



Kirkby High School

Health and Safety Policy and Guidelines

**Reviewed at the Finance and Staffing Committee
Thursday 9th November 2017**

Chair of Governors:

A handwritten signature in black ink, appearing to read 'C Jones', is written over a light grey rectangular background.



HEALTH AND SAFETY POLICY

Main Contacts:

1. Mr W Leyland, Headteacher, Kirkby High School, Bracknell Avenue, Southdene, Kirkby, Merseyside, L32 9PP. Telephone: 0151 477 8710.
2. Senior Operations Manager who shall be the Health and Safety Officer, Kirkby High School, Bracknell Avenue, Southdene, Kirkby, Merseyside, L32 9PP. Telephone: 0151 477 8710.
3. School Safety Contacts: Senior Operations Manager, Deputy Headteachers, Assistant Headteachers, Headteacher's PA

4. Specialist Area Safety Contacts

Science Laboratories	Head of Faculty/Technician
Technology D&T	Head of Faculty/Technician
Food Technology	Head of Faculty/Subject Leader/Technician
Textiles	Head of Faculty/Subject Leader
Creative Arts	Head of Faculty
Computer Science	Head of Department
PE	Head of Faculty
Reprographic	Technician
Whole School ICT	Network Manager/Assistant
Building Maintenance	Site Manager
Cleaning Equipment	Facilities Manager
Contractors	Site Manager
Kitchen Supervisor	Catering Manager

5. Function of Safety Contacts

To be responsible for the health and safety of pupils, staff and others in their specialist areas. With this end in view to:

- advise on the prevention of accidents;
- make regular inspections of their areas to ensure that potential hazards to health and safety are, where reasonably practicable, removed or reduced. Where remedial action cannot be taken, the hazard should be reported at once to Site Manager and recorded in the Log Book held at reception, as should the date and results of each inspection;
- equipment or machinery which is an immediate hazard should be isolated and put out of use and an immediate report made;
- advise on the use of protective clothing and equipment and to ensure that such clothing and equipment is properly maintained and used;
- ensure that safe practices and methods of work are evolved and carried out;
- ensure that all accidents are properly reported;
- ensure that staff and in particular new staff working in their area of authority are informed of safety procedures and regulations and to encourage their participation as to the elimination of potential hazards. Guidance must also be given to pupils and visitors to ensure that they are aware of, and comply with health and safety regulations;
- take all reasonable precautions to ensure that all new equipment meets the required standard of safety.

Statement of organisation and arrangements for ensuring health and safety (Code of Practice)

PART ONE : STATEMENT OF POLICY

- 1.1** It is the intention of the governors that for health and safety purposes the school will operate within any structure and framework set out by the Rowan Learning Trust and will apply all health and safety instructions and advice issued by the Local Authority and/or the Health and Safety Executive.
- 1.2** The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises:
- to establish and maintain a safe and healthy environment;
 - to establish and maintain safe working procedures amongst staff and students;
 - to ensure the provision of sufficient information, instruction and supervision to include all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work. To allow access to health and safety training as and when provided;
 - to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises;
 - to lay down procedures to be followed in case of an accident;
 - to provide and maintain adequate welfare facilities.
- 1.3** The governors recognise that the site is managed under a Private Finance Initiative by a separate contractor not under the direction of the school and therefore due regard must be given to and reliance placed upon the expertise of the sub-contractor, the Site Manager and the Local Authority.

PART TWO: RESSPONSIBILITIES & DUTIES

2.1 The Headteacher

The overall responsibility for all school, health and safety organisation rests with the Headteacher who shall in liaison with the site management sub-contractor:

- set up arrangements in the school to cover all health and safety legal requirements;
- produce a written statement of those arrangements and to bring it to the attention of all staff;
- be available to any member of staff to discuss health and safety problems not solved at a lower level or through the established arrangements;
- to report to the Board of Directors of the Rowan Learning Trust those instances where the Headteacher's executive authority does not allow the elimination or reduction to a satisfactory level of a hazard, but to take all necessary short term measures to avoid danger pending rectification;
- to be available to appointed safety representatives and to co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from safety representatives and respond in writing within a reasonable time;
- to ensure that all areas are inspected once per term;
- to ensure that a system is established for the reporting, recording and investigating of accidents and that all reasonable steps are taken to prevent re-occurrences;
- to review from time to time the provision of first aid and fire evacuation procedures in the school and the emergency regulations;
- to review regularly the dissemination of safety information concerning the school;
- recommend necessary changes and improvements in welfare facilities;
- inform the Governors from time to time of the safety procedures of the school.

