St. Mary’s C.E. (A) Primary School
Greenfield

Health and Safety Policy
(including Single Central Record statement)
2017-18

‘We enjoy learning and achieving in a Christian environment’
Mission Statement

‘We enjoy learning and achieving in a Christian environment’

Introduction

• The Governing Body of St. Mary’s C.E. (A) Primary School, in producing this Health and Safety Policy, has had regard to Oldham Council’s Health and Safety Policy 2006.
• It was revised during Spring 2016 by the Resources Committee.
• It was approved by the Governing Body on 8th March 2017.
• This policy will be reviewed in accordance with the schedule outlined in the School Improvement Plan 2016-19 in Spring 2018

This policy sets out the organisational arrangements for Health and Safety welfare at St. Mary’s C.E. (A) Primary School.

This policy covers the areas over which the Governing Body and Head Teacher have responsibility and control. It details the safety arrangements within the school in respect of staff, pupils, visitors and other employees working with in the school.

The Governing body is responsible overall for Health and Safety and it is the aim of this policy to work within the information, procedures and codes of practice contained in the Council’s Health and Safety File.

The school had a Local Authority Health and Safety Audit in February 2015 and several areas of good practice were highlighted.

An interim inspection was carried out in February 2017 and several areas of good practice were continued to be highlighted.

Areas requiring attention were completed in February 2015 and again in February 2017.

The control measures outlined in all risk assessments form the schools’ safe systems.

All staff have access to the risk assessments via the Common Drive and have signed to agree to follow them.
Section 1 - Health and Safety Policy Statement

Our Statement of General Policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;
- to ensure safe handling, use, storage and transport of articles and substances;
- to provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
- to ensure all employees are competent to do their tasks;
- to prevent accidents and cases of work-related ill health;
- to make arrangements within the school for the reporting of all accident/violent incidents to the Directorate;
- to make positive arrangements for fire evacuation, first-aid, snow and other emergency situations;
- to provide and maintain a safe and healthy school building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;
- to provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;
- to provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed: L Alcock Date: 8.3.17
(Chair of Resources)

Review Date: Spring 2018
Section 2 – Responsibilities

The Governing Body:

- day-to-day responsibility for ensuring this policy is put into practice is that of the school governing body and the Head Teacher/Business Manager.
- shall ensure so far as is reasonably practicable the health, safety and welfare of teachers and other support staff;
- shall ensure so far as is reasonably practicable the health and safety of pupils in-school and on off-site visits;
- shall ensure so far as is reasonably practicable the health and safety of visitors to schools, and volunteers involved in any school activity;
- shall guide and monitor the Head Teacher to ensure that he/she keeps health and safety as a high priority in the day-to-day management of the school;
- shall appoint one of the governors to be the governor for health and safety (Graham McGuffie H and S Governor);
- shall consider the health and safety implications of policies and guidance issued by Oldham Council’s Children’s Services Directorate and the Diocese;
- shall draw up and issue it’s own policies and guidance on curricular and non-curricular topics where necessary, paying particular attention to health and safety aspects;
- shall discuss and resolve so far as is reasonably practicable, health and safety issues at meetings of the governing body; and
- shall carry out an annual appraisal of the safety performance of the school and include this in it’s annual report to parents.

Head Teacher and Business Manager:

The Head Teacher and Business Manager are responsible for the day-to-day management of the school and shall so far as is reasonably practicable:

- ensure the Council’s, the Children, Young People and Families, and the school’s Health and Safety Policies are implemented and adhered to at all times;
- ensure all members of staff know, understand and accept their health and safety duties and responsibilities;
- ensure adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- ensure the governing body is advised of health and safety implications when undertaking the management of the school budget;
- ensure all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;
- ensure all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
• ensure only approved chemicals and substances are used at school and ensure that the appropriate safety information and risk assessment is available to the user;
• ensure suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
• ensure adequate first aid treatment is available by the provision of a first-aider or appointed person and ensure that first aid boxes are kept adequately stocked;
• ensure accidents/violent incidents are recorded and where necessary, investigated and reported to the Health and Safety Team (Children’s Services) as soon as possible and also reported to the governing body in the Head Teacher’s Report. In the event of a major injury, the Chairman of the Governing Body shall be informed;
• ensure a record is kept of any contagious disease that is contracted, and all acts of violence and bullying, and that this is reported to the governing body as appropriate;
• ensure fire procedures are planned and rehearsed at least once per term;
• ensure fire equipment, fixtures and exits are checked periodically and maintained to ensure they are in working order;
• ensure adequate welfare facilities are provided and maintained for staff and pupils;
• ensure periodic safety inspections of the school are carried out;
• ensure that there is consultation with the staff safety representative on matters of health, safety and welfare;
• ensure contractors working in the school, report to him/her before work commences in order to ascertain work details and agree safety procedures;
• ensure in his/her absence, health and safety duties are delegated as appropriate;
• ensure there is an annual appraisal of the school’s health and safety performance;
• ensure risk assessments are undertaken and reviewed as appropriate; and
• review and up-date the policy as appropriate.
All School Staff:

All teaching and non-teaching staff shall, where appropriate and so far as is reasonable practicable:

