



SAUNCEY WOOD PRIMARY SCHOOL

Health & Safety Policy 2024

This Policy is based on Hertfordshire County Council model policy for schools Reference **October 2023 Reference: CSF0035. Issue 13** Changes have been made to this policy to suit the school's circumstances and paragraph references have been added to enable the H&S Policy review

PART 1. STATEMENT OF INTENT

The Governing Body of Sauncey Wood Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

1. This policy will be brought to the attention of, and/or issued to, all members of staff. A reference copy is kept in the Policies folder on the T Drive.
2. This policy statement and the accompanying organisation and arrangements will be reviewed annually¹

This policy statement supplements:

Hertfordshire County Council's (HCC) Health and Safety Policy
Behaviour Policy
Staff Health & Attendance Policy
Supporting Pupils with Medical Needs Policy
Restrictive Physical Intervention Policy

Signature

Insert signature



Co- Chair of Governors

Headteacher

13/10/2024

PART 2. ORGANISATION

As the employer the Local Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.

At a school level duties and responsibilities have been assigned to staff and governors as detailed below.

Responsibilities of the Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day-to-day management of the school.

As a minimum these management systems should adhere to the LA's health and safety policy, procedures and standards as detailed on the H&S pages of the [Hertfordshire Grid](#) and follow the HSE's '[Managing for health and safety](#)' (HSG65) (hse.gov.uk), namely:

- **Plan**-set the strategic direction for effective H&S management.
- **Do**-ensure management systems deal with risks sensibly, responsibly and proportionately.
- **Check**-monitoring and reporting processes are in place to ensure the school is compliant.
- **Act**-undertake a formal review of health and safety performance.

A Health & Safety Governor has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing body will receive regular reports from the Headteacher in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

HCC's Health and Safety Team, Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk provide competent health and safety advice for Community, Community Special and VC schools.

Responsibilities of the Headteacher

Overall responsibility for the day-to-day management of health and safety in accordance with the LA's health and safety policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and

serviceable condition.

- Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

Responsibilities of other staff holding posts of special responsibility

- a) Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff. The task of overseeing certain aspects of health and safety on the site has been delegated by the Head to the Site Manager. The Responsibilities of the Site Manager are:
- i. Apply the school's health and safety policy to their own department or area of work.
 - ii. Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
 - iii. Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
 - iv. Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
 - v. Take appropriate action on health, safety and welfare issues referred to them, informing the Head Teacher of any problems they are unable to resolve within the resources available to them.
 - vi. Carry out regular inspections of their areas of responsibility and report / record these inspections.
 - vii. Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
 - viii. Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.
 - ix. Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe. Ensure all grounds, building and services problems are resolved or where this is not possible ensure the issues are escalated to the Headteacher

Responsibilities of employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

The school is also the Centre for the lead agency of the Harpenden Plus Partnership (HPP) of Schools. The application of this policy only extends to the provision of normal office space and for other physical facilities for HPP staff. The school has overall responsibility for the physical safety of local partnership staff and their visitors while they are within the school. However, the day-to-day operational management of the HPP and its associated internal H&S is the responsibility of the HPP Centre Manager, who will report any H&S issues that impact the school to the Headteacher in a timely fashion.

The school premises and grounds are hired by various external clubs and organisations and the school has a responsibility to ensure the school premises and grounds are generally safe to use. However, it remains the full responsibility of the Hirer to ensure that their Health and Safety standards are adhered to during the hire period and the Hirer should satisfy themselves that their activities are safe from a Health and Safety viewpoint

PART 3. LOCAL ARRANGEMENTS

Further detailed information and guidance on the LA's expectations are provided via [Health and safety - Hertfordshire Grid for Learning \(thegrid.org.uk\)](http://thegrid.org.uk)

The following list of arrangements covers the key elements of a Health and Safety policy.