2.2 All employees

The Health and Safety at Work Act 1974 states:

"It shall be the duty of every employee while at work to take reasonable care for the Health and safety of him or herself and of any other persons who may be affected by his or her actions."

All staff are to pursue the objectives of the school in respect of Health and Safety.

All employees are expected:

- to know the special safety measures and arrangements to be adopted in their own working areas and ensure that they are applied, including the regular checking and maintenance of equipment and areas;
- to observe standards of dress consistent with safety and hygiene;
- to exercise good standards of house keeping and cleanliness;
- to know and apply emergency procedures in respect of fire and first aid;
- to use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others;
- to co-operate with other employees in promoting improved safety measures in their school;
- to report an issues in a timely manner and if they represent an immediate danger not to leave any area unattended;
- to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or Public Health Authority.

2.3 The Health and Safety Officer and Deputy Health and Safety Officer

In addition to the responsibilities outlined in the main job brief, the Health and Safety Officer shall:

- co-ordinate the whole school programme of Health and Safety by ensuring full consultation and participation of all staff, through appropriate briefings and consultation;
- carry out regular inspections of the school, hold the Inspection Book, and inform the Headteacher (and Site Manager if appropriate) of any problems/deficiencies and ensure that the appropriate officer is advised of any necessary action;
- carry out / organise risk assessments;
- set up and administer the system for reporting, recording and investigating accidents and take all reasonable steps to prevent re-occurrences;
- disseminate safety information within the school (staff handbook/staff pack/staff briefing)
- ensure that new employees are briefed about safety arrangements and are given a copy of the school's statement and the opportunity to read it;
- ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained;
- ensure that all visitors are informed of any hazards on site of which they may be unaware. To ensure that consideration is given to the possibilities of maintenance work affecting staff and students;
- to organise and record evacuation drills and have special regard for the evacuation of students and staff with disability or Additional Needs;
- liaise when appropriate with the Site Manager and senior staff;
- ensure the school provides appropriate training for staff in health and safety areas;
- the Health and Safety Officer is the "appointed person" to take charge of a situation involving injury or illness. In his/her absence the senior member of staff on call assumes the responsibility.

2.4 Teaching and Support Staff holding posts of responsibility

These staff:

- have a general responsibility for the application of the school's safety policy to their own department's area of work and are directly responsible to the Headteacher for the application of safety measures and procedures within that department/area of work;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances (eg chemicals, boiling water, guillotines);
- shall deal with any health and safety problems referred to them by a member and refer to the Health and Safety Officer any of these problems that they cannot resolve;
- shall carry out a regular safety inspection of the activities for which they are responsible and where necessary submit a report to the Headteacher (copy for Safety Officer);
- shall ensure as far as is reasonably practicable the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- shall where appropriate seek advice and guidance;
- shall propose to the Headteacher requirements for safety equipment.

2.5 Class Teachers

The safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers or cover supervisors (when in sole charge of a class); teachers have traditionally carried responsibility for the safety of students when they are in their charge. **(This responsibility cannot be delegated to a student teacher)**. Teaching assistants working with students on a one to one or small group basis not under the supervision of a teacher have the same duty to ensure student safety. If for any reason, a teacher, teaching assistant or cover supervisor considers that he or she cannot accept this responsibility, he or she should discuss the matter with the Headteacher before allowing practical work to take place.

Class teachers are expected:

- to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire bomb scare and first aid, and to carry them out;
- to know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- to give clear instructions and warnings as often as necessary;
- to follow safe working procedures personally;
- to call for protective clothing, goods, special safe working procedures etc. where necessary;
- to make recommendations to their Head of Department, for example on safety equipment and on additions or improvements to equipment or machinery;
- to regularly check all equipment, furniture and their environment (heating, lighting etc.) and to report any defects to the Health and Safety Officer / Site Manager.

