



Devonshire Primary Academy Health & Safety Policy



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Health & Safety Statement of Intent

The Board of Directors of Blackpool Multi Academy Trust acknowledge the overall responsibility to provide and maintain safe and healthy conditions for all employees, children, clients, the community and any other parties that may be affected by our work activities.

As a Trust we undertake, as far as is reasonably practicable, to provide safe places of work, safe equipment, safe systems of work, information, training and supervision as may be needed to create and maintain a safe and healthy work environment.

The Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the 'Health and Safety at Work Act 1974' and other statutory and common law duties.

This statement supplements 'Blackpool Borough Council's Occupational Health and Safety Manual', which will continue to be updated with appropriate guidance notes and each Academy will be responsible for disseminating this information to their staff.

As a management body, the Board of Directors must ensure that academy staff and premise comply with the Council's health and safety policies and practices (e.g. reporting accidents, first aid provision etc.) and:

- Develop and regularly update an Academy specific health and safety policy and advise employees of it.
- Have a critical incident/emergency contingency plan.
- Ensure, so far as reasonably practicable, the health, safety, and wellbeing of teachers and other education staff, the health and safety of pupils in school and on off-site visits, and the health and safety of visitors to the school including volunteers involved in any school activity and contractors working on the school site.
- Assess the risk of all activities, both in school and off-site, introduce measures to manage the risks, and instruct employees about the risks and measures to control them.
- Ensure that staff are competent and trained in their responsibilities (including written records of training), and are actively involved in health and safety.
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

In practice, the Board of Directors may delegate these tasks to each Local Governing Body.

Devonshire Primary Academy Statement of Intent

Devonshire Primary Academy fully acknowledges the provisions of the 'Health & Safety at Work Act 1974'. Devonshire Primary Academy understands fully that it is the duty of every employer to conduct his or her business in such a way to ensure, so far as is reasonably practicable, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of students, staff and others using the Academy premises or participating in Academy events or activities.

It also understands that it must ensure that persons who are not in his or her employment, but who may be affected by it, are not exposed to risks to their health and safety.

'The Management of Health and Safety at Work Regulations 1999', requires employers to:

- Assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment.
- Introduce measures to manage those risks (risk management).
- Tell their employees about the risks and measures to be taken to manage the risks.
- Ensure that adequate training is given to employees on health and safety matters.

The Local 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:

- Providing a safe and healthy working and learning environment
- Preventing accidents and work related ill health
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Complying with statutory requirements as a minimum
- Ensuring safe working methods and providing safe equipment
- Providing effective information, instruction and training
- Monitoring and reviewing systems to make sure they are effective
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist at the school
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable
- Following good practice in Risk Management as given in the Academies Financial Handbook, and endeavouring to fully comply with DfE and EFA requirements

Headteacher - Nicholas Toyne (master copy signed & dated)

Chair of Governors - Barbara Houghton (master copy signed & dated)

RESONSIBILITIES

Board of Directors - Blackpool Multi Academy Trust

The Board of Directors of Blackpool Multi Academy Trust acknowledge the overall responsibility to provide and maintain safe and healthy conditions for all employees, children, clients, the community and any other parties that may be affected by our work activities. In practice, the Board of Directors may delegate these tasks to each Local Governing Body.

Local Governing Body

The Governing Body will ensure the successful implementation of the academy's Health and Safety Policy and all those documents associated to it. The Governing Body will also ensure that sufficient and appropriate resources are allocated to implement the H&S Policy. It will also guarantee that:

- They are familiar with the requirements of the appropriate legislation and codes of practice
- There is a nominated H&S representative on the Governing Body to act as a link between the Governing Body and the wider school community who will stay up to date with academy H&S initiatives, contribute to H&S activities such as fire drills and regular audits and report to the committee when necessary
- H&S is an agenda at Governing Body meetings where a termly report will be provided to enable them to monitor its effectiveness
- They facilitate any necessary review of the academy's H&S policy and procedures

It will also undertake to provide, so far as is reasonably practicable, that the academy and its business provides a safe place for all users of the site.

Headteacher

The Headteacher will be ultimately responsible for all on and off site Academy related activities, and will advise governors of any H&S issue where their support or intervention is necessary and appropriate in order to ensure that the Health and Safety Policy is implemented. The Headteacher will have responsibility for the day-to day development and implementation of safe working practices and conditions for all staff, students, visitors and the wider community. The Headteacher will take all reasonable practicable steps to ensure that the H&S policy is implemented.

