



# Health & Safety Policy

*Act justly, Love mercy, Walk humbly*

Queniborough C E Primary School

	Date	Signed
<b>This Policy was adopted on</b>	<b>Nov 2022</b>	
<b>To be reviewed</b>	<b>Nov 2023</b>	

## Queniborough C.E. Primary School Vision Statement

*With **JESUS** at our side, We **ACT** with a sense of right and wrong.*

*We show **LOVE** by being kind to everyone.*

*We **WALK** through each day with modesty in all we do.*

# Queniborough Church of England Primary School Health & Safety Policy Statement

As a responsible employer, the Governing Body of Queniborough Church of England Primary School will honour their legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.

The Governing Body at Queniborough Church of England Primary School recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students and visitors so far as is reasonably practicable.

In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, for any necessary preventative and protective measures to be put into place as far as is reasonably practicable using a sensible risk management approach.

Queniborough C E Primary School is committed to the prevention of accidents and ill health. Queniborough C E Primary School will work towards continual health & safety.

To achieve these objectives we will:

- Conduct all our activities safely and in compliance with legislation and where possible, best practice.
- Provide safe working conditions and safe equipment
- Ensure a systematic approach to the identification of risks and the allocation of resources to control them
- Provide suitable information, instruction, training and supervision
- Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- Promote the principles of sensible risk management
- Monitor, review and modify this policy and any arrangements as required.

All of Queniborough Church of England Primary School employees have a duty of responsibility to take reasonable care of themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

## **Organisation – Roles and Responsibilities**

*See appendix 1 for organisational map*

### **Background and Context**

The Academy Trust is a charitable company established in 2011. The Members are the original signatories to the Memorandum of Association and agreed the Trust's first Articles of Association.

### **Structure and Organisational Responsibilities**

The Members have appointed Trustees who are to ensure that the charitable objectives of the Trust are carried out. The board of Trustees is the corporate body accountable for the overall health and safety performance of the Academy Trust.

The Trust Board have appointed the Academy Governors who have been delegated responsibility for the executive management and the performance of the Trust. The Board of Trustees will determine overarching Health and Safety objectives for the organisation that are aligned to the vision and aims of the Academy Trust.

The Scheme of Delegation and Controls Matrix are as derived from the organisation's Articles of Association.

The Headteacher leads the Senior Leadership Team (SLT) (the executive management team of the Academy) and will delegate executive management functions to the members of the SLT. The Governors retain accountability to the Trust board for the performance of the SLT.

The Head Teacher and SLT recognises that governance within Queniborough C E Primary School will be overseen by a The Governing Body.

The Governing Body comprises of representation from senior members of the Academy staff and additional elected Governors, appointed independently by parents.

Queniborough C E Primary School is required by paragraph 11 of the Education (Independent School Standards) Regulations 2014 (as came into force on 5<sup>th</sup> January 2015) to draw up and implement a written Health and Safety Policy.

## **Governing Body**

Queniborough Church of England Primary School is an Academy whereby the governing body has overall responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare employees, pupils, visitors and contractors and the self-employed.

The Governing Body is responsible for:-

- determining the school's health and safety policy and its implementation
- allocating sufficient funds for health and safety
- establishing clear lines of accountability for health and safety
- periodically assessing the effectiveness of the policy and ensure that any necessary changes are made
- identifying and evaluating risks relating to possible accidents and incidents connected with Queniborough Church of England Primary School
- providing access to competent health and safety advice
- Ensuring the provision of a business continuity plan and SEMT (Senior Emergency Management Team) for Queniborough C E Primary School.
- ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties
- ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved
- Setting health and safety aims and objectives for the school.
- Developing and maintaining a clearly defined health and safety audit program.
- Ensuring that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures decided upon are implemented.
- Performing a health and safety inspection within the academy termly.
- The Governing Body is also responsible for planning and setting standards which include:
  - i) Ensuring hazards are identified, risk assessments are undertaken, and standards are set to achieve health and safety objectives.
  - ii) Ensure clear plans for coping with sudden emergencies are developed and maintained.
  - iii) Developing a positive health and safety culture.

## Headteacher

Without limiting the responsibility of the Governors, the Headteacher will generally oversee the day-to-day management of safety and implementation of this policy within Queniborough Church of England Primary School. The Headteacher will implement an occupational health & safety management system to comply with The Management of Health and Safety at Work Regulations 1999, to help achieve this, the head teacher will:

- The Headteacher will ensure compliance with Queniborough Church of England Primary School's health and safety policy
- Make clear any duties in respect of health and safety, which are delegated to members of staff.
- make herself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of Queniborough Church of England Primary School and maintain an up to date file of policies, procedures and risk assessments.
- Co-operate and communicate with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties
- in the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to remove the hazard
- ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery
- Co-operate and communicate with the Governing Body
- undertake monitoring and ensure the provision of adequate resources to achieve compliance
- ensure that local procedures for the selection and monitoring of contractors are in place
- take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures
- ensure the Queniborough C E Primary school has access to competent health and safety advice
- Ensure there is a clear system for reporting accidents and incidents.
- Facilitate health and safety audits.

**In addition to their statutory duties, the Headteacher and teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".**

The Headteacher may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources and authority should be allocated to ensure that these responsibilities can be effectively implemented. Specific duties and responsibilities in relation to specific job roles are set out in appendix 2 of this policy.

## **Senior Leadership Team**

The leadership team at Queniborough Church of England Primary School will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control.

This will be done under the direction of the Headteacher. Any member of staff with supervisory responsibilities will:-

- make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work
- Identify new and existing hazards, provide risk assessments, record the significant findings, implement any necessary control measures and review these to ensure they remain relevant.
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken.
- Complete a health & safety induction checklist for all new employees at commencement of their employment.
- Provide information, instruction, training and supervision for staff they are responsible for.
- report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- be responsible for aspects of health and safety included in their job description
- organise risk assessments where significant risks are identified and ensure, as far as is reasonably practicable, full implementation of any control measures
- ensure that all statutory registers and records are retained and maintained
- ensure the reporting and investigation of all accidents, ensure all persons under their control are aware of the reporting procedure

## **School Business Manager**

The School Business Manager will assist the Headteacher and Governing body to fulfil its responsibilities by overseeing day-to-day Health and Safety issues are adhered to.

This will include-

- Ensuring the day-to-day operational requirements of the health and safety policy are implemented.
- Maintaining an up to date copy of the health and safety policy together with all associated documentation relevant to Queniborough Church of England Primary School.
- Notifying the Headteacher and Site Manager of any health and safety concerns and any financial implications identified by the Risk Assessment process.
- Liaise with and report directly to the governors and Headteacher on matters of health and safety.
- Ensure that all certification and statutory inspections are up to date.

- Facilitate health and safety audits
- Ensure the academy has a Management of Medications policy
- Ensure the academy has a Management of outdoor learning and off site activities policy
- Ensuring resource is allocated to enable inspections, risk assessments, property maintenance and equipment maintenance to take place at the correct intervals and when necessary.
- Ensure the provision of resources for staff health and safety training.
- Establish a health and safety training plan and matrix to identify training need
- To ensure accidents, dangerous occurrences and near misses are investigated, complete and send RIDDOR notifications (F2508) to the enforcing authority.

## **Site Manager**

The school Site Manager is responsible for day-to-day management of property maintenance and compliance checks,

This will include-

- Have a general responsibility for the application of the school's health and safety policy to their own area of work, and are directly responsible to the Business manager and Headteacher.
- Will establish and maintain safe working procedures including (referring to relevant documents) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- Carry out regular health and safety assessments of the activities for which they are responsible, and report to the Headteacher and Business Manager any defects, which need attention. Monitor their effective implementation by staff under their control.
- Where appropriate, ensure relevant advice and guidance on health and safety matters is sought.
- Advise the Headteacher/Business Manager on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.
- Carry out compliance checks in accordance with appendix 2 and job description.
- Retain and maintain compliance and health and safety related documentation and ensuring this documentation is backed up digitally
- Ensure statutory surveys, risk assessments and reports are organised with competent contractors
- Conducting contractor induction and recording the process
- Reporting incidents, accidents, dangerous occurrences and near misses to the head teacher and business manager
- Undertaking any training identified by the business manager to enable them to perform their duties at the level of responsibility allocated to them.



