



# Ashton St. Peter's Church of England VA Primary School

## HEALTH AND SAFETY POLICY Ratified in February 2017 Update in February 2018

### STATEMENT OF INTENT

#### INTRODUCTION

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Preventing accidents and work related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Providing a safe and healthy working and learning environment.
- Ensuring safe working methods and providing safe working equipment.
- Providing effective information, instruction and training.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.
- A Health and Safety Management System will be created to ensure the above Commitments can be met.

All Governors, staff and pupils will play their part in its implementation.

#### Review Procedures

The School's policy will be reviewed

- Annually in February 2018
- When the School wishes to review the policy.
- If amendments are required by the LA

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date:  
(Chair of Governors)

## **ORGANISATION**

### **INTRODUCTION**

In order to achieve compliance with the Governing Body's Statement of Intent the School's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix A.

### **THE GOVERNING BODY**

The Governing Body has the responsibility to ensure that:

- A clear written policy statement is created which promotes the correct attitude towards Health and Safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds and resources are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The school's health and safety policy and performance is reviewed annually.

### **THE HEADTEACHER**

The Headteacher supports the Governing Body by ensuring that:

- This Policy is communicated adequately to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors
- Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Ensure appropriate health and safety notices displayed as identified.
- Emergency procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to monitor premises and performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- A report to the Governing Body on the health and safety performance of the school is completed annually.

## **THE SCHOOL HEALTH AND SAFETY CO-ORDINATOR Is the Site Manager**

He/she is responsible for:

- Co-ordinating and managing the risk assessment process for the school.
- Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- Making provision for the inspection and maintenance of work equipment throughout the school.
- Keeping records of all health and safety activities.
- Advising the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.
- Unsafe conditions being reported and dealt with to agreed timescales.

## **SPECIAL OBLIGATIONS OF CLASS TEACHERS**

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to the Headteacher on health and safety procedures and equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to the Headteacher and if required the Site Manager.

## **SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

The Governing Body and Headteacher recognise the role of a 'Staff Health and Safety Representative'. This representative will serve on the Health and Safety Committee.

## **OBLIGATIONS OF ALL EMPLOYEES**

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, pupils and other persons.
- Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific H&S training received.

- Report all accidents and near misses in accordance with current procedure.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the procedures in respect of fire, first aid and other emergencies.
- Co-operate with the Headteacher, Chair of Health and Safety Committee, or appointed Health and Safety Representative, and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are reassigned in their absence. Such re-assignments must be approved by the Headteacher.

## **PUPILS**

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **PROCEDURES AND ARRANGEMENTS**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### **Recording and Reporting of Accidents and Ill Health**

All staff are required to ensure that all accidents, incidents and near misses are reported to The Head Teacher. Reportable incidents are uploaded to the school AssessNET. The administrator for the procedure is either the Clerical and Medical Officer or Headteacher. Reportable incidences and any identified trends in accidents/injuries are reported verbally to Governors in the Health and Safety and Buildings' Committee meetings and then recorded in the minutes at least once a term.

### **Statutory Requirements:**

- Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, some accidents must be reported to the HSE
- The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include; the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

## **Procedures:**

- All children/staff requiring first aid from either of the 2 'First Aiders in the Workplace' or the Headteacher, must have their names entered in the Accident Record Book located in the medical room. It is essential that name, date, time, reason for visit, treatment, outcome are all recorded, together with a signature, as a true record of incidents.
- Minor accidents or incidents that occur in the playground or classroom are recorded in the duplicate accident books
- On each page of the duplicate books the following details must be recorded in case of incident/accident:
  - Date and time
  - Name of child
  - Outline of incident/accident
  - Initials of adult recording incident/accident

Recordings should include:

- Any significant injury
- Any bangs/bumps to the head
- Inappropriate behaviour

For each incident/accident a new page should be started.