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal safety / lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances (COSHH)
- Appendix 12 - Asbestos
- Appendix 13 - Contractors
- Appendix 14 - Work at Height
- Appendix 15 - Moving and Handling
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Minibuses
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - School Swimming and pools
- Appendix 23 - Work Experience
- Appendix 24 - Infectious diseases
- Appendix 25 - General Emergency Procedures

RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by Headteacher following guidance contained on the H&S pages of the [Hertfordshire Grid](#) and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally in the Risk Assessments folder on the T Drive. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

As part of the review process previous versions of risk assessments are clearly dated and securely kept. Risk assessment records will be kept for a minimum of 5 years (any relevant risk assessments linked to pupil incidents and subsequent investigations will be retained for a minimum of 3 years after their 18th Birthday).

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by a member of SLT or the class teacher. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by class teacher using the relevant codes of practice and model risk assessments detailed below. Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use.

All LA schools have a subscription to [CLEAPSS](#) and their publications are used as sources of model risk assessment within Science, Art and DT.

See

- CLEAPSS technology site <http://dt.cleapss.org.uk/>;
- CLEAPSS science site <http://science.cleapss.org.uk/>
- CLEAPSS primary school's site <http://primary.cleapss.org.uk/>

In addition, the following publications are used within the school as sources of model risk assessments:

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE ISBN ISBN 978-0-86357-426-9
- Safe Practice in Physical Education, School Sport and Physical Activity 2020' Association of PE 'AfPE' <http://www.afpe.org.uk/>

OFFSITE VISITS

HCC has adopted the Outdoor Education Advisory Panel's (OEAP) [national guidance](#) for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <https://oeapng.info/>

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#)

[EVC](#)

[Headteacher](#)

See HCC's policy for the [management of Learning outside the classroom and offsite visits](#)

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.

Evolve is used for the planning and approval of offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required. The school also have their own set of standard operating procedures and risk assessments for local learning areas (routine / low risk activities taking place near the school)

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) who will check the documentation and planning of the trip and if acceptable refer the visit for approval to the headteacher for approval.

HCC recommends that the EVC should attend training and refresher training every 3 -5 years.

HEALTH AND SAFETY MONITORING AND INSPECTION

A formal inspection of the site will be completed annually basis with interim termly inspections undertaken / co-ordinated by the school staff and the Health and Safety Link Governor

Inspections of individual departments will be carried out by Heads of Department or nominated staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with Head Teacher and the site manager.

The Health and Safety Link Governor will be involved in monitoring the school's health and safety management systems on at least an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Advice and pro forma inspection checklists to assist the monitoring process can be found on the Grid.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

See Appendix 10 for details of monitoring premises compliance issues.

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in 'Fire safety risk assessment; Educational premises' and the Grid

The fire risk assessment is in the Site Manager's office and will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the Fire Folder with Class specific information held in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular termly drills.

Evacuation procedures are also made available to all other users of the building (contractors / visitors/ hirers etc.).

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained as part of the school's emergency response plan by the Office Manager and updated to the LA via Solero.

Fire Drills

Fire drills will be undertaken termly, and results recorded in the fire logbook.

Fire Fighting

- a) Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- b) The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment.
- c) Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use at induction.

Details of service isolation points

Mains electric – Mains electric room at rear of kitchen.

Gas – Main gas in outside store room, kitchen gas in rear of kitchen.

Water – manhole by main pedestrian gate.

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Site Manager in the Site Manager's Office and the Caretakers Cupboard as appropriate, for consultation. (See COSHH Appendix 11)

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Site Manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire logbook located in the Site Manager's Office

FIRE ALARM SYSTEM

All smoke detectors and main panel are serviced and checked twice a year by CLYMAC (01509 232651). Weekly checks are carried out by the dropping of random boxes to check sounder and recorded on sheet. The record sheets are kept in the Fire Folder.

Fire alarm call points will be tested weekly in rotation by the Site Manager and a record kept in the fire log book. This test will occur once weekly.

Any defects on the system will be reported immediately to CLYMAC.