- ensure the Council’s Children’s Services together with the school’s policies are implemented at all times;
- be responsible for the health and safety of the pupils they supervise;
- ensure equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Head Teacher so that the equipment can either be repaired or disposed of;
- in the event of a fire, ensure all pupils know the fire procedures and are evacuated safely;
- in the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details in the accident book;
- ensure all classroom-based activities are carried out in a safe and healthy manner;
- ensure playground activities are supervised as appropriate and any violent behaviour is stopped;
- ensure pupils are adequately supervised at lunchtimes;
- ensure that, whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies;
- ensure that whilst transporting pupils by car, appropriate restraints are worn and the Directorate’s guidelines are followed;
- ensure that when undertaking school trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the Directorate’s Health and Safety Manual;
- ensure that pupils do not bring into school any potentially dangerous article or hazardous substance without the expressed permission of the Head Teacher;
- take appropriate action to make safe any dangerous condition caused by wet or icy weather;
- ensure any agreed security provisions are carried out;
- co-operate with the Head Teacher on all aspects of health, safety and welfare; and
- co-operate with the Head Teacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.

Specific duties are listed within the Site Manager’s Job Description, e.g. ladder checks, carrying out maintenance and minor repair work safely, monitoring communal areas.
Pupils:

All pupils must:

- co-operate with teachers and school staff on health and safety matters;
- not interfere with anything provided to safeguard their own health and safety;
- take reasonable care of their own health and safety;
- consider the health and safety of others at all times, and
- report all health and safety concerns to a teacher.

In addition, union appointed safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and carry out safety inspections at a rate of one inspection per quarter.
ARRANGEMENTS

2.1 Health and Safety Risks arising from our work activity
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2.3 Safe Plant and Equipment
2.4 Safe Handling and use of Substances
2.5 Information, Instruction and Supervision
2.6 Competency for Tasks and Training
2.7 Accidents, First Aid and Work Related Ill Health
2.8 Monitoring
2.9 Emergency Procedures – Fire and Evacuation/Critical Incident/Bomb Threat
2.10 Visitors
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2.12 Educational Visits / Extra Curricular Activities
2.13 Movement of Vehicles
2.14 School Security
2.15 Occupational Health Service and Stress
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Section 2 – Arrangements

2.1 Health and Safety Risks Arising From Our Work Activity

Risk assessments will be undertaken by: The Head Teacher who may on occasion delegate to appropriately qualified colleagues.

The findings of the risk assessments will be reported to the Head Teacher, Resources Committee.

Action required to remove / control risks will be approved by the Head Teacher.

The Head Teacher will be responsible for ensuring the action required is implemented.

The Head Teacher will check that the implemented actions have been removed / reduced the risks.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

2.2 Consultation With Employees

Employee representative(s) are the teaching unions.

Consultation with employee is provided by the usual procedures.

2.3 Safe Plant and Equipment

The Site Manager and Head Teacher/Business Manager will be responsible for identifying all equipment / plant needing maintenance.

The Site Manager will be responsible for ensuring effective maintenance procedures are drawn up.

The Site Manager will be responsible for ensuring that all identified maintenance is carried out.

Any problems found with plant / equipment should be reported to the Site Manager.

The Head Teacher/Business Manager will check that new plant and equipment meets health and safety standards before it is purchased.
No unauthorised electrical equipment is to be used on school premises and where appropriate, residual current devices should be used with all electrical equipment.

2.4 Safe Handling and Use of Substances

The Cleaning and Caretaking department will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.

The Cleaning and Caretaking department will be responsible for undertaking COSHH assessments.

The Cleaning and Caretaking department will be responsible for ensuring that all actions identified in the assessments are implemented.

Use of chemicals for teaching as set out in the national curriculum will be done so in accordance with guidance and hazard cards produced by CLEAPS Schools Science Service.

The Head Teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

The Head Teacher/Site Manager will check that new substances can be used safely before they are purchased.

Assessments will be reviewed on a regular basis, when the work activity changes, or the constituents of the product change, whichever is the sooner.

2.5 Information, Instruction and Supervision

The Health and Safety Law poster is displayed in the Staff Room. Health and safety advice is available from

The Health and Safety Team
Civic Centre
West Street
Oldham
OL1 1XJ
Tel: 0161 770 3165 Fax: 0161 770 3259

Supervision of young workers / trainees will be arranged / undertaken / monitored by the Head Teacher who may delegate responsibility to the relevant staff.

The Head Teacher/Business Manager is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.
2.6 Competency for Tasks and Training

Induction training will be provided for all employees by the Head Teacher/Business Manager.

Job specific training will be provided by the Head Teacher/Key Stage Leader

Specific jobs requiring special training are First Aid., Site Manager training

Training records are kept by the Head Teacher/Business Manager.

Training records are located at the Head Teacher/ Business Manager’s office.

Training will be identified, arranged and monitored by the Head Teacher/ Business Manager.

2.7 Accident, First Aid and Work Related Ill Health

The appointed persons for First Aid are:

Michelle Barlow
Karen Burgess
Andrew Moore

The first aid boxes are kept at the First Aid Station located downstairs in the Staff Toilet by Reception Class and a box is located in every classroom, Staff Room, Work Room, Office.

A number of children have severe nut allergies so nuts/products containing nuts are not allowed in school (see Food Policy for further details). A list of the names of pupils who have specific medical requirements e.g. asthmatics, epileptics, will be kept in the school’s general office and registers. Children, who are asthmatic, are required to keep a spare inhaler at the school. This will be kept in their school bag and will be labelled with the child’s name. The school must have written parental consent before any form of medication can be administered. Medication may only be administered if it is in an emergency situation, it is critical to life and the Head has prior knowledge about the child’s medical condition.