- Such minor accidents will not be reported to parents.
- The class teacher will be informed verbally by the person who dealt with the incident
- The top duplicate copy is to be handed to the Medical Room and the Medical Officer will determine whether or not it is necessary to inform parents and whether any further action should be taken
- These copies will be stored in the First Aid Folder.
- Whoever dealt with and recorded the accident will inform the Class teacher.
- Parents should be notified if a child has been seriously injured or received any knock to the head. The parent/carer will be informed verbally or a 'Head Bump Letter' will be completed and given to the child with a 'Bumped Head' sticker too. Attached to this is guidance to ensure constant monitoring by parents/carers linked to signs and symptoms of concussion once the child has left school.
- If children become unwell at school a decision will be made to send them home and parents/carers will be contacted.
- If a child is vomiting and /or has diarrhoea they must go home as soon as possible.
- If a child has been sent home due to vomiting and/or diarrhoea they must be kept away from school for a period of no less than 48 hours from the last episode of diarrhoea or vomiting. This has been taken from the guidance sent to schools by The Health Protection Agency.
- The Health Protection Agency guidelines are on display in the Medical Room.
- A comprehensive list of medical notes on all relevant children is compiled annually from the Admission Forms and distributed to all members of staff. This document is of the utmost importance to ensure that children in need of immediate/emergency treatment are promptly dealt with.
- Individual pupil 'Care Plans' are displayed, with parental consent, in the Medical Room, Staff Room, Child's Classroom and are taken to any major incident involving the child.

## **Asbestos**

***The School has no Asbestos in its construction***

## **Audit**

Members of the Health and Safety Committee or the Site Manager, conduct termly H&S audits of the whole school site. A report on their findings is prepared and presented to the Governing Body. Any faults or areas of concern are actioned by the Site Manager. The Site Manager conducts a daily site walk round and attends to any issues.

## **Behaviour Management/Bullying**

Please see 'Anti-Bullying Policy' which is reviewed annually by the Headteacher, staff and Governors

## **Catering**

School meals are provided every day prepared on site, Catering is contracted to Luton Borough Council who have responsibility for Food Hygiene and Health and Safety within the Kitchen.

## **Caretaking and Cleaning**

The Site and buildings are maintained by the school Site Manager who is responsible for the site cleaning and caretaking staff.

## **COSHH**

All staff that use chemicals in school have COSHH training as part of their induction and annually thereafter. The Site Manager is responsible for maintaining the 'COSHH Register' and keeping the 'Hazard Data Sheets' and 'COSHH Risk Assessments File' up to date. These are all renewed annually or if there are any changes.

## **Contractors**

All contractors must sign in and complete a 'Local Site H&S Rules for Contractors' form, available from the school office. Information will be obtained detailing the responsible person with regard to Health and Safety and proof of Public Liability Insurance. This information will be held on file.

The Site Manager is responsible for monitoring contractors and liaising. Regular update meetings are held with the Headteacher to provide feedback.

When any first time contractor attends site the Site Manager should hold an induction meeting to provide information on fire and evacuation procedures and to obtain a method statement and risk assessment if required

## **Large Scale Construction**

On large construction projects the contract manager must receive a 'school site induction' led by the School Site Manager. The contract Manager is then responsible for sharing this information with all contractors that work on the construction site. They would be expected to adhere to any fire alarms and/or evacuations and they will be responsible for adhering to the CDM Design and Management Regulations 2015. Contractors will respect the school rules and policies and abide by them.

Regular meetings will be held with the School Site Manager or Appointed School Representative to ensure any concerns from either party are addressed. Notes from all meetings will be kept and signed.

## **Curriculum Safety**

There are specific risk assessments in place which are reviewed annually linked to various learning activities across the school. These are held in the Risk Assessment File

## **Display Screen Equipment**

There is a risk assessment in place for regular users of display screens. They also read and sign a specific form relating to safety use. These are held in the Risk Assessment File.

## **Educational Visits and Journeys**

The Educational Visits and Journeys Co-ordinator is a member of the Senior Leadership Team. All trips are planned using the LA guidance 'Educational Visits and Journeys Policy' September 2014.

