
HEALTH AND SAFETY POLICY

MISSION STATEMENT

We are growing together on our journey of achievement with Jesus in our hearts, heads and hands.

POLICY STATEMENT

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

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

This policy will be brought to the attention of, and when updated/reviewed is issued to, all members of staff. A reference copy is also kept in the school office.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy is supplementary to and to be read in conjunction with the Local Authority Council's Health and Safety Policy.

Our policy deals with those aspects over which the Headteacher has control, and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility. It describes how the Headteacher holds a relevant qualification discharges her responsibilities in respect of staff, pupils and visitors.

POLICY AIM

The aim of the policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

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PART A - ORGANISATION

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

1. GOVERNORS

The School governors will monitor the health and safety of systems of work, working conditions, and the working environment by **ensuring**:

- a) The Headteacher produces a school H&S policy for approval by the Resources Committee of the governing body and that this policy is regularly reviewed.

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- b) The Headteacher produces risk assessments of work activities undertaken and a written record of the assessments kept.
 - c) Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc.
 - d) Regular safety inspections are undertaken.
 - e) A positive H&S culture is established and maintained.

2. HEAD TEACHER

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

The Headteacher has responsibility for:

- a) Co-operating with the LA and Governing Body/Resources Committee to enable health and safety policy and procedures to be implemented and complied with.
- b) Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- c) The school complies with the H&S (Consultation with Employees) Regulations 1996 by:
 - Having H&S as a standard item on the agenda of all governor/staff and leadership meetings.
 - Circulating the Safety News to all staff; and
 - Where appropriate, consulting with the Trade Union Accredited Safety Representative(s) / representative(s) of employee safety in good time on all H&S issues.
- d) Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- e) Reporting to the governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- f) Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- g) Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.
- h) Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- i) Training records are kept and monitored on a regular basis to identify training needs.
- j) Ensure all new employees have induction training before they start work. Induction training will include emergency procedures (e.g. fire safety) and access to first aid.
- k) Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- l) Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.
- m) Monitoring lost time, damage, lesson disruption, physical violence, extreme verbal abuse and threatening behaviour that causes undue stress to staff, etc. as appropriate.
- n) Any H&S duties delegated to an individual are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.

3. SCHOOL BUSINESS MANAGER

- a) Investigate sickness absence records to identify causes of work-related ill health.
- b) Monitor accident and incident statistics to identify trends and act on findings to prevent recurrence.
- c) Supervising the Caretaker or other person/s who have been delegated with health and safety tasks.

4. CARETAKER

The Caretaker will:

- a) Advise the Headteacher and Governors on action required to comply with relevant H&S Legislation.

- b) In consultation with Headteacher/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation.
- c) Carry out regular inspections of premises, equipment and procedures and submit reports to the SLT where necessary.

5. EMPLOYEES (ALL)

All employees must:

- a) Take reasonable care for the health and safety of themselves and others in undertaking their work.
- b) Comply with the school's health and safety policy and procedures at all times.
- c) Ensure children are supervised at all times.
- d) Report all accidents and incidents in line with the reporting procedure.
- e) Co-operate with school management on all matters relating to health and safety.
- f) Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- g) Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- h) Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- i) Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- j) Staff to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes.

6. SITE STAFF AND CLEANERS

Have the responsibilities indicated for all employees together with those indicated in supplemental safety policies.

7. VOLUNTEER HELPERS

Have the same duties as those indicated for employees.

8. PUPILS

Pupils are expected to:

- a) Comply with school rules relating to general behaviour.
- b) Take note of and comply with information provided for safety with regards activities undertaken.
- c) In cases of emergency to remain quiet, listen and obey instructions given by staff; and
- d) Not to misuse anything provided for H&S reasons.

PART B – ARRANGEMENTS

1. RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the Resource Committee following guidance contained in the [Education Health and Safety Manual](#) and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally in the school office in the Risk Assessment File on Teacher's Drive. These assessments will be reviewed on an annual basis at the start of the Autumn Term or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by either the SENCO (pupil) or the School Business Manager (staff).

Such risk assessments will be reviewed on a regular basis.

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

Curriculum Activities

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

2. OFFSITE/ SCHOOL TRIPS

A separate school trips policy has been produced based on the council guidance and this is kept in the Offsite file in the front office. The Offsite and Hazardous Activities Guidance manual gives details of the procedures that have been adopted by St. Joseph's Catholic School. This manual must be used when organising all outdoor and offsite activities and is available on the Councils Website (<http://schools.bracknell-forest.gov.uk/policies-guidance/offsite-adventurous-activities-guidance>). An Offsite and Outdoor Advisory Service will advise and assist on all matters relating to offsite and hazardous activities. The service can be contacted on 01635 519448.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's trained Offsite Visits Co-ordinator (OVC), Mrs. S. Baumgart, via <https://secure.frontlinedata.co.uk/systems/visits/visits.aspx>. The OVC will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher who approves on behalf of the Governors. The LA, Offsite Visits Advisor (OVA), Mr. Brian Mallet, the delegated authority from the LA approves all Level 3 trips prior to departure.

3. HEALTH & SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by Headteacher/ School Business Manager/Caretaker.

The person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with Headteacher/School Business Manager.

A named governor, Mr. P. Sutton, will be involved in monitoring the school's health and safety management systems on an annual basis and report back to both the Resources Committee and full governing body meetings.

Advice and pro forma inspection checklists to assist the monitoring process can be found in the Caretakers Health & Safety files.

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

4. FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#). The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook and fire log book and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by fire drills every half term. Evacuation procedures are also made available to all contractors / visitors.

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

Emergency contact and key holder details are maintained by School Business Manager and updated with the LA.

Fire Drills

- Fire drills will be undertaken termly and results recorded in the fire log book.

Fire Exits

- Footsteps, Year R,1,2,3 &4: Classroom exit to the playground.
- Year 5 & Year 6: Fire escape door and stairs leading to the playground.

Assembly Point: Whole school & Nursery to line up on the playground leading onto the school field to then move to far end of the school field. Registers must be called immediately.

The secretary or in her absence office staff/the Headteacher will take the class registers, the grab bag and all signing in books to the teachers at the assembly point.

Fire Fighting

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

Details of service isolation points (i.e. gas, water, electricity) - All located in the boiler room.

5. INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

School Caretaker is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in fire proof file in Staff Room.

Fire Alarm System

Fire alarm call points will be tested weekly in rotation. This test will occur after school on Wednesday. Any defects on the system will be reported immediately to the LA contractor / electrical engineer. A fire alarm maintenance contract is in place LA contractor and the system tested annually by them.

Fire Fighting Equipment

Weekly, in-house checks that all fire-fighting equipment remains available for use and operational. LA Contractor undertakes an annual maintenance service of all fire-fighting equipment. Defective equipment or extinguishers that need recharging are taken out of service and reported direct to the LA contractor.

NB All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.

Emergency Lighting Systems

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by LA Contractor.

Means of Escape

Daily (Class Teacher) and weekly (Caretaker) checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

6. FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities). All names, dates of training are on display in the Medical Room.

Course	Number of Staff
TRAINED TO FIRST AID AT WORK LEVEL (3 days /18 hrs):	11
TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 2 days/ 12 hrs):	16
TRAINED TO EMERGENCY FIRST AID AT WORK (1 day / 6 hrs)	0

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

FIRST AID BOXES ARE LOCATED IN THE MEDICAL ROOM AND IN ALL CLASSROOMS.

AED (automated external defibrillator) is located in the School Office.

Mrs. Mills and Mrs. Taylor are responsible for regularly checking (termly) that the contents of first aid are complete and replenished as necessary.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils. No

casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil with the parents/carers consider the local walk in clinic - **Bracknell Urgent Care Centre**. Tel: 01344551100. Address: Royal Berkshire Bracknell Healthspace, Eastern Gate, **Brants Bridge**, Bracknell, Berkshire, RG12 9TR.

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document Supporting pupils at school with medical conditions. Detailed arrangements are provided in a separate policy on Managing Medical Needs in appendix A.

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

The School Secretaries are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.
Records of administration will be kept in Medical Room.

All non-emergency medication kept in school is securely stored (lockable cupboard in school medical room and refrigerated meds kept in clearly labelled container within fridge in the staff room) with access strictly controlled. All pupils know where their medication is located. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in the class cupboard, and clearly labelled.

The school have an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained.

Individual Health Care Plans (HCP)

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

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

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by class teachers and monitored by Mrs. Mills/ Mrs. Taylor.

All staff are made aware of any relevant health care needs and copies of health care plans are displayed in staff room and hard copies in cupboard in the Medical Room.

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

Children with Infectious Illnesses and / or Diseases

First Aider/staff to refer to the '[Guidance on infection control in schools and other childcare settings](#)' poster in the Medical Room. Children with infectious illnesses and / or diseases will not be allowed in school until deemed safe by their GP and/or the School Nurse or Local Authority.

7. ACCIDENT/INCIDENT RECORDING/REPORTING

Accidents to employees

Where the LA is the employer then **all** employee accidents, no matter how minor, must be reported to them using [the online accident reporting system](#).

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

A local accident book (Medical Room and Classrooms) are used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to Bracknell Forest LA using the online accident reporting.

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

All major incidents will be reported to the Headteacher and the Governing Body. Parents / carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

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

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

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

Any incident notified to the HSE must also be reported to the LA's Health and Safety Team.

8. HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Resources Committee meets half termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by SLT.

Communication of Information

Detailed information on how to comply with the LA's health and safety policy is given in the Education Health and Safety Manual, which is available for reference via Bracknell Forest School Management Site.

The Health and Safety Law poster is displayed in the Staff Room.

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

Health and Safety Training

All employees will be provided with:

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

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

Training records will be kept in Safeguarding Training File/ Personnel File in SBM office. The Deputy Headteacher is responsible for co-ordinating health and safety training needs and for including details in the training and development excel worksheet. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

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

9. PERSONAL SAFETY / LONE WORKING

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

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

Lone working

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

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

Staff working outside of normal school hours must obtain permission from the Headteacher / SLT and sign in and out of the school premises.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

Please refer to the school's lone working risk assessment in the Risk Assessment File in the School Office.

Response to call outs to empty premises

The School uses Premier Service for attending the empty premises when there has been an alarm activation to ensure the safety of school staff.