A fire alarm maintenance contract is in place and the system tested annually by CLYMAC.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks are undertaken to ensure that all firefighting equipment remains available for use and operational.

Chubb undertakes an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Chubb Fire and Security, Dallow Road, Luton 0800 321666

EMERGENCY LIGHTING SYSTEMS

Emergency lighting will be checked for operation monthly in house and these tests recorded.

Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by CLYMAC (01509 232651).

MEANS OF ESCAPE

Daily checks are undertaken for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities).

TRAINED TO FIRST AID AT WORK LEVEL (3 days /18 hrs):

[Insert Names/ date of training /Extension Numbers]

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 2 days/ 12 hrs):

[Insert Names/ date of training /Extension Numbers]

TRAINED TO EMERGENCY FIRST AID AT WORK (1 day / 6 hrs):

[Insert Names/ date of training /Extension Numbers]

OTHER TRAINING IN EMERGENCY FIRST AID ² (6 hr):

First aid qualifications remain valid for 3 years. The Office Manager will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Every Class room has a first aid kit
 School office
 School hall
 Medical cupboard (dining hall)

The Office manager is responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary.

EDs (automated external defibrillators) ARE LOCATED AT THE FOLLOWING POINTS :
 Outside Deputy Head's office. Deputy Head checks the AED on a termly basis.

TRANSPORT TO HOSPITAL:

Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 111) and, in the case of pupil with the parents/carers.

Luton and Dunstable hospital- 01582 491166
 Lister Hospital- 01438 314333

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document

² Supplementary first aid training focussed on pupil needs and could include other specific risks e.g., sports first aid for PE staff etc.

[Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in a separate school policy.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

The office manager is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

Records of administration will be kept by the office manager

- a) All non-emergency medication kept in school is securely stored in a locked cupboard in the school office with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.
- b) Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in the child's classroom and clearly labelled.
- c) In the event of a possible severe allergic reaction in a pupil without a prescribed device / parental consent emergency services (999) would be contacted and advice sought as to whether administration of the emergency AAI is appropriate.]

The school have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed an inhaler and for whom parental consent for its use has been obtained. This emergency inhaler would be used if the prescribed inhaler is not available e.g., broken / empty.

The school have chosen to hold an emergency Adrenaline auto injector (AAI) e.g., EpiPen for emergency use on pupils who have been prescribed one and for whom parental consent for its use has been obtained (via opt out letter). This emergency AAI would be used where their own device is unavailable or not working.

In the event of a possible severe allergic reaction in a pupil without a prescribed device / parental consent, emergency services (999) would be contacted and advice sought as to whether administration of the emergency AAI is appropriate.

Individual Health Care Plans (IHCP)

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

IHCPs are in place for those pupils with significant medical needs e.g., chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, The Office Manager, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the Office Manager, INCO and Headteacher

All staff are made aware of any relevant health care needs and copies of health care plans are from the School Office. Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

ACCIDENT REPORTING PROCEDURES

Accidents to employees

Employees must report all accidents, violent incidents and near misses.

Where HCC is the employer then **all** employee incidents must be reported to HCC using the online accident/incident reporting system hosted on Solero. The Office Manager will coordinate this.

Employee accident / incident forms are to be retained for a minimum of 3 years.

Accidents to pupils and other non-employees (members of public / visitors to site etc.)

A local accident book in the medical cabinet is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

Parents / carers will be notified immediately of all major injuries.

Parents / carers will be notified immediately of all major injuries. An accident slip will be handed to parents where a child has had an accident school by the class teacher. If a child has a head injury, parents are notified by office staff over the telephone. They wear a red wrist band if they stay in school and class teacher liaises with the adult collecting the child.

Pupil / student accident forms are to be retained for a minimum of 3 years after their 18th Birthday.

All Accidents

All major incidents will be reported to the Headteacher and the Health and Safety Governor.

Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible. Any relevant learning points will be communicated to relevant staff and pupils / students.

Reporting to the Health and Safety Executive (HSE)

The Headteacher is responsible for ensuring all RIDDOR reportable incidents are reported.

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923 and the Education Health and Safety team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/>

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc. within 10 days of the incident occurring.
- Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays), within 15 days of the incident occurring.

See the HSE information sheet '[Incident reporting in schools](#)' EDIS1 REV 3

For VC and Community schools any incident notified to the HSE must also be reported to the LA's Health and Safety Team.

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

Employees and/or their representatives will be consulted on all matters that affect their health, safety and welfare.

The full governing body meets half-termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Employees and/or their representatives will be consulted on all matters that affect their health, safety and welfare.

Staff briefings are held weekly and Health and Safety is a standing agenda item.

Communication of Information

Information and guidance on how to comply with the LA's health and safety policy is given via the [H&S pages of the Grid](#) .

The Health and Safety Law poster is displayed in the staffroom.

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, Community Special and VC schools.

Health and Safety Training

All employees will be provided with:

- a copy of and induction training in the requirements of this policy.
- update training in response to any significant change.
- training in specific skills needed for certain activities (e.g., use of hazardous substances, work at height etc.) matched to their work and responsibilities
- refresher training where required.

Any new instructions or restrictions will be communicated to all staff via staff meetings and recorded in minutes and highlighted as part of the standard cycle of policy review.

Training records will be kept by the Office Manager who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.

Each member of staff is also responsible for drawing the Headteacher's / line managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

PERSONAL SAFETY / LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Headteacher. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

Lone working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain permission of the Head Teacher. School opening hours are between 7:30am and 6:00pm.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc. For staff conducting home visits, expected control measures would include mobile phone contact, notifying a colleague of visit details, expected time of return / end time and arrangements for contacting etc. Where there are known risks which may affect staff safety staff should not visit alone.

School staff responding to alarm call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

APPENDIX 10

PREMISES AND WORK EQUIPMENT

All staff are required to report to the Site Manager any problems found with the premises or plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Where premises defects are identified, a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

The Head Teacher and the Site Manager are responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors.

Oversight of premises compliance issues is the responsibility of the site manager this is achieved by the use of [GEMS compliance tracker](#) / [HCC compliance tracker](#)

Curriculum Areas

Curriculum leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Site Manager.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in).

All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by the Site Manager yearly.

The site manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

An electrical installation condition report (fixed wire test) will be conducted by Greenhill on a maximum of a 5-year cycle.

Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

External play equipment

External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and The site manager will conduct and record a formal [termly inspection](#) of the equipment.

PE and Play equipment are also subject to an annual inspection.

COSHH (FLAMMABLE AND HAZARDOUS SUBSTANCES)

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “**Control of Substances Hazardous to Health Regulations 2002**” (COSHH Regulations).

Within curriculum areas (in-particular science and DT) subject leads are responsible for COSHH and ensuring that an up-to-date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is the Site Manager.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all substances are appropriately and securely stored out of the reach of children.
- all substances are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Records of exposure to hazardous substances in the workplace should be kept for up to 40 years

PPE

All staff required to wear PPE will be provided with suitable information, instruction and training in its use and will use PPE provided accordingly, reporting any defects to their manager.

Where persons may be affected by their use on site, the Site Manager is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The asbestos technical report is printed and reviewed annually. The school's asbestos log (including school plans, asbestos survey data and a site-specific management plan) is held in the Site Manager's office.

The Headteacher will ensure that **all** school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g., affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer. (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off. (The school has an incident procedure for dealing with an unplanned disturbance of asbestos-containing materials see <https://thegrid.org.uk/Restricted-assets/asbestos-incident-management-july-2023.pdf>)

Professional advice will be sought and details of the incident reported to HCC's asbestos team asbestos@hertfordshire.gov.uk.