2.6 The Site Manager/Facilities Manager

The Site Manager is not employed by the school and the contractual relationship with the sub-contractor that employs the site manager is between the Local Authority and the sub-contractor. The school cannot therefore wholly direct or control the actions of the Site Manager. In addition to the responsibilities outlined in the main job brief the school understands that the Site Manager shall:

- carry out weekly inspections of the school and daily grounds' inspections, and inform the Headteacher / Health and Safety Officer of any problems or deficiencies. He or she must carry out the appropriate action to rectify the deficiency or contact the appropriate officer and ensure the work is carried out;
- keep a record of all such remedial work and requests for maintenance, giving a copy to the Senior Operations Manager;
- fulfil all the necessary safety precautions regarding maintenance and cleaning duties including COSHH regulations and electricity at work regulations;
- work with the Health and Safety Officer to ensure a safe, secure environment;
- maintain and inspect all fire equipment, alarms and precautions as laid down in Appendix 2 – Prevention of Fire;
- have responsibility for hygiene of toilet facilities throughout the school;
- ensure all outside contractors have reported to the Site Manager and liaise with the Health and Safety Officer and Headteacher if necessary. Discuss the nature of work and any risks to pupils or staff. Appraise outside contractor of any hazards in the area of work.

2.7 The Students

The students are expected:

- to exercise personal responsibility for the safety of self and other students;
- to observe standards of dress consistent with safety and/or hygiene (this includes the "jewellery" school rules);
- to observe all safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- to use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

2.8 Visitors

Regular visitors and other users of the premises should observe the safety rules of the school. In particular parents helping out in school should be made aware of health and safety arrangements applicable to them by the teacher to whom they are assigned. (See also Contractors in Part Three). All visitors must sign in at reception on arrival and sign out on departure. They should always wear a visitors pass.

PART THREE SCHOOL ARRANGEMENTS

3.1 Supervision of students

- Detailed arrangements for the supervision of students during the school day are found in the Staff Handbook and should be noted carefully by all members of staff;
- Arrangements at lunchtime are co-ordinated by an Assistant Headteacher;
- Arrangements for out of school visits are co-ordinated by the Educational Visits Co-Ordinator (EVC) and appropriate risk assessments must be carried out before a trip is authorised;
- The safety of pupils in classrooms, laboratories, workshops and sports areas is the responsibility of class teachers, and Heads of Department should draw up written statements of arrangements covering any special requirements in their areas.

3.2 Accidents

- The school Health and Safety Officer is to set up and administer a system for reporting, recording and investigating accidents; liaising with the Headteacher and other bodies when necessary;

- accident forms must be completed and handed to the Health and Safety Officer/Designated Officer within 24 hours. NB Serious accidents must be reported immediately - if in doubt, report it;
- the Health and Safety Officer must ensure that all reasonable steps are taken to prevent re-occurrences of any accidents;
- detailed procedures (see Appendix 1 - Accidents).

3.3 First Aid

- all staff have a duty to care properly for pupils in the "loco parentis" role;
- staff with First Aid qualifications should inform the Headteacher and the Health and Safety Officer;
- in the absence of the nominated First Aiders the other first aiders from the lists around the school will be called on. During holidays, weekends and out of normal school hours this role is carried out by the Leisure Services Representatives;
- Maintenance of first aid boxes is the responsibility of the Medical TA/Heads of Department/Area.

3.4 Fire Emergency Precautions

- The Health and Safety Officer will ensure effective arrangements are in place to facilitate evaluation of the building in case of fire or any other emergencies;
- the Health and Safety Officer will ensure the Fire Book (kept in reception) is maintained and up to date and will produce and circulate to all members of staff the Fire procedure (see Appendix 2 - Fire);
- maintenance of exits and escape routes will be checked by site staff;
- the Site Manager is responsible for ensuring the checking and maintaining of all fire extinguishers and fire fighting equipment weekly and ensure replacements / defects are dealt with immediately. The Site Manager will liaise with the Health & Safety Officer and the Senior Operations Manager;
- The Site Manager will ensure the electrical and electronic systems are tested each day before school and any defects reported to the Health and Safety Officer or the Headteacher;
- Fire Marshalls and Heads of Department have specific responsibilities for their areas of school (see Appendix 2 - Fire);
- It is the responsibility of all class teachers / Heads of Department to ensure that rooms have a fire notice and that they are familiar with the emergency procedures for each area of the school that they use;
- it is the duty of all members of staff to carry out the procedures as set down in Appendix 2.