The Headteacher will ensure as far as is reasonably practicable that:

- The contents of this policy are brought to the attention of all relevant persons and that they comply with its requirements
- Risk/manual handling assessments are undertaken and reviewed regularly, and that appropriate control measures are put in place
- Appropriate control measures are implemented
- Appropriate staffing levels for safe supervision are in place
- An adequate schedule of inspection and maintenance is in place to ensure a safe working environment

- Appropriate procedures are in place for the reporting, recording, investigation and follow up of accidents and incidents
- Emergency procedures are in place and practiced regularly e.g. fire drills
- An Academy Educational Visits Co-Ordinator is appointed and is fully trained
- Staff are given the time needed to carry out their duties and responsibilities
- Appropriate levels of staff are trained to meet the needs of the academy and that sufficient resources are put in place to ensure appropriate training is carried out - this training may include:
 - Fire Warden
 - COSHH
 - Lifting & Handling
 - EVAC chair use
 - First Aid
 - Fire Safety
 - IOSHH
 - MIDAS
 - Working at Height
 - Food Hygiene

The Headteacher may delegate any of the above tasks to other single members of staff who may be tasked with the H&S administration arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring these responsibilities are carried out.

School Business Manager

The School's Business Manager will act as Health and Safety Co-ordinator with the Assistant Headteacher and has the following responsibilities:

- To co-ordinate and manage the annual risk assessment process for the academy
- To co-ordinate the annual general workplace monitoring inspections and performance monitoring process in collaboration with the Site Supervisor
- To make provision for the inspection and maintenance of work equipment throughout the school in collaboration with the Site Supervisor
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors
- To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally
- Carrying out any other functions devolved by the Headteacher or Governing Body

Employees

All employees must familiarise themselves with the H&S policy, ensuring that it is applied to all aspects of their work and avoid conduct which would put themselves or others at risk. In particular, staff will:

- Take reasonable care for their health and safety at work and that of other persons who might be affected by their acts and omissions
- Adhere to and comply with statutory regulations and agreed procedures for safe working
- Comply with the school's health and safety policy and procedures at all times – in particular, the procedures for fire, first aid, security and other emergencies

- Co-operate with school management in complying with relevant health and safety law
- Use all work equipment and substances in accordance with instruction, training and information received
- Report to the health & safety co-ordinators or Headteacher, any hazardous situations and defects in equipment found in their work places
- Report all incidents in line with current incident reporting procedure
- Act in accordance with any specific health and safety training received
- Inform their Line Manager of what they consider to be shortcomings in the Academy's health and safety arrangements
- Exercise good standards of housekeeping and cleanliness
- All employees will be requested to sign to confirm that they have read the following policies: H&S, Fire, Missing Children, Keeping Children Safe in Education 2018 and Safeguarding
- All new employees will be provided with copies of key policies. A signature will be required to confirm they have received and read them before employment begins. These will include H&S, Fire, Missing Children, Keeping Children Safe in Education 2018 and Safeguarding

Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out
- Give clear oral and written instructions and warnings to pupils when necessary
- Follow safe working procedures
- Require the use of protective clothing and guards where necessary
- Make recommendations to the Headteacher or Health and Safety Co-ordinator on health and safety 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
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation. All electrical equipment must be tested annually
- Report all accidents, defects and dangerous occurrences to a member of the Senior Management Team
- Carry out regular assessments of their working areas using the checklist provided to them See Appendix 1
- Inform the H&S team if any new activities lead to additional risks in the setting so that a specific risk assessment or safe system of work may be carried out

Pupils

Pupils, allowing for 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 academy 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 & ARRANGEMENTS

Introduction

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

Risk Assessments

General risk assessments will be co-ordinated by the School Business Manager & Assistant Headteacher. The risk assessment process is ongoing. Risk assessments are undertaken for hazards, activities and locations. All staff have access to these on the Google Drive and are reminded on a regular basis to make themselves familiar with them. All health and safety documentation is stored within the main office. Paper copies are available on request. Staff are responsible for following the controls in place on risk assessments and for notifying SMT if they feel the controls are inadequate for an activity. Staff are responsible for notifying the H&S coordinators if they wish to start a new activity which does not have a relevant risk assessment in place already.