### **Kitchen staff**

The Catering Manager is responsible for activities undertaken within the school kitchen and will:

- Take responsibility for the day-to-day management of health, safety and wellbeing within the school kitchen and the activities undertaken by kitchen staff.
- Advise the Site Manager and Business Manager of any health and safety concerns.
- Provide risk assessments for activities associated with work and relevant employee in the kitchen. Monitor their effective implementation.
- Ensure health, safety and wellbeing information is communicated to catering staff.
- Report accidents, dangerous occurrences and near misses to The Business Manager.
- Ensure a food safety management system is devised and communicate to kitchen staff.
- Ensure the provision of adequate PPE for staff that they are responsible for.
- Undertake any training identified by the Business Manager to enable them to perform their duties at the level of responsibility allocated to them.

### **All Staff**

All employees, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements and, in addition to any specific responsibilities which may be delegated to them, in particular are required to:-

- take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- cooperate with their line manager and senior management to work safely,
- comply with health and safety instructions and information and undertake appropriate health and safety training as required
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements or workplace.
- support Queniborough Church of England Primary School in embedding a positive safety culture that extends to pupils and any visitors to the site
- Undertake any training identified by the Business Manager to enable them to perform their duties at the level of responsibility allocated to them.

### **Pupils**

All pupils are expected to behave in a manner that reflects Queniborough Church of England Primary School standards of behaviour in particular are expected to:-

- take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the school
- cooperate with teaching and support staff and follow all health and safety instructions given
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to a teacher or other member of school any health and safety concerns that they may have

## **Shared site users**

Where two or more employers share a workplace, each employer shall co-operate with the other employers concerned to enable them to comply with their duties under health and safety legislation. Queniborough Church of England Primary School as the primary site user will have the lead responsibility.

All shared users of the site must agree to:

- co-operate and co-ordinate with Queniborough Church of England Primary School on health and safety matters
- provide information relating to any additional risks or procedures which will be new or unusual to those of Queniborough Church of England Primary School that may arise from their activities
- maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by Queniborough Church of England Primary School so as to ensure the health, safety and welfare of all school staff and users
- meet the insurance requirements of Queniborough Church of England Primary School and the schools insurance provider
- familiarise themselves with and communicate to their employees/users Queniborough Church of England Primary School s health and safety arrangements

Queniborough Church of England Primary School will ensure that:

- the premises are in a safe condition for the purpose of use
- adequate arrangements for emergency evacuation are in place and communicated
- users are consulted with on health and safety matters
- Queniborough Church of England Primary School s health and safety arrangements are made available to shared users

## **Lettings**

Queniborough Church of England Primary School has a lettings procedure. The procedure covers arrangements for fire evacuation and security and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- co-operate and co-ordinate with Queniborough Church of England Primary School on health and safety matters
- agree to the terms of the lettings policy in relation to health and safety arrangements
- provide information relating to any additional risks or procedures which will be new or unusual to those of Queniborough Church of England Primary School that may arise from their activities

Queniborough Church of England Primary School will ensure that:

- the premises are in a safe condition for the purpose of use
- health and safety arrangements are detailed in the lettings procedure and that these are fully explained and communicated
- adequate arrangements for emergency evacuation are in place and communicated

## **Organisation – Arrangements for Health and Safety**

The following arrangements will be adopted to ensure that the Governing Body and the Headteacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

### **Setting health and safety objectives**

The Governing Body and the Headteacher will specifically review progress of health and safety objectives at the termly meeting of the Governing Body. Where necessary health and safety improvements will be identified and included within the Queniborough Church of England Primary School Health and Safety management action plan.

### **Provision of effective health and safety training**

The Governing Body and the Headteacher will consider health and safety training on an annual basis in line with safety training matrix focussing on mandatory training as a priority.

### **Provision of an effective joint consultative process**

Queniborough Church of England Primary School's Health and Safety working group will meet at least once per term. The group will report to the Governing Body and Headteacher, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The working group membership will include Business Manager, Site Manager and other Governors (as a minimum).

### **Establishing adequate health and safety communication channels**

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- senior leadership team meetings and staff meetings
- school premises health and safety working group
- provision of information relating to safe systems of work and risk assessments
- training provided
- communications with relevant specialist advisors and bodies

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

### **Financial resources**

The Governing Body along with the Headteacher will review the Queniborough Church of England Primary School budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

### **Specialist advice/support**

Queniborough Church of England Primary School will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by accessing the services of a competent Health and Safety Advisor:- Leicestershire Health Safety & Wellbeing Service.

## **Organisation - Other arrangements**

### **Accident and assaults**

All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Information Sheet EDIS1 (rev3), will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.

Accident records will be retained for the following periods:

Pupil's records will be retained for a period of date of birth plus 25 years,

Employee forms will be retained from the date of incident plus 7 years

Work related ill health is current year plus 10 years or longer (40 years where there has been potential exposure to asbestos)

### **Audit**

Queniborough Church of England Primary School s health and safety management will be audited by Leicestershire Health Safety & Wellbeing Service every two years. Queniborough Church of England Primary School reviews this process as a positive assessment of health and safety management system and takes appropriate action to continually improve health and safety across the school.

### **Contractor management**

Queniborough Church of England Primary School will ensure that the highest levels of safety is achieved by all contractors on site Queniborough Church of England Primary School will ensure through, its agent, YMD Boon Property Management Services that:

- Roles of client, principle designer, designer, principle contractor, and contractor are understood and formally allocated.
- competent contractors are used
- clear specifications of works are drawn up by a competent person
- pre start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
- key contacts are identified
- regular update meetings take place throughout any works/projects

- works are visually monitored and any concerns immediately reported
- works are signed off and any associated certification and documentation is obtained
- All staff pupils and other users of site remain in a safe environment for the duration of the works.
- All contractors are given access to the asbestos register
- All contractors to complete a contractor site induction sheet before work can proceed.

### **Control of hazardous substances**

Queniborough Church of England Primary School will ensure it complies with the HSE's approved code of practice '*Control of substances hazardous to health*' (L5) relating to the management and control of hazardous substances on site.

Queniborough Church of England Primary School will ensure:

- an inventory of all hazardous substances on site is kept and updated regularly
- wherever possible non hazardous substances are used and if this is not possible the least harmful substance is used
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- where identified as part of the risk assessment, appropriate PPE will be provided to staff
- any need for exposure monitoring or health surveillance will be carried out
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- training records are maintained for those who receive training
- information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- only substances purchased through the schools procurement systems can be used on site
- substances are stored correctly and those that are no longer used disposed of properly
- COSHH risk assessments are monitored regularly and reviewed annually

### **Dealing with health and safety emergencies - procedures and contacts**

As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

See appendix 3 for Invacuation and lockdown guidance

See appendix 4 for Bomb Threat and Suspicious Packages guidance

## **Defect Reporting**

Queniborough Church of England Primary School has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings is reported to the Site Manager. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified, a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

## **Display screen equipment (DSE)**

Queniborough Church of England Primary School acknowledges that staff that 'habitually' use DSE should have suitable equipment for which to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment, which is reviewed at suitable intervals.

Queniborough Church of England Primary School will ensure that:

- all static workstations used by staff meet the minimum standards required
- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE are prioritised for individual assessment
- assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health
- a trained DSE assessor is available

## **Driving**

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. Annual licence and insurance checks are undertaken and documented.

## **Electrical systems and equipment**

Queniborough Church of England Primary School maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in accordance with the contractors recommendations.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance '*Maintaining portable electrical equipment in offices and other low environments*' (INDG236), by a competent contractor with records maintained.

Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. Queniborough Church of England Primary School defect reporting procedure is followed as required.

## **Fire safety**

Queniborough Church of England Primary School is committed to providing a safe environment for both staff and pupils.

Queniborough Church of England Primary School manages the risk of fire by ensuring:

- an annual type 1 and a 5 year type 2 fire risk assessment is in place and reviewed on a regular basis.. Actions highlighted in the risk assessments will be completed in order of priority highlighted by the assessors with in the assessment.
- a detailed fire and emergency plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation this will include the development of a Personal Evacuation Plan (PEEP) for any persons requiring assistance in an evacuation.
- statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff
- all staff receive fire awareness training that is regularly updated and fire marshals receive role specific instruction
- A fire drill is undertaken at least termly to practice evacuation arrangements and ensure working as expected.
- A fire log is kept and maintained.

## **First aid and supporting pupils' medical needs**

Adequate first aid arrangements are assessed and maintained at the school and for all activities that the school leads.