10. PREMISES AND WORK EQUIPMENT

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

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

Equipment restricted to those users who are authorised / have received specific training is kept in the Caretaker's Health & Safety file.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the SBM and Caretaker.

Curriculum Areas

Subject Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Caretaker/SBM.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) annually. This inspection and testing will be conducted by LA contractor). (Currently Class 1 (Earthed) items are tested every 12 months.)

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

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

A fixed electrical installation test (fixed wire test) will be conducted by on a 5 year cycle. Following this check a certificate is issued to confirm the electrical installation is safe.

External play equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and the school caretaker will conduct and record a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by LA contractor.

PE Equipment - All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted, the PE Subject Leader/Caretaker/ SLT Leader will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

On an annual basis, LA contractors inspect the PE equipment.

11. FLAMMABLE AND HAZARDOUS SUBSTANCES

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

Within curriculum areas (in particular science and DT) Subject Leaders are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. In all other areas the establishments' nominated person(s) responsible for substances hazardous to health is the school caretaker.

The school COSHH assessment is kept in the Caretaker's Fire Proof Cabinet and summary information is kept where substances are stored/used.

They shall ensure:

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

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

12. ASBESTOS

An asbestos survey and management plan is in place for the school in accordance with Local Authority's [asbestos policy](#). The school's most recent asbestos management survey was conducted 12th June 2017.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held by the SBM and a copy is kept in the Caretaker's Health & Safety file.

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

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

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off. Professional advice will be sought and details of the incident reported to Bracknell Forest Health & Safety Team.

The school's asbestos authorising officers is managed by the SLA and LA.

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

The asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that all work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA.
- The school Asbestos Management Plan (AMP) is kept by the SBM and Caretaker and any major work planned and any work involving access to roof voids, demolition, or drilling into ceilings/floors/walls must be approved in advance to ensure asbestos is not likely to be disturbed.

NB All staff are advised that asbestos containing materials in school are only labeled in places where pupils do not have access so always check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.

13. CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

To ensure contractor competency, where possible, the school uses LA approved contractors list as a method of procuring works. These contractors have satisfied the LA that they understand and abide by health and safety regulations

The [Construction \(Design and Management\) Regulations 2015](#)¹ applies to all building, demolition, repair and maintenance or refurbishment work.

13.1 SERVICE CONTRACTORS – Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, i.e. catering staff. The service contract specifying what work is expected of them and what they can expect from the school.

Their personnel will follow their own safe systems of work but their working methods must take into account how they will impact upon staff, pupils and other visitors on site. The school has/will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements. A copy of this policy will/has also been provided to them.

13.2 BUILDING CONTRACTORS – These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodeling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated.

Hazards associated with building work relate to personal injury or damage to health caused by:

- a) slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- b) being hit by falling objects dropped by persons working above head height;
- c) inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.
- d) coming into contact with machinery or vehicles.

The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and pupils have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

3.2.1 SMALL SCALE BUILDING WORKS – This will include day-to-day maintenance work and all work undertaken on site **where a pre site meeting has not taken place.**

- a) All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the Headteacher or School Business Manager (SBM).
- b) Before any work is commenced, it is essential that the Headteacher or SBM is made aware of:
 - i) what work is to be undertaken,
 - ii) where the work is to be carried out,
 - iii) an indication of the likely timescale,
 - iv) what equipment is to be used,
 - v) what services are required.
- c) Before work is to commence, the contractors must be advised by the Headteacher or SBM:
 - i) where they can gain access to services,
 - ii) what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the school field (cemetery side).
 - iii) any particular problems with the work, e.g. access may still be required to the area.
- d) The contractors must be issued with a 'Contractor's Leaflet' and a visitors pass and advised that it must be worn at all times whilst on site.
- e) The contractors must be advised who to contact on site if they have a problem.

13.2.2 LARGE SCALE WORKS - This encompasses all work where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the Construction Design and Management Regulations and the school must exercise the duties of the Client as contained therein.

For all large scale works a pre meeting will take place and the Headteacher or Chair of Governors or Chair of Resources Committee will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, risk assessment, emergency access requirements, etc.

14. WORK AT HEIGHT

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

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

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

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff who use ladders / stepladders <http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. caretaker, cleaner

The establishments nominated person responsible for work at height is the school caretaker.

The nominated person(s) shall ensure:

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

15. LIFTING AND HANDLING

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

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

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

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (Positive Handling). All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

16. DISPLAY SCREEN EQUIPMENT (DSE)

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

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

Advice on the use of DSE is available in the Education Health and Safety Manual. For further information see the school risk assessment for DSE located in the school office.

17. VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.
Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access.
For further information see the school risk assessment for Vehicles in the Risk Assessment File in School Office.

18. LETTINGS / SHARED USE OF PREMISES

Lettings are managed by SBM following the guidance set out in the school letting policy.

19. TRANSPORT

The school has adopted the council guidelines for the transport of pupils. One of the following options will therefore be used.

- 1 - Staff transporting pupils/equipment in their own cars or drive to other venues during the working day. Staff and volunteer who use their own cars must confirm that their insurance policy covers them for this purpose as such cover is not provided by the Council.
- 2 - Transport and driver are hired in from a reputable source.
- 3 - The parent(s)/guardian(s) of the pupils are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time. (See the H&S Manual for additional information.)

The school hires out minibuses from Bracknell Forest LA and their H&S procedures are followed.

Bracknell Forest LA maintains a list of school nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence via the DVLA.

20. STRESS / WELLBEING

The wellbeing of staff is seen as an integral part of the schools H&S responsibilities. The Governing Body and Headteacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole.

All staff have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Headteacher or line manager but also have access to a confidential counseling service. Sickness absence or health concerns will be dealt with under the school's absence policy. The Governing body endorses the principals set out in the Health & Safety Executive's Management Standards as a framework to support staff wellbeing

21. LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the [Education Health and Safety Manual](#).

The school water assessment is kept in the Caretaker's office and monitored by monthly temperature checks by the Caretaker. The Caretaker is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

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

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

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water);

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- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);
 - Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers);
 - Quarterly disinfection / descaling of showers;
 - Six monthly temperature checks of stored water;

Stored cold water tanks are inspected for compliance and safety on an annual basis by LA contractor and the tank water temperature is recorded.

22. BROADMOOR HOSPITAL ALARM

- If there is an escape, the warning sirens will sound, and all schools within approximately seven miles of Broadmoor Hospital will be notified.
- The warning siren is tested each Monday at 10.00 am for 2.5 minutes. After a break of 2 minutes the all-clear siren is also sounded for 2.5 minutes.
- In the event of an escape, local schools operate a telephone cascade alert system. Information is passed from school to school. The cascade system is routinely tested every second Wednesday of each term. The cascade system must be prominently displayed for easy access.
- St. Joseph's Schools should conduct a Broadmoor Alarm practice drill/ Lockdown within the first month of the new academic year. Records will be kept of the drill with any evaluation comments. Further details regarding the School Broadmoor procedures are on the Borough Council's website.

BROADMOOR NOTIFICATION

- Broadmoor Hospital with Thames Valley Police are moving to Thames Valley Alert (TVA) system as a replacement for the sirens and the Cascade. TVA is an existing web hosted system provided by Thames Valley Police whereby individuals can register their phone numbers and receive voice messages and/or texts directly from the police in the event of an emergency. The TVA website is at <https://www.thamesvalleyalert.co.uk>
- Key staff such as Headteachers, Deputies, Secretaries, etc. to individually register on the system. They would then be responsible to pass on Alert information to staff in the school.
- The school will also encourage all staff, governors and parents to also register with TVA to enhance communication in this area.
- The telephone cascade with email will remain in place until the point at which the sirens are decommissioned in 2019

23. SECURITY

The school site has been assessed against the information contained in the H&S Manual for Schools and security issues are regularly reviewed.

If staff have any questions on Security they should speak to the H&S Coordinator.

REVIEW

Policy is to be reviewed annually and updated as and when changes occur. This is to be recorded in the notes of the Resources Committee

Drafted by Mrs J Dunlop

Policy to be reviewed annually, see above.

Policy to be the responsibility of Resources Committee

Approved by the Governing Body	26	/	Sept	/2018
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Chair of Governors signaturePaul Sutton.....
Date	5 / Oct / 2018

Review date	Aut / 2019
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APPENDIX 1

MANAGING MEDICAL NEEDS POLICY – Updated October 2018

MISSION STATEMENT

We are growing together on our journey of achievement with Jesus in our hearts, heads and hands.

POLICY STATEMENT

Regular school attendance is vital for every child and St Joseph's Catholic Primary School does all it can to ensure high attendance figures for all children in our care. Nevertheless, we recognise that from time to time children become ill and require time out of school to recover. In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment has been completed. However, in certain circumstances there are exceptions to this:

- When a child has almost fully recovered but needs to finish a course of medication (i.e. antibiotics) for a day or so.
- Where a child suffers from a medical condition requiring medication but is not 'ill', by definition i.e. asthma, diabetes, specific and medically diagnosed behavioural issues, severe allergies.

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Appendices

- Appendix A: Safety Checklist (if administrating medicine)
- Appendix B: Supporting Pupils with Medical Conditions Flowchart.
- Appendix C: Flowchart for Major Accident / Incidents or Illness
- Appendix D: Medication Consent Form
- Appendix E: Individual Health Care Plan

1. Legal Aspects

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. *This is purely a voluntary role.* Staff should be particularly cautious when agreeing to administer medication where:

- The timing is crucial to the health of the child;
- Where there are potentially serious consequences if medication or treatment is missed;
- Where a degree of technical or medical knowledge is required to ensure the safety of both staff and/or child;

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and/or training specific to the child's medical needs. Under no circumstances must any medication, even non-prescription drugs such as paracetamol, be administered without parental approval. This approval must

be given in writing – by the completion of the Medication Consent Form (appendix D) - verbal consent is not sufficient.

Please note:

Medication will not be accepted by the School unless accompanied by a completed Medication Consent Form.

2. Key Roles and Responsibilities

a) The Local Authority (LA) is responsible for:

- Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
- Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered.
- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

b) The Governing Body and Executive Headteacher of St. Joseph's Catholic Primary School are responsible for:

- Ensuring arrangements are in place to support pupils with medical conditions.
- Ensuring the policy is developed collaboratively across services clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
- Ensuring written records are kept of, any and all, medicines administered to pupils.
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.

c) The Head of School is responsible for:

- Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures of St. Joseph's Catholic Primary School.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHPs).

