



# **Health & Safety**

## **General Statement of Policy**

1. We aim to create a commonsense approach to health, safety and safeguarding both in school and on school grounds for all users of the school, children, staff, parents and visitors.
2. To do this we will ensure that we comply with appropriate Corporate and Well-being, Care & Learning policies.
3. The allocation of duties for health and safety and the particular arrangements which we will make to implement the policy are set out below.

## **Organisation**

4. Headteacher is responsible for:
  - ensuring that this policy is understood by all staff and is revised annually.
  - ensuring that this policy is monitored and that the Governing Body are regularly informed of health and safety issues.
  - keeping staff fully informed concerning all matters of health and safety.
  - seeing that the Authority's attention is drawn to any matter that cannot be dealt with locally.
  - ensuring staff receive the necessary health and safety training.

## **Delegation of Responsibility**

5. Although everyone is responsible for health and safety within the school the Headteacher in conjunction with other staff ensures that regular checks are carried out for each class area.
6. As a staff we share the curriculum responsibilities however, the curriculum coordinator for each subject must ensure that the appropriate health and safety policies of the Local Education Authority, as contained in the Well-being, Care & Learning Health and Safety Manual are understood and applied to our school.
7. The Headteacher must ensure that appropriate contractors are used to maintain the equipment, and to ensure records are kept.
8. The Headteacher will also ensure that all appropriate accident reporting forms the records of fire drills and the health and safety file is kept up to date.
9. The school caretaker and cleaners must comply with the school's policy and be fully aware of the policy issued by their employer and any other instructions given.
10. The person in charge of the kitchen must be aware of the school's policy and ensure her activities comply. They must also be fully aware of the policy issued by their employer and any other instructions given.

## **All Staff**

11. Apart from the specific responsibilities mentioned in this policy it is the individual responsibility of all the staff to ensure their own safety and that of all those in contact with their work, including pupils, student teachers, visitors and contractors. The responsibility extends to teachers and any others having control of pupils or students and ensuring that, so far as is reasonable, pupils or students do not endanger themselves or others.

## **Governors**

12. Governors will ensure they understand their responsibilities and powers as stated in DfES/0803/2001. Governors should also include health and safety on the Agenda for each meeting, and include in the Annual Report to the Parents.

## **Arrangements**

13. We will refer to the Council's Policies and Procedures as our main reference on health and safety issues. We will then contact the Councils Health and Safety Team if we require any further assistance. We will make the following arrangements:
  - to revise the Health and Safety Policy at least annually, or when circumstances make it appropriate.
  - we will hold a fire drill at least once every term.
  - all risk assessments (general, COSHH, Manual Handling, Fire etc.) will be prepared and revised annually or as appropriate.
  - first aid boxes will be provided, stocked correctly and appropriate staff trained in first aid.
  - if pupils require medication to be administered during school time this will be done in line with the school policy. We will whenever possible encourage parent/guardians to do this, and on the rare occasions when this is not possible parent permission forms will be obtained before any medication is administered.
  - staff should notify the Headteacher, Caretaker or Administration staff immediately of any defects to the property or furniture and equipment so that appropriate action can be taken.
  - at least annually Governors will review school safeguarding and security including lone working and violence and aggression.
  - we will ensure that health and safety is included in all our curriculum policies.
  - manage Asbestos and Legionella in line with Council policy.
  - only let the premises to organisations who must ensure their activities do not cause hazards and comply with our policies.

### **Emergency and Evacuation Procedures**

14. The School's Emergency Procedures are set out in Appendix 1

### **Lockdown Arrangements**

15. The lockdown arrangements are set out in Appendix 1 Part B

### **Review of Policy**

15. This policy will be reviewed on an annual basis

## Evacuation and Lockdown Arrangements

### PART A – EVACUATION ARRANGEMENTS

1. The evacuation arrangements outline the procedures at Park End Primary School for:
  - Fire tests and checks
  - Staff and pupil training
  - Evacuation procedures

#### Responsibilities

2. The responsibilities of staff are as follows:-
  - Supervisor of evacuation, evaluation of procedures: **Headteacher**
  - Sweep of building:
    - ❖ Classrooms – the class teacher.
    - ❖ Two Year Old Nursery – the nursery teachers assistance to be given by anyone in the Headteacher’s office.
    - ❖ Other areas - Headteacher, School Business Manager, Office Staff
    - ❖ Distribution of registers, accounting for visitors: **Office Staff**
    - ❖ Roll call: **Class teacher**
    - ❖ Return of Registers: **Teaching Staff**

#### Staff and pupil training

3. During the first day of school all class teachers should explain to children what the procedure is should the fire bell sound. This should include information about:
  - Fire exit to be used
  - Assembly point
  - Action on discovering a fire
  - Keeping gangways clear

#### Means of escape

4. The means of escape is the nearest available fire exit as indicated on the Fire Notice in each room.

#### Assembly points

5. The assembly points are standing in registration groups in the playgrounds away from the building as follows:
  - Acorns – Acorns Playground
  - Foundation Phase, and KS1 on KS1 playground
  - Classrooms on KS2 ground floor corridor facing KS1 building and field – Y6 Football Court

- KS2 classrooms upstairs – KS2 playground
- KS2 classrooms ground floor facing yard – KS2 playground
- Hub – KS2 playground
- Sports Hall –Y6 Football Court
- Overdale Hall – Car Park / KS1 Yard
- Office – Car Park in front of building
- Kitchen – Car Park in front of building
- Visitors – as indicated on the Fire Notice in the room they are in.
- Where children are working outside of the classroom they should exit via the nearest designated fire exit as indicated on the Fire Notice in that area.