Staff administering medication in an emergency must be fully trained to do so.

All accidents and cases of work-related ill health are to be recorded on an accident form (AIRS 1), which is located at the school office.
Completed report forms will be sent to the Health and Safety Team, Oldham Council, Level 5, Civic Centre within three working days.

Violent incidents will be recorded on the Authority’s violence at work forms, which are located at the school office.

Completed report forms will be sent to Health and Safety Team, Health and Safety Neighbourhoods, Chadderton Town Hall, Middleton Road, Oldham, OL9 6PP.

2.8 Monitoring

To check our working conditions, and ensure our safe working practices and policies are being followed we will:-

- carry out spot check visits at a frequency of half termly
- conduct workplace inspections at a frequency of half termly
- submit health and safety reports to governing body at least yearly
- conduct health and safety audits at a frequency of once every three years
- The Head Teacher is responsible for investigating accidents.
- The Head Teacher is responsible for investigating work-related causes of sickness absences.
- The Head Teacher is responsible for acting on investigation findings to prevent a recurrence

2.9 Emergency Procedures – Fire and Evacuation

- The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented.
- The Head Teacher, Assistant Head Teachers and Business Manager have been appointed as fire wardens. The Diamonds Manager and Deputy Manager are also appointed as Fire Wardens before and after the School Day begins.
- Escape routes and exits are checked by the Site Manager at a frequency of daily
- Fire extinguishers are maintained and checked by the Site Manager/K W Fire at a frequency of at least once per term.
- Alarms are tested by the Site Manager at a frequency of weekly.
- Emergency evacuation / fire drills will be carried out at a frequency of half termly (see Appendix for Fire Drill/Evacuation procedures)
- Records will be kept in the Site Manager’s office/online

2.10 Visitors

- Any person visiting the premises is requested to make an appointment prior to the visit if possible
- On entering the premises, visitors must go to the Reception and sign-in the visitor’s book.
- All visitors will be issued with a visitors’ sticker/badge which is to be worn for the duration of the visit.
- On departure, visitors must sign-out the visitors book.
- Any visiting teacher/group leader/supply staff must show their CRB before entering

2.11 Contractors and Safety

In selecting contractors -

- Cost is a factor and we endeavour to achieve best value
- Production of company safety policy is essential
- Proof of competence (certificates) is essential
- References are essential
- All contractors are required to attend a pre-start meeting with the Head / Site Manager/Business Manager and any other relevant personnel e.g. Health and Safety Governor, in order for health and safety rules / information etc. to be communicated
- All contractors are required to sign in and wear a visitor's badge
- Contractors’ equipment must not be left unattended
- Contractors' activities must not present a hazard to others in the vicinity of the work
- The Head Teacher/Site Manager/ Business Manager is responsible for monitoring contractors activities whilst on site
2.12 Educational Visits

The Head Teacher is responsible for ensuring that the separate detailed policy is followed. This policy adopts the guidance set out in the Health and Safety Manual under Section 21 Oldham Regulations and Guidelines for Educational Visits (ORGEV).

The Educational Visits Co-ordinator for the school is Trish Burton and the Deputy EVC is Mrs Janine Parkin and Mrs Michelle Barker.

All educational visits must be authorised by the Head Teacher in advance. **All Category C visits must receive LA Approval (overnight adventure activity residential) Category A (day visit) and Category B (day visit involving water) are less risky and require school risk assessments and Head Teacher approval.**

The Head Teacher will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children.

Adult supervision will be at least the recommended number per pupils.

Advice relating to educational visits can be obtained from:

Dave Faulconbridge  
Educational Visits Adviser  
Castleshaw Centre  
Waterworks Road  
Delph  
Oldham  
OL3 5LZ

Tel: 01457 874276

Refer to Section 21 in the Health and Safety manual for detailed procedures and guidelines.

Parental consent is to be sought and given in writing, where parental helpers are used.

Non-employed helpers are to be vetted and approved via Children’s Services HR Section at the Civic Centre.

The Head Teacher is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations contain appropriate seat belts, are properly taxed, insured and have valid M.O.T. certificates and parents sign to agree to this.

2.13 Movement of Vehicles

- Staff and visitors should park their vehicles in the designated car park
- Delivery vehicular access will not be permitted when children are entering or leaving school
- Main gates are not closed
A speed restriction of 5mph is in place within the school grounds

2.14 School Security

Refer also to arrangements for ‘Visitors’.

Security of the school is maintained by:-

<table>
<thead>
<tr>
<th>Safety Feature</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Perimeter fencing</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Duty Officers stationed within individual buildings</td>
<td></td>
<td>No</td>
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<tr>
<td>External Doors being locked during school hours</td>
<td>Yes</td>
<td></td>
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<tr>
<td>CCTV</td>
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<td>No</td>
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<tr>
<td>Signposting</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Security lighting</td>
<td>Yes</td>
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<tr>
<td>Vigilance</td>
<td>Yes</td>
<td></td>
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<tr>
<td>School Fobs for the doors</td>
<td>Yes</td>
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</tr>
</tbody>
</table>

2.15 Occupational Health Services and Stress

Occupational Health services are provided by Health Management Ltd who are based in East Sussex.