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- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
 - If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.
 - Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
 - Continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
 - Ensuring confidentiality and data protection
 - Assigning appropriate accommodation for medical treatment/ care
 - Voluntarily holding 'spare' salbutamol asthma inhalers for emergency use.

d) Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help. A first-aid certificate is not sufficient.
- Knowing where controlled drugs are stored and where the key is held.
- Taking account of the needs of pupils with medical conditions in lessons i.e. Physical Education. Some pupils may need to take precautionary measures before or during exercise, and / or need to be allowed immediate access to their medication if necessary.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.
- All medication kept within school for regular administration, will be taken with the child during any off-site activity and any emergency evacuation.

- Complying with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.
- Medication is only kept in school while the child is in attendance. Any unused or outdated medication will be returned to the parent for safe disposal. Any medication remaining will be sent home at the end of the summer term.
- Should a member of staff fail to administer any medication as required they will inform the parent / carer as soon as possible. However, the position should not normally arise as any child requiring any vital medication or treatment would not normally be in school.

e) School nurses are responsible for:

- Collaborating on developing an IHP in anticipation of a child with a medical condition starting school.
- Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.

- Liaising locally with lead clinicians on appropriate support. Assisting the Head of School in identifying training needs and providers of training.

f) Parents and carers are responsible for:

- Keeping the school informed about any new medical condition or changes to their child/children's health.
- Participating in the development and regular reviews of their child's IHP.
- Completing a parental consent form to administer medicine or treatment before bringing medication into school. Ensure school are aware of how medicine should be stored correctly i.e. refrigeration
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.

- Medicine should be handed into school in the original container or by a monitored dosage system such as a blister pack. This container should be clearly marked with the child's name on the prescription label. Wherever possible we request that parents/carers provide medication in containers that use a child proof locking system. Also, medication such as liquid paracetamol or ibuprofen should be provided in pre-measured individual sachets rather than in a bottle. Ibuprofen / Paracetamol will only be administered for a maximum of 3 days unless otherwise indicated by a Medical Practitioner (written proof will be requested). After three days the Ibuprofen / Paracetamol will be sent home. These medicines will not be kept in school during the academic year on a 'just in case needed' basis.

- Carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.
- Children with infectious illnesses and / or diseases are not to be in school until deemed safe by their GP and/or the School Nurse or Local Authority.

g) Pupils are responsible for:

- Providing information on how their medical condition affects them.
- Contributing to their IHP.
- Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

3. Training of Staff

- Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction. This training should include:
 - What the school's policy is on the administration of medicines.
 - Where it can be found.
 - How to respond in an emergency
- The clinical lead for each training area/session will be named on each IHP.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.
- School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy. They will notify Health & Safety DCC, and Risk, Insurance & Governance Manager, DCC.

- Where needles are used, a sharps container and adequate arrangements for collection and incineration should be used. Such arrangements are necessary for any equipment which may be contaminated with bodily fluids, such as blood etc.

4. Unacceptable Practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs;
- Prevent children from participating or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

5. Medical conditions Register/List

- Schools admissions forms should request information on pre-existing medical conditions. Parents must have easy pathway to inform school at any point in the school year if a condition develops or is diagnosed. Consideration could be given to seeking consent from GPs to have input into the IHP and also to share information for recording attendance.
- A medical conditions list or register should be kept, updated and reviewed regularly by the nominated member of staff. Each class should have an overview of the list for the pupils in their care, within easy access.
- Supply staff and support staff should similarly have access on a need to know basis. Parents should be assured data sharing principles (GDPR) are adhered to.
- For pupils on the medical conditions list key stage transition points meetings should take place in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

6. Individual Health Care Plan (IHP), Prolonged Absence of a Child through Illness / Hospitalisation & Educational Healthcare Plans (EHCPs)

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- Where necessary (Head of School will make the final decision) an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Executive Headteacher, Head of School, Special Educational Needs Coordinator (SENCO) and medical professionals.
 - IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. Staffrooms are inappropriate locations under Information Commissioner's Office (ICO) advice for displaying IHP as visitors /parent helpers etc. may enter. However, in the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone in the staffroom. If consent is sought from parents a photo and instructions may be displayed. More discreet location for storage is found on the door in the medical room.
 - IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner. At all times it remains the parents / carers responsibility to inform the school in writing of any changes to a child's Health Care Plan.
 - Where a pupil has an Education, Health and Care plan or special needs statement, the IHP will be linked to it or become part of it.
 - Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.
 - All pupils of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such pupils.

7. Medication Consent Form

The Medication Consent Form, providing all the information below, will be kept in the green Class Medical Folder and retained as a 'record' for future reference.

- Name and date of birth of the child.
- Name of the parent/carer, contact address and telephone/mobile number.
- Name, address and telephone number of the GP.
- Name of medicines.
- Details of the prescribed dosage.
- Date and time of last dosage given.
- Consent given by the parent/carer for staff to administer the medication.
- Expiry date of the medicine (if applicable).
- Storage details.

8. Medicines

- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- No child will be given any prescription medicines without written parental consent except in exceptional circumstances.
- Prescribed medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medication must indicate that it has been prescribed to the child stated e.g. epipen and inhalers. The lot / batch number on the packaging must be identical with the one shown on the medication itself. If this is not the case, the medication will be returned to the parents. **Medicines which do not meet these criteria will not be administered**

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- **At all times it remains the parent/carers responsibility to ensure that any long term medication required to be in school is kept within date, and to replace it if necessary. Staff will not be expected to check expiry dates**
 - A maximum of four weeks' supply of the medication may be provided to the school at one time.
 - Medications will be stored in the Medical Room Cupboard or refrigerator.
 - Any medications left over at the end of the course will be returned to the child's parents.
 - Written records will be kept of any medication administered to children.
 - Pupils will never be prevented from accessing their medication.
 - General posters about medical conditions (diabetes, asthma, epilepsy etc.) are recommended to be visible in the medical room
 - St. Joseph's Catholic Primary School cannot be held responsible for side effects that occur when medication is taken correctly.
 - Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the EHCP/ Medical Consent Form which will include informing parents.
 - **Epipens:** All epipens must be provided to the school in a plastic box with a securely fitting lid. This box should be of suitable size, that in the event of the 'pen' being administered, it can be safely placed back in the box, together with the original packaging and a note of the date and time given. This box will then be handed to medical/ambulance staff. The box must also include on the lid a clear and recent photograph of the child the drug is prescribed for together with the child's name and class. Whenever possible two epipens should be kept within the school; one for the classroom and one in the main school office in the yellow grab bag.
 - **Inhalers:** All inhalers must be clearly labelled with the child's name – both on the box and on the actual inhaler. Spacers to assist with the administration of an inhaler should be provided by the parent/carer again clearly labelled with the child's name. Inhalers must have the 'cap' on the mouth piece. If not, inhalers will be returned.
 - **Emergency Inhalers:** The school has two salbutamol (blue) inhalers and two spacers for emergency use. These may be administered to a 'known' asthmatic pupil in the event of their own prescribed inhaler malfunctioning e.g. empty or broken. Emergency inhalers / spacers are kept in the office yellow grab bag together with a list of children who are asthmatic; have previously completed a Medication Consent Form and whose parents have given written consent for the school's inhaler to be administered in an emergency. The office yellow grab bag is kept in the front office. A list of these children is also displayed in the Medical Room.
 - **Diabetic Equipment:** Blood test kits, insulin and emergency rations are to be kept in school (normally in the child's class) in a secure location. Whilst these can often be used safely and competently by the child prescribed for, it should only be done with an adult being present or in the close vicinity supervising.
 - **Epilepsy:** Whilst most epilepsy medication is administered by parents at home, there may be occasions when a child suffers a 'status' seizure and may require the administration of Buccal Midazolam to aid recovery. This medication must be in pre-drawn syringes and the original box clearly labelled with the child's name.
 - **Controlled Drugs:** On occasion it is necessary to keep controlled drugs within school – these drugs like any other must be clearly marked with the child's name and dosage and kept in the original packaging. These drugs should be kept in a secure location only accessible to adults. With the administration of these drugs the adult must be fully aware of the prescribed dosage and if at all unclear should contact the

headteacher or parent. However, if it becomes necessary to contact the parent it is not sufficient to take verbal instructions and the parent may be asked to attend the school.

9. Emergency Procedures

- All staff must be aware of the likelihood of an emergency arising in a pupil with medical needs, whom to contact and what action to take. Back-up cover should be arranged for when the member of staff is absent or unavailable.
- Where a child is in distress or has a need for an intervention and no one in the school/settings feels confident to undertake it then the parent/carer and / or a qualified health professional should be called immediately.
- A member of staff should accompany a pupil if taken to hospital by ambulance and should remain with the pupil until his/her parents / carers arrive.
- Generally, staff should not take pupils to hospital in their own car. However, if after discussion with the 999 service, it is recommended that the child is taken direct to hospital in a member of staff's car, then checks must be made to ensure the car insurance for business use is in place. It is also recommended that an additional person accompanies the member of staff to and from the hospital. In an emergency the best possible action is to call an ambulance.
- In the event of an emergency, a member of staff will give their red 'Emergency Card' to a responsible child to take to the office thereby advising them of an emergency situation. The office staff will then follow the appropriate emergency procedures.
- The school has a defibrillator which is kept in the school office. Whilst no training is necessary, appropriate members of staff have watched the accompanying training video. The local NHS Ambulance Service has been notified that the school has a defibrillator in accordance with the guidelines. The defibrillator is checked on a monthly basis to ensure it is fully charged and in good working order.

10. Emergency Evacuation

In case of emergency evacuation from the school building, class teachers / TAs will take the class medical grab bag containing children's emergency medication only. Any child with a physical disability will be evacuated from the school building according to their 'Personal Emergency Evacuation Plan' which is located on the 'Class Provision Plan'. The office staff will ensure the school First Aid bag together with the office yellow grab bag and the defibrillator are taken to the 'Evacuation Assembly Point'

11. Insurance - Liability and Indemnity

- Teachers who undertake responsibilities within this policy will be assured by the Headteacher that they are covered by the school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Head.

12. Complaints

- All complaints should be raised with the school in the first instance.
- The details of how to make a formal complaint can be found in the School Complaints Policy.