Maternity Risk Assessment

Maternity Risk Assessments will be carried out by their Line Manager.

Fire

A fire risk assessment will be carried out by the Health and Safety Coordinators and Site Supervisor.

Computers and Workstations

Computer and workstation risk assessments will be carried out by the School Business Manager.

Hazardous Substances

The Site Supervisor will identify hazardous substances and follow COSHH procedures to ensure the careful selection, use, storage and transportation of all potentially harmful substances.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and evacuation procedures are detailed in the Fire Safety Policy, a copy of which can be found in the staff room on the H&S board and on Google Drive.

Missing Child Policy

Clear procedures for reporting a missing child can be found in the Missing Child Policy, a copy of which can be found in the staff room on the H&S board and on Google Drive.

First Aid

First aid kits are provided in all classrooms, communal areas and cleaning stores. Two travelling first aid bags are kept in the staff room. These should only be taken out to accompany pupils on sports fixtures and school visits.

A list of staff available to provide first aid are listed on the notice board in the staff room. Locate the nearest first aider or phone the office who will locate the nearest first aider. A member of staff is always on duty to deal with any cuts, grazes and other minor injuries.

Transport to Hospital

If an ambulance is required, call “999”. It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company. The school will reimburse additional insurance premiums where necessary.

No casualty should be allowed to travel to hospital unaccompanied. All reasonable steps to contact parents/carers will be made by office staff. The Headteacher will designate an accompanying adult in emergencies where parents/carers cannot be contacted.

Bomb Hoaxes and Bomb Alert (See appendix 2)

The Headteacher, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident. The control point from where such an incident will be handled is the main office. The signal for evacuation of the building, should this be necessary, is a pre-recorded message which will be broadcast throughout the building telling staff to follow evacuation procedures. Staff, children and visitors should evacuate the building as follows:

- Preschool/Reception – Follow the normal evacuation route and assemble at the MUGA gates, unless advised otherwise.
- Classes on 1st Floor – Make their way to the concrete steps on the west side of the building and assemble in the MUGA, unless advised otherwise.
- Classes on 2nd Floor – Make their way to the internal stairway, leaving the building through the main corridor double doors and assemble in the MUGA, unless advised otherwise.
- Year 6 Building – Follow the normal evacuation route and assemble in the MUGA, unless advised otherwise.

Where a serious threat is considered, staff will be advised to evacuate the entire site and muster in the far corner of Lidl carpark (behind the allotment). A senior member of staff will contact St. Thomas’ Church and after all staff and pupils are accounted for everyone will make their way together to the church hall and await further instructions.

Lockdown (Full & Partial)

Lockdown procedure may be used in response to situations including:

- Intruder on site
- An incident or civil disturbance which poses a risk to the school
- Local risk of air pollution, such as a smoke plume or gas cloud
- A major fire in the vicinity of the school
- A dangerous dog roaming loose

Staff will be notified of a lockdown situation by a pre-recorded or live message which will be broadcast throughout the building telling staff to follow lockdown procedures. There will be two levels of lockdown, full and partial.

- ❖ A full lockdown is where there is an immediate threat to pupils and staff - instructions outlined in (appendix 2) should be followed (Run Tell Hide) in conjunction with the lockdown procedure (appendix 3)
- ❖ A partial lockdown is where there is potential threat to the school but staff and pupils may still move freely around inside the building

Minibuses

MIDAS training must be completed and refreshed as necessary before any member of staff may drive the 17 seat minibus. Staff must produce their driving licence and be responsible for notifying the SLT if they are not fit to drive.

All staff that have produced their drivers licence may drive the 9 seat minibus, providing they are fit to drive and have completed the relevant training.

Lettings

Lettings are managed by the School Business Manager and the Office Manager.

Educational Visits

All visits are entered onto EVOLVE and signed off by the Headteacher before any visits/trips take place. During the planning of off-site visits, staff are encouraged to give high priority to Health and Safety issues, and pre-visits are expected, wherever possible. Generous pupil/teacher ratios are expected to reflect the age of the children and the nature of the trip. Further details of this can be found in the Offsite Visits Policy.