3.5 Hazards

- All members of staff are responsible for identification of hazards, or defects and they should be reported to the Health and Safety Officer / Headteacher and a copy to the Site Manager if appropriate;
- the Headteacher should initiate remedial action, however, if this is impossible or outside the school's responsibility then the Site Manager or appropriate Local Authority Officer should be contacted. The Site Manager should inform the appropriate officer/department of any defective equipment, faulty wiring, environmental or health hazard immediately and follow it up in writing with a copy to the Senior Operations Manager. Any serious situation should be brought to the attention of the Headteacher (or in the Headteacher's absence the Deputy Headteacher) immediately;
- Control of Substances Hazardous to Health (COSHH) regulations now apply to schools. The school through a Local Authority buy-back is a member of CLEAPSS and as such has been issued with sets of hazards, covering all hazardous substances used in schools;

- CLEAPSS information booklet and hazard cards are kept in the science preparation room on the ground floor.
- CLEAPSS should also be consulted when it is proposed to use a substance or carry out an operation not covered in recommended tests;
- CLEAPSS may be contacted at any time for advice;
- COSHH regulations advice for school cleaning materials etc. is kept by the Site Manager and Facilities Manager, supplied by DNS;

3.6 Inspections / Premises / Housekeeping

- all employees are expected to exercise good standards of housekeeping and cleanliness;
- the Health and Safety Officer will carry out regular inspections of the school and inform the Headteacher, and Site Manager if appropriate, of any problems or deficiencies and ensure that the appropriate officer is notified;
- Heads of Department/Area and staff in posts of responsibility have responsibility for their own departments / areas of work and should carry out regular safety inspections;
- class teachers/supports staff should regularly inspect their working areas and any equipment/furniture in use;
- the Site Manager is responsible for weekly inspections of the buildings and grounds and should report to the Health and Safety Officer and Headteacher if it is not possible to use the LA procedure or if the situation is serious/an emergency.

3.7 Electrical Safety

The Electricity At Work Regulations came into effect on 01/04/90:

- all electrical installations should be properly inspected and tested by a competent person every five years, responsibility of sub contractor;
- changes to fixed installations should only be made by a competent person and inspected and tested, responsibility of sub contractor;
- all electrical equipment should be visually checked when used, and each term, and any defects rectified;

3.8 Information/Training

Any staff requesting training in Health and Safety matters should discuss the area of request with the Health and Safety Officer. Priority will be given to training in health and safety areas.

New staff will be briefed about the school's arrangements by the Health and Safety Officer and by their Head of Department / person in charge of their department/area.

3.9 Hygiene and Health

- the medical room is provided for first aid treatment of pupils by a qualified first aider;
- when students are taking regular medication either permanently or temporarily, these must be kept under lock and key in the medical room, a log kept of pupils and to be self administered under the supervision of medical staff and log signed. Medication can only be given with written consent from parents detailing the frequency and dosage;
- students suffering from epilepsy/asthma or any other long term disease/illness are listed on the register available to all staff. Heads of Department are responsible for passing this information on to any supply teachers or student teachers when necessary;
- Analgesics: analgesics cannot be given to a student unless parental approval has been given. They should only be administered by medical staff who are first aid trained (or the school nurse) and a record kept. Analgesics must not be given to any pupil who is taking medication prescribed

by a doctor. Paracetamol (standard for pupils aged twelve) is the only analgesic that should be given, if a parental consent form has been returned;

- toilet areas are the responsibility of the Site Manager and DNS staff;
- all staff must be set a high standard of personal hygiene and the same should be encouraged in pupils;
- Smoking is not allowed on site.

3.10 Contractors

Contractors have a duty to work safely. The LA and governors also have an obligation to safety. Close liaison between contractors, the LA and the school is essential before work commences, and during the contract.