13. Definitions

- 'Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.
- 'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for

the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood diseases are not covered.

- 'Medication' is defined as any prescribed or over the counter treatment.
- 'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
- A 'staff member' is defined as any member of staff employed at St. Joseph's Catholic Primary School.

Details of this policy will be publicised widely and is available on the school website.

Drafted by J Dunlop.

Policy to be reviewed annually or in accordance with any new legislation.

Policy to be the responsibility of the Resources Committee

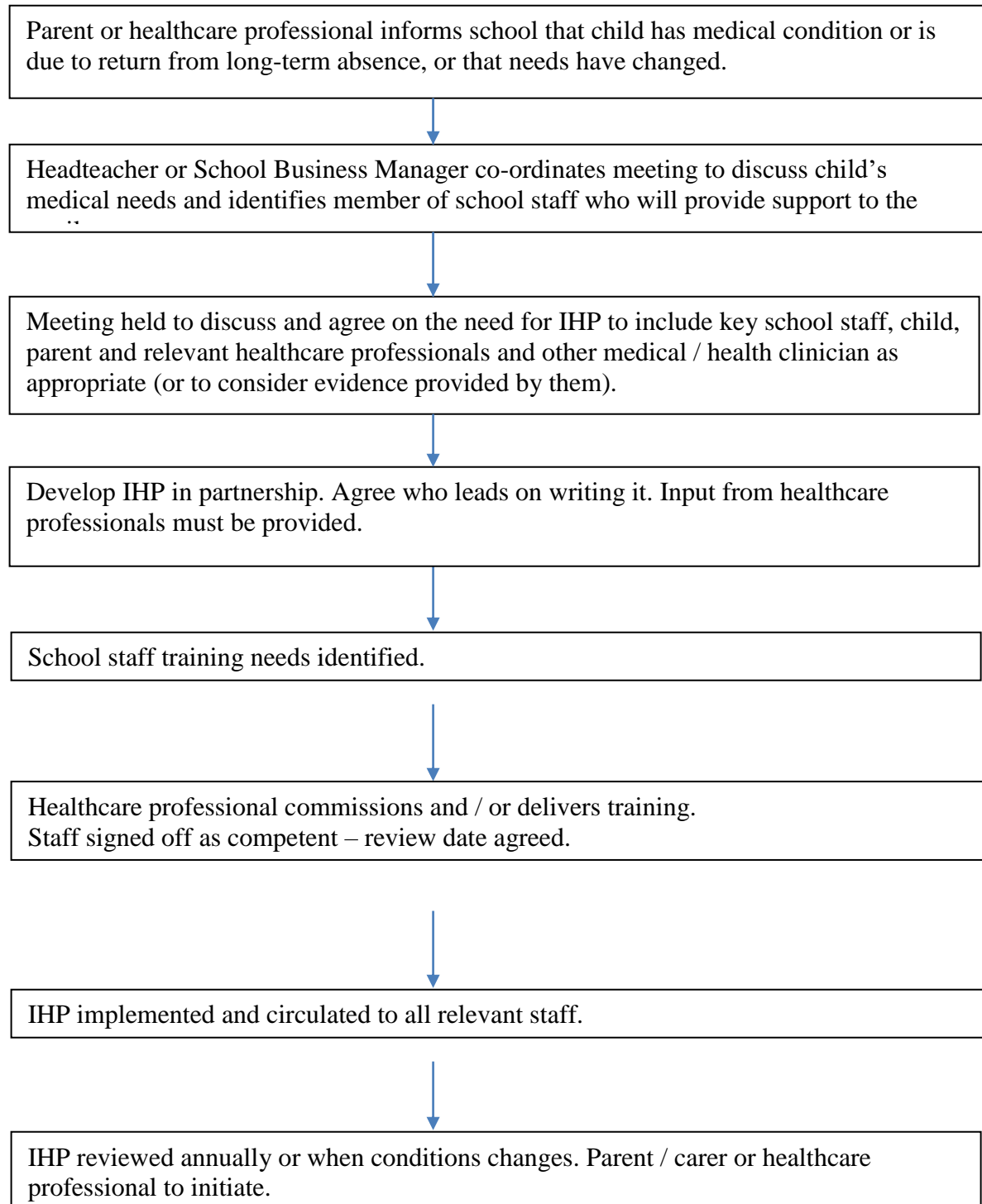
Approved by the Resources Committee at its meeting on:	16 / Nov / 2018
Chair of Resources Committee signature DateManuella Ioras..... 16 / Nov / 2018
Review date	Aut / 2019

Appendix A

Safety Checklist (if administrating medicine)

- Is any specific training required to administer the medicines?
- Is any necessary protective clothing or equipment available?
- Has the parent completed the Medication Consent Form and has it been filed?
- Is there a Health Care Plan for the child and has it been filed?
- Is the member of staff clear on what they are expected to do?
- Is the emergency contact information, particularly for the GP and parent/carer clear?
- What action is necessary in the event of an accident or failure of the agreed procedures?
- Is the medication stored in a safe place and at a suitable temperature?
- Is the member of staff aware of the school policy on infectious illnesses and diseases?

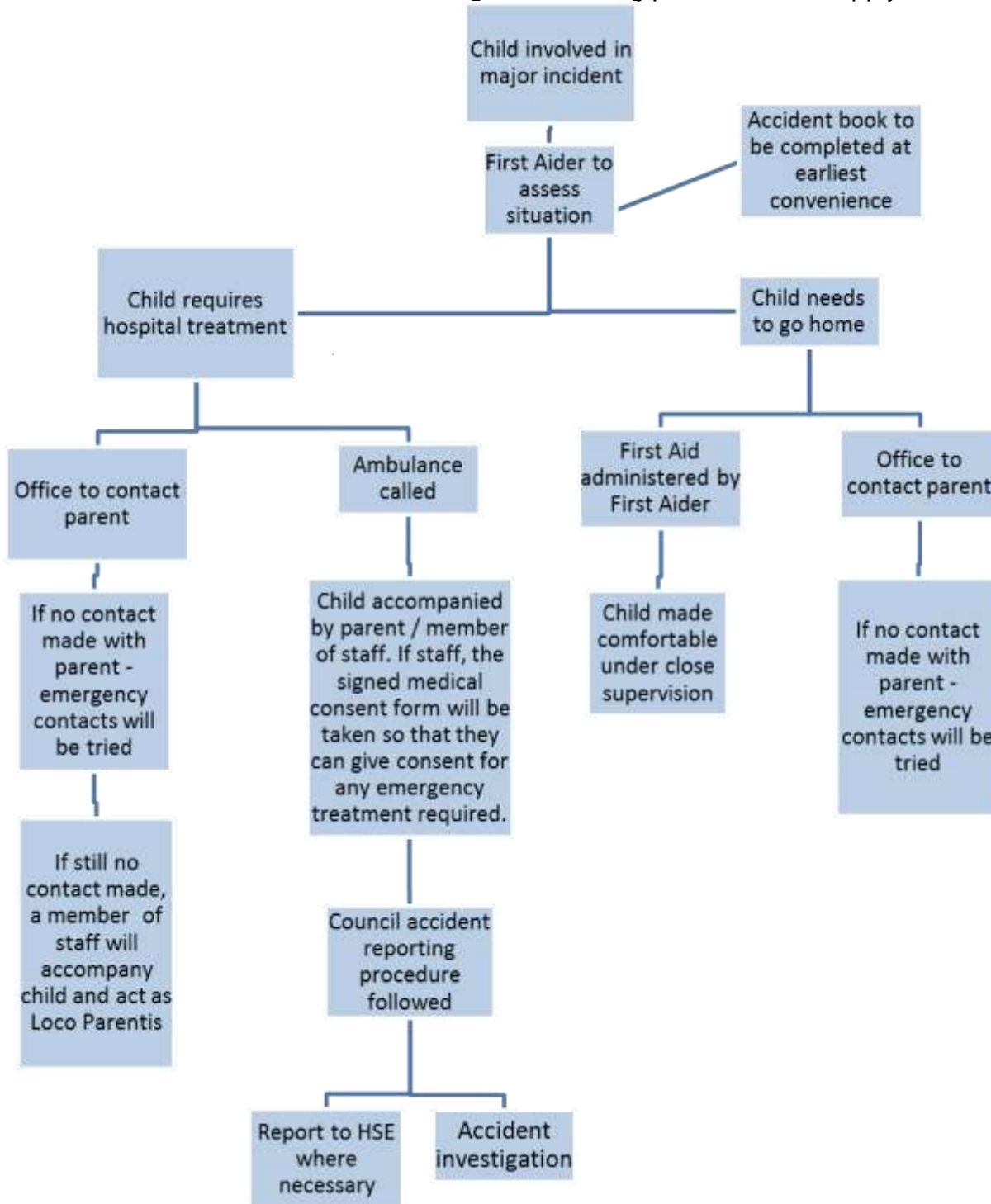
Appendix B: Supporting Pupils with Medical Conditions