The school's asbestos authorising officers are the Headteacher and Site Manager and refresher training is required 3 yearly.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g., boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Headteacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum) as part of the school's asbestos management plan.
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g., areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).
- The school's asbestos management plan is kept up to date, reviewed at least annually and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via asbestos@hertfordshire.gov.uk.
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school office where they will be asked to sign in and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

School managed projects

The [Construction \(Design and Management\) Regulations 2015](#)³ applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the Site Manager on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at [Property contractors and consultants - Hertfordshire Grid for Learning \(thegrid.org.uk\)](http://thegrid.org.uk)

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

³ Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the school's behalf.

WORK AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a **task specific** risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Storage above head height is minimised as far as possible, where this cannot be avoided only lightweight and rarely used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, drama, ICT technician etc. See also [LA455 - The Ladder Association](#)

The establishments nominated person(s) responsible for work at height is the Site Manager.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised.
- the use of access equipment is restricted to authorised users.
- all those involved in work at height are trained and competent to do so.
- the risks from working at height are assessed and appropriate equipment selected.
- a register of access equipment is maintained, all equipment is regularly inspected and maintained with any defective equipment taken out of use until repaired / replaced.
- any risks from fragile surfaces is properly controlled.

The use of ladders is restricted to the site manager – all other staff and pupils are not to use ladders. Staff are welcome to use the short-levelled steps if they need to.

Any defective equipment will be taken out of use until repaired or replaced

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Headteacher and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people (hoists, slings etc.) is subject to inspection on a 6 monthly basis by a competent contractor.

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g., admin / office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available via the [Grid](#)

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / carers when bringing children to school or collecting them.

Access to the school must be kept clear for emergency vehicles.

Separate pedestrian and vehicle gates are provided.

A risk assessment is in place for pedestrian / vehicle segregation. The site manager oversees any vehicles on site.

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Headteacher and delegated to the Site Manager and Office Manager following HCC guidance.

They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. (See [Hiring agreements and third party access - Hertfordshire Grid for Learning \(thegrid.org.uk\)](https://www.thegrid.org.uk))

Relevant public liability cover must be in place and checked by the school.

The school will provide hirers with a site induction to ensure they are clear on emergency procedures and any specific risks or restrictions relating to the use of the site.

A risk assessment (proportionate to the activity) will be completed before the event, the school reserves the right to impose restrictions in order to ensure health and safety.

MINIBUSES (Not Applicable)

~~[insert name] maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence via the DVLA.⁴~~

~~[On an annual basis individual staff will be required obtain a check code from the DVLA and provide this to [insert name] in order the school can see what vehicles they can drive and any penalty points or disqualifications on their licence]~~

~~All minibus drivers should hold a valid HCC minibus permit (valid for 5 years) Issued by the HCC Road Safety Unit.~~

~~[insert name] is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses following advice in Minibuses in Hertfordshire | Hertfordshire County Council~~

⁴ ~~All drivers must be over 21 and hold a full Category B (car) licence, non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre 1997 licences if they intend to drive a minibus abroad.~~

STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors in line with the [HSE management standards](#)

The school will

- demonstrate good practice through a step-by-step risk assessment approach, ensuring the systems in place to support school staff are reflected in a risk assessment.
- allow assessment of the current situation using pre-existing data, staff surveys etc.
- promote active discussion with staff and their UNION representatives, to help decide on practical improvements that can be made

The school's wellbeing / mental health lead⁵ is Debbie Bloomfield.

SLT have an open-door policy and encourage staff to share and talk when they have stresses. Performance management takes place for all staff. Staff can access Advice and support through the school's insurance.

The school has access to Occupational Health and are insured through the Schools Advisory Service which covers access to counselling, physiotherapy etc.

⁵ **consider suitable training for this role such as mental health first aid training or senior mental health training** The DfE have a grant application process to train a senior mental health lead in schools. See guidance on how to [access and apply for your grant](#). [senior mental health training lead guidance](#).