### Reporting registers

6. The fire register held in the classroom will be taken out by the by the teacher. Registers will be taken by the teacher.

### Visitors

7. Visitors should evacuate by the nearest fire exit. The office staff will print out the visitors list from the Inventory System and check the list.

### Evacuation Procedure

8. The evacuation procedure can be found in Appendix A

### Fire tests and checks

9. Routine tests will take place as follows:
  - DAILY:**
    - Exits and routes to remain unobstructed (on arrival)
    - Exit doors unlocked (on arrival)
    - Electrical equipment not in use either disconnected or switched off (on leaving)
    - Exit and windows adequately secured (on leaving)
    - All fire doors closed (on leaving)
    - Check door closers all in order

These checks are the responsibility of the caretaker

- WEEKLY:**
  - Test fire alarm systems (record in caretaker's log) –one alarm each week on a rota (responsibility of the caretaker). This occurs at 3.30pm on Fridays.
- MONTHLY:**
  - Check extinguishers are in the correct place and in appropriate order (responsibility of the caretaker) check emergency lighting (fire log book)
- TERMLY:**
  - Fire drill (Headteacher) - on occasions this will include lunchtime evacuation and/or removal of an escape route / child to check that procedures work effectively (logged in fire log book)
- QUARTERLY:**
  - Fire alarm system (cyclic maintenance) & emergency lighting system (cyclic maintenance) fire extinguishers (cyclic maintenance) fire instruction for staff (School Business Manager to organise and record in fire log book)

## **PART B LOCKDOWN ARRANGEMENTS**

### **Introduction**

1. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.
2. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:
  - A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school). This may include a firearms incident
  - An intruder on the school site (with the potential to pose a risk to staff and pupils)
  - A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
  - A major fire in the vicinity of the school
  - The close proximity of a dangerous dog roaming loose
3. Lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing the site (or part of)

### **Lockdown Procedure**

4. The lockdown procedure can be found in Appendix B

### **Communication of the arrangements**

5. It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff, volunteers, visitors and pupils.
6. To achieve this, a lockdown drill will be undertaken at least once a year, in order to rehearse the arrangements.
7. Visitors will be provided with a visitor information card giving information about the lockdown arrangements alongside the fire evacuation procedures when they first come into school.
8. Lockdown information will be displayed in every classroom alongside information relating to fire evacuation.
9. In addition, a table top exercise will be conducted with the senior management team to test the arrangements against various scenarios..
10. Parents should also be aware that the school has a lockdown procedure and this should be routinely shared with parents by newsletter and via the school website.

## Appendix A

### Evacuation Procedure

1. All Fire Alarm activation will be treated as real until the all clear has been given by the Headteacher or the Fire Brigade.
- Action on discovering a fire**
2. If you discover a fire press the nearest fire alarm point – only if it is safe to do so - and leave the building by the nearest fire exit. School staff should ensure that they are aware of the location of fire alarm points and in particular the nearest alarm point to their normal place of work.
  3. When the fire alarm sounds all children and adults must stop what they are doing walk out of the building through the nearest exit and go to an assembly point.
  4. Children in the Overdale Hall will evacuate through the nearest available fire exit and assemble on the KS1 playground. During a full school assembly KS2 children will evacuate via the main entrance and make their way across the car park to the KS2 yard.
  5. Children in Sandringham Hall will evacuate through the breakfast club exit and assemble in the KS2 yard.
  6. The fire register held in the classroom will be taken out by the by the teacher. Registers will be taken by the teacher
  7. The School Business Manager or responsible person will check the fire panel to identify the location of the activation.
  8. The Headteacher/School Business Manager (or nominated deputy/Admin Staff) will raise the alarm by calling the fire brigade. (Note : The fire brigade will only respond during the hours of 8.00am – 5.00pm Monday to Friday ( excluding bank holidays) if the occupier can confirm that a sign of fire is present) Telephone points are available in other parts of the building should the Headteacher's room be the location of the fire.
  9. Classrooms and nearby toilets should be checked by class teachers/ teaching assistants. The Sandringham Hall and Hub should be checked by the staff member using those facilities. Office Staff will check the staff room, PPA room, Overdale Hall, Headteacher's Office Leadership Office and School Business Manager's office.
  10. In the case of an alarm activation when the Headteacher is off site , a nominated deputy from the Senior Leadership Team will undertake the above duties.
  11. Where practicable, the office staff will account for all staff, volunteers and visitors using the Inventory System

### **Lunch-time alarm activation**

12. All children in the dining area (Overdale Hall) will evacuate through the nearest available fire exit and assemble on the KS1 playground. They will be escorted by the lunchtime supervisory staff.
13. Children on the playground will assemble on that playground under the supervision of the lunchtime supervisors.
14. All available teaching staff should exit via nearest safe fire exit and should join their registration groups on the relevant playgrounds if it is safe to do so.
15. The Headteacher and Office Staff will check their designated areas for children and fire as they evacuate. The registers will be checked and the results of the registration reported to the Headteacher.
16. The School Business Manager, Caretaker or Headteacher will reset fire alarms as soon as possible following an activation when it is safe to do so.