APPENDIX C – FLOWCHARTS

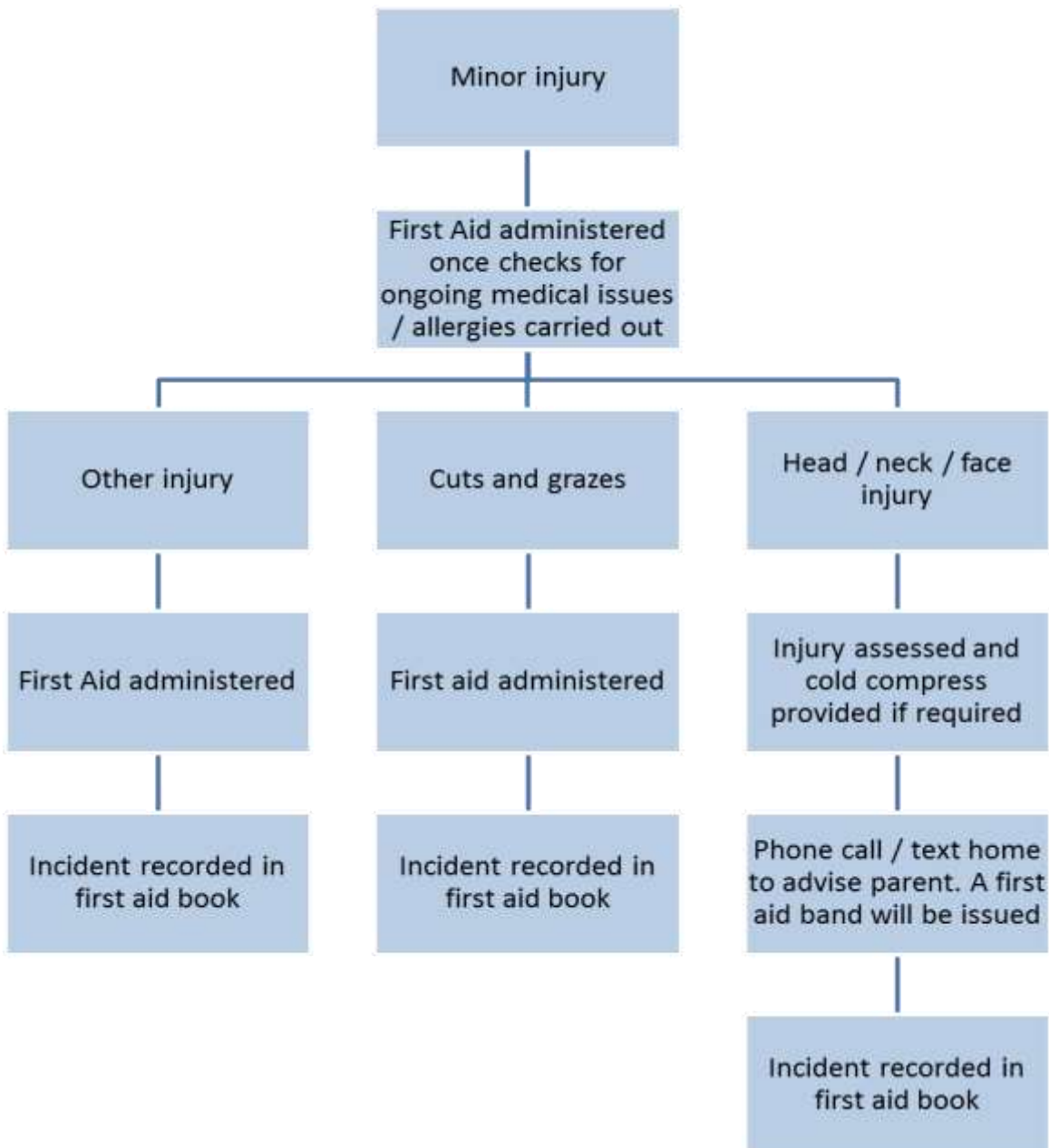
IN THE EVENT OF A SUSPECTED MAJOR ACCIDENT / INCIDENT OR ILLNESS

The school requests that parents / carers complete and sign an emergency medical treatment for their child in the event of a major accident, incident or illness occurring whilst in the school's care. In the event of such an incident occurring, the following procedures will apply:



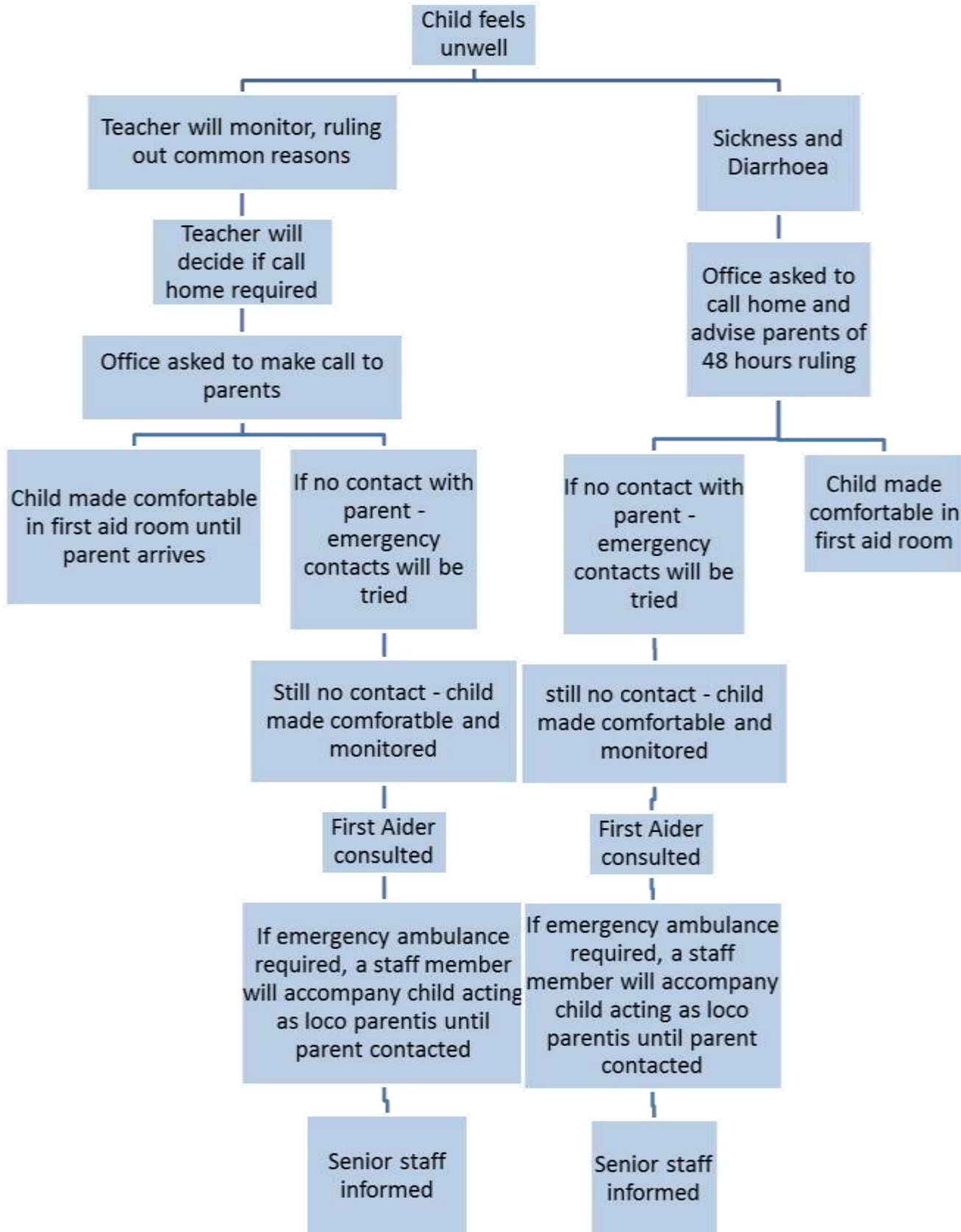
IN THE EVENT OF A SUSPECTED MINOR INJURY

When a child reports an injury or an injury is witnessed the following procedures will be followed:



PROCEDURES FOR SICK CHILDREN

If a child becomes ill in school the following procedures will be followed:



APPENDIX D – MEDICATION CONSENT FORM

APPENDIX E – INDIVIDUAL HEALTHCARE PLAN

APPENDIX 2

SUN PROTECTION POLICY FOR ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

Rational

Too much exposure to ultraviolet light (UV) radiation from the sun causes sunburn, skin damage and increases the risk of skin cancer. Sun exposure in the first 15 years of life contributes significantly to the lifetime risk of skin cancer. There is enormous potential for schools to help prevent skin cancer in future generations. Schools are central to protecting children's skin this is because:

- Children are at school five out of seven days a week at times when UV rays are high.
- Most damage due to sun exposure occurs during the school years.
- Schools can play a significant role in changing behaviours through role modelling and education.
- Students and teachers are at risk of sunburn within 10-15 minutes of being exposed to strong sunlight.
- Students spend an average of 1.5 hours outside per school day, more if involved in sports and outdoor activities.
- Skin cancer is largely preventable through behaviour modification and sun protection during early years.

Adopt sun protection strategies

Encourage students and staff to wear protective clothing during summer term

- **School Clothing** is made of close weave fabric and includes shirts with collars and longer sleeves, longer style dresses and shorts. Sports clothes should not include vest style tops.
- **Hats** children are required to wear wide brimmed hats (6-10cm) that protect their face, neck and ears such as legionnaire or bucked hats, when they are outside.
- **Sunglasses** Children's eyes are very sensitive to light. It is important therefore to protect their eyes by ensuring they wear wide-brimmed hats and sunglasses if possible. Make sure the sunglasses have UV protection. (Look for BS EN 1836:1997 on the label.)

Sun Policy

Sunscreen

Covering up and seeking shade are the most important sun protection measures. In addition, sunscreen can provide protection to exposed skin. However sunscreen should not be used to increase the amount of time spent in the sun. Pupils should be encouraged to apply sunscreen before school starts – SPF 15 or above.

The school will supply a suitable sunscreen (SPF 15+), for use if the parents have signed a consent form. This sunscreen will be applied by the children themselves.

Shade

- The school makes sure there is sufficient number of shelters and trees providing shade in the school grounds particularly in areas where students congregate.

- In consultation with the Governing Body, shade provision is considered in plans for future buildings and grounds.
- The availability of shade is considered when planning excursions and all outdoor activities.
- Children are encouraged to make use of available shaded areas when outside.

Roles and Responsibilities

- Staff to act as role models by;
 - Wearing protective hats, clothing and sunglasses when outside.
 - Apply SPF 15+ broad spectrum, water resistant sunscreen.
 - Seeking shade whenever possible.
- Where possible, schedule outdoor activities before 11am or after 2pm.
- Include skin cancer education in the curriculum.
- Families and visitors are encouraged to use a combination of these sun protection measures when attending and participating in outdoor activities.
- Parents to support the school by acting as role models and providing protection for their children.

APPENDIX 3

LOCK DOWN AND BOMB THREATS POLICY

MISSION STATEMENT

We are growing together on our journey of achievement with Jesus in our hearts, heads and hands.

POLICY STATEMENT

The threat of terrorist crime is ever present and in this current climate has its connections with the Middle East. However, it is equally important to keep the threat in perspective, that is terrorist incidents nationally are rare and the threat level within Bracknell-Forest is very low.

There is a legal obligation to plan for Bomb Threats as provided by the Health and Safety at Work Regulations 1974 that states that all employers are responsible for safety on their premises and requires them to identify appropriate procedures for serious, imminent danger.