This is a whole school approach with one of the learning outcomes being on staff development / supporting staff with their own mental wellbeing and the importance of staff looking after their own mental health.

LEGIONELLA

An external water risk assessment of the school is completed annually.

The Site Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are undertaken and recorded.

- a) Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water).
- b) Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods).
- c) Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers).
- d) Quarterly disinfection / descaling of showers.
- e) Stored cold water tanks are inspected for compliance and safety on an annual basis by the site manager and tank water temperature recorded.

All records relating to the management of Legionella must be kept for 5 years.

SCHOOL SWIMMING

Primary school swimming in public / secondary schools

These will be planned as an offsite visit in line with the school's policy.

The school will obtain a copy of the pool's standard operating procedure (PSOP), sometimes referred to as a normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition, the school will obtain assurance over:

- The level of training of the swimming teacher(s) (Swim England level 2 Teaching Swimming (formerly ASA level 2)).
- Pupil / swimming teacher ratios.
- Rescue / lifeguard provision provided.
- Changing provision / arrangements

WORK RELATED LEARNING – Not Applicable**Secondary level only**

Where students are involved in 'non-qualification' activities as part of their study programme e.g., work shadowing, work experience or other work-related learning, enterprise activities, study visits etc. then the school retains a duty of care for all students undertaking such activities.

~~[Insert name/role] is responsible for managing and co-ordinating such activities.~~

~~Work shadowing and work experience placements should be suitable and thus proportionate checks on health and safety and suitable insurance cover will be conducted.~~

Work experience

- ~~• All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.~~
- ~~• The school utilise [insert provider e.g., Services for Young People / AN Other] to assess the suitability of the placement and relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by a competent person(s)⁶~~
- ~~• Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.~~
- ~~• Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.~~
- ~~• Arrangements will be in place to visit/monitor students during the placement.~~
- ~~• Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.~~

~~Any incidents involving students on work placement activities will be reported to the placement organiser / school employer at the earliest possible opportunity.~~

⁶ In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g., IOSH (The Institute of Occupational Safety and Health) Managing Safely qualification. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high-risk placements such as construction, agriculture, equestrian etc.

INFECTION CONTROL

The school follows UKHSA guidance '[Health protection in education and childcare settings](#)' and the recommended [exclusion periods](#) for specific infectious diseases detailed in this guidance.

In the event of an outbreak the school will review and reinforce existing baseline infection prevention and control measures.

This will include:

- encouraging all staff and students who are unwell not to attend the setting.
- ensuring all eligible groups are enabled and supported to take up the offer of [national immunisation](#) programmes including coronavirus (COVID-19) and flu
- ensuring occupied spaces are well ventilated and let fresh air in
- reinforcing good hygiene practices such as frequent cleaning
- considering communications to raise awareness among parents and carers of the outbreak or incident and to reinforce key messages, including the use of clear hand and respiratory hygiene measures within the setting such as [E-Bug](#)

Specialist advice from UKHSA East of England Health Protection Team will be sought in the event of any outbreak or serious or unusual illness as listed in Chapter 4 of '[Health protection in education and childcare settings](#)' for example

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting.
- evidence of severe disease due to an infection, for example if a pupil, student, child, or staff member is admitted to hospital.
- more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever.

GENERAL EMERGENCY PROCEDURES

Based on Herts County Council Health & Safety Guidance – Emergency Evacuation Procedures

1) FIRE EVACUATION

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

Those discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point. Where possible they should then notify the Headteacher or Deputy Headteacher and Office of the exact location / nature of the incident.

2) FIRE FIGHTING

- a) The safe evacuation of all occupants is the absolute priority. Staff may attempt to deal with small fires (i.e. small waste paper bin size), using portable firefighting equipment, **only if it is safe to do so without putting themselves or others at risk.**
- b) Ensure the alarm is raised **BEFORE** attempting to tackle a fire.
- c) Staff are made aware of the type and location of portable firefighting equipment in their working areas and receive basic instruction on how to use it.