In place are: (see Risk Assessments-Trips File')

- A Risk Assessment for 'Transport to and from Activities'
- A Risk Assessment initiated by the coach company being used

- Off-Site Activities
- Travel and Personal Injury Insurance Policy

#### Planning a Trip

- Class teacher to make an initial pre-visit/contact if venue has not been visited before
- Class teacher to complete a Pre-Visit Risk Assessment at least two weeks prior to the trip and hand to Headteacher with the list of pupils 'At Risk – medical or IEN Needs' attached
- Headteacher to check, sign and pass to the Chair for approval
- Prior to the trip the class teacher shares the risk assessment with parents/carers/staff who are going on the trip
- Mobile numbers are exchanged
- Parental authorisation is obtained by parents when pupils join the school, for local visits and additional authorisation is sought for those trips requiring transport
- Medication and first aid is prepared by the medical officer and given to the class teacher
- All class teachers and support staff have received basic First Aid Training (see list displayed in medical room)
- All adults have basic first aid resources – plasters and wipes for example
- Supervision ratios are – Year R-1:4
  - Years 1.2 and 3 -1:6
  - Years 4.5 and 6 -1:10 These Ratios are higher than recommended by the local authority

#### Residential Trips

When planning a residential trip, a risk assessment is written, and the LA guidance 'Educational Visits and Journeys Policy' September 2014 is referred to.

#### Emergency Procedures

Please refer to the 'Emergency Planning File'.

#### Electrical Equipment (fixed and portable)

The Site Manager is responsible for implementing Portable Appliance Testing (PAT) annually and any defects rectified. All electrical items are visually checked before use and any faulty equipment removed from use and the fault reported in the Maintenance Log. Personal electrical items are not permitted in school unless they are new or have been PAT tested.

All fixed wiring is inspected by approved outside contractors every 5 years from the date of installation.

#### Fire Precautions and Emergency Procedures

The 'Fire Risk Assessment' is kept in the 'Fire Management File' (in school Office) and reviewed annually by the Head Teacher and the Site Manager along with the 'Emergency Plan' document (stored in the Headteacher's Room). These are shared with Governors and Staff.

The Fire Alarm is tested weekly by activating one Break Glass Point on a rotating basis. The System is inspected and maintained by outside contractors every six months. Emergency lighting is checked monthly implementing a one hour drop test, and twice yearly with a three hour drop. Fire Extinguishers are inspected annually by outside contractors. Results of all the test and inspections are held in the 'Fire Management File'. A daily visual check is carried out of all extinguishers, signs and fire exits.

Upon discovering a fire, employees should observe the following procedures:

- Break the nearest Fire Alarm Break point. An audible 'Continual Bell' alarm will sound.
- Everyone must leave the building immediately, using the nearest fire exit, and make their way to the Assembly Point

On hearing the Alarm bell, the school administrator will:

- Take the signing-in register and attendance registers to the Assembly point
- Pass the attendance registers to the class teachers and check the signing-in register.

#### Roll Call:

- The class teacher will take the class register to ensure that all children are accounted for and will immediately inform the Headteacher if anyone is missing
- The Finance Manager will check that all staff and visitors are accounted for in the signing-in book and will immediately inform the Headteacher if anyone is missing.

Employees must not attempt **under any circumstances** to re-enter the building until the Headteacher/ member of the SMT in charge or member of the Fire Brigade advises them that it is safe to do so.

In the event of any other emergency, such as a bomb threat, or the escape of toxic fumes, which may require the building to be evacuated, the procedures described on hearing the Fire Alarm should be followed.

Staff are required to report defective or missing fire fighting equipment to the Headteacher immediately.

Fire exits, routes and fire fighting equipment must not be obstructed at any time. Any damage to fire doors must be reported to the Headteacher immediately.

Fire Extinguishers: are situated at intervals along all emergency exit routes

Break Glass Points:

Are on all designated emergency exit points of the building

Emergency Exits:

Fire exits are clearly identified from within the building by Green Fire Point Exit signs, and are also shown on the site maps situated in each classroom and at main exit points around the school.