Queniborough Church of England Primary School will ensure that:

- the number of first aiders meets recommendations and adequate cover is available to cover for annual leave and unexpected absences
- all first aiders hold a valid certificate of competence, Queniborough Church of England Primary School maintains a register of all qualified staff and will arrange re-training as necessary
- first aid notices are clearly displayed around the school
- sufficient numbers of suitably stocked first aid boxes are available and checked regularly to ensure they are adequately stocked, items contained within are in good order and with use by dates.
- a suitable area is available for provision of first aid
- staff are regularly informed of first aid arrangements within school, through induction, teacher training days and the staff handbook which is issued annually
- where first aid has been administered this is recorded in the first aid treatment book
- Correct reporting procedures are followed, including those required under RIDDOR regulations.
- information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency
- children with medical conditions will be cared for in line with the medical conditions policy
- medications shall be kept securely in line with the medical conditions policy

## **Grounds - Safety/Security**

### **Safety**

Queniborough C E Primary School will ensure that there is safe access and egress from the buildings and grounds including balancing the need for security with the need for emergency escape. The Academy will ensure that there is a regime for maintaining the grounds and perimeter and equipment e.g. outdoor play equipment

### **School Security**

Queniborough Church of England Primary School actively has accessed the security of the site and has in place an intercom security system to control access onto the school grounds during the school day. All visitors on to site are required to sign in at reception and required to wear a visitor's badge.

### **Housekeeping – storage, cleaning & waste disposal**

- The Academy will ensure that there is suitable and sufficient storage including systems for ensuring that items are included on an inventory and checked periodically where necessary for safety.
- The Academy will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/ wet floors to minimise the risk of slips. The Academy will ensure that there are suitable and sufficient external waste bins secured from the risks of arson and tampering.
- Where applicable and to accommodate the requirements of environmental legislation the Academy will arrange for suitable disposal/recycling of relevant items e.g. fluorescent lighting and waste electrical appliances.
- Suitable arrangements will be made for the clearing of snow as part of winter preparedness.

### **Jewellery**

Pupils may wear a plain watch or a fitbit/sports tracker. Children in Year 5 and 6 are able to wear one set of small plain gold or silver studs in the ears, but no other jewellery is permitted due to health and safety issues and liability in case of loss. NO jewellery (including earrings\*) may be worn in PE activities. Children who cannot remove their own earrings should learn to do so or have them removed before they attend school on their PE day. If pupils wish to have their ears pierced, they must arrange this at the beginning of the summer holidays so that the wound has sufficient time to heal. (\*In exceptional cases soft rubber stoppers for earrings may be worn. Please check with school if your child may need these.)



## **Lone working**

Queniborough C E Primary will ensure through risk assessment that all staff who work alone are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working e.g. work at height.

## **Management of asbestos (**

Queniborough C E Primary School complies with the HSEs approved code of practice Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143). The Academy is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The Academy has a whole site asbestos 'management survey' (previously known as Type 2 survey) from which a local asbestos management plan (Lamp) has been developed. The Lamp along with the asbestos register will be kept up to date.

A minimum six-monthly visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented; where necessary more frequent checks of ACMs will be undertaken. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the Schools Lamp.

Prior to any works that will or has the potential to alter the fabric of the building; a 'refurbishment and demolition survey' (previously known as a Type 3 survey) will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned so as to avoid disturbance (re-routed) or the asbestos will be removed by competent licensed contractors prior to building works commencing.

Any changes to building where asbestos any work on or the removal of asbestos has been carried out will be recorded in the asbestos register and kept with the school's Lamp.

The asbestos register will be communicated to all contractors who may disturb the fabric of the building or the building systems during their work.

## **Moving and handling**

Queniborough C E Primary School complies with the HSEs approved code of practice; Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23).

Within the Academy, there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The Academy manages the risk associated with moving and handling tasks by ensuring that:

- moving and handling is avoided whenever possible
- if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe

- those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
- any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted
- any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

## **Noise**

Queniborough C E Primary School will make arrangements for the assessment of risk, protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005

## **Occupational health services and work-related stress**

Queniborough C E Primary School acknowledges that there are many factors both work related and personal that may contribute to staff being absent from work through injury and ill health including stress.

The Academy will follow the principles of the HSE guidance managing the causes of work-related stress (HSG 218). The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager, the Principal/Head Teacher or another member of the senior leadership team of any ill health issues
- an appropriate senior member of staff will meet and discuss the ill health issues with the where appropriate assist in reducing stress levels
- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- if it is identified that there is a high occurrence of staff ill health or stress within the Academy, the Head Teacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation

## **Off-site visits including school-led adventure activities**

Queniborough C E Primary School has created an Off-Sites visits policy, which should be followed by the EVC (Educational Visits Coordinator) and Visit Leaders

- Risk assessments will be created for all off-site visits by trained and delegated visit leaders

- The Academy requests staff to follow the Off-Site visits policy and adopt OEAP National guidance when creating risk assessments for off-site visits. <https://oeapng.info/>
- All residential, overseas and adventurous activity visits will be logged on the EVOLVE system. The LTS Health Safety and Wellbeing team duty officer at Leicestershire Traded Services will provide advice via the EVOLVE system
- Governors will be provided details of all off-site visits
- Visit Leaders will create risk assessments for visits, the EVC will review the visit forms and risk assessments and the Head Teacher will approve the visit
- The LA do not approve off-site visits this can only be done by the Head Teacher

### **Risk assessment**

Risk assessments are undertaken for tasks/activities where hazards have been identified or where there is a foreseeable risk of injury/ill health

Within the the Academy various persons are tasked with the development of risk assessments based on their knowledge, experience and competence. Relevant staff will develop the risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times electronically via the google drive. <G:\Shared drives\Staff Information\Risk Assessments>

New and expectant mothers risk assessments will be conducted in line with HSE Guidance

### **Smoking**

Queniborough C E Primary School complies with UK law on smoking in both indoor and external spaces. The Academy has a no smoking policy, which extends to the limits of the curtilage of the site. The policy extends to the used of substitute inhalers and all types of vaping devices including e-cigarettes.

### **Statutory Inspections**

Queniborough C E Primary School ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed which is implemented by the Site Manager and monitored by the health and safety Committee

### **Swimming Pool Operating Procedures**

Queniborough C E Primary have documented Normal Operating procedures and emergency plans for the swimming pool. Please see this document for detailed arrangements.

Staff responsible for the swimming pool will receive adequate training in this subject as described in the in the Academy's NOP.

Pool plant will be maintained in accordance with the manufacturers/installer's recommendations.

### **Preventing workplace harassment and violence**

The Academy is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site.

Where applicable, in addition to the control measures identified in the site-specific lone working risk assessment, the following procedures are in place: Staff are advised to:

- avoid confrontation if possible
- withdraw from a situation or escalating situation
- Arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- Contact emergency services, as appropriate.
- inform the Principal/Head Teacher or a member of the senior management team if confrontation has taken place

Queniborough C E Primary School will:

- ensure the Principal/Head Teacher or member of the senior leadership team to attend the site of an incident on being informed of an incident, if considered necessary
- have in place procedures for the reporting of incidents
- offer counselling/ support through Occupational Health
- debrief individuals following any incident
- provide training on how to manage conflict and aggression as required
- Review the appropriate risk assessments following any incident.

### **Vehicles on Site**

Rules for the management of vehicles on site, restriction on vehicle movement at certain times of the day, segregation of large vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries

### **Water hygiene management**

The Academy will comply with the HSE approved code of practice; Legionnaires; disease - The control of legionella bacteria in water systems ;(L8).

The Academy will:

- employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions
- Employ a competent external contractor to provide a suitable survey/risk assessment every 2 years. An indication of when to review the assessment and what to consider should be recorded. This may result from, e.g. changes to the water system or its use; changes to the use of the building in which the water system is installed; the availability of new information about risks or control measures; the results of checks indicating that control measures are no longer effective; changes to key personnel; a case of legionnaires' disease/legionellosis associated with the system.
- Address any remedial actions identified by the survey including dead leg removal or drain down in order of priority determined by the survey/risk assessment.
- employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMV's) as applicable

- ensure regular flushing of little used outlets is completed by a competent individual on a weekly basis
- employ a competent person to undertake monthly monitoring of water systems including temperature readings

## **Working at height**

Queniborough Church of England Primary School will follow the principles of the HSE guidance *'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG40)*. Queniborough Church of England Primary School may use a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, stepladders and ladders for short duration works.

Queniborough Church of England Primary School will ensure that:

- work at height is avoided whenever possible
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking work at height have received appropriate training and training records are maintained
- all access equipment (ladders & step ladders) is identified and inspected annually
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

## **Workplace inspections**

Queniborough Church of England Primary School recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. This inspection is undertaken with the Health and Safety professional from Leicestershire Health Safety & Wellbeing Service. The termly inspection findings are reviewed with actions monitored at the premises health and safety committee. It is recognised that termly inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the Queniborough Church of England Primary School defect reporting procedure.