Any individual requiring their services will be referred in the first instance to the Human Resource Service, Unity Partnership, Level 2, Henshaw House, Cheapside, Oldham. A HR Officer will then pass on details of the case to Health Management Ltd., who will contact the individual concerned directly. Any individual suffering from work related stress should follow the guidance set out in the Stress Policy – see Health and Safety Manual. If anyone suspects that an individual maybe suffering from stress, he/she should refer them to the Head Teacher who will follow the guidance set out in the Stress Policy

2.16 Asbestos

Asbestos surveys have been undertaken in the school. Copies of the report are also available from Bradbury Consulting and within the Strategic, Health, Safety and Civil Contingencies.
Once asbestos has been identified, a decision must be made as to whether the asbestos should be removed. If the asbestos was not deemed to be a risk due to its' location and/or condition, the Head Teacher will become responsible for its' management. A yearly inspection system is in place to monitor the condition of the asbestos (where it is accessible) and the findings will be recorded. An Asbestos Register is kept in the School Office and contractors are notified before work starts. If any damage or flaking is noticed to an asbestos containing material, either during an inspection or otherwise, it should be reported immediately to Asset Management. Material known to contain asbestos e.g. ceiling tiles, must never be drilled or screwed into, nor must any item be affixed to it e.g. posters, mobiles, especially with pins or staples.

2.17 External Groups / Activities

External groups currently using school premises are:

- Diamonds (Before and After School Care Scheme)
- St. Mary’s Beaver and Cub groups
- PTFA
- SALA Community Soccer
- Governing Body
- Soccer Stars
- Hazel Davis Guitar group
- St Mary’s Church

- Particulars of the school’s health and safety policy and other health and safety information (escape routes / fire exits, alarm call points etc) will be communicated to external group representatives by the Head Teacher/Site Manager/Health and Safety Governor (Mr Graham McGuffie)

All extra curricular groups using school premises must abide by school health and safety rules. Groups that use school premises to hold functions will be asked to produce evidence of having carried out the necessary risk assessments implementing appropriate control measures to reduce any risks identified, adhere to our Lettings Policy and complete a Lettings Form with the Site Manager.
2.18 Violence, Behaviour, Bullying and Harassment

Efforts will be made to train all staff in how to handle violent and aggressive situations.
If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance, do not do or say anything to antagonise the situation.
If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone should be taken to ensure assistance could be summoned quickly in an emergency.
If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. ‘doubling-up’, should be considered.
The school will address bad behaviour, bullying and harassment involving pupils by following the school’s policies on Behaviour and Discipline and Anti-Bullying.

The school will address good pupil behaviour by following the school’s policies on Behaviour and Discipline and Anti-Bullying. The school will address bullying and harassment involving staff by following the Local Authority’s Policy and Violence at Work Forms are available in the Staff Room for completion if required.

2.19 Extra Curricular Activities

Staff at school volunteer to lead extra-curricular activities. Other persons also run clubs. Where these involve anything other than usual classroom use (see classroom risk assessment) a separate Risk Assessment is carried out and reviewed regularly and all external people are CRB checked.

2.20 Legionella – Water Monitoring Systems – see separate file

2.21 E-Safety – for guidance on Health and Safety with ICT refer to separate E-Safety Policy
APPENDIX A

Fire Drill

If a fire starts in school our priority is to get everyone out of the building as quickly as possible. A check on the system is made weekly by the Site Manager.

In case of fire in school and for fire drill
Warning of fire in any part of the school will be given by a continuous siren activated by smashing the fire glasses to be found:

a) Adjacent to the Main Entrance doors
b) In the kitchen
d) At the bottom of the stairs
f) At entrance to cloakroom in Class 2
g) At entrance to cloakroom in Class 3
h) In cloakroom in Class 1
i) By the entrance doors in Reception

The person discovering the fire to smash the nearest glass and alert the Fire Brigade using the telephone in the school office, staff room and kitchen.

Children to exit the school as follows:
Reception – through their classroom door - line up on the large playground
Class 1 - through their classroom door - line up on large playground
Class 2 - through their classroom door - line up on large playground
Class 3 - through their classroom door - line up on the large playground
Class 4 - down the stairs, through the Children’s Entrance - line up on large playground
Class 5 - down the stairs, through the Children’s Entrance - line up on large playground
Class 6 - out through the Main Entrance, down steps and line up on large playground Hall/Entrances – out through the Main Entrance, down steps, through large gates and line up on large playground

All children to line up on the large playground facing the school. Teachers take out the laminated class lists and call the register. The Business Manager takes out office copies of the laminated class lists to check. The Visitors’ book and Staff Register are also taken out.

All classes do SIMS online registration. Registers are handed out and taken to the office first thing in the morning. They should then be collected from outside the staffroom for the beginning of the afternoon session and then returned as soon as possible to the office. In case of fire the laminated class lists will be taken outside by the Business Manager and checked by the teacher. The Business Manager will use the gate code to access the large gate to the playground. Teaching assistants and classroom helpers accompany the class they are working with, checking class toilets, closing doors and turning off lights before they leave. Kitchen staff should
switch off all appliances and support switches and exit by their door to the playground. During lunchtime, children to leave the hall, exiting by the Main Entrance, walk round the outside of school onto the playground and go to their designated areas. The Head Teacher or Assistant Head Teachers will ensure that all children are accounted for.