A risk assessment should be completed by the lead teacher and be approved by the EVC and then the Headteacher and recorded. Wherever possible only coaches using individual safety harnesses or the school minibuses will be used.

Well Being

The well-being of staff is seen as an integral part of the academy's Health & Safety responsibility. All staff have the right to a reasonable work-life balance and to expect the appropriate support or intervention when they experience health or personal difficulties. An ethos of mutual respect and support is promoted amongst all staff.

Staff are encouraged to raise any concerns with the Headteacher or their Line Manager, but also have access to a confidential counselling service. All sickness absence will be managed under the school Sickness Absence Policy.

PREMISES MANAGEMENT

Security and Visitors

All visitors must report to the office where they will be asked to sign in using the electronic signing in system. All visitors must wear the identification lanyard/badge provided at all times. Only visitors who have DBS clearance and whose identity has been checked will be provided with a fob allowing access around the building.

The premises of Devonshire Primary Academy and the equipment within it are protected as far as is reasonably practicable. The building is well maintained and covered in parts by CCTV monitoring equipment.

All staff have a responsibility in ensuring the building/premises are safe and secure and staff should challenge anyone in the Academy if they are not wearing a visitor's lanyard. Staff must be vigilant and ensure exit doors are always closed; wedges should never be used on fire exits or fire doors. Staff are responsible for ensuring fire and exit doors are fully closed at all times. Staff must be vigilant and ensure doors close fully behind them and report any faults.

Staff must not open the main reception door to visitors or allow visitors to enter unless a member of the office staff is notified/present.

Staff must use the rear staff entrance to sign in and out during the working day. Staff must not use the main entrance (at the front of the school).

When using the door from the office area to the yellow corridor that member of staff is responsible for ensuring the door is completely closed before they leave the area. Staff are advised, where possible, to use the loop around the admin area (unless they are with visitors or children etc.).

Staff must not let visitors through the staff entrance. All visitors must report to office to be signed in and dealt with by office staff.

The external fire escape stairs must not be used, unless in an emergency situation.

Staff must stay with any left children after their club has ended until they are collected by a parent or until the child has left the premises.

Vehicles on Site/Parking

Cars must be parked in the designated car park areas. Any cars parking in a designated disabled bay, must display their blue disabled badge at all day.

The barrier will remain down during school hours and only authorised vehicles will be allowed into the carpark. Cars are parked at the owners own risk.

Arrangements for Disabled People

Personal Evacuation Plans (Peeps) have been completed for all disabled students by the SENCO. EVAC training has been completed.

Building Maintenance

General building maintenance is managed through the Service Level Agreement with Property Services, Blackpool Council.

Control of Contractors

All contractors must report to the main office where they will be asked to sign in and wear an identification badge, which will notify them of the fire evacuation procedures. The Site Supervisor is responsible for monitoring areas where the contractor's work.

Play Equipment

All play equipment is approved safe by ROSPA. In addition, each member of staff will carry out a visual inspection prior to use. If defects are noticed, staff must inform the Site Supervisor, who will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair. The Site Supervisor will also make daily checks.

Electrical Equipment

There has always been a requirement to satisfy Health & Safety legislation. In 1989 'The Electricity at Work Regulations' came into force, which clarifies the need to maintain electrical systems safely. The Academy undertakes PAT testing annually.

Ladder Safety

Staff must only use ladders if they have had the appropriate training (working at height training).

INCIDENT REPORTING AND INVESTIGATION

Investigation of Incidents and Remedial Action

All incidents, including serious injuries, will be reported in the Accident Handling Book which is kept in the main office.

The Business Manager and Assistant Headteacher will investigate all incidents to staff and visitors, and make appropriate recommendations to the Site Supervisor to prevent a recurrence. A RIDDOR report will be completed if necessary.

Pupil accidents are reported in accident books which are kept in each classroom. Parents are notified of accidents by the main office. If serious injury occurs within the classroom or teaching environment, the teacher should send for a senior member of staff dependent upon the injury.

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If serious injury occurs at playtime or lunchtime, the teacher or teaching assistant on duty should send for a senior member of staff dependent upon the injury. In the event of any bump to the head, including facial bumps, a head bump letter should be sent home with the pupil. Parents will be contacted if this is thought to be necessary.