## **Monitoring and review**

This Health and Safety Policy together with the associated procedures and health and safety audits, accident statistics will be reviewed by the Governing Body and the Headteacher on a regular basis (every year as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, Queniborough Church of England Primary School will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

Queniborough Church of England Primary School will use different types of systems to measure health and safety performance:

### **Active monitoring systems**

- spot checks and termly site inspections will be undertaken
- documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- appropriate statutory inspections on premises, plant and equipment will be undertaken
- where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health

### **Reactive monitoring systems**

- identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc

### **Reporting and response systems**

- ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken

- Premises health and safety committee, Governing Body and Senior Leadership team will all receive and consider reports on health and safety performance.

### **Investigation systems**

- prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events
- analysing data to identify common features or trends and initiate improvements
- where cases of occupational ill-health are to be investigated
- where complaints relating to occupational health and safety are to be recorded and investigated
- where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated

### **Third Party Monitoring/ Inspection**

Queniborough Church of England Primary School will be subject to third party inspection and monitoring, as part of Ofsted requirements, HSE inspection regime, Fire Service Inspection regime etc. Actions arising from third party audit/inspection will be incorporated within the school/academy action plan with appropriate target dates for completion.

### **Business Continuity**

Queniborough C E Primary School will create a business continuity plan, this plan will be used during events which have the potential to cause major disruption to our services. Although such events are rare, it is important that we have in place plans to help us manage and recover from these situations as they arise.

In the event of a major emergency or disruption, co-ordination and implementation of the business continuity plan is the responsibility of the Senior Leadership Team. This group of employees will form the SEMT (Senior Emergency Management Team) in the event of a major emergency or major disruption.

A copy of the Queniborough business continuity plan will be distributed to all members of the SEMT and they will ensure that pre-planning is carried out.

In the unlikely event of major disruption or disaster, the SEMT will arrange to meet at the village hall to co-ordinate and implement the business continuity plan.

Queniborough C E Primary Schools business continuity plan will be reviewed annually, when there is a change in staff, when there is a change in arrangements, following an incident, when there is a significant change to the premises. These reviews will be conducted by the Senior Leadership Team.

■

## **Retaining and Maintaining Documentation**

Queniborough C E Primary School will store all health and safety related documentation in accordance with our Records retention Policy.

Health and safety related documentation will be backed up/scanned in and stored within the Academies computer system for future reference

## **Infection Prevention and Control (Inc. COVID-19)**

Queniborough C E Primary School will refer to its infection prevention and control guidance, ensuring it has been communicated and is available to all staff.

In the event of an outbreak of a communicable infection/disease the guidance contained within the Academy's infection control guidance will be followed.

The Academy will engage with PHE and The DFE should there be an outbreak of a communicable infection/disease and follow any advice given.

The Academy will ensure a robust cleaning regime is followed and adequate ventilation is achieved at all times when the site is occupied.

## **Occupational Health**

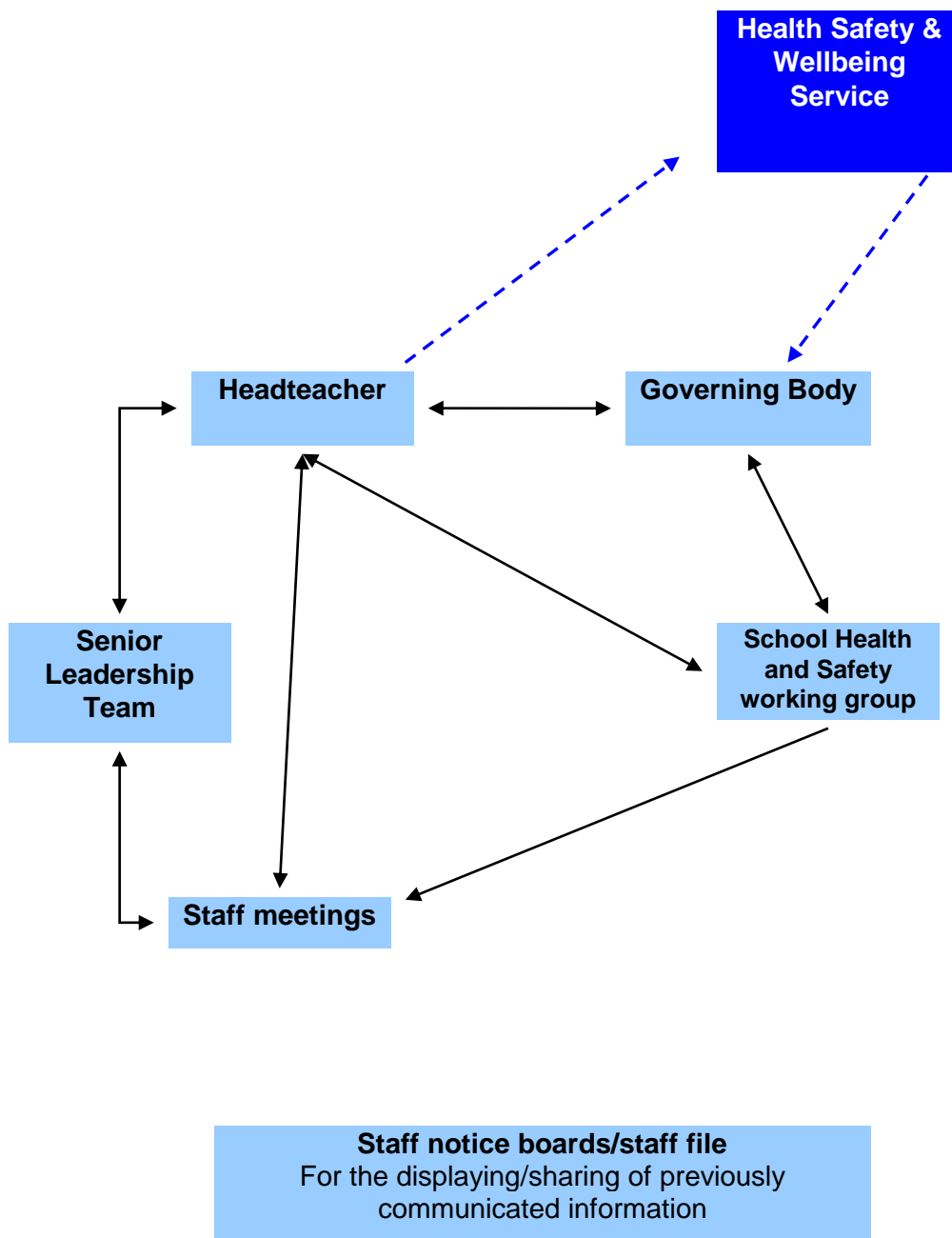
Queniborough C E Primary School has ensured provision of occupational health services through Leicestershire County Council.