- The contractor/workman should report to the Site Manager / Reception / DNS Manager and sign in the appropriate book (and also sign in at Reception). This applies also to Contract Services' employees;
- the Site Manager should liaise with the contractor on safety matters and inform the Health and Safety Officer and Headteacher if appropriate;
- the Health and Safety Officer will recommend increased levels of supervision of pupils if appropriate to the Assistant Headteacher in charge of duties/lunchtimes;
- minor works should always be discussed with the Site Manager prior to commencement of work.

Appendix 1

Emergency Procedures - Accident/Illness/Injury

If anyone should become ill or suffer injury as a result of an accident the following procedures should be followed:

- First Aid should be rendered, but only as far as knowledge and skill permit. The patient should be given all possible reassurance and if absolutely necessary removed from danger;
- the senior member of staff on call must be sent for immediately (usually via the school office). He/she is the appointed person to take charge of the situation. Out of school hours the Site Manager & Leisure Services Representative are appointed persons;
- the Headteacher and Health and Safety Officer should also be informed as soon as possible in the event of a serious illness or injury;
- trained first aiders should be summoned immediately if circumstances necessitate. The Health and Safety Officer must ensure there are an appropriate number of trained First Aiders and that up to date lists are provided to staff in an appropriate manner.
- If an ambulance is required, the 999 service should be used (via the school office if possible). A responsible person should be sent to the school entrance to direct the ambulance crew to the casualty. Students should be directed away from the area. Parents or emergency contacts must be notified immediately. If this is not possible then any pupil should be accompanied to the hospital in the ambulance by a member of staff. On no account should provision of urgently needed medical treatment be delayed pending the arrival at school of parents;
- parents must be notified as soon as possible;
- as soon as possible after the incident, every case of injury or accident must be fully and accurately reported on the appropriate form and when possible, detailed statements obtained from witnesses. Completed forms (available from reception and electronically on staff shared area/health and safety/accidents and forms) should be passed immediately to the Health and Safety Officer/designated officer, who should investigate the accident and report to the Headteacher. An accident form should be completed for all accidents to employees, pupils, members of the public.
- minor illnesses reported by students should be reported to the senior member of staff on call if appropriate. The member of staff on call will contact parents / relative / emergency contact if the situation seems to warrant the pupil being sent home;
- students should not be sent home without this contact. In any circumstances key stage 3 students should not be sent home without parental / relative / responsible adult contact;
- if students are taken home in a member of staff's car, the member of staff must ensure that he/she has obtained business use cover from his/her insurance company for these purposes.

Appendix 2

Fire Evacuation

Fire Marshalls

The Health and Safety Officer must ensure that there are adequate Fire Marshalls and an up to date list of Fire Marshalls is available to staff in an appropriate manner.

Duties of Fire Marshalls

- First and foremost is the safety of the students;
On the way out check your area, ensuring:
 - the alarm has been raised;
 - teachers are evacuating the building; as is compatible with student and personal safety, see that the area is clear;
 - report the source of any fire / broken alarm and area evacuated to the staff member in charge of that vicinity.

General

- Know the assembly area for any room you teach in: they are posted in every classroom;
- know the nearest route out;
- know where the nearest fire appliance is;
- **DO NOT IGNORE AN ALARM;**
- do ensure that your class is orderly when leaving the building and at the assembly point.

The Health and Safety Officer and the Deputy Headteacher are responsible for ensuring:

- all staff and students are familiar with the routine for the orderly evacuation of the building;
- that staff are aware of the escape routes from each room and the positioning of the fire fighting equipment;
- that all exits including emergency fire ones are left open and free from obstruction when the school is in session;
- co-ordinating the work of the floor Fire Marshalls so that they are satisfied that the building is adequately covered so as to ensure a rapid and safe evacuation of students and staff;
- that all rooms have notice clearly visible stating the fire routine, the nearest fire fighting equipment or escape route;

The Fire Marshalls are responsible for reporting to the reception if it is a false alarm.

Responsibility for fire drill/evacuation is assumed by the Health and Safety Officer and the Deputy Headteacher, in their absence the Senior Leadership Team or whoever is the most senior member of staff. Taking charge of Assembly Points and checking all registers have been taken and are completed. Each staff member must take a register from class attendance list and report when completed. Orderly return into school of pupils and staff when safe to do so. Reporting any inadequacies, poor standards of drill etc. to The Health and Safety Officer and the Deputy Headteacher.