**It is important that all classes leave their rooms in single file without running, with the teacher leaving the room last of all and ensuring all windows and doors are closed behind them.**

**Do not go back into the building for any reason until the all clear has been given.**

This Fire Drill Procedure notice is displayed in the classrooms/hall/around school. Children must know where it is sited within the classroom and what it means.

**Critical Incidents Procedures**

If a critical incident occurs where a member of the general public enters the school premises without permission and threatens either a member of staff or pupil whilst on site, a member of staff should sound the bell which is situated by the playground doors. Once this has been rung all children must return to their classroom and wait for their teacher.

The teacher must ensure that their doors/windows are closed.

The Headteacher/Site Manager/Member of staff will contact the school office who will inform the Police/Local Authority.

Once the situation is under control the school office will inform each class.

**Bomb Threats/Guidance Procedures**

All information is Appendix O.

Draft letter to parents on the Common Drive, Health and Safety, Bomb Treats/Guidance
FIRE DRILL PROCEDURE

When you hear the fire alarm please

STOP WHAT YOU ARE DOING

LOOK TO THE TEACHER.

LISTEN TO WHAT YOU HAVE TO DO.

Your nearest fire alarm button is
The nearest fire Exit is
Walk out of school safely in a line
Line up with your class on the large playground facing school
Listen carefully to your teacher calling the register
APPENDIX B

Checking of Fire Appliance Policy

A range of fire appliances have been installed around school

- All fire extinguishers are checked and maintained by Bradbury Construction.
- The fire alarm system and smoke alarms are checked regularly by Bradbury Construction.

Extinguishers and their use
- Red Extinguishers - Water - use on wood, paper and similar free burning combustible materials but NEVER on electrical, fat or oil fires.
- Blue Extinguishers - Dry Powder - use on mainly electrical and oil fires. Multi purpose which can be used on any fire.
- Black Extinguishers - CO2 - use on electrical and small spirit fires.

Any damages to Fire Extinguishers must be reported to the Site Manager, Business Manager or Head Teacher immediately.
APPENDIX C

Care in the Classroom Policy

All staff are required to follow the listed guidelines;

- dangerous furniture or equipment should be brought to the attention of the Site Manager, Business Manager or Head Teacher
- staff should not leave children unsupervised at any time
- staff should not leave children unsupervised to use potentially dangerous tools, e.g. craft knives, saws, etc
- children should be taught how to use tools carefully
- equipment such as paper cutters and scissors should be stored safely
- children should be taught to carry scissors correctly by holding the points together
- adequate care should be taken when moving furniture (e.g. children should be taught to carry chairs safely, one chair at a time, legs down, seat facing body)
- children should not be allowed in stockrooms unless supervised by an adult
- children should be encouraged to move around school carefully, safely and quietly
- only stud ear rings and watches can be worn
- children should be taught how to move and carry PE equipment safely
- staff should take care when carrying hot drinks around school and only take cold drinks into the playground
- children should not be asked to carry hot liquids
- children should wear appropriate clothing for PE (see Prospectus)
APPENDIX D

Supervision of Children Policy

Teachers are responsible for the supervision and safety of children 10 minutes after school.

Registers should be taken at the beginning of both the morning and afternoon sessions and sent to the office. Registers to be given to teachers at the beginning of the morning and the beginning of the afternoon.

Children arriving after the start of the school day, 8.55am, must report to the school office.

Absences must be marked with the relevant symbol and any concerns regarding attendance reported to the Head Teacher.

If children are in school during playtime a teacher must know and they should have another child with them.

Children should be supervised in the playground and duty teachers must be out at the start of playtime. At least one member of staff is in the playground at all times (usually 2).

During wet dinnertimes children should be calmly occupied in the classroom participating in activities such as reading, games, puzzles, etc.

Children are not allowed to leave the school premises unless they have a valid reason and a parent, carer or known adult collects them. All adults collecting children before the end of the school day should report to the office first. The children will hopefully be waiting in the entrance or the Business Manager or Admin assistant will collect them from classrooms. The Business Manager or Admin assistant will sign the children out in the Pupils’ Signing In/Out sheet.

If a child is left behind at the end of the school day it is the class teacher’s responsibility to either:
- contact the parents or carer, with the assistance of the Business Manager or
- ask a senior member of staff to take responsibility for the child/children until the parent or carer arrives.
APPENDIX E

Playtime Supervision Policy

The children’s safety is of paramount importance at all times;

- At least one member of staff on duty is required to be out on the playground promptly at the start of playtime
- Safe, positive play should be encouraged at all times
- The guideline of the St. Mary’s Behaviour and Discipline Policy should be followed at all times
- Small playground equipment is allowed out at the duty teacher’s discretion
- Ball games only on the large yard and field at lunchtimes only
- Play fighting and rough games are not allowed
- The duty teacher’s class will be the last to leave the playground
- The bells sound and notify staff that play/lunchtime has ended. The child rings the bell once in the playground, all children stand still, rings it a second time and all the children walk into their class lines. All teachers collect their class from the playground and escort them into school.
- Teachers to speak to the children about the bees nest which is situated in the wall outside class 1. The teachers to explain that the bees must not be destroyed and must not make a fuss of.
APPENDIX F

Collection of Children from School Policy

Children sometimes need to be collected from school during the school day either to attend appointments or through illness. The following guidelines must be implemented:

- Parents/main carers must inform school (in writing if possible) if they wish to take their child out of school before the end of the school day.