POLICY CONTENT

1. Headteacher Responsibilities	1
2. Notification of a Bomb Alert	
3. Personal Safety	5
4. Review and Evaluation	5

1. Headteacher Responsibilities

1. Staff to familiarize themselves with bomb alert and evacuation procedures;
2. Managers and staff to ensure that they are aware of their responsibilities, as per the plans, during bomb alerts and subsequent evacuations;
3. Head teachers to identify Evacuation and Assembly officers;
4. Head teachers to ensure that the procedures are tested; and subsequent evacuations;
5. The governing bodies of schools are directed to adopt the policy, as from time to time revised, and implement its procedures.

The Policy identifies standard procedures for bomb alerts and subsequent evacuation for all school premises. Procedures are contained in appendix 'A' and, is communicated to staff.

These procedures can also be used when there are external threats, in particular involving firearms, and there is a need to move to places of safety in the centre of buildings whilst decisions over evacuation are being established, e.g. 'lockdown'.

There are two types of threats,

1. Hoax threats designed to disrupt, test reactions or divert attention; and
2. Warnings of a genuine device. These may be attempts to avoid casualties or enable the terrorist to blame others if there are casualties. However genuine threats can provide inaccurate information about where and when a device might explode

2. Notification of a Bomb Alert

Head teacher is to,

Take charge of any bomb threat incident at their school by: -

1. Assessing threat level;
2. Liaising with Police;

-
3. Making the decision to evacuate and nominate an assembly area; and
 4. Making the decision to reoccupy the building.

It is important that we always remain alert to the threat from terrorism, nationally, domestically and from domestic extremist groups. This can be done by visiting www.mi5.gov.uk or by contacting local police. During any bomb threat incident attending police will have access to the current threat levels.

The decision to evacuate will be based on the information received about the threat and there are three options:

- a. Do nothing – low level threat that could include call from a child or drunk, however, if there is the slightest doubt the Coordinator must adopt one of the other options; or
- b. Search of building without immediate evacuation – low level threat and there is no reason to believe that an explosion is imminent; or
- c. Searching a building with partial evacuation - the size of the object found i.e. thin letter, which could not contain enough material to cause structural damage outside of the immediate vicinity, therefore the evacuation is to surrounding rooms including those above and below; or
- d. Evacuate immediately – reason to believe that information is credible, then there must be full or partial evacuation as quickly as possible.

On every occasion the decision to evacuate should be made in consultation with the Police. Points to consider when it has been decided to evacuate the building,

- Mobile phones should not be used.
- The fire alarm is not to be used. If possible agree a discrete signal which will immediately alert staff to the fact that it is a bomb alert as opposed to a fire evacuation. This will be through verbal communication. It is important not to create fear and panic amongst the pupils.
- Car parks should not be used as assembly areas.
- On evacuation buildings should not be re-entered and personal items should be left behind.
- Staff should be able to distinguish between fire alarms and bomb alerts and it is important not to create fear and panic.
- Depending on the size of the suspected device, the assembly point should be,
 - **100 metres for small items** including parcel bombs.
 - **200 metres for larger items** including cars.
 - **400 metres for vans and LGV's.**
- Nominated assembly points should be behind 'hard cover' (substantial brick walls or concrete) and away from glass (glass is the major cause of injuries in an explosion);
- Nominated assembly points should not be close to "secondary hazardous" such as gas, electricity, petrol and diesel storage;
- Nominated assembly points should be searched for suspicious devices;
- Disabled staff should be individually briefed on their evacuation procedures;
- If the location of the suspected device has been identified, evacuate using a route which avoids that area;

Evacuation officers are to;

- a. To assist the Head teacher in raising the alarm and notifying staff of the assembly point and evacuation route.

Assembly officers are to;

- a. Ensure that all staff and pupils lists are updated.

b. At assembly point, check that all staff and pupils are accounted for and report any missing staff to the officer in charge.

Actions:

Head teachers are responsible for developing plans (see appendix 'A') for dealing with bombs, which identifies specific roles and explains the differentiation between a fire alarm and a bomb alert. This will include staff being made familiar with this document and in particular the following actions:

Finding Suspicious Articles

- Do not touch suspicious items.
- Move everyone away to a safe distance.
- Prevent others from approaching.
- Communicate safely to staff, visitors and the public.
- Use hand-held radios or mobile phones away from the immediate vicinity of a suspect item, remaining out of line of sight and behind hard cover.
- Notify the police.
- Ensure that whoever found the item or witnessed the incident remains on hand to brief the police.

Telephone Bomb Warning

- If there is a bomb threat. Stay calm. Keep caller on the line. Do not upset the caller. Indicate your willingness to cooperate. Do not pull fire alarm. Signal silently to co-workers to call police, immediately. Permit the caller to say as much as possible without interruption. Take notes on everything said including observation of background noise, voice characteristics, language, etc. Ask as many specific questions as possible.
- Upon hanging up immediately initiate caller ID if available.
- The Headteacher and the police must be notified immediately. Checklist for calls is contained in appendix 'B';
- In consultation with Police a decision is to be made on whether to evacuate the building. If so, administration should announce building evacuation.
- Staff should make a visual check of classroom or immediate area. Anything suspicious should be reported immediately but not touched. School personnel should not handle, search for, or move a suspected bomb. Classroom teacher should evacuate immediate vicinity of any suspicious object.
- Do not use radios, walkie-talkies or cellular phones to avoid accidentally triggering an explosive device. Staff nearby should turn off stoves, equipment, and gas supply to building.
- Do not return to the building again until police, fire personnel or administration give the "all clear."

Letter / Parcel Bombs:

- Terrorists and others wishing to cause harm or disruption have long used postal and courier services to deliver hazardous items to target recipients. Delivered items can include letters, packets and parcels and may contain:
 - Explosive or incendiary devices.
 - Sharps or blades.
 - Offensive materials.
 - Chemical, biological or radiological (CBR) materials or devices.

A delivered item will probably have received fairly rough handling in the post and so any device is unlikely to function through being moved, but any attempt at opening it may set it off. Therefore:

- Staff opening incoming mail should remain vigilant at all times;
- They should be familiar with what may be a suspect package and look for the give away signs (see appendix 'C'). It is advisable that a copy of this is displayed in the post – handling area;
- Place the package on the nearest horizontal firm surface. Make no attempt to open it;
- Do not touch or move the package further;
- Order any other staff present to leave the room as quickly as possible;
- Prevent other persons from entering the room;
- If it is possible, open the windows of the room before leaving;
- Leave the room closing the door;
- Lock the door if possible and give the key to the Headteacher or the police;
- The Headteacher and the police must be notified immediately;
- It is up to the Head of the school to consider full building evacuation, which is dependent on size of package, letter size devices and staff must go beyond the police cordon;
- An alternate is to evacuate adjacent rooms and rooms above and below;
- Do not stay behind to make the phone call to the Police;
- The evacuation route should be co-ordinated to avoid entering the area near to the suspect package; and
- Remaining occupants in the building should be made aware of problems, reassured and allowed to carry on working but they should be prevented from entering into the cleared areas.

N.B. On no account should a suspicious package be taken to the police. It should not be placed outside in the street, put in a bucket of water or covered with sand.

3. Personal Safety

If a suspicious object is found, **do not touch it**. Before transmitting on a radio or mobile phone **move away** and transmit from behind hard cover.

Hand held radios: - minimum 15 metres

Radios fitted in vehicles: - minimum 50 metres

Mobile phones switched off and not used within: - minimum 50 metres

4. Review and Evaluation

This policy and procedures will be reviewed annually as a part of Emergency Fire and Evacuation Plan and H+S Policy. Following completion of any review, the program will be revised and/or updated in order to correct any deficiencies. Any changes to the program will be consulted through the relevant stakeholders.

Appendix A

St. Joseph's Catholic Primary School

Bomb Threat Coordinator: Mrs. Juanita Dunlop
Deputies: Mrs. Nicola Philpott, Mrs. Caroline Smith.

The assembly areas with safe evacuations routes are,

1. Playground via external classroom
2. Field via external classroom doors

Notify internally,

1. Office to notify Footsteps, EYFS & KS1
2. Office to notify Y4 who will notify KS2
3. EL to notify staff room and kitchen

Fire Wardens to ensure all areas of school are cleared

1. Emma Lovegrove
2. Mercedes Taylor

Notify externally

Headteacher to notify police, Local Authority and chair of governors

Other means of Communication

1. Email/ text sent to all parents
2. Local Authority to be informed via phone call/email
3. Chair of Governors to be informed via phone call/email

a. Assess threat level;
b. Liaise with Police; and
c. Make the decision to evacuate and to reoccupy the building.

And decide to,
a. Do nothing
b. Search building w/o evacuation
c. Evacuate immediately

✓ **100 metres for small items**
including parcel bombs
✓ **200 metres for larger items**
including cars

1. Bomb Threat Coordinator to identify assembly areas and safe evacuation routes. The evacuation route should be co-ordinated to avoid entering the area near to the suspect package;
2. Bomb Threat Coordinator to brief Evacuation and Assembly officers;
3. All staff and visitors to be alerted to the fact that it is a bomb alert and notified of the nominated assembly areas and safe evacuation routes;
4. Prior to evacuation and if safe to do so

IMPORTANT KEYS

Key Holders	Mobile	Location of keys of the building
Caretaker Mr G Hyman	Information held in school office	Information kept with Caretaker / Headteacher / SBM
Headteacher Mrs.J. Dunlop		
Deputy Head Teacher Mrs. N. Philpott		
Codes		Keys
Pedestrian Gate Front entrance door Inside entrance door Keys for electric and metres		Main Vehicle Gate Key
All codes kept with Caretaker / Headteacher / SBM		

CONTRACTORS AND VISITORS

If you are asked to evacuate the building please follow instructions from school staff by leaving the building and assembling with the rest of the school.

EVACUATION PROCEDURE

- When alerted, staff to lead their class quietly and quickly outside to the directed Assembly Points via the exits onto the playground unless told otherwise.
- A responsible adult in Key Stage 1 area (Fire Warden)) to check Key Stage 1 practical area, staff room, disabled toilet and KS1 toilets before leaving the building.
- A responsible adult in Key Stage 2 area (Fire Warden) to check Key Stage 2 practical areas and KS2 toilets before leaving the building.
- Office staff to collect registers from office and hand them to the appropriate teaching staff once assembled outside. Office staff to take gate keys and mobile phone out to assembly point.
- Headteacher and office staff to check, staff toilet and hall before leaving the building, taking the gate key and mobile phone to assembly point
- Kitchen staff to check their toilet area and store room before leaving the building.
- Teaching staff to carry out a register check once assembled outside.
- Mobile phones to be turned off unless being used to keep open communication with outside agencies, such as the Police
- Headteacher to verify register check and upon advice from Police signal all clear.