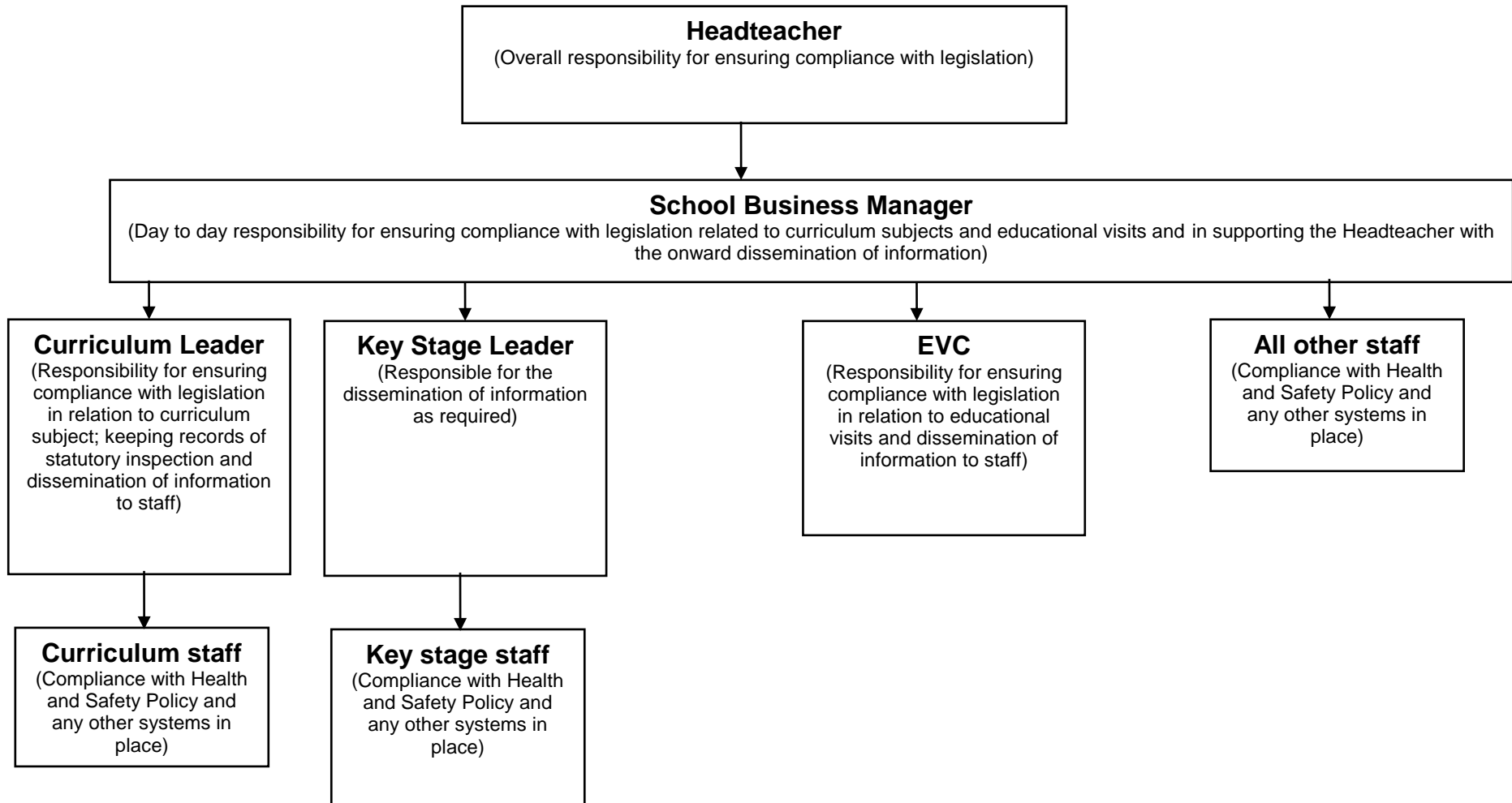
The Academy will follow HR guidance to determine when an occupational Health referral or health surveillance is required...



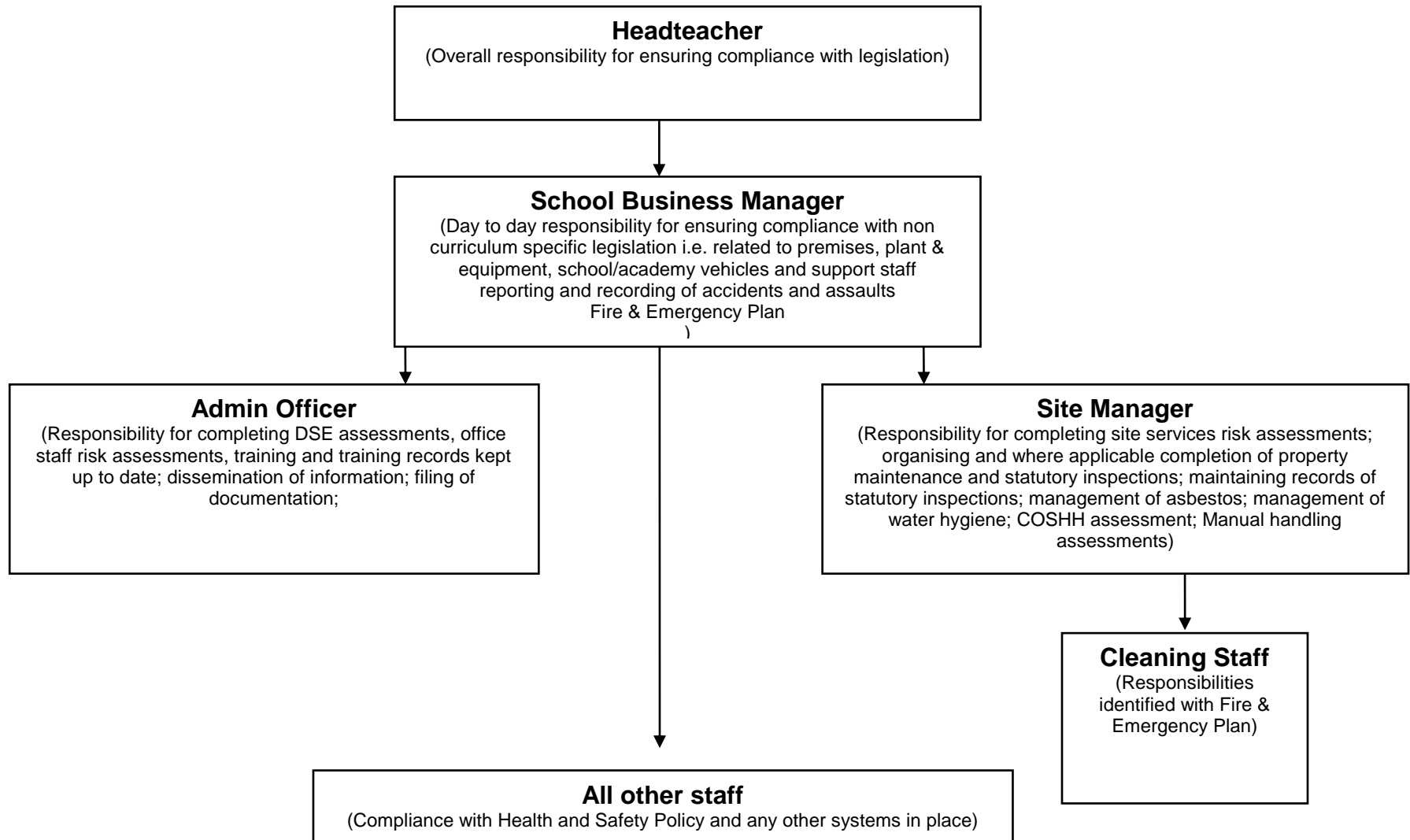
**Appendix 1**

**Queniborough Church of England Primary School Health & Safety arrangements**





**Teaching Staff**



## Support Staff

<b>COMPETENT PERSONS AND RELEVANT LOCATIONS RESPONSIBILITY</b>	<b>COMPETENT PERSON OR RESPONSIBLE PERSON</b>	<b>LOCATION</b>
First Aid Box Locations	<b>First Aid area</b>	
First Aiders 1 day	<b>School Administrator Teaching Assistants</b>	
Minor pupil accidents	<b>First aider</b>	<b>Front Office</b>
Staff Accidents	<b>School Business Manager</b>	
Accidents Notified to	<b>School Business Manager</b>	
Accident Books	<b>School Business Manager</b>	
RIDDOR Notifications by	<b>School Business Manager</b>	
Fire Marshals	<b>As per the Fire &amp; Emergency Plan</b>	

Assembly Points	<b>As per the Fire &amp; Emergency Plan</b>	
Asbestos Survey	<b>In Site Manager folder</b>	
Legionella Risk assessment	<b>In Site Manager folder</b>	
Fire risk assessments	<b>In Site Manager folder</b>	

## Appendix 2

### Table of Delegation of Specific Duties:

<b>Responsibility</b>	<b>Frequency</b>	<b>Delegated to Job Role</b>
Reviewing Health and Safety Policy	Annually	School Business Manager
Digitally Backing up Compliance and Safety Documents	When Created or Received	Site Manager
Allocating Budget for Health and Safety	Annually	Head teacher
Display Energy Certificate Renewal	As Instructed on Current Certificate	School Business Manager
Organising Type 2 Fire Risk Assessment	Every 5 Years	Site Manager
Conducting and reviewing Type 1 Fire Risk Assessment	Annually	Site Manager
Internal Checking of the Fire Alarm Panel	Daily	Site Manager
Internal Fire Evacuation Drill Organisation	Termly	Head teacher
Internal Manual Call Point Checks	Weekly on Rotation	Site Manager
Internal Emergency Lighting Checks	Monthly	Site Manager
Internal Extinguisher Checks	Monthly	Site Manager
Internal Fire Door Checks	Monthly	Site Manager
Organising Service of The Fire Alarm System	Six Monthly	Site Manager
Organising Service of Fire Extinguishers	Annually	Site Manager
Organising Service and Maintenance of Emergency Lighting	Annually	Site Manager
Organising Service and Maintenance of Air Conditioning Units	6 Monthly	Site Manager
Reviewing the Emergency Evacuation Plan	Annually	School Business Manager
Creating and Reviewing PEEP (Personal Emergency Evacuation Plans)	When Necessary	School Business Manager
Creating and Reviewing the Winter Gritting Plan	Annually	Site Manager
Winter Gritting Pavements and Carparks	Consult Weather Forecast	Site Manager
Reviewing the Business Continuity Plan and Emergency Procedures	Annually	SLT
Reviewing the LAMP (Local Asbestos Management Plan)	Annually	Site Manager
Organising Asbestos Management Surveys	5 Yearly	Site Manager