Fire Precautions

Reasons for fire routine:

- to prevent loss of life or injury to personnel;
- to prevent fire;
- to ensure that an alarm is raised quickly and efficiently;
- to deal with any emergency by quelling a fire and evacuating the premises;
- to ensure that outside assistance is called with the least possible delay and to a pre-determined plan.

Prevention of Fire

In order to prevent fire it is necessary to appreciate the general circumstances in which a fire could arise. Having an intelligent understanding of the cause of fire is the first step towards taking the necessary precautions. If it is not possible to remove the risk altogether, it is often possible to reduce the hazards to reasonable proportions. The following are some examples of common causes of fire, the remedies for which are self-evident:

- careless use of naked lights;
- careless use of heating appliances;
- electric kettles on long enough to boil dry;
- inexperienced persons making additions to, or otherwise interfering with electrical installations;
- accumulation of combustible materials - keep storerooms and classrooms, especially practical rooms, clear;
- take particular care in the use of and storage of inflammable liquid. Small containers only in use and then under strict teacher supervision;
- strict supervision and care in the use of furnaces, brazing torches, bunsen burners etc. Turn off when not in use;
- be on the alert for gas leaks, blown out/defective pilot lights on cookers etc.;
- report any potentially dangerous / damaged electrical fitting;
- the Site Manager must keep the energy centre clear of rubbish, and the floor area clear of spillages;
- areas adjoining the energy centre to be kept clear.

Site Staff

The Site Manager will be responsible for ensuring the following :

- monthly reports on the condition of the fire fighting equipment;
- weekly check on the alarm system;
- ensuring that all emergency and other doors are unlocked and unobstructed during the time that the school is in session;
- that the fire fighting equipment is checked not less than once per week to ensure that nothing has been removed or discharged;
- that all smoke doors and emergency exits are marked as such;
- that any deficiency in the fire fighting appliances or defects in the alarm system are reported.

Performances

When public or private film / play etc. performance are given, the requirements of the Licensing Authority must be adhered to and the arrangements agreed by the Health and Safety Officer. The person in charge of the event should give housekeeping speech at the start.

Action in the event of fire

Always call the Fire Brigade no matter how small fire may seem or if it appears to have been extinguished. On discovering a fire, raise the alarm by breaking the glass in the nearest alarm. If this does not activate the alarm siren, raise the alarm by use of the tannoy in Reception. Take your class by the nearest route to the assembly point.

Follow Evacuation routes identified.

- Check all dead end rooms, end rooms and toilets on your way out of the building, ensuring all staff and pupils are alerted;
- line your students up at the assembly point and call the roll. Report to LAM/PSO who in turn will report to attendance team.
- remain at the assembly point until you are told it is safe to re-enter the building;
- obey any requests by Fire Marshalls;
- in the event of a false alarm or real fire the alarm must be left ringing; only the Site Manager is allowed to stop the alarm.

Site Staff

The Site Manager will be responsible for the following :

- control of the fire panel;
- call the Fire Brigade if necessary;

Reception staff: when the alarm is raised will:

- clear the switchboard;
- call the Fire Brigade if necessary;

The Senior Operation Manager will record incident briefly in log book on reception post incident.

Fire drill during lunchtime, breaktime or change of lessons:

All students and staff must vacate the buildings using the fire evacuation routes and go to their designated fire assembly points. The fire alarm must be left ringing until stopped by the Site Manager.

Evacuation of students with disability

- wheelchair students to be the last to be evacuated;
- lifts could be used if power is still on and time permits;
- assemble students with disability in identified safe areas and await assistance from fire service;
- staff on duty in home bases in the main school building, Library and Corridors clear building and supervise evacuation of all pupils to assembly points.

Fire Evacuation/Fire Drill Procedures

Please ensure that you are familiar with the appropriate procedures for any area in which you work. Detailed responsibilities / Fire Marshalls - see Fire Procedures.