On hearing an instruction to evacuate the building

Leave the building by the most suitable exit and report to the person in charge at the Assembly Point on:
PLAYGROUND or PLAYING FIELD

Remember:

- **Always use the exit indicated by the coordinating officer.**
- **Do not stop to collect personal belongings.**
- **Do not re-enter the building until the Co-ordinating Officer gives the OK.**

STAFF & VISITORS MUST ENSURE THAT THEY ARE FAMILIAR WITH ALL EXITS

Appendix B

CHECKLIST FOR DEALING WITH A TELEPHONE BOMB THREAT

The member of staff who receives the threat will probably not be prepared and so general advice will include;

- Stay calm and listen and you will be able to gather more crucial information.
- Try to obtain as much information as you can.
- Signal immediately to a colleague that an incident is in progress.
- Do not put the handset down as the longer you stay on the line, the better the chance of the call being traced.
- Immediately relay the message to the Head teacher.

Further actions to be taken on receipt of a bomb warning:

- Switch on recorder/voicemail (if connected).
- Tell the caller which school, town and county you are answering from (St. Joseph's, Bracknell, Berkshire).
- When the caller rings off, dial 1471 (if that facility operates and you have no automatic number display) to see if you can get their number.
- Record the exact wording of the threat:

Ask the following questions:

- *Where is the bomb right now?*.....
- *When is it going to explode?*.....
- *What does it look like?*.....
- *What will cause it to explode?*.....
- *Did you place the bomb?*.....
- *Why?*.....
- *What is your name?*.....
- *What is your address?*.....
- *What is your telephone number?*.....

Record time call completed:

Where automatic number reveal equipment is available, record number shown:

.....

Inform the Headteacher of name and telephone number of the person informed:

.....

Contact the police on 999. Time informed:

The following part should be completed once the caller has hung up and the Headteacher and the police have been informed:

- *Time and date of call:.....*
- *Length of call:.....*
- *Number at which the call was received.....(i.e. your extension number):*

As soon as you have taken the call, complete the following details:

Details of Caller	
Man	Age: Old/ Young
Woman	Not known
Child	Nationality
Speech	
Intoxicated	Laughing
Incoherent	Serious
Rambling	Message read or spontaneous
Message read by threat maker	Disguised e.g. electronically
Accent (Specify if possible)	Well spoken
Offensive	Taped Message
Irrational	Serious
Calm	Crying
Clearing throat	Angry
Nasal	Speech impediment
Excited	Stutter
Disguised	Slow
Lisp	Rapid
Deep	Hoars
Laughter	Familiar (Specific why)
Distractions	
Noise on the line	Interruptions
Anyone in background?	
Background Sounds	
Street noises	Railway Station
House noises	Animal noises
Crockery	Motor
Machinery	Static
Aircraft	PA system
Booth	Factory machinery
Typing	Children
Other remarks	

--

Person receiving the call.....

Number of telephone on which call was received.....

Date of incident.....

POST ROOM
WARNING LETTER/PARCEL BOMBS AND SUSPECT PACKAGES
Pay particular attention to:

OILY STAINS
LOPSIDED OR UNEVEN ENVELOPE
FOREIGN MAIL AND SPECIAL DELIVERIES
RESTRICTIVE MARKINGS – CONFIDENTIAL, PERSONAL ETC.
EXCESSIVE POSTAGE
IT IS UNEXPECTED OR UNUSUAL ORIGIN FROM AN ORIGINAL SENDER
EXCESSIVE USE OF WRAPPING MATERIAL SUCH AS A JIFFY BAG OR SIMILAR PADDED ENVELOPE
RIGID CONTENTS IN FLEXIBLE ENVELOPE
INCORRECT TITLES
TITLES BUT NO NAMES
UNUSUALLY HEAVY
(Most letters weigh 28g or 1 ounce whilst letter bombs weigh 50-100g and are 5mm or more thick)
ENVELOPE FLAP STUCK DOWN COMPLETELY
(A harmless letter usually has an ungummed gap of 3-5mm at the corners)
PIN-SIZED HOLE IN ENVELOPE OR PACKAGE WRAPPING
ADDITIONAL INNER ENVELOPE, AND IT IS TAPED OR TIED
MIS-SPELLINGS OF COMMON WORDS
HANDWRITTEN OR POORLY TYPED ADDRESSES
WRITING IS IN AN UNFAMILIAR OR UNUSUAL STYLE
LETTRASET OR STENCILLED ADDRESS
PROTRUDING WIRES OR TINFOIL
UNUSUAL SMELL IN PARTICULAR BLEACH, ALMONDS OR MARZIPAN
LOOSE POWDER
NO SENDERS ADDRESS
VISUAL DISTRACTIONS
UNEXPECTED DELIVERY

If you are concerned, immediately contact a Bomb Threat Coordinator or Senior Manager.

Do not attempt to open the package.

Vacate the room immediately, leaving the package where it is.

LOCKDOWN PROCEDURE

Lockdowns are called for when there is an

- Incident or disturbance in the local community.
- Intruder on school site with potential to pose a risk.
- Warning of air pollution.
- Major fire in the vicinity of the school.
- Dangerous dog roaming loose.
- or when other crisis occurs inside or outside the school and if moving around or evacuation would be dangerous

Notification of Lockdown

Staff will be notified lock down procedures are to immediately take place on hearing lockdown alarm.

Procedures:

1. A distinct alarm is used to signal immediate lockdown. Administration: sound lockdown signal. Do NOT activate fire alarm!
2. This alarm will activate a process of children being ushered into the school building if on the playgrounds as quickly as possible and the locking of the school's offices, connecting doors and all outside doors where it is possible to remain safe.
3. When the lockdown alarm sounds, the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Stay out of sight and stay away from doors and windows. Wherever you are, turn all available desks and/or tables onto their sides facing the hallway and/or outside windows, if necessary. Instruct students to drop and cover behind the desks making themselves as small a target as possible. Do not close coverings on outside windows.
4. Lights, Smart boards and computer monitors to be turned off.
5. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when alarm goes. If a class is in Sean's Shelter they are to lock door and hide in toilets and store cupboard.
6. If practicable KS2 staff should notify the front office by phone that they have entered lock down and those children not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

7. Staff to support children in keeping calm and quiet.
8. Staff to remain in lockdown positions until informed by key staff e.g. member of Leadership Team, Chair of Governors or SBM in person that there is an all clear.

-
9. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

Staff Roles:

1. Front office staff to ensure that their office(s) are locked and police called if necessary.
2. Head Teacher or office staff member locks the school's front doors and entrances.
3. Caretaker to head to Office.
4. Individual teachers/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors in KS2/KS1/EYFS/Nursery and outdoor classroom doors are locked.
5. Staff in staff room/PPA room to lock down in this room.
6. Catering Staff to lock back door to kitchen and turn off lights.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING

Communication with parents

- If necessary parents will be notified as soon as it is practical to do so via the school's established communication network – text/ email/website/ telephone.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lock down.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown drills

Through communication method i.e. Newsletter, inform parents that the school will be conducting a lockdown drill. Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place once each term and debriefed to staff so improvements can be made.

After drills, provide time for review and discussion.

GOVERNORS INSPECTION CHECKLIST

SCHOOL NAME..... AREA INSPECTED.....
DATE INSPECTED..... INSPECTED BY.....

POLICY	Y	N	N/A	COMMENTS / ACTIONS NEEDED
Is there a health & safety policy (signed & dated by Head teacher / Chair of Governors)?				DATE OF LAST REVIEW: (Good practice is to review annually, max of 2 yearly)
Policy is in line with latest BF model policy for schools and considers all key risks?				
The H&S policy is included in the induction process and policy changes are effectively communicated to all staff?				
RISK ASSESSMENT	Y	N	N/A	COMMENTS / ACTIONS NEEDED
Are school specific risk assessments in place for those activities presenting a <i>significant</i> risk?				DATE OF LAST REVIEW : (Should be reviewed annually/sooner if circumstances change)
Are individual risk assessments being carried out where required? (e.g. known medical conditions where there are H&S implications, such as epilepsy etc)				
Is there evidence that subject leads have adopted / adapted model risk assessments for relevant curriculum activities? <i>E.g. In DT, PE and science there should be a clear link made between daily use texts, such as the scheme of work and relevant national advice.</i>				
Are staff aware of the content and location of all relevant risk assessments?				
Are all notifiable off site visits (field work in wild /open country etc.) entered and approved on Frontline (LA's online system)?				
Is a member of staff designated as an Offsite Visits Coordinator (OVC) and have they received training?				DATE OF TRAINING:
INSPECTION / MONITORING	Y	N	N/A	COMMENTS / ACTIONS NEEDED

Health and safety inspections of the site are undertaken and documented on an appropriate cycle? Have recommendations arising from previous inspections been actioned? Is regular monitoring undertaken by subject Leaders - PE, science and DT? Have recommendations arising from curricular inspections been actioned?				DATE OF LAST INSPECTION:
<u>FIRE SAFETY</u>	Y	N	N/A	COMMENTS / ACTIONS NEEDED
Has a suitable fire risk assessment been completed / reviewed within the last 12 months? <i>(If there have been subsequent changes to the site /building layout the fire risk assessment should be revised to reflect these changes.)</i>				DATE OF LAST REVIEW:
Has the capacity for communal areas such as the main hall been calculated as part of this assessment?				
Is a documented school evacuation plan in place? Does this evacuation plan also consider any individuals who may need specific assistance during evacuation? (e.g. due to mobility impairment etc.) ?				
Are fire drills conducted termly and recorded? Have any issues identified as a result been resolved?				DATE OF LAST DRILL: TIME TAKEN TO EVACUATE BUILDING:
Are fire alarm call points tested weekly <i>(a different call point to be tested each week on a rotational basis)</i> and documented?				
Are appropriate fire extinguishers available and inspected annually? <i>There should be at least one water based extinguisher for each 200 metres of floor space. (sited so that no person need travel more than 30 metres to reach an extinguisher) and a minimum of 2 extinguishers per floor unless it is an upper floor of less then 100m2.</i>				DATE OF ANNUAL INSPECTION:
Are all emergency exits / routes clearly signed, available for immediate use and unobstructed?				