Monitoring the Condition of Asbestos on the Premises	Termly	Site Manager
Organising Water Hygiene Surveys	When Necessary	Site Manager
Flushing of Little Used Outlets	Weekly	Site Manager
Water Temperature Monitoring	Monthly	Site Manager
Signing Off Water Temperature Monitoring	Monthly	School Business Manager
Organising Water Heater Service and Maintenance	Annually	Site Manager
Organising Water Tank Inspections	Annually	Site Manager
Organising Electrical Installations Condition Reports	5 Yearly	Site Manager
Organising PAT (Portable Appliance Testing)	Annually	Site Manager
Organising Service of Stage Lighting	Annually	Site Manager
Organising Servicing of Gas Boilers	Annually	Site Manager
Organising Gas Risk Assessment	Annually	Site Manager
Conducting Workplace Inspections	Weekly	Site Manager
Organising Building Condition Surveys	5 Yearly	School Business Manager
Internal Inspections of Playing Fields and Playground Equipment	Weekly	Site Manager
Organising RPII Inspections of Outdoor Play Equipment	Annually	Site Manager
Inspecting PE Equipment	Before Use	Site Manager
Organising External Inspections of PE Equipment	Annually	Site Manager
Organising Glazing Surveys	10 Yearly	Site Manager
Procuring and Commissioning Contractors	When Necessary	Site Manager
Managing and Supervising Contractors	When Necessary	Site Manager
Contractor Inductions	When Necessary	Site Manager
Organising the Service and Maintenance of Work Equipment	Follow Manufacturer's Instructions	Site Manager
Organising the Service and Maintenance of The Kitchen Equipment	Follow Manufacturer's Instructions	Catering Manager
Organising a Deep Clean of The School Kitchen	Termly	Catering Manager
Creating and Reviewing Classroom Risk Assessments	Annually	School Business Manager
Creating and Reviewing Premises Related Risk Assessments	Annually	Site Manager
Creating and Reviewing PE Risk Assessments	Annually	PE co-ordinator
Conducting Pregnancy Risk Assessments	When Necessary	Head teacher
Conducting Return to Work Risk Assessments	When Necessary	Head teacher
Selecting Staff Health and Safety Training	Review Termly	School Business Manager
Recording Staff Health and Safety Training in a Central Record	When Necessary	School Business Manager

Creating and Reviewing COSHH Risk Assessments for Premises	Annually	Site Manager
Creating and Reviewing COSHH Risk Assessments for Substances Used in Classrooms and Offices.	When Necessary	Site Manager
Creating and Reviewing COSHH Risk Assessments for Substances Used by Cleaning Staff	Annually	Site Manager
Logging Accidents onto the AssessNet system	When Necessary	School Business Manager
Reporting RIDDOR	When Necessary	School Business Manager
Reviewing Accident Statistics	Termly	Headteacher
Reviewing the Management of Medications Policy	Annually	Headteacher
Reviewing the First Aid Needs Assessment	Annually	Headteacher
Checking First Aid Kit Contents	Monthly	Lead first aider
Checking the Condition of First Aid Facilities	Weekly	Lead first aider
Reviewing Pupil Individual Care Plans	When Necessary	Headteacher
Reviewing Individual Behaviour Plans	When Necessary	Headteacher
Creating and Reviewing Off-Site Visit Risk Assessments	When Necessary	Head teacher
Approving Off-Site Visits	When Necessary	Headteacher
Creating a Health & Safety Report for Governors	Termly	School Business Manager
Communicating Emergency Procedures to Lettings	When Necessary	Site Manager
Emergency Contact during Lettings	When Necessary	Site Manager
Work Experience Co-ordination	When Necessary	Headteacher
Organising Tree Surveys	3 Yearly	Site Manager

### **Swimming Pool Management Responsibilities:**

Creating and Reviewing Normal Operating Procedures for The Swimming Pool	Annually	Site Manager
Creating and Reviewing Swimming Pool Risk Assessments	Annually	Site Manager
Ensuring Water Samples are Submitted for Bacteria Testing	Monthly	Site Manager
Conducting Water PH Testing	3 Times a Day	Site Manager
Conducting Deep Cleans of The Swimming Pool Area and Changing Rooms	Termly	Site Manager
Organising Service and Maintenance of Pool Plant	Annually	Site Manager
Creating and Reviewing an Emergency Action Plan for the Pool	Annually	Site Manager





## Appendix 3

### Invacuation and lockdown guidance

#### Introduction

Whilst education settings are typically safe places, schools should not discount the potential threat of, and impact arising from, security related issues, such as vandalism, arson, cyber-attack, a serious incident involving a weapon or terrorist attacks.

It is important that schools have an Emergency Response Plan in place to manage and respond to security related incidents. A decision to implement an emergency response would usually be made by the head teacher. Early decision-making should not be delayed, as the speed of decision-making and implementation during an incident is critical.

It is advisable to carry out a vulnerability assessment on the site to determine which areas of the site would allow easy access. This should also highlight which areas of the school and site provide protection or safe places.

Consideration should be given to events happening at different times of the day i.e., when pupils are arriving for school, lunchtime, during after school clubs. Procedures should be kept simple and be usable under stress.

Police will provide support, advice, and guidance as soon as they are able, however this may not be immediate. Actions taken by the school should be reasonable, necessary, and proportionate, based upon the circumstances, particularly when they are necessary to protect life.

#### Invacuation

An invacuation is the process of getting everybody inside safely and securing the building. Examples of situations when Invacuation may be required are:

- an accident that may cause a disturbance to the school.

- Air pollution due to a fire, or chemical release.
- A dangerous animal in the school grounds.

The school day can continue as normal, but everyone remains indoors, until they are told it is safe to leave the building, by the authority/responsible person in charge.

## **Lockdown**

A lockdown process would involve getting everyone on the premises to a place where they cannot be seen from outside of the building. A lockdown would only be used in extreme circumstances, where there is a serious threat to the safety of those within the building. Depending on the situation, the school may have to facilitate an organised evacuation away from the dangerous area.

A lockdown procedure is a “**dynamic procedure**”. There should be an effective plan to quickly restrict access to and movement around the building through actions and physical measures, in response to an imminent threat.

**If the threat is outside of the school building**, the following procedures may be considered:

- The responsible person announces the lockdown (via the sounding of an alarm, if appropriate. This should be of significant difference from other alarm systems i.e., fire). This should be repeated to ensure staff have heard and understood the situation.
- Consider classes which may be outside of the school building, such as the playground or school field. (An alternative lockdown location may be identified. This location may be indoors or outdoors. However, pupils should be able to be safely hidden)
- Exterior doors should be locked and rooms that cannot be secured should be clear.
- Windows should be secured and blinds, curtains etc., used to cover windows.
- Pupils and staff should stay away from the windows.
- Teachers should take a register and any missing or extra pupils should be noted. Once directed to leave the classroom, teachers should take the list with them. Movement should be on announcement only.

**If the threat or intruder is inside of the building**, the following procedure may be considered:

- The responsible person announces the lockdown (and informs that an intruder is within the building) This should be repeated to ensure staff have heard and understood the situation.
- All pupils, staff and visitors should be directed to the nearest classroom or secured space.
- Classes that are outside should not enter the building but proceed to an evacuation site.

- Classroom doors should be locked. Exterior doors should remain unlocked.
- Pupils, staff, and visitors should stay away from the windows. Classroom lights should be switched off and pupils should sit/lie on the floor or remain out of sight.
- Teachers should take a register and any missing or extra pupils should be noted. Once directed to leave the classroom, teachers should take the list with them.
- There should be no response to anyone at the door until “all clear” is announced.
- Any fire alarm activations should be ignored, as the school should not be evacuated using this method.
- Pupils should be assisted to move as quietly and quickly as possible if they are instructed by the authorities/responsible person to moved out of the classroom.
- When the threat is over or the intruder has left the building, the authorities/responsible person should announce the “all clear”.