Appendix 3

Procedures - Bomb Threats

For buildings with switchboard or Reception type area

With many employees on a direct telephone system it is foreseeable that individuals could receive a telephoned bomb threat. Should this happen to you, the following procedure must be implemented:

On receiving the telephone call:

- listen to the caller without interrupting and make a note of the time of the call and what is said;
- before the person rings off try to ascertain:

where the bomb is;
what time it will explode;
the type of package or container;
who is calling eg. name of the individual / terrorist group etc.
do not replace phone

- **notify the reception immediately**
- indicate you have received a bomb threat and give your name, telephone extension number, department and brief details of what has been said.

Keep your telephone line clear and await further instructions; you may be telephoned for further clarification.

Reception

Immediately notify a member of the Senior Leadership Team (SLT) outlining details of the bomb threat and the name and telephone number of the person receiving the call. Notify the police using the emergency telephone number.

N.B. A list outlining the names of SLT and telephone extension number must be displayed adjacent to the switchboard.

Bomb Threat Procedures - Kirkby High School - Additional Information

All Staff

If a decision to evacuate is taken, the following procedure should be implemented:

- specific announcement made via school's tannoy system.
- collect your personal belongings, such as coats, handbags, lunch box, shopping, packages, PE bag etc. Instruct your class to collect coats and bags if possible;
- inspect briefly your work area for any suspicious packages, objects etc. **DO NOT TOUCH SUSPECT ITEMS**;
- evacuate the building following fire evacuation/fire drill procedures;
- Fire Marshalls (see Appendix 2 Fire) check briefly for anything suspicious when clearing your designated area of personnel;
- report anything suspicious to a designated officer (SLT member) on arrival at assembly point;
- stay in the assembly point and await further instructions from the Headteacher/SLT/Health & Safety Officer who will liaise with the Emergency Services;

N.B. the above procedure applies if the pupils are in class / registration.

Evacuation at break or change of lessons

- staff clear building following procedures outlined above with regard to inspecting areas and removing coats/bags etc.
- teaching staff move to designated area
- students move to designated area

Bomb Threat Before School or Lunchtime

- staff clear building following procedures outlined above with regard to inspecting areas and removing coats/bags etc.;
- Form Tutors / substitutes should move to the designated area;
- students should line up with Form Tutor in designated area;
- if available a register should be taken.

Sub Contracted Employees:

Site staff, kitchen and cleaning staff report to designated area

- collect your personal belongings such as coats, bags, shopping bags, sports bags etc.;
- inspect briefly your work area for any suspicious looking packages, objects etc. **DO NOT TOUCH SUSPECT ITEMS**;
- evacuate the building following fire evacuation/fire drill procedures;
- Fire Marshalls check each area ie clear of all personnel.

N.B. All fire / bomb threat evacuations **must** be treated seriously and the building **must** be evacuated.

Emergency Lock down procedures

The lock down procedures could be triggered by a number of situations including:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the school)
- An unauthorised person on site (with the potential to pose a risk to staff and students)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school

If one of these instances occurs it is prudent to ask staff and children to stay in the room where they are until a senior member of staff can ascertain the level of risk, if any. As such, we will action the lock down procedures below.

Remain as calm as possible to ensure the children are emotionally supported.

Alert Sound: The below prompts will indicate the lock down procedures should be actioned immediately.

- A senior member of staff will activate the school tannoy sounding 3 short bing bongs, a five second pause, and again 3 short bing bongs.
- On hearing alert as above, office staff will contact the Ball Hall.

Action: The action below must be implemented once the Lock-Down alert has been activated.

- All children and staff should with immediate effect remain in the room.
- PE staff and classes should go to Ball Hall or nearest safe room
- Staff in offices should remain in the office which they are based
- Site Manager to lock the front door
- Any staff or children out of their room should return to their relevant base room or the nearest safe classroom
- All window blinds to be closed, lights turned off and external doors locked where possible.
- Kitchen staff should lock doors and await further instructions from a senior manager. cleaning staff to remain in their office or nearest safe room and await further instruction from a senior manager
- A senior manager to evaluate the incident to ascertain the next actions required.
- If an intruder attempt to access the building Call 999 and ask for police assistance, stating your School name and address.
- Follow the instruction given by the Police