#### **First Aid**

A list of the following trained staff members is displayed in the Medical Room and Staff Room:

First Aiders in the Work Place

Basic First Aiders

Epi-Pen trained

Asthma Training

Epilepsy Training

There are First Aid boxes in all rooms except for the Headteacher's Room and the Medical Officer is responsible for checking and re-stocking the contents

Individual pupil's Epi-Pens are stored in clearly marked containers in the child's classroom and in the Medical Room. The Finance Officer/Headteacher/or other identified person will be responsible for calling an ambulance and the Medical Officer and Headteacher to accompany child to hospital if required.

#### **Grounds Maintenance**

Grounds maintenance is carried out by the Site Manager. Risk Assessments are in place for 'Grass Cutting' and 'Snow and Ice Clearance' and are stored the 'Risk Assessment File'.

#### **Inclusion**

Please see 'Inclusion Policy'

#### **Lettings/shared use of premises/use of Premises Outside School Hours**

Please see 'Lettings Policy'

## **Lone Working**

Please See Risk Assessment for 'Lone Working'

## **Lockdown Procedure (Appendix B)**

In the event of an incident that may endanger the pupils and staff i.e. an intruder, or incident local to the school, such as a fire, causing toxic fumes, the pupils and staff shall be sheltered within the school and the following procedure shall be followed:

- On identifying the threat inform the Headteacher who will arrange for the lockdown signal to be activated (two rings on the school bell).
- All children and staff to return to their relevant classrooms immediately.
- TA or member of staff to ensure that all external doors are locked.
- Headteacher to arrange for relevant services to be contacted i.e. Police, Fire Brigade etc.
- Headteacher arranges for parents, carers to be informed of situation when appropriate.
- Headteacher to advise Chair of Governors if lockdown procedure has been implemented.
- If the lockdown procedure is implemented a review of the effectiveness of the procedure shall be conducted as soon as practical after the incident.

## **Managing Medicines & Drugs**

Please see 'Managing Medicines Policy'

## **Manual Handling and Lifting**

Please see Risk Assessment

## **Outdoor Play Equipment and PE Equipment**

All outside play equipment is inspected termly by the Site Manager and any defects reported and repaired, records are kept of these inspections in the Health and Safety Files. All faults/defects are recorded in the Maintenance Request File and are dealt with by the Site Manger.

All Play and PE equipment is checking six monthly in-house and annually by an approved external provider – See Health and Safety File for evidence.

The PE Subject Leader co-ordinates training as required.  
Please see Risk Assessments held in Risk Assessment File

## **Risk Assessments**

The Site Manager is responsible for Risk Assessments in general however the Head Teacher is responsible for any Risk Assessments involving pupils with health issues, trips and staff related issues. All Risk Assessments are reviewed annually or sooner if the task/situation changes.

## **Buildings and Health and Safety Committee**

See Terms of Reference for Health and Safety and Buildings Committee (in Finance Manual)

## **School Transport**

See Risk Assessment 'Transport to and from activities and visits'

## **Security/Violence**

The Site Manager is responsible for the security of the site. The site is unlocked at 7.15am in the morning and locked by 6.00pm. Individual arrangements are made through the Site Manager/Head Teacher for after school lettings.

The school operates a zero tolerance policy regarding violence or aggression towards members of staff, incidents of parental aggression, rudeness or insulting behaviour towards members of staff, Governors or other parents will not be tolerated.

The School will follow the procedure outlined below to respond to such inappropriate behaviour:

- The person will be asked to leave the School premises.
- The incident will be reported to the Headteacher, and recorded on our “Incident report form”.
- The matter will then be delegated on the Governing body who will suspend the right of access to School to the concerned person.
- Following discussion between all parties and a review of the situation, the ban from access to school can then be lifted or reinforced.

If the incident is of a violent and threatening nature, or recurrent, the Police will be called upon and the incident will be formally recorded. The School will take legal action if necessary.