Do all areas of the school used outside of ambient daylight hours have emergency lighting available on escape routes? <i>(in particular focus on those areas used for lettings)</i>				
Is emergency lighting tested monthly (in house) with a full discharge test completed annually (by a competent service engineer)?				DATE OF FULL DISCHARGE TEST:
Is the fire alarm system serviced / inspected by a competent engineer (6 monthly for systems with a battery back up, annually for mains only systems)?				DATE OF LAST SERVICE / INSPECTION:
Does the fire alarm system have a battery back up?				<i>If fire alarm is mains powered only (240V) there should be a plan in place for replacement, in the interim a management procedure for how an alarm would be raised in event of a power failure.</i>
Are all key internal fire doors (e.g. cross corridor and stairwell doors)in place and fully closing?				
<u>ASBESTOS</u>	Y	N	N/A	COMMENTS / ACTIONS NEEDED
Is this package of asbestos information readily available? Are the school aware of how to access this information on the Corporate Property Database? Has all old data been effectively segregated / archived? (there is a legal duty to keep this for 40 years)				
Is the asbestos permission to work system used on every occasion before any work is conducted on building fabric? (This applies equally to the site team / caretaker as to contractors)				NUMBER OF ENTRIES IN PERMISSION TO WORK LOG IN PAST 12 MONTHS : DATE OF LAST ENTRY:
Is the permission to work log well maintained (pages in order, all entries signed and dated, no gaps etc.)?				

Are authorising officers clear on the location of asbestos containing materials (ACM) remaining in situ and the limitations of their management survey?				
Has the location of known ACM remaining in situ been communicated effectively to all relevant staff / building users?				
Is the site specific management plan up to date e.g. if any subsequent work on asbestos (encapsulation / removal etc.) has been undertaken this must have been recorded in the management plan?				
Are there a minimum of 2 asbestos authorised officers within the school? (refresher training is required every 3 years)				NAMES OF OFFICERS AND DATE OF TRAINING:
Has the annual asbestos visual inspection been completed and recorded on the management plan or in the asbestos log?				DATE OF LAST VISUAL INSPECTION:
CONTRACTORS	Y	N	N/A	COMMENTS / ACTIONS NEEDED
When awarding contracts directly is health and safety included in specifications and contract conditions?				
Are appropriate competency checks undertaken prior to engaging a contractor directly?				
ELECTRICAL / GAS	Y	N	N/A	COMMENTS / ACTIONS NEEDED
Portable electrical appliances tested by a competent according to relevant timescales? http://www.hse.gov.uk/pubns/indg236.pdf				DATE OF PAT TEST:
All emergency shut offs are accessible, clearly identified and functioning?				
Fixed electrical wiring inspected within the last 5 years?				DATE OF TEST CERTIFICATE-
Have all remedial actions been followed through to completion?				
<u>LEGIONELLA</u>	Y	N	N/A	COMMENTS / ACTIONS NEEDED

Has a water risk assessment been conducted?				DATE OF ASSESSMENT
If there have been subsequent changes to the building / hot and cold water system since this assessment has this assessment been reviewed?				
Have the initial recommendations from the water risk assessment been actioned?				
Are all in house operational controls (flushing of seldom used outlets, temperature control and monthly monitoring etc.) being completed and documented in the water log book?				
Where non compliant temperatures are identified have other actions been implemented to reduce risks? e.g. increase in flushing regime, raising calorifier temperature etc.				
Is the temperature and condition of cold water storage tanks conducted annually?				
PLANT/ TOOLS & EQUIPMENT	Y	N	N/A	COMMENTS / ACTIONS NEEDED
Have task specific work at height risk assessments been conducted?				
Is a Ladder register and checklist in place and reviewed termly?				
Is there any significant use of power tools / machinery? <i>If yes a register of equipment should be in place which identifies any significant safety issues to consider, (Noise and vibration levels, guards that should be in place, PPE required, maintenance or training / instruction required)</i>				
Is a planned preventative maintenance schedule in place for all plant / equipment?				
Is PE and outdoor play equipment inspected annually by competent contractor?				DATE OF INSPECTION
Are electronic powered gates / doors subject to regular maintenance and inspection by a competent person? <i>In particular for gates ensure that force limitation and all safety controls for electronic gates are being checked and working properly as part of that process.</i>				

LIFTS	Y	N	N/A	COMMENTS / ACTIONS NEEDED
Are passenger lifts serviced regularly (6 monthly)?				DATE OF LAST SERVICE
Is there a protocol for responding to passenger alarms in place?				
HAZARDOUS SUBSTANCES	Y	N	N/A	COMMENTS / ACTIONS NEEDED
Is there an inventory of chemicals (e.g. cleaning and maintenance products), reviewed in last 12 months? Are all relevant safety data sheets available?				
Have substances identified as presenting a significant risk (for example, cleaning chemicals) had a specific COSHH risk assessment conducted?				
Are all hazardous substances stored appropriately e.g. secured out of the reach of children and all containers clearly labeled and marked (e.g. irritant, flammable)?				
FIRST AID	Y	N	N/A	COMMENTS / ACTIONS NEEDED
Are there adequate numbers and levels of first aiders on site? <i>E.g. For low risk workplaces: >50 at least one first aid at work (FAW) qualified person for every 100 employees or part thereof.</i>				Detail number of staff trained in: Pediatric first aid under EYFS : First aid at work (FAW) : Emergency first at work (EFAW) : Other e.g. emergency first aid for school's:
Are first aid boxes stored in appropriate places and maintained, with no unapproved content (medicines etc.)?				
MEDICATION	Y	N	N/A	COMMENTS / ACTIONS NEEDED
Pupils with medical needs and allergies are clearly identified and an annual review of care plans is undertaken for those with more significant needs?				
Is there a documented system for the acceptance and administration of medication?				

Is the food operator aware of all food related allergies? e.g. HCL policy is for 6x4 photo reviewed annually and mounted on a red background to be located in the kitchen for those pupils with epi-pens.				
Is training for all relevant staff in use of epi-pens / medical procedures up to date? (Should be carried out annually)				
ACCIDENT REPORTING	Y	N	N/A	COMMENTS / ACTIONS NEEDED
Accident records are kept locally and monitored for trends?				
Have all accidents to employees and significant incidents to pupils / visitors been reported to the LA online?				
Are governors routinely notified of any significant accidents, such as those that are RIDDOR reportable ?				
COMMUNICATION	Y	N	N/A	COMMENTS / ACTIONS NEEDED
Is there a system whereby all defects found with equipment / plant /premises are notified to management and taken out of service?				
Is health and safety a standing agenda item at all governing body committee meetings?				
Is health and safety a standing agenda item at all staff and leadership meetings?				
TRAINING	Y	N	N/A	COMMENTS / ACTIONS NEEDED
Have all staff health and safety training needs been assessed?				
Is all health and safety training recorded? <ul style="list-style-type: none"> - Management of health and safety responsibilities. - Health and safety for site staff / caretakers. - Asbestos authorised officers (min of 2) refresher required every 3 years. - Fire risk assessment (depending on complexity of premises) - Mobile tower scaffolding (where relevant) - Ladder safety (if significant Work at height is undertaken) 				<i>All training delivered by HCC is available to book via HfL's online booking system</i>
Have all staff received an effective and documented health and safety induction?				
WELFARE AND ENVIRONMENT	Y	N	N/A	COMMENTS / ACTIONS NEEDED

Are finger guards in place and effectively maintained on vulnerable doors i.e. toilet & classrooms?				
Are there any outstanding items from the last EHO report for the school kitchen?				DATE OF REPORT
Have all DSE (computer) users been identified and their workstations assessed?				
Has safety glazing been installed or existing glazing filmed to a verifiable standard e.g. BS 6206, BS 6262 or EN 14449 in vulnerable areas? E.g. panes >250mm wide in or adjacent to doors, areas where PE is conducted etc.				
Is a lettings policy in place and are key risks and emergency procedures clearly communicated to hirers? (Risk Assessment for hall and classroom)				
Are risk assessments of hall and classroom part of the paperwork for any external lettings?				
Are potentially hazardous areas (kitchen) locked when unsupervised?				
Do catering providers have a food safety management system compliant with HACPP (hazard analysis and critical control point)?				
HOUSEKEEPING	Y	N	N/A	COMMENTS / ACTIONS NEEDED
Is general housekeeping satisfactory?				
Is flooring in good condition and free of slip / trip hazards ?				
Are items stored at height (e.g. files/folders on shelves) accessible, secure and safe?				
Are boiler rooms and electrical intake areas kept free of combustible materials?				
EXTERNAL AREAS	Y	N	N/A	COMMENTS / ACTIONS NEEDED
Are pedestrian routes within the site clearly defined and segregated from vehicles? Is a risk assessment in place demonstrating the controls in place to mitigate the risk to pedestrians?				

Has a tree survey been conducted by arboriculturalist? (such surveys are not generally part of 'standard' grounds maintenance contracts)				DATE OF SURVEY
Is adequate access to the site maintained for emergency services?				
SECURITY / SAFEGUARDING	Y	N	N/A	COMMENTS / ACTIONS NEEDED
Is there clear signage directing visitors to the main reception / other services on site?				
Is access to buildings adequately controlled?				
Is there a clearly defined route between site entrance(s) and reception with direct access to children avoided where practicable? <i>Where the access routes means visitors could potentially gain access to pupils a risk assessment should be in place which demonstrates that there is effective supervision.</i>				
Is external lighting adequate?				
Are gates and perimeter fencing of adequate height and well maintained? <i>In particular for electronic powered gates ensure that force limitation and all safety controls are being checked and working properly as part of that process</i>				
Is access to low roofs adequately restricted? (Any anti-climb paint/ anti-scale devices used should be clearly signed)				
Are any fragile roof surfaces identified by signage?				
Any external storage / waste bins are secured and located away from buildings?				
ANY OTHER SPECIFIC ITEMS FOR YOUR SCHOOL	Y	N	N/A	COMMENTS / ACTIONS NEEDED