- When collecting children during the day parents/main carers must first report to the school office and sign the child out in the Pupils’ Signing In/Out sheet.

- No child will be allowed to leave school unattended.

- If there is to be a change in the person collecting a child, the parents/main carer must notify school as soon as possible.

- Guidelines from the Snow Policy regarding the collection of children during bad weather should be put into operation as necessary.

- Dogs are not allowed on school premises with the exception of Guide/Assistance Dogs.

- Dogs are not allowed to be tied up at the school entrances.
APPENDIX G

Movement of Pupils Policy

The safety of children is of the utmost importance and we therefore encourage the safe movement of our pupils by following these few rules:

- Children should be encouraged to walk around school
- Children should take extra care when travelling around corners
- Children should move quietly around school
- Children should open doors for any person, adult or child, who is carrying something.
- Children should walk on the left of the stairways and corridors and hold the handrails
APPENDIX H

Snow Policy

In the event of heavy snowfall the following safety procedures are to be put into operation:

- The Site Manager will clear a pathway around school and grit the cleared area (gritting to be done as required)

- Suitably dressed children will play on the field when there is compacted snow/ice on the playground

- Children walk from the entrance doors in a straight line across the playground onto the field

- If roads leading to school become blocked parents are encouraged to telephone school if weather conditions worsen and they may collect their children early if travel is likely to become hazardous

- Parents are asked to email/telephone/write to school with the name of an elected collector should they not be able to pick up their own child

- No child may leave school without a parent, carer or elected collector

- Staff must keep a record of all children collected before the normal finishing time and also record the collector if it is someone other than the parent or carer

- The Head Teacher and/or class teacher must remain with uncollected children at the end of the school day.

- School will endeavour to remain open in the event of snow and adult pupil ratios will be taken into consideration. Diamonds open at 7.45am, the building can be unlocked and wherever possible local staff will walk. Staff who live a distance and cannot safely travel are required to work at home and use the time as their weekly PPA, as previously arranged by the Head Teacher.

- Parents will be notified by ParentMail text if school is to close due to snow and messages will be posted on radio stations, council website, etc.

We understand the enjoyment that snow brings, therefore we believe children can participate in following the guidelines below;

- In order to play out in the snow children must be dressed warmly, preferably in waterproof clothing and wearing wellington boots/snow boots

- Wellington boots to be stored neatly in pairs. All boots should be labelled with the child’s name

- Children must not throw snow/ice balls

- Children must not make slides on the playground
• Alternative sturdy boots must be worn otherwise children must stay in at play/lunchtime.
APPENDIX I

Movement of Vehicles Policy

St. Mary’s Staff Car Park is available for staff and visitors only. There is a separate Visitors’ Car Park for parents and visitors.

- All cars belonging to staff and authorised visitors should be parked on the car park
- Parents / Carers are allowed to bring their vehicles on to the Visitors’ Car Park during the school day unless by arrangement with the Head Teacher
- The contractors for refuse collection have been informed that their vehicles will only be allowed access on Mondays and Tuesdays
- Delivery vans to the school kitchen are only allowed access to the school grounds when children are in class
- There must be access for emergency vehicles at all times
APPENDIX J

Contractors Working on School Premises Policy

We understand that work sometimes needs to be carried out during school time and therefore the following guidelines are to be implemented:

- **Short visit (one day or less)** - The contractor must report to the office, Head Teacher or Site Manager and sign in the visitors book. Workmen will be allowed to use the staff disabled toilet facilities. No smoking is allowed on the premises either indoor or outdoor.

- **Longer repairs / Building work / Decorating** - Contractors should bring their own facilities for meals, toilets, so that they do not have to come into the school building (use of disabled toilet facilities where possible). Site meetings with architects, etc. should be held where necessary and an appointed site safety officer be named. No smoking is allowed on the premises either indoor or outdoor. Any complaints from school staff should be made to the Head Teacher who will contact the firm concerned and / or the LA.

- **Safety Barriers** - When necessary the area being worked on will be cordoned off either by the school using tape/cones or by the contractor using an appropriate barrier.
FIRE ALARM ACTIVATION PROCEDURE

FIRE ALARM

1. If the fire alarm is activated and it is an emergency evacuate the building, leaving the front entrance door ajar, and wait for the emergency services to come and make the building safe.

2. If the fire alarm is activated and it is not an emergency, telephone 0161 627 2435 (Option 1) and inform them that it is a false alarm, no emergency vehicle is required.

3. Use the fire alarm cabinet key to open the cabinet

4. Press ‘Silence Alarm’ button

5. Then press ‘Reset’ button

6. The panel will reset and return to normal.

7. Telephone 0161 627 2435 (Option 1) and request normal monitoring to be resumed.

Appendix L - Classroom Risk Assessment
Appendix M - Lone Working Risk Assessment
Appendix N - Single Central Record Statement (CRBs)
APPENDIX K

No Smoking Policy

1. Introduction
The school has a duty of care to its employees, pupils and visitors to provide a safe and healthy environment. The policy identifies how St Mary’s Primary School will create a smoke free environment within and around the school premises for the benefit of staff, pupils, parents, carers and members of the public.

Policy

1.1 This policy exists as a separate policy and has close links with other school policies, namely drugs and health and safety education.