Appendix 1

Classroom / Workroom Checklist (complete before start of each half term)

Questions you should ask?		Yes	Further action needed	N/A
Movement around the classroom (slips and trips)	<i>Is the internal flooring in a good condition?</i>			
	<i>Are there any changes in floor level or type of flooring that need to be highlighted?</i>			
	<i>Are gangways between desks kept clear?</i>			
	<i>Are trailing electrical leads/cables prevented wherever possible?</i>			
	<i>Is lighting bright enough to allow safe access and exit?</i>			
	<i>Are procedures in place to deal with spillages, e.g. water, blood from cuts?</i>			
	<i>For stand-alone classrooms:</i>			
	■ <i>Are access steps or ramps properly maintained?</i>			
	■ <i>Are access stairs or ramps provided with handrails?</i>			
Work at Height (falls)	<i>Do you have an 'elephant-foot' step-stool or stepladder available for use where necessary?</i>			
Furniture and fixtures	<i>Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?</i>			
	<i>Is furniture in good repair and suitable for the size of the user, whether adult or child?</i>			
	<i>Is portable equipment stable, e.g. a TV set on a suitable trolley?</i>			
	<i>Where window restrictors are fitted to upper-floor windows, are they in good working order?</i>			
Manual Handling	<i>Have trolleys been provided for moving heavy objects, e.g. computers?</i>			
Computers and similar equipment	<i>If you use computers as part of your job, has a workstation assessment been completed?</i>			
	<i>Have pupils been advised about good practice when using computers?</i>			
Electrical equipment & services	<i>Are fixed electrical switches and plug sockets in good repair?</i>			
	<i>Are all plugs and cables in good repair?</i>			
	<i>Has portable electrical equipment, e.g. laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There will be a sticker to show it has been tested.)</i>			
	<i>Has any damaged electrical equipment been taken out of service or replaced?</i>			
Fire	<i>If there are fire exit doors in the classroom, are they:</i>			
	■ <i>unobstructed;</i>			
	■ <i>kept unlocked; and</i>			
	■ <i>easy to open from the inside?</i>			
	<i>Is fire-fighting equipment in place in the</i>			

	<i>classroom or nearby location?</i>			
	<i>Are fire evacuation procedures clearly displayed?</i>			
	<i>Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?</i>			
Workplace (ventilation and heating)	<i>Does the room have natural ventilation?</i>			
	<i>Can a reasonable room temperature be maintained during use of the classroom?</i>			
	<i>Are measures in place, for example blinds, to protect from glare and heat from the sun?</i>			
First Aid	<i>Is your first aid box complete and in date?</i>			
	<i>Is your first aid on the hook provided?</i>			

Name

Date

Which classroom/workroom has been checked (e.g. 1S)?

Received Date *Office to Complete*

Please return your complete form to S Drummond / N Horabin at the start of each half term.

Appendix 2

In some cases, e.g. a fast moving incident such as a firearms or weapons attack, either directly at the site or in the vicinity, it may be necessary to follow sheltering/lockdown procedures. In brief:

- **C**lose all windows and doors
- **L**ock up
- **O**ut of sight and minimise movement
- **S**tay silent and avoid drawing attention
- **E**ndure – be aware you may be in lockdown for some time

Stay Safe principles should be used: **RUN – HIDE – TELL**

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 and devices
- Keep pupils calm
- Lock / barricade yourself in
- Move away from the door
- Stay away from windows
- Turn off lights/monitors