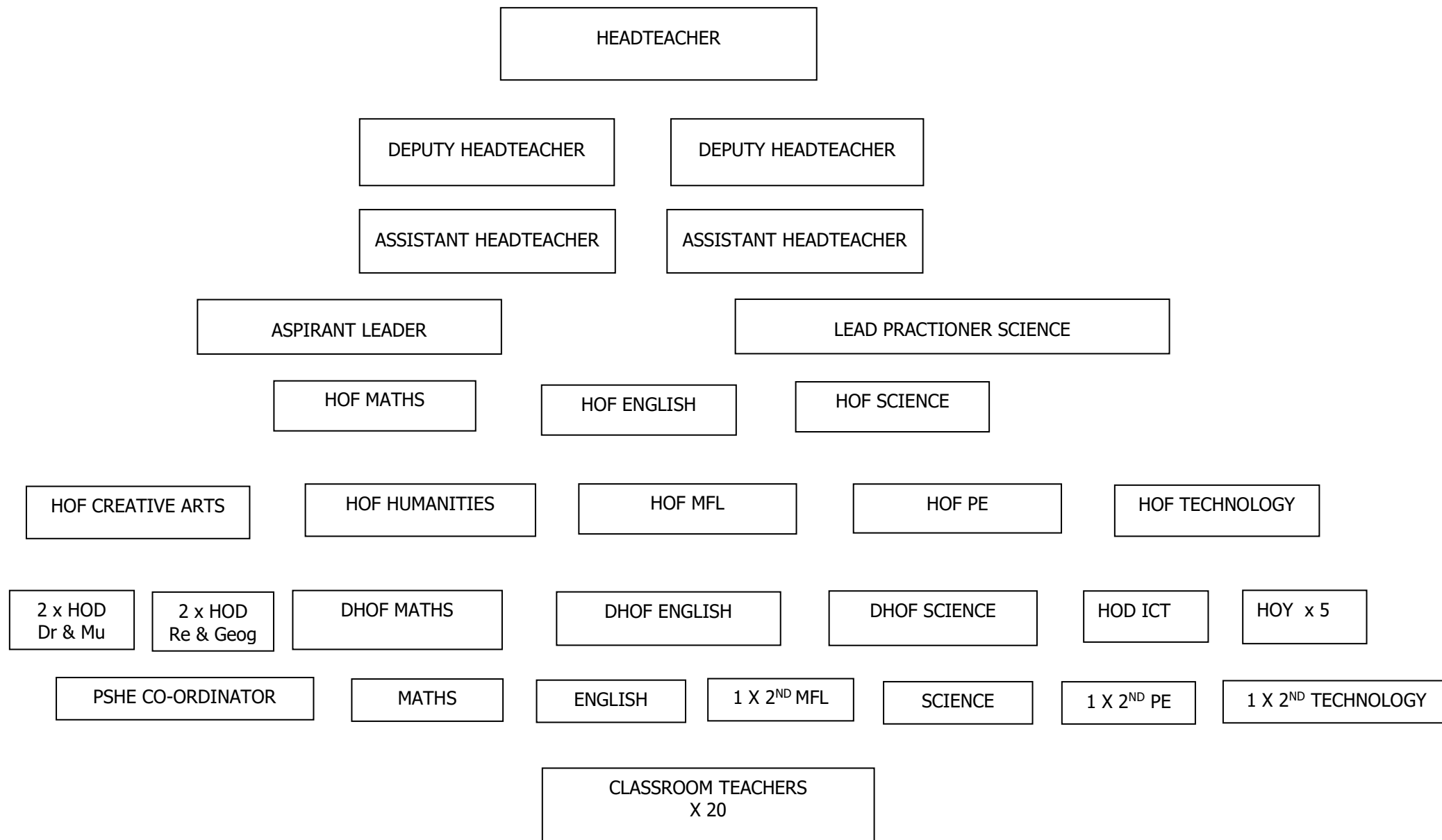
End of Incident:

- Once the situation is resolved a senior member of staff will activate the school tannoy with the following announcement – Thank you for your co-operation with the lock down procedure drill which is now concluded.

Debrief: The senior manager to debrief all staff on the incident and inform all parents what had occurred, and provide reassurance for the safety of all children and staff.

OFSTED to be informed of the incident. Security risk assessment to be reviewed.

Teaching Staff Structure – September 2017



Support Staff Structure – September 2017