### **Site Maintenance**

Site Manager is responsible for the upkeep of the site and buildings including signage and security of the site. Hazard reporting should be made directly to the Site Manager/Headteacher and recorded in the ‘Maintenance Request File’.

### **Smoking**

The School Buildings and Grounds is a No Smoking Zone and signage is displayed to relate this to visitors and staff. Those who wish to smoke are required to stand outside the perimeter of the school grounds

### **Substance Abuse**

There is little difference between the misuse of alcohol and the misuse of other substances, and the Governors will adopt the same approach whatever the type of substances involved.

The decision to use legal addictive substances is a personal matter that does not concern the Governors. The Governors are however concerned, if these habits have a detrimental effect on job performance, work relationships, security and/or the reputation of the school. If an employee is working on the site under the influence of drink or drugs that have not been legally prescribed, they will clearly be in breach of their duty to take reasonable care for the health and safety of themselves and others around them.

Employees with these habits are encouraged to seek help and advice voluntarily before their job performance is affected, by contacting the Headteacher. The Governors cannot condone illegal activities, and will take immediate action where offences under the Misuse of Drugs Act 1971 come to light. It may be that an employee will be deemed to be committing an act of gross misconduct and therefore be summarily dismissed.

### **Staff Training & Development**

At the beginning of each academic year all staff are fully briefed on health and safety and safeguarding procedures. All staff then sign to confirm that they have read and understand all policies and procedures. The School Staff Handbook is also available the staff room.

### **Stress**

Please see ‘Stress Management Policy’

### **Swimming**

All swimming is carried out off site see ‘Swimming Risk Assessment’.

### **Unscheduled School Closures**

Should it be necessary to close the school due to bad weather, no heating, insufficient numbers of staff being able to get to school etc, the school will endeavour to:

- Contact the Chair of Governors
- Send a 'Parentmail' message to all parents
- Inform the area education office at the LA of the closure
- Register the closure on the SOS Site in order for those parents who have registered be informed.
- Put a message on the school website
- Place a message on Heart Radio and Three Counties Radio stating that the school is closed
- Place a message on the telephone answering machine stating that the school is closed
- A member of staff will ensure that any child arriving unaccompanied at school will be cared for until the parents of the child can be contacted.

### **Visitors**

The School has a duty of care to all visitors to our site, whether they are relatives, contractors, repair/maintenance personnel or people delivering goods/mail.

Office staff will ensure the following:

- Arranging that the arrival/departure of visitors to the school site (other than parents collecting/delivering children) is entered into the visitors' book kept at Reception.
- Ensure that all visitors read our 'mobile phone and fire evacuation procedure card'
- Ensure that they receive and wear their visitor sticker
- Ensuring that cars not parked in designated parking places have completed their vehicle details in the designated book
- Ensuring that parents collecting or bringing their child to school during the school day, have signed in/out of the relevant book
- Contractors are to be given a set of site rules for contractors before entering the site

Employees hosting visitors are responsible for ensuring their safe evacuation in the event of fire or any other event necessitating departure from the building.

### **Work Experience and Volunteers in School**

Please see 'Work Experience Students in School' Policy, 'Trainee Teacher and Childcare Student Placement in School Policy' and 'Volunteers in School' Policy and Risk Assessments

### **Working at Height Awareness**

Please see 'Working at Height' Risk Assessment

Working a height procedures are shared with staff as part of their induction and refreshed annually

## Appendix A

### Organisational Chart of Responsibilities

Fire Safety	Nick Arthur
First Aid	Margaret Tait and Jackie Neale
Administration of Medicines	Margaret Tait and Shirley McGinty
COSHH	Nick Arthur
Electrical Safety	Nick Arthur
Playground Equipment	Nick Arthur
Display Screen Equipment	Nick Arthur
Visitors	Karen O'Geare
Contractors	Nick Arthur
Health and Safety Liaison Officer	Shirley McGinty
Health & Safety Governor	Steve Fuller