3) ON HEARING THE FIRE ALARM:

- a) The fire alarm is a continuous ringing bell and all staff, pupils and other occupants of building must respond to alarm activations.
- b) The Site Manager will check the fire alarm panel and, **if safe to do so**, go to the zone indicated to investigate the cause of the activation. Once the cause of the alarm has been identified, the Site Manager will communicate this to the Headteacher / Deputy Headteacher.
- c) A member of the SLT will direct staff to call for the emergency services (**DIAL 999**) as necessary;
- d) ***Whatever the circumstances surrounding the cause of the alarm all occupants must continue with the evacuation procedure as described.***
 - a) Staff will supervise / affect the evacuation of pupils/visitors via their nearest available exit to the designated assembly point(s) listed below.
 - f) Those members of staff without direct responsibility for a class / pupils, visitor etc. must leave the building by the nearest exit and report directly to the Headteacher / Deputy Headteacher at the assembly point.
 - g) Visitors who are not familiar with evacuation procedure must follow their host's instructions.
 - h) Pupils should follow the instructions of their teacher, leaving in single file via the

nearest available escape route. The last person to leave the classroom closing the door behind them.

4) EVACUATION A Calm orderly exit is essential.

Walk quickly – DO NOT RUN or stop to collect belongings

- a) The assembly point is the lower playground
- b) *On arrival at the assembly point pupils must stand in their subject/form groups while staff check their registers.*
- c) *Registers, visitor's book, staff signing in book etc. will be taken out to the assembly point by The Office Manager or the Headteacher. The result of this check must be reported to the Headteacher /Deputy Headteacher as soon as it is completed.*
- d) **On no account must any individual remain in the school buildings during an emergency evacuation unless they are undertaking an official role identified by this evacuation procedure.**

3) FIRE WARDEN ROLE

Fire wardens are responsible for ensuring areas allocated to them have been evacuated. Fire wardens should ensure that in the event of absence, another member of staff is available to take over their duties – Fire marshals will deputise for one another in the event of absence.

Area of School	Fire wardens /marshals	Deputy
Reception / Year 1 class Harpenden Schools Partnership area	Deputy Head	Head Teacher
KS2	Site Manager	Deputy Head
Library / dining room / school kitchen Staff room Admin offices / Reception etc	Head Teacher	Site Manager

Once their area has been checked fire wardens / marshals should report to the Headteacher that their designated areas are clear.

- b) Upon exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated.
- c) Checks on toilet areas should include a check on individual cubicles.
- d) Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand.
- e) The Headteacher /Deputy Headteacher will liaise with the Fire Brigade on their arrival.
- f) All staff and pupils must remain at the assembly point until instructed, do not re-enter the building until the 'all clear' has been given either by the Fire Brigade or Headteacher/ Deputy Headteacher.
- g) Pupils will then be dismissed class by class.
- h) If the building cannot be reoccupied following an evacuation, pupils will be

evacuated to All Saints Church, Harpenden, and arrangements made to contact parents.

CO-ORDINATION WITH OTHER SITE USERS / OCCUPANTS

4) VISITORS

- a) All visitors to the school must sign in and out of the school and will be made aware of evacuation procedures on their arrival.
- b) Visitors to the school are the responsibility of their 'host' and must be escorted to the assembly point by the particular member of staff concerned.
- c) In the event of an alarm activation during parent's evening etc. all members of staff are responsible for evacuating parents / pupils from their immediate area of responsibility.

5) CONTRACTORS

- a) Contractors, including catering staff, contract cleaners etc. working on the premises, will be informed of the school's emergency procedures that apply including:
 - b) Action to be taken on hearing the fire alarm or discovering a fire;
 - c) Fire evacuation procedures including means of escape, location of the assembly points and name of the person in charge of evacuation procedures;
 - d) The location of fire-fighting equipment and fire alarm call points in relation to the area of their work.
 - e) The risk of fire arising out of the work of any contractor on site will be assessed and appropriate precautionary measures put in place. Any hot work activities should be closely monitored using the Hot Permit to Work system.