Tell

- Notify someone/raise the alarm if it is safe to do so

Appendix 3

Full Lockdown Procedure / Plan To be used in the event of a serious risk to the pupils and staff	
Staff immediate responsibilities	
Headteacher & Office Staff	<ul style="list-style-type: none"> • <i>Initiate lockdown procedure and contact emergency services where necessary</i> • <i>Number 2 – harmony system if safe to do so</i>
Other staff members	<ul style="list-style-type: none"> • <i>Teachers and support staff: stay with pupils – follow run, hide tell procedure</i> • <i>Assistant Headteachers - ensure everyone is accounted for</i> • <i>Site manager: ensure all access points are secured</i> • <i>Deputy Head teacher - ensure all access points are secured</i> • <i>Office Manager – communicate with parents via app/Facebook etc. when told to do so</i> • <i>Nursery Staff – activate lockdown in emergency situation only (number 2 – harmony system)</i>
Signals	
Lockdown signal(s)	<ul style="list-style-type: none"> • <i>Dedicated 'lockdown' message for <u>full lockdown</u> situation (number 2)</i> • <i>Internal message systems – iPad message as backup</i>
All clear signal	<ul style="list-style-type: none"> • <i>To be given through the PA system – only on the authority of the most senior person on the site or emergency services</i>
Entrance and exit points	<p><i>Teachers to close windows & doors where appropriate</i></p> <p><i>Site supervisor to secure perimeter if safe to do so – Deputy Headteacher to secure perimeter in the absence of the Site Supervisor if safe to do so</i></p>
Procedures	
Staff	<p><i>If the alarm is raised everyone must remain in the room they are in and follow the run hide tell procedure</i></p> <p><i>If children are in the playground they are to be brought into the building as quickly as possible and find a safe room where they should remain until the all clear is given</i></p> <p><i>Class registers to be taken and any missing staff /children to be reported to senior management/office by iPad message</i></p> <p><i>During a full lock down no one must move around the building</i></p>

Partial Lockdown Procedure / Plan To be used as a result of air pollution, civil disturbance, high winds etc.	
Staff responsibilities	
Headteacher & Office Staff	<ul style="list-style-type: none"> • <i>Initiate lockdown procedure and contact emergency services where necessary</i> • <i>PA system to notify staff of the situation</i>
Other staff members	<ul style="list-style-type: none"> • <i>Teachers and support staff: stay with pupils – bring pupils inside if on the playground and return to classrooms in the first instance unless notified differently</i> • <i>Assistant Headteachers - ensure everyone is accounted for</i> • <i>Site manager: ensure all access points are secured</i> • <i>Deputy Headteacher - ensure all access points are secured</i> • <i>Office Manager – communicate with parents via app/Facebook etc. when told to do so</i> • <i>H&S representatives – visual check of site to ensure site/building is safe - seek advice from emergency services</i> • <i>Staff must not leave the building during partial lockdown without gaining permission from the Headteacher first</i>
Signals	
Lockdown signal(s)	<ul style="list-style-type: none"> • <i>Live 'lockdown' message for <u>partial lockdown</u> through PA system</i> • <i>Internal message systems – iPad message as backup</i>
All clear signal	<ul style="list-style-type: none"> • <i>To be given through the PA system</i>
Entrance and exit points	<p><i>Teachers to close windows & doors where appropriate</i></p> <p><i>Site supervisor to secure perimeter if safe to do so – Deputy Headteacher to secure perimeter in the absence of the Site Supervisor</i></p>
Evacuation Procedure / Plan (NOT FIRE) To be used where remaining in the building poses a threat, gas leak, high winds, flood, bomb scare etc.	
Staff responsibilities	
Head teacher & Office Staff	<ul style="list-style-type: none"> • <i>Initiate evacuation procedure and contact emergency services where necessary</i> • <i>Dedicated message for evacuation situation (number 1)- not fire</i>

<p>Other staff members</p>	<ul style="list-style-type: none"> • <i>Teachers and support staff: evacuate building following the alternative evacuation routes, as written on Pg. 9. Report to the MUGA unless directed otherwise to a different muster point.</i> • <i>Muster point 1 – MUGA</i> • <i>Muster point 2 – Car park</i> • <i>Muster point 3 – Lidl Car park</i> • <i>Assistant Headteachers - ensure everyone is accounted for</i> • <i>Site Supervisor: ensure all exit points are open</i> • <i>Office Manager – communicate with parents via app/Facebook etc. when told to do so</i> • <i>H&S representatives – visual check of site to ensure site/building is safe - seek advice from emergency services</i> • <i>Staff must not leave the building during partial lockdown without gaining permission from the Headteacher first</i>
<p>Signals</p>	
<p>Evacuation signal</p>	<ul style="list-style-type: none"> • <i>Dedicated 'evacuation' message for <u>evacuation</u> situation (number 1)</i> • <i>Internal message systems – iPad message as backup</i>
<p>All clear signal</p>	<ul style="list-style-type: none"> • <i>To be given through the PA system</i>
<p>Entrance and exit points</p>	<p><i>Fire doors will not automatically open – please be aware of this</i> <i>Senior management to ensure site is secure before leaving</i></p>