**Please be advised** that some threats may override a lockdown procedure.

## Appendix 4

### **Bomb Threat and Suspicious Packages. Information and Guidance**

#### **1.0 Bomb Threats**

- 1.1** Although bomb threats usually turn out to be hoaxes, they must always be taken seriously. All staff need to be aware of the actions to take if they receive a message from someone claiming to have information about a bomb.
- 1.2** Appendix 1 outlines the immediate actions staff should take upon receiving a bomb threat. It might be useful to retain a copy of this form in the office (but preferably out-of-sight of pupils) for quick reference. Whilst most threats are made via a telephone call, there is the possibility they may be delivered through different means (e.g., email).
- 1.3** Bomb threats can come from a variety of sources, including truants, former pupils, or strangers. A threat is more likely to be real if:
- A code word is used that is known to the police.
  - The police are aware of potential terrorist activity in the area.
  - The threat is specific rather than general.

- The threat is credible.

**1.4** Whilst it is not reasonable for staff to assess the accuracy or validity of a threat, employees should record as much detail about the call as possible; this information will prove useful to the police.

**1.5** Upon being notified of a bomb threat, the police may ask staff to check the premises for a suspicious package. This is because employees will be more familiar with the building and any items or equipment that might look out-of-place.

**1.6** A bomb threat is a crime, so even if employees are confident the call is a hoax, they must still report the incident to the police.

## **2.0 Evacuation**

**2.1** The purpose of an evacuation is to move people away from danger to a safe place. This is likely to involve withdrawal from a hazard within a specific part of the school/academy building but, in some circumstances, could require evacuation of the whole site.

**2.2** Your school/academy should already have evacuation procedures in place. References to these procedures and any Personal Emergency Evacuation Plans (PEEPs) could be included within the school/academy plan.

**2.3** When choosing a bomb evacuation assembly point, the use of car parks or areas with effective vehicle access routes should be avoided, if possible. Open areas, where secondary devices cannot be easily hidden, are preferable.

- 2.4 If the entire site must be evacuated, pupils and staff may need to move from an initial assembly point to alternative premises.
- 2.5 When the decision to evacuate the premises has been taken, the object is to get people out quickly without panic or disorder.
- 2.6 The fire alarm system is the most efficient method of initiating an evacuation, but the following procedures should also be observed: -
  - All personnel to assemble at the designated muster point and await instructions
  - Do not allow entry or re-entry into the building until given approval by the Police or Bomb Disposal Officers

### **3.0 Places of safety**

- 3.1 Other places of safety (e.g., village halls, church halls) could be used to provide temporary accommodation should the school/academy be evacuated.

- 

### **Letter Bombs**

In many cases, when dealing with letter bombs, they are:



- Placed in substantial envelopes or parcels containing paperback books,
- In the form of flat letters weighing up to 102g,
- In packages the size of a conventional book,
- Delivered through normal postal services.

The degree of caution to be observed in handling such items can be determined by the cumulative effect of the points giving rise to suspicion which including the following: -

- The postmark, if foreign and not familiar.
- The writing, which may have an unusual appearance, lack literacy, or is crudely printed.
- The name and address of the sender if the geographical area differs from the area of the postmark.
- 'Personal' or 'private' letters addressed to senior management under the job title rather than by name.
- Weight, if excessive for the size and apparent contents.
- Weight distribution, if uneven, this may indicate the presence of batteries.
- Grease marks on the exterior of the wrapping (i.e., showing through from the inside), may indicate 'sweaty' explosive.
- Smell, some explosives have a smell of marzipan or almonds.
- Abnormal fastening, if the sealing is excessive for the type of package, this may be a form of booby trap.
- Damaged enveloped or packaging that exposes wires, batteries or fluid-filled plastic sachets should not be handled further.

- Packages that rattle, feel springy or emit a ticking noise should be treated with extreme caution.

If suspicions cannot be alleviated: -

- Do not attempt to open the letter/package or tamper with it. It will probably have been designed to withstand postal handling and to detonate during a normal sequence of opening.
- With minimum further handling, isolate it to reduce possible blast damage, place on table and clear all items from around it.
- Seal off the area to keep people away.

## **Evacuate or Search**

This decision must be made by the Head, based on the type of call and information given by the caller. The call may come via a second party, e.g., the police or the press and if a specific time is stated for a bomb to detonate, the obvious decision would be to evacuate.

## **Bomb Search**

If the decision is taken to search the premises as opposed to either a full or partial evacuation, the services of the local Police or Bomb Disposal Authorities should be sought.

The following points must be considered when undertaking the search: -

- Do not use portable radio transmitters as they can detonate explosive devices within a radius of 30 metres.
- Divide the hub site into pre-determined sections with a thorough search plan for each section.
- If possible, utilise staff members familiar with the area to be searched, as they are more likely to identify packages that should not be there.
- As a bomb would most likely be concealed in a compartment, suitcase, briefcase, box, or packaging, be suspicious of any items that are unattended or out of place.
- Seal off all areas that have been searched to avoid repetition of the search.

If there is any reason to believe that a bomb or incendiary device has been found, the following precautionary measures should be carefully observed: -

**DO NOT: -**

- Attempt to open a suspected package. Leave it in its original position.
- Place a package believed to contain a bomb or incendiary device in water, water is a conductor of electricity and may cause detonation.
- Cut, remove, or undo string or wire on a suspected package as this may release the trigger mechanism and cause the detonation.

- Lift the cover of a box believed to contain a bomb or incendiary device.

**DO:**

- Cordon off the area, to prevent entry by unauthorised persons whilst awaiting expert assistance.
- Remain calm; keep voices as low as possible. Move in a positive style but do not run.
- Do not openly speculate within hearing distance of any employee or visitor. All actions should reflect a 'business as usual' attitude.

## **Firearms and Weapons Attack**

If there are reports of shots fired at or near your school/academy consider your safest option following the 'Stay Safe' principles - **Run, Hide, Tell**.

### **Run**

- Escape if you can – is there a meeting place away from the school that you can escape to.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.
- Is there a safe route?

### **If you cannot Run, Hide**

- Safety is the main concern. Keep everyone in an area under cover and concealed if possible.
- Stay behind solid walls and doors and keep away from windows.
- Be aware of your exits and try not to get trapped.
- Keep others around you quiet, silence your phone.
- Lock / barricade yourself in.

- Move away from the door.
- If the suspect is seen, do not engage the suspect. This could generate a hostage situation.
- If the suspect is outside, try to keep him/her outside. If it is safe, lock the entry doors.
- A suspect should be considered armed, unstable, and extremely dangerous.
- Have a special/pre-arranged all-clear signal when situation/building is safe/secure.

## **Tell**

- Call 999 - What do the police need to know?
- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

Once the emergency services have been contacted staff should be prepared for armed police response. It is important to remain calm and follow officer's instructions. Officer's may be unable to immediately distinguish who the attacker is; therefore, it is advisable to avoid any sudden movement that may be considered a threat and keep your hands in view. Officers will evacuate persons within the school when it is safe to do so.



## Bomb Threat Prompt Card for Reception Staff

If you take a phone call from someone who claims to have information about a bomb

**Instructions:** Be Calm, Be Courteous. Listen. Do Not Interrupt the Caller.

Your Name:		Time:	Date:
Caller's Identity/Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Adult <input type="checkbox"/> Juvenile <input type="checkbox"/>
Approximate Age:			
Origin Of Call:	Local <input type="checkbox"/>	Long Distance <input type="checkbox"/>	Telephone Booth <input type="checkbox"/> Mobile <input type="checkbox"/>

VOCAL CHARACTERISTICS		SPEECH		GRAMMAR	
<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good
<input type="checkbox"/> High Pitched	<input type="checkbox"/> Deep	<input type="checkbox"/> Distinct	<input type="checkbox"/> Distorted	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
<input type="checkbox"/> Raspy	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stutter	<input type="checkbox"/> Nasal	<input type="checkbox"/> Foul	<input type="checkbox"/> Other
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Other	<input type="checkbox"/> Slurred	<input type="checkbox"/> Other		
ACCENT		MANNER		BACKGROUND NOISES	



<input type="checkbox"/> Local	<input type="checkbox"/> Breathless	<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> PA System	<input type="checkbox"/> Trains
<input type="checkbox"/> Middle Eastern	<input type="checkbox"/> Talk Fast	<input type="checkbox"/> Rational	<input type="checkbox"/> Irrational	<input type="checkbox"/> Machines	<input type="checkbox"/> Animals
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Talk Slow	<input type="checkbox"/> Coherent	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Music	<input type="checkbox"/> Quiet
<input type="checkbox"/> African	<input type="checkbox"/> Crying	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Emotional	<input type="checkbox"/> Office	<input type="checkbox"/> Voices
<input type="checkbox"/> Slavic	<input type="checkbox"/> Laughing	<input type="checkbox"/> Righteous	<input type="checkbox"/> Jovial	<input type="checkbox"/> Factory	<input type="checkbox"/> Airplanes
<input type="checkbox"/> Other	<input type="checkbox"/> Scared			<input type="checkbox"/> House (TV)	<input type="checkbox"/> Party
				<input type="checkbox"/> Traffic	<input type="checkbox"/> Other

## Bomb Facts

**Pretend Difficulty Hearing - Keep Caller Talking - If Caller Seems Agreeable To Further Conversation, Ask Questions Like:**

When will it go off?	Certain hour/time remaining?
Where is it located?	Which building/area?

