit doors should be protected by:

1. Fixing a drill-resistant plate behind the panic latch
2. Proper fitting to prevent the bolts from being slipped from beneath
3. Replacing the bar with a wedge panic lock, with the fire officer's approval
4. Linking doors to the alarm system

Windows

Ground floor windows in specific vulnerable or sensitive areas should be replaced with 7.5mm laminated glass. Other windows should be replaced by 4mm laminated glass.

Roofs

As gutters require replacement, they should be replaced with plastic guttering.

Fixings for skylights should be strengthened by the use of non-return screws.

As down pipes need replacing, the lower sections should be replaced with plastic.

3.4.3 Visitors

The school has many visitors.

They include:

- contractors
- parents of pupils
- people making deliveries

They also include, from time to time, individuals with dishonest motives, such as 'walk-in' thieves. It is unlikely that all of these callers, even the legitimate ones, will be known by sight and it is important for the security of the school and the safety of its occupants that their actions are subject to some form of routine scrutiny.

All visitors to the school should be directed by means of prominent, unambiguous notices, to the main reception where they will be required to sign-in on the Inventry System giving the following details:

- name
- time in and out
- which organisation they are from
- who they are visiting
- Vehicle registration no.

They will then be issued with a visitor badge which they should be instructed to wear at all times whilst on school premises.

This is a low-cost means of enabling both staff and pupils to differentiate between authorised callers and those who have not followed the required reporting procedure.

Members of staff should challenge anyone they encounter whom they do not recognise as a legitimate visitor. Such people should be required to produce evidence of their identity and account for their presence. If they are unable to do so satisfactorily, they should either be escorted from the premises or

accompanied to reception for the purpose of confirming their authority to remain. If this latter course is chosen, the reason for it should be clearly explained and the visitor given the option of simply leaving the school. All incidents of this nature should be reported to the School Business Manager/Site Manager who in turn will inform the police, as appropriate.

Under no circumstances should visitors be permitted to remove items of the school's property, or the property of staff or pupils, unless the person witnessing the event has personal knowledge of their identity and their authority to do so. Walk-in thieves, sometimes under the guise of 'equipment repair personnel', can be extremely plausible in manner and appearance and staff need to be aware of the dangers.

Pupils who encounter anyone that they do not recognise as a legitimate visitor should report their concerns to a member of staff. They should under no circumstances challenge the person themselves.

Casual access to other parts of the premises should, as far as possible within the limits of safety, be prevented by physical means.

As a general rule, visitors should be escorted to and from their destination within the school, although this may not always be necessary or practical.

3.4.4 Cash handling

The school operates mostly on a cashless system. However, occasionally small amounts of cash are received for charity events and some families. Cash is obviously a very attractive target for criminals and its presence, even in moderate quantities, can pose a threat to the school and its occupants. Cash, regardless of quantity and which is not required immediately, should always be routinely locked away and at the end of the day placed in the safe. Safe keys should be taken off site during silent hours.

Where possible, cash should not be handled in areas visible to visitors or members of the school at large. To minimise the risk of robbery, it should be banked, at irregular intervals. The SBM will take small amounts of cash to the bank. The use of on-line payment systems at Devonshire means that payment for all trips, A-Z Club and meals are now made on line and reduces the level of cash held on site.

The procedures, regarding limits of cash held and banking, are set out in the internal financial procedures manual and should be adhered to by all staff.

See also the Money in School Policy

3.4.5 Protecting valuable equipment

The school contains much valuable, portable equipment of a kind attractive to thieves. It may be consumable property with a low individual value but a high cumulative worth, or property with a useful life of several years with a high individual value. The market for any or all of these items may change from time to time, which is why periodic assessment is necessary to review the current level of resources appropriate to the protection of each item or category of items.

When not in use, equipment should be stored in conditions that reflect accurately the level of risk attached to it. The greater the risk, the more secure the storage. A named member of staff should be responsible for making regular inspections to ensure that these criteria are observed.

Classrooms with 1:1 children's devices will be locked during the lunch break when a member of staff is not present.

Named members of staff should be given personal responsibility for the security of valuable equipment used in the course of their duties. A record should be kept by the School Business Manager, indicating precisely who is currently responsible for particular items Eg laptops and cameras.

The procedures relating to asset and equipment management are contained in the internal financial procedures manual and should be adhered to by all staff.

Frequent, regular checks should be conducted, with occasional random spot checks. Remember neat storage will facilitate the speedy identification of any irregularity. Equipment inspections should not merely be used to confirm the correctness of the inventory. They should also check that valuable property has been security marked in such a way as to readily identify its source should it be stolen and subsequently recovered (i.e. SmartWater).

3.4.6 Safeguarding personal property

Staff and pupils should be encouraged to take an active interest in the security of their personal property whilst on the school premises or engaged on school activities elsewhere. Personal property can be given to the class teacher on arrival at school, stored in locked cupboards and returned as children are dismissed at the end of school.