6) LETTINGS

The Office Manager/ the Headteacher will ensure that all hirers are provided with instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

7) GENERAL EVACUATION FOR PEOPLE WITH ADDITIONAL NEEDS

a) Mobility Impairment

Those individuals who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

b) Visual disability

Person/s with visual disability may require assistance to safely evacuate, on stairways the helper should descend first with the persons hand on their shoulder, on level surfaces they should take the helpers arm and follow them.

c) Hearing disability

Person/s with hearing disability should be assisted out of the building by staff.

Any additional measures required to the alarm system or buildings will be identified in the school's fire risk assessment and the PEEP process e.g. additional means of raising an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

In the event of staff with a hearing impairment joining then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc. Nominated staff will escort these children to the assembly point.

d) Personal emergency evacuation plan

- a) A personal emergency evacuation plan (PEEP) may need to be developed for disabled persons who frequently use a building. This should be developed in discussion with the person concerned (and/or parents / guardians in the case of pupils).

When formulating a Personal Emergency Evacuation Plan consideration should be given to:

- The problems the individual feel they may encounter during evacuation
- What areas of the premises are most commonly used by the individual
- Location of safe refuges, *(a relatively safe waiting area for short periods, which is separated from the fire by fire resisting construction and which has access to a final fire exit via a safe route)*.
- Identifying members of staff with designated responsibility for helping the evacuation of those persons requiring assistance, including staying with them in the safe refuge. These individuals should be trained, easily identified, accessible and available at all times.
- Is there a 'buddy' system established for those with impaired sight or hearing to ensure they are alerted and escorted from the building?
- Is the means of raising the alarm appropriate for the disability (eg hearing impairments)?
- The current evacuation procedures *(are they familiar to all staff and well-practised. Is extra training required in use of specialist equipment etc)*
- Are all staff aware of those individuals requiring specific help?
-

8) BOMB THREATS

If a bomb threat is received notify the head teacher, or in their absence, the most senior member of staff available.

Staff taking the initial phone call should try to record as much information as possible (see [appendix 10](#) of schools emergency response plan).

Contact the police (999) for advice as to whether the school should be evacuated – this decision is ultimately the responsibility of the school.

The signal for evacuation of the building, should this be necessary, will be: Continuous ringing of a bell.

The normal evacuation procedure should be followed, the assembly point being the lower playground. If the building cannot be reoccupied following an evacuation, pupils will be evacuated to All Saints Church, Harpenden and arrangements made to contact parents.

9) GAS LEAKS

If you smell gas, or suspect there is a gas escape, you should immediately:

- Open all doors and windows.
- Notify the head teacher / senior member of staff of the incident.
- Call facilities / site manager.
- Check that all gas appliances are switched off
- Do not turn on / off any electrical switches
- Shut off the gas supply at the meter control valve located in the outside store room (main gas), and rear of kitchen (kitchen gas).
- Evacuate part or all of the premises as necessary.
- If gas continues to escape, telephone National Grid on 0800 111 999 and follow advice given.

10. CHEMICAL SPILLS

School staff must be familiar with the chemicals they use and how to deal with spills.

For substances used in the curriculum the relevant CLEAPSS hazards and advice will be followed. Where there is any doubt on how to proceed the CLEAPSS helpline will be called.

If it is safe to do so (evaluating the amount spilt and degree of hazard), staff will isolate the area and, wearing the appropriate protective equipment take necessary action to clear up the spill, ventilating the area and evacuating the immediate vicinity where required.

If spill is severe and/or fumes are causing distress then the school's evacuation procedures will be followed. In extreme cases Fire & Rescue will be called (dial 999) as the lead agency in dealing with chemical / toxic / hazardous spillage incidents.