<b>What kind of bomb?</b>	<b>What kind of package?/ What does it look like?</b>
<b>How do you know so much about the bomb?</b>	<b>What is your name and address?</b>

If school building is occupied, inform caller that detonation could cause injury or death. Write out their reply.

Call the Head Teacher on \_\_\_\_\_ or Police Department on **999**, and relay information about call.

Did the caller appear familiar with building (by his/her description of the bomb location)? YES / NO

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

**Notify the Head Teacher immediately**

**STAY CALM**

# : Stay Safe Principles

## Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website <https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

### Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

### Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

## **Tell**

Call 999 - What do the police need to know?

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

## **Armed Police Response**

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

## **Officers may**

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.

## **You must STAY SAFE**

- What are your plans if there were an incident?
- What are the local plans? E.g. personal emergency evacuation plan.

## Appendix 5

### Work Equipment guidance

At Queniborough C E Primary School there are many activities which involve the use of an extensive variety of work equipment. The School recognises there is a legal duty to provide safe work equipment under the Health and Safety at Work etc. Act 1974 and the Provision and Use of Work Equipment Regulations 1998. The HSE define work equipment as “any machinery, appliance, apparatus, tool or installation for use at work, whether exclusively used at work or not”.

The scope of work equipment is extremely wide. It applies to work equipment whether it is new, existing or second hand. It covers almost any equipment used at work including:

- ‘Toolbox tools’, such as hammers, knives, handsaws and meat cleavers etc
- Single machines such as drilling machines, circular saws, and photocopiers
- Apparatus such as laboratory equipment, and Bunsen burners,
- Lifting equipment such as hoists, lift trucks, elevating working platforms and lifting slings etc
- Kitchen equipment
- Other equipment such as ladders and pressure water cleaners
- An installation such as a series of machines connected together such as scaffolding or similar access equipment

The aim of this guidance document is to ensure the safety of all people who have to use work equipment and assist in the fulfilment of Queniborough C E Primary Schools legal obligations.

## **Responsibilities**

Head Teachers are responsible for:

- Ensuring all staff are aware of this document and its guidelines
- Developing risk assessments for their Service and ensuring they are reviewed regularly
- Putting procedures and safe systems of work into practice to eliminate or reduce risk, where identified by risk assessment
- Providing appropriate information, instruction and adequate training to all staff that use or manage work equipment
- Ensuring that all equipment is suitable for purpose, safe for use and is maintained in accordance with manufactures instructions
- Ensure that regular inspections of equipment (as stipulated by the manufacturer) are undertaken and records are retained
- Ensuring that pre-use inspections of work equipment are carried out and recorded before use

All staff are responsible for:

- Taking reasonable care of themselves and other people who may be affected by their actions
- Co-operating by following rules and procedures designed for safe working
- Reporting all defects in equipment to management
- Use the equipment and safety devices supplied or provided properly, in accordance with training and manufacturer's instructions

- Following control measures identified in risk assessments and safe systems of work unless they think it would be unsafe to do so, in this instance this should be reported to the appropriate manager

## **Suitability and selection of work equipment**

All equipment should be purchased from a reputable supplier and it should be appropriate for the intended use. During the selection process following points should be considered

- Where and how the equipment will be used
- What the equipment will be used for
- Who will use the equipment (skilled employees, pupils etc)
- What risks to health and safety may result from use, and how well health and safety risks are controlled by different manufacturers (such as noise, vibration, stability)
- A risk assessment should be conducted before purchasing/ hiring work equipment to assist in identifying the safest and most appropriate work equipment for the job

When selecting new equipment Head Teachers are also required by law to check it is:

- CE marked
- Supplied with a Declaration of Conformity and user instructions in English
- Free from any obvious defect (such as missing or damaged guards)

## Risk Assessment

A risk assessment is a careful examination of what could cause harm to people in connection with work activities. An effective risk assessment is vital for identifying potentially hazardous situations and implementing control measures to reduce the risk. Well-planned activities protect both staff and service users and work equipment should be subject to specific risk assessments. Risk assessments should be completed by persons with knowledge of the risk assessment process and competent to use the piece of equipment. Manufacturer's guidance may assist in the risk assessment process, or model risk assessments from industry specialists may be of assistance.

Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority. When deciding on control measures needed the following hierarchy should be applied:

- Elimination – Redesign the job or substitute the equipment so that the hazard is removed or eliminated
- Substitution – Replace the piece of equipment with a less hazardous piece of equipment. For example, use a small mobile elevated working platform to access work at height instead of step ladders, or a cordless drill rather than a mains supply
- Engineering controls – Install or use additional machinery such as local exhaust ventilation to control risks from dust or fume. Separate the hazard from the operators by methods such as enclosing or guarding dangerous items of machinery/equipment. This may be achieved by fixed guarding, or interlocked guards may be needed to stop the movement of dangerous parts before a person can reach the danger zone. Give priority to measures which protect collectively over individuals
- Administrative controls – Identify and implement procedures needed to work safely such as reducing the time workers are exposed to hazards, increase safety signage, develop safe systems of work etc. Work equipment should be provided with appropriately identified controls for starting, stopping, and controlling it, these control systems must be safe, and equipment must be maintained in accordance with manufacturer's instructions
- Personal protective clothes and equipment – Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, personal protective equipment should be used. Personal protective equipment should be selected and fitted to the person who uses it. Staff should be trained in the function and limitation of each item of personal protective equipment



For further information and guidance please refer to Queniborough C E Primary Schools Risk Assessment Procedure.

## **Training**

Queniborough C E Primary has a responsibility to provide information, instruction, training, and supervision.

All people using, supervising, or managing the use of work equipment are provided with adequate, clear health and safety information. What constitutes 'adequate training' will vary depending on the job or activity and work equipment. Head Teachers should

- Evaluate the existing competence of employees and others such as temporary workers supplied by an employment agency to operate the full range of work equipment, they will use
- Evaluate the competence they need to manage or supervise the use of work equipment
- Train the employee to make up any shortfall between their competence and that required to carry out the work with due regard to health and safety

Training should be provided after recruitment. However, it may also be needed if the system of work changes, if a new piece of equipment is introduced, where risk assessment identifies a training need or following an accident.

A range of training may be necessary and could include a written formal training course, instructions on its use, supervision by management. Content of training may include the correct use of the equipment, the risks that may arise from its use and the precautions to take. Where the use of work equipment is likely to involve a specific risk to health and safety, Head Teachers must ensure that the use of the equipment is restricted to those people trained and appointed to use it.

Refresher training will need to be provided regularly depending on the type of equipment. Reference should be made to the manufacturer's recommendations.

## Inspection and Maintenance

The purpose of inspection is to identify whether the equipment can be operated, adjusted, and maintained safely and that any deterioration can be detected and remedied before it results in unacceptable risks. The requirement and frequency of inspections should be outlined in manufacturers' instructions. Some pieces of equipment may require a quarterly inspection by a competent member of staff. Other pieces of equipment, such as D&T equipment in schools require a pre-use inspection. Records of in-house inspections must be documented. Where work equipment is exposed to deteriorating conditions liable to result in dangerous situations, it must be inspected to ensure faults are detected in good time so the risk to health and safety is managed.

The requirement and frequency of maintenance will depend on the type of equipment. Simple hand tools usually require minimal maintenance but could need repair and replacement at intervals. More complex powered equipment will normally be accompanied by manufacturer's maintenance manual, which specifies routine maintenance procedures to be carried out at particular intervals. All work equipment must be maintained in accordance to manufactures instructions by persons competent to do so. Equipment should be kept in efficient working order and in good repair.

Measures should be undertaken to ensure maintenance operations on work equipment can be carried out safely while the equipment is shut down, without exposing people undertaking maintenance operations to risks to their health and safety.

If items of equipment are hired, it is important for both the hire company and the person responsible for hiring the equipment to establish who will carry out safety related maintenance. Repairs to hired in equipment should not be carried out by members of school staff, in this instance the hire/ rental company should be contacted to conduct the repair.

All records of maintenance should be retained, and the equipment's maintenance log should be kept up to date where applicable.

Work equipment should not be adjusted or adapted outside of the manufacturer's recommendations