The loss, theft or vandalism of personal property can create distrust and suspicion and lower morale.

Regardless of the individual's responsibility, good management includes the creation of an environment in which the likelihood of interference with personal property is minimised.

Staff

Offices used by the staff should be kept shut during the day when they are unoccupied. Staff rooms and rest rooms where coats and other personal property are left should be capable of being secured against casual intrusion. Staff are encouraged to use the staff lockers provided by the school. If teachers choose to leave their bags in their classrooms they should be locked away out of sight. All classrooms have a locked cupboard.

Pupils

Pupils should be discouraged from bringing valuables to school, unless they are necessary for a particular lesson or activity. Consideration should be given in such instances to providing secure storage before and after the relevant period, as appropriate. However, once staff take responsibility for pupils' valuables, it is the school that may become liable. Pupils are not allowed to bring mobile phones into school. Only year 6 and pupils from other year groups (with special permission) who walk to and/or from school are allowed to bring mobile phones to school. They have to sign a contract with clear expectations of the use and storage of mobile phones during the school day.

Bicycles/Scooters

The theft of and damage to bicycles/scooters is one of the most persistent problems affecting the personal property of staff and pupils at some schools. All possible efforts will be made to control this threat, including, the provision of a bicycle shed and scooter pods within the school grounds. Owners will be able to secure their bicycles/scooters, to the fabric of the fixed structure, by the use of locks and chains. Users will be asked to provide their own good-quality locks and chains for this purpose. The local police force should also be consulted about the marking of bicycles/scooters in such a way as to readily identify their owner, should they be stolen and subsequently recovered.

The school will not accept liability for stolen/damaged bicycles/scooters. Owners leave their bicycles/scooters on the school site at their own risk.

Lost property

Staff and pupils need to be assured that adequate arrangements exist to deal with reports of lost property and to re-unite found property with its owner. Details of valuable lost property unclaimed by the end of the day (items of unnamed school clothing are disposed of every half term) should be recorded in a standard format at reception and stored securely in the safe.

The property should be tagged with the finder's name and address, the date and its description recorded.

In the case of valuable property, a brief description, insufficient to facilitate false claims, should be posted on notice boards. According to the circumstances and the value of the item, it may be necessary to consider informing the police.

If found property is claimed, care must be taken to ensure that the claimant has legitimate title to it. The claimant's particulars should be entered in the records and its return acknowledged in writing.

The finder should be notified that this has happened.

Unclaimed property should be retained for six calendar months, after which it may be claimed by the finder or disposed of. Records should include full details of property disposed of in this way, to protect the school from any subsequent claim by its loser.

3.4.7 Key control

Classification of keys

- Master keys afford access to all external doors throughout the school: they should be issued only to key people.
- Access keys afford access to a building from the outside. These should be issued only to members of staff with a work-related requirement to enter the building at times when it is closed, or with a duty to open or close the school.
- General keys give access to all areas within the school but not the external doors.
- These should be issued to members of staff whose duties demand comprehensive access throughout the school internally.
- Individual keys give access to a particular room only. These should be issued to the prime user of that room.

Issue of keys

Keys should be issued to staff only on the basis of demonstrable, work-related necessity. An inventory of issued keys should be prepared and kept up to date by the Site Manager/Site support assistant.

Staff should be instructed not to make copies of keys without the authority of the Site Manager. Master keys will not be copied on any account unless authorised by the School Business Manager. The handling of keys by pupils should be discouraged. All duplicate keys, or keys not issued, should be locked in a key cupboard. Duplicate keys should be identified only by a numeric code, the meaning of which should be logged in a separate secure area.

All issued keys should be signed for by staff and it should be clearly stated and understood at the time of issue that:

- the recipient is responsible for the safekeeping of the key
- the key is not to be passed to a third party without permission

Upon departure from the school, all keys are to be handed back to the Site Manager, for which the sheet upon which the keys are signed will be duly signed off.

Locker keys for staff are issued and managed by the Site support assistant.

Lost Keys

All members of staff are required to report the loss of any key immediately to the Site Manager/School Business Manager/Site support assistant)

An assessment must then be made of:

1. The circumstances of the loss and the likelihood of the key being used improperly
2. The need for the lock, or locking mechanism, to be changed based on the circumstances of the loss and the key's level of security

In most cases, it will be usual for locks to be changed whenever an external door or secure store key is lost, or if there is reasonable cause to suspect that the key was stolen.

Audits

Regular checks should be conducted to confirm the whereabouts of every key. It is almost inevitable that this practice, and other aspects of effective key security, will be more time consuming for staff, but the consequences of lax controls range from replacing locks to replacing stolen equipment. Like many aspects of security, key control is tedious but crucial.

3.4.8 Key holders - Site

To enable a police response when the security alarms are activated, the following conditions apply:

1. There must be at least two key holders available for call out.
2. They must have a telephone at their home address.
3. They must reside not more than 20 minutes travelling time from the premises for which they are responsible.
4. They must have their own transport to ensure prompt attendance. Police transport will not be provided.