1.2 This policy is linked to the healthy schools and extended schools programmes.

1.3 This policy is in line with legislation regarding smoke free premises. The Health and Safety at Work etc Act (1974) requires that the school take reasonable measures to protect the health and safety of employees and members of the public visiting the school premises. Further legislation from June 2007, will require all enclosed and substantially enclosed work and public places to be smoke free. This policy enables compliance with corporate and national requirements.

1.4 Smoking is associated with around 50 major illnesses including cancer, heart disease, stroke, bronchitis and emphysema as well as making smokers more susceptible to coughs, colds and flu. Smoking has also been found to have a major impact on pregnancy, the unborn child and young people.

1.5 In particular, second hand smoke is a killer and is still the largest preventable cause of death and disability in Britain today.

1.6 Second hand smoke can cause misery in the workplace for the non-smoking workforce, leading to increased costs to the school through sick pay, absenteeism, loss of productivity and potential litigation.

1.7 Children are more susceptible than adults to the effects of second hand smoking. Indeed, 17,000 children under the age of five are admitted to hospital every year in the UK with illnesses resulting from second hand smoking. The second hand smoke related illnesses affecting children include bronchitis, pneumonia, asthma and other respiratory problems.
Principles of the Policy

1.8 St Mary’s Primary School recognises and fully accepts those responsibilities placed upon it by legislation to provide a working and learning environment where health and safety of the staff, pupils, parents, carers and members of the public is of the utmost importance.

1.9 The purpose of the policy is to protect and improve the health, safety and wellbeing of all staff, pupils, parents, carers and members of the public who visit St Mary’s Primary School premises.

1.10 St Mary’s Primary School recognises that both smoking and second hand smoke have harmful consequences and will be prohibited in all areas of the school.

1.11 St Mary’s Primary School will place particular emphasis on raising awareness amongst pupils on the impact of smoking and second hand smoke, as part of the arrangements for the teaching of Personal Social Health & Moral Education (PSHME) and in line with statutory requirements of the science curriculum.

1.12 St Mary’s Primary School recognises that smoking is an addiction and aims to provide a supportive environment for those wishing to overcome it. Access to free stop smoking advice and Nicotine Replacement Therapy (NRT) can be obtained, if appropriate through the Oldham NHS Stop Smoking Service.

2. Policy statement

2.1 Complete prohibition on smoking in all parts of school premises will be applied, including staff room, corridors and toilets.

2.2 Smoking will be prohibited in all access doorways and surrounding school grounds.

2.3 No facilities will be provided for any smoker either inside or outside school premises.

2.4 St Mary’s Primary School employees who wish to smoke may only do so in their own time.

2.5 Vaping is strictly forbidden at all times and in all places. As a consequence, vaping incurs the same sanctions as smoking. Smoking and possession of cigarettes, tobacco, e-cigarettes and associated paraphernalia is forbidden at all times and in all places.
Smoking at functions and events

2.6 St Mary’s Primary School supports the Smoke Free Oldham campaign for smoke free public places.

2.7 As part of this process, St Mary’s Primary School will make functions and events held within school premises smoke free. The school’s no smoking policy will be explained to any clients booking venues for functions.

2.8 In line with St Mary’s Primary School aims of providing a supportive environment for those who wish to stop smoking, information about local stop smoking services will be made available.

2.9 This policy is in line with the corporate Oldham MBC policy and healthy schools programme.

3. Implementation and enforcement of the Policy

3.1 Members of the senior management team will be responsible for the promotion and maintenance of a smoke-free environment. Smoke Free Oldham can arrange for relevant training, coordination and support where required.

3.2 All job applicants will be made aware of the policy at the interview stage, and a requirement to abide by it will be part of the person specification for new jobs.

3.3 A copy of this policy will be included in induction packs for new starters.

3.4 Failure to abide by the policy will result in action being taken by the school’s governing body.

3.5 Members of the public who breach the policy will be asked to leave the premises.

4. Policy Review

4.1 The no smoking policy will be reviewed every three years.

5. Details of smoking cessation services

The following details are of current providers and support programmes for people who wish to quit smoking.
The Oldham Stop Smoking Service can be contacted at:
Smoking Cessation Office 1,
First Floor
Southlink Business Park
Oldham
OL4 1DE
Telephone: 0161 621 5937

As alcohol and tobacco are often indicative factors of wider substance misuse, support is also available from the substance misuse team, Oasis@Connexions:

Oasis @ Connexions
Meditia Place
80 Union Street
Oldham OL1 1DT

Telephone: 0161 621 9600

For queries relating to Smoke Free Oldham contact Andrew Walsh, Public Health Coordinator, West End House, West End Street, Oldham, OL9 6DW or email to andrew.walsh@oldham.gov.uk.