## Appendix B



**In the event of an incident that may endanger the pupils and staff i.e. an intruder, or incident local to the school, such as a fire, causing toxic fumes, the pupils and staff shall be sheltered within the school and the following procedure shall be implemented:**

### **FULL LOCKDOWN:           The School Bells will sound twice**

- On hearing the signal all pupils and staff will return to their relevant classrooms immediately.
- All windows and doors will be closed and locked and blinds drawn.
- Staff should check for any missing children or staff members and report them missing to the emergency team if safe to do so.
- Staff and pupils should stay in their rooms away from windows and doors and shelter beneath the tables until the nature of the danger has been ascertained.
- Parents and carers will be informed of the situation once it is safe to do so but no pupils will be released from the school while the school is in lockdown.
- Information will be communicated to staff via a runner if safe to do so if not then staff should assume that the situation requires pupils and staff to remain sheltering beneath tables.

**The “All Clear” will be communicated from the emergency team via a runner**



# Ashton St. Peter's VA Primary School

## Lockdown Procedure



This Lockdown Procedure is to be implemented in the event of an incident that potentially could endanger the pupils and staff of the school.

This could be a localised incident in the vicinity of the school like an intruder on the site or a fire causing toxic fumes and smoke, a dog loose in the grounds or by instruction of the Emergency services.

This procedure will minimise the disruption to the children's learning while ensuring their safety.

- Any member of staff who identifies a potential threat should immediately inform the Headteacher or senior teacher who will take the decision to implement the Lockdown Procedure.
- The School Bell should be sounded twice
- An Emergency Team will be appointed consisting of the Headteacher and or Senior Teacher, Office Manager and Site Manager.
- On hearing the bell staff should immediately bring all children into their classrooms and close and lock all doors, windows and blinds.
- Children should calmly be asked to get under the tables and stay away from all doors and windows until such time as the type of threat has been identified.
- If safe to do so the class registers should be taken to the classrooms and any missing staff or children should be reported missing to the emergency team via telephone where possible or to a runner but no one should leave the classroom.
- The Headteacher will decide if the emergency services need to be alerted and undertake to do so.
- Parents and carers will be notified when appropriate that the school is in lockdown but no children will be allowed to leave while the lockdown is in progress.
- If safe to do so a member of the emergency team will act as runner to convey information to classes and inform when it is safe to leave the classrooms or inform of the "All Clear"
- Once the situation is over a debrief will take place and any amendments to this procedure will be noted and implemented. The Chair of Governors will also be informed of the need to action the Lockdown Procedure.
- The effectiveness of this procedure will be tested annually and notes attached to this policy.

Signals	
Signal for lockdown	Two rings on school bell
Signal for all-clear	Communication from Head Teacher or Senior Teacher

Lockdown	
Rooms most suitable for lockdown	
Entrance points (e.g. doors, windows) which should be secured	Main entrance doors, kitchen doors, all classroom doors, double doors at the bottom of the main corridor, hall doors & all window
Communication arrangements	<ul style="list-style-type: none"> <li>▪ Site Managers Office / office / Headteacher</li> <li>▪ Mobile phones</li> <li>▪ Instant messaging / email</li> <li>▪ Other.</li> </ul>
Notes	Registers to be taken to classroom by office staff (if safe to do so) and checked by Class teacher /TA to ensure all pupils are present.

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Ref	Initial response – lockdown	Tick / sign / time
L1	Ensure all pupils are inside the school building – take class register. Alternatively, ask pupils to hide or disperse if this will improve their safety.	
L2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
L3	Dial 999. Dial once for each emergency service that you require.	
L4	<p>Ensure people take action to increase protection from attack:</p> <ul style="list-style-type: none"> <li>▪ Block access points (e.g. move furniture to obstruct doorways)</li> <li>▪ Sit on the floor, under tables or against a wall</li> <li>▪ Keep out of sight</li> <li>▪ Draw curtains / blinds</li> <li>▪ Turn off lights</li> <li>▪ Stay away from windows and doors.</li> </ul>	

L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.	
L6	If possible, check for missing / injured pupils, staff and visitors.	
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	