5. Both the alarm company and the local police must be informed immediately of details of key holders and of any changes whether of a temporary or permanent nature.

3.4.9 Alarm – system faults

Any faults on the alarm system should be reported to the School Business Manager/ Site Manager.

3.4.10 Access control

Unlocking the site

The duty site person will clear the alarms and unlock the site buildings from 07.15 hours.
Staff wishing to access the school should conform to the above opening times. Any problems staff may have in accessing the school should be directed to the Site Manager/School Business Manager.

Closing doors and windows

1. All staff are required to secure windows and doors when rooms are not in use and upon their departure at the end of the day.
2. As a second check, the cleaners are required to check windows and doors in their areas to ensure that they are secure.
3. Finally, upon securing the site, the duty site person is to also check that doors and windows are secured in all areas.

Locking the site and setting the alarms

The duty site person/Cleaner is responsible for locking the site and setting the security alarms.
The following procedures should be adhered to:

- Following departure of all staff, visitors, hirers, etc. from the site, all external doors and windows should be locked and/or secured.
- Normally, the site should be secured between 2030 and 2100 hours following the departure of the final member of the cleaning team. However, there are many occasions when staff, hirers or contractors require access to part(s) of the site. In these instances, all doors and windows where access is not required, should be locked/secured, with the remaining doors/windows being secured following the departure of personnel.
- Once all doors/windows have been secured, the alarms should be set from the main control panel. Where only parts of the site are being used, the alarms for the areas that have been secured are to be set.

3.4.11 Action in event of incidents

All security incidents should be reported to the School Business Manager either at the time of occurrence or, if during silent hours, on the following working day. The Site Manager will report all security incidents to the Headteacher and the Premises Committee. They will maintain records for insurance and other reporting purposes.

If the alarms are activated during silent hours, and the Site Manager has been called out to attend, they will carry out an initial investigation to ascertain the circumstances of the activation. The following actions are to be adhered to:

- If there is a reason for the alarm activation other than a breach of security, the source should be identified (where possible), isolated and the alarms reset. The central monitoring station should be informed accordingly.
- If there is a breach of security and the intruders are still on site, the police should be contacted immediately. **Under no circumstances is an employee to confront intruders.**
- If the intruders have departed the police should be informed immediately.

All false alarms and breaches of security are to be reported to the School Business Manager on the next working day together with a completed Incident Report Form.

3.4.12 Trespass

As already indicated, the main security threat to the school comes from acts of burglary, theft, vandalism and arson, all of which are statutory offences which should be reported to the police.

It is vital to maintain good relations with our neighbours as they are more likely to call the police if they spot anything out of the ordinary.

Trespass affects the vast majority of schools, if not all of them. Despite this, prosecutions are rare and successful prosecutions almost unheard of. Yet trespass remains one of the most intractable problems facing schools, particularly those occupying large, sprawling sites with undefined or insecure boundaries.

Unlike many other places, however, schools do enjoy some protection from statute law in this area:

Section 40 of the Local Government (Miscellaneous Provisions) Act 1982, makes it an offence to trespass on school property as detailed below:

Nuisance and disturbance on educational premises. Any person who, without lawful authority, is present on premises to which this section applies and causes or permits nuisance or disturbance to the annoyance of persons who lawfully use those premises (whether or not such persons are present at the time) shall be guilty of an offence and shall be liable on summary conviction to a fine. This section applies to premises, including playgrounds, playing fields and other premises for outdoor recreation.

Powers of arrest. This is a matter best left to the police: a private citizen has certain lawful powers of arrest but they must be exercised with care as wrongful arrest can result in a claim for damages.

3.4.13 Data Security

The school adheres to Suttons Schools' Data Security Policy.

3.4.14 Lockdown

The law requires employers to take steps to reduce or eliminate health and safety-related risks, including security risks. The school therefore has a lockdown procedure to ensure the safety of pupils, staff and visitors in the event of an incident requiring lockdown. This could include:

- An incident or civil disturbance in the local community that poses a risk to your school
- An intruder on the site with the potential to pose a risk to your school
- Local risk of air pollution, such as a smoke plume or gas cloud
- A major fire in the vicinity of the school
- A dangerous dog roaming loose

The lockdown procedure is detailed in the school Site Security Policy. The lockdown procedure will be practised termly.

3.5 Infectious Diseases / Pandemics (including COVID)

The school confirms that it:

- Follows current government guidelines for infectious diseases
- Has an up-to-date risk assessment
- Cleans site with more regularity
- Encourages handwashing and social distancing (where possible)
- Uses PPE in line with guidance
- Ensures suitable ventilation
- Ensures staff and students are aware of the controls
- Minimises entry by non-essential people to minimise contact
- Contractors follow the specified school controls where required.