### **After School Activation**

17. If the fire alarm is activated after school hours, staff, volunteers and visitors should evacuate by the nearest fire exit and assemble in either KS2 playground, KS1 playground, Acorns playground or the car park depending on their location at the time of the alarm sounding.
18. Breakfast club and Squirrel Club should evacuate onto the KS2 yard. The Breakfast Club staff and or Squirrel Club manager will take the register. After School Clubs (including Brownies) should evacuate by the nearest fire exit and assemble on KS2 playground.
19. The staff responsible for each after school club should take the register with them and undertake a roll call.

## Appendix B

### Park End Primary School Lockdown Procedure

1. Staff and visitors are alerted to the activation of the lockdown procedures by a recognised signal as follows:-

Signals	
Signal for lockdown	Intermittent ring
Signal for all-clear	Intermittent ring

#### Full Lockdown

2. This signifies an immediate threat to the school.
3. Staff, volunteers, visitors and pupils will be alerted via the recognised signal for lockdown. (intermittent ring of the school bell )

#### Immediate Action

4. Pupils who are outside of the school building must be brought inside as quickly as possible
5. Those inside school should remain in their classrooms or wherever they are located at the time of the lockdown activation.
6. Staff will then ensure that
  - All external doors and windows are locked,
  - blinds and curtains drawn
  - Internal doors into all rooms where pupils, staff, volunteers or visitors are located should be blocked
  - pupils, staff, volunteers and visitors should sit quietly out of sight (e.g. under desks or around a corner where possible)
7. Where a child or adult is in a toilet at the time of the lockdown, they should quickly go to the nearest classroom.
8. Class teachers should take a register of pupils and the office will contact each class via e mail to request an attendance report.
9. Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing pupils).
10. As all situations are different, once all staff and pupils are safely inside, the headteacher (or deputy) will establish an incident management team to coordinate the incident and liaise with the Emergency Services. The incident management team will conduct an ongoing and dynamic risk assessment based

on advice from the Emergency Services. The Emergency Services will advise as to the best course of action in respect of the prevailing threat.

11. As appropriate, the incident management team will make arrangements to communicate with staff, parents and the Emergency Services.
12. Under, the direction of the Incident Management Team the office staff will use e mail or text messages to communicate with staff in classrooms or other locations about the nature of the incident and the current situation.
13. Where possible staff should switch on their mobile phones. Staff should keep this line of communication open and must not contact anyone outside of school during an incident,
- 14 Staff should encourage pupils to stay calm
- 15 Parents will be notified as soon as it is practicable to do so via text messaging.
- 16 Pupils will not be released to parents during a lockdown.
17. Staff and pupils remain in lock down until it has been lifted by the Incident Management Team or Emergency Services.
19. If it becomes necessary to evacuate the building, the fire alarm will sound.
20. Staff, volunteers, visitors and pupils will be alerted to the end of lockdown via the recognised signal (intermittent ring of the school bell)

### **Partial Lockdown**

21. Partial lockdown is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.
22. Staff, volunteers and visitors will be alerted via the recognised signal. The office staff will inform the class teachers and visitors in person that there is a partial lockdown and the reason for the lockdown.
23. The partial lockdown procedure is the same as the full lockdown procedure with the exception of:-
  - Free movement may be permitted within the building depending on the circumstances.
  - Internal doors may not be required to be blocked.

### **Communication between parents and the school during an incident**

24. In the event of an actual lockdown any incident or development is communicated to parents as soon as is practicable.
25. Communication with parents will take place via arrangements put in place by the Incident Management Team.

26. The Emergency Services will liaise with the Headteacher with regard to the timing of communication to parents.
27. Staff MUST NOT communicate with parents during an incident.
28. It is obvious that parents will be concerned so regular communication of accurate information will help to alleviate undue anxiety. Parents should be given enough information about what will happen so that they:
  - are reassured that the school understands their concern for their child's welfare, and that we are doing everything possible to ensure the safety of their child. It may also be useful to reinforce the message that the school is in a full lockdown situation and that during this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out.
  - do not need to contact the school as calling the school could tie up telephone lines that are needed for contacting emergency providers
  - do not come to the school as they could interfere with emergency services access to the school and may even put themselves and others in danger
  - wait for the school to contact them about when it is safe to collect their child.

#### **Communication with the Emergency Services**

29. It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds.
30. The school site may or may not be cordoned off by the Emergency Services depending on the severity of the incident that has triggered the Lockdown.
31. In the event of a prolonged lockdown or more severe scenario, Middlesbrough Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friend and family outside of the cordoned area.