Approved by:

Date:

Review date:
<table>
<thead>
<tr>
<th>Task details</th>
<th>Hazard:</th>
<th>Persons affected</th>
<th>Current control measures:</th>
<th>Likelihood (1-5)</th>
<th>Severity (1-5)</th>
<th>Risk (L X S)</th>
<th>Are they adequate</th>
<th>Further action:</th>
<th>By who and when:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debris and foreign objects</td>
<td>Personal Injury</td>
<td>Staff, Pupils</td>
<td>classroom carefully checked prior to children entering</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>Y</td>
<td>Glass, debris removed</td>
<td>By Site Manager/ Members of staff</td>
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<tr>
<td></td>
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<td></td>
<td>All surfaces clean and dry prior to use</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Wet Floor</td>
<td>Slip/Personal injury</td>
<td>Staff, Pupils</td>
<td>Wet floor sign out</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>Y</td>
<td>Wet floor sign out</td>
<td>Site Manager/ Members of staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Take care walking on surface</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Pools of water from taps/toilets</td>
<td>Slip/Personal injury</td>
<td>Staff, Pupils</td>
<td>Site Manager to monitor and put trays in place</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>Y</td>
<td>Wet floor sign out</td>
<td>Site Manager</td>
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<tr>
<td>Event Description</td>
<td>Location/Action</td>
<td>Description</td>
<td>Urgency</td>
<td>Presence</td>
<td>Steps</td>
<td>Contact</td>
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<tr>
<td>Bystanders looking over wall/fence/through the windows on public footpath</td>
<td>Staff, Pupils</td>
<td>Needs to have repaired if need be, Remind children to stay away</td>
<td>1 1 1 Y</td>
<td></td>
<td>Contact the police</td>
<td>Head Teacher/Busness Manager</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Very close observation, let know seen, Inform Head Teacher/Deputy Head immediately, Note car reg and details/description</td>
<td></td>
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<tr>
<td>Children undressing for PE</td>
<td>Pupils</td>
<td>Encourage girls to go in toilets to change, Boys to move away from the window</td>
<td>1 1 1 Y</td>
<td></td>
<td>Ensure all children are kept away from the window</td>
<td>Class teacher</td>
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<tr>
<td>Bystanders taking photos</td>
<td>Pupils/Teachers</td>
<td>Very close observation – let know seen Inform Head/Deputy Teacher</td>
<td>1 1 1 Y</td>
<td></td>
<td>Ensure all children are kept away from the window</td>
<td>Class teacher</td>
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<tr>
<td>Children escaping</td>
<td>Pupils</td>
<td>Ensure gate is always locked and closely supervised Classroom outer doors locked if</td>
<td>1 1 1 Y</td>
<td></td>
<td>Ensure adequate supervision in place</td>
<td>Class teacher</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Issue</td>
<td>Category</td>
<td>Responsible Persons</td>
<td>Action</td>
<td>Key Points</td>
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<tr>
<td>Messing in toilets</td>
<td>Personal injury</td>
<td>Pupils</td>
<td>Only 1 door open in/out</td>
<td>Publish the children</td>
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<td></td>
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<td></td>
<td>Check toilets and classrooms regularly</td>
<td></td>
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</tr>
<tr>
<td>First Aid incident incl. Bleeding nose</td>
<td>Personal injury</td>
<td>Pupils/All staff</td>
<td>Use First Aid kit in classroom – wear gloves</td>
<td>If more serious, send another child for the First Aider, get gloves</td>
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<td></td>
<td></td>
<td>KS2 Michelle/Karen and Andy take child to them, informing other staff,</td>
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<td></td>
<td>leave child and return to yard</td>
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</tr>
<tr>
<td>Movement in/around the classroom</td>
<td>Personal injury</td>
<td>Pupils/All staff</td>
<td>Ensure always walk safely</td>
<td>Ensure chairs are placed back under the table</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Visitor</td>
<td>Remind to carry equipment safely</td>
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<td></td>
<td></td>
<td></td>
<td>Close observation</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Vomit, faeces, urine</td>
<td>Personal injury</td>
<td>Pupils/All staff</td>
<td>Send for Andy Clear the area and if necessary evacuate the room Put out wet floor sign If have TA ask to put gloves on, apply sand if necessary and clear up If not, send for TA in a neighbouring class Wee/poo – put gloves on, use paper towels to pick up, mop area Dispose of in First Aid room bin/leave bucket in Site Manager’s office In emergency, send for Head/Deputy but keep area clear</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Y</td>
<td>Contact parents if necessary Kits</td>
<td>Office Administrator. Business Manager</td>
</tr>
<tr>
<td>Object falling from a height</td>
<td>Personal injury</td>
<td>Pupils/All staff</td>
<td>Monitor equipment and check regularly</td>
<td>Clear the area</td>
<td>Send for Site Manager</td>
<td>Remove the object</td>
<td>Send for First Aider if necessary</td>
<td>1</td>
<td>1</td>
</tr>
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</tbody>
</table>

Assessment prepared by: Shirley Slater  
Job Title: Business Manager

Managers signature Trish Burton  
Date: 14.3.16  
Review Date: Spring 2017

(Only consider hazards that could be reasonably expected to result in significant harm)  
See risk rating table below for actions
<table>
<thead>
<tr>
<th>SEVERITY</th>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Catastrophic</th>
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</thead>
<tbody>
<tr>
<td>Rare</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Unlikely</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Possible</td>
<td>3</td>
<td>6</td>
<td>9</td>
<td>12</td>
<td>15</td>
</tr>
<tr>
<td>Likely</td>
<td>4</td>
<td>8</td>
<td>12</td>
<td>16</td>
<td>20</td>
</tr>
<tr>
<td>Almost Certain</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>20</td>
<td>25</td>
</tr>
</tbody>
</table>
Write the name of the activity being assessed here:
Lone Working from home

<table>
<thead>
<tr>
<th>Work Activities: eg work at a computer workstation</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Step 2 Who might be harmed – Put an x in the boxes (below) next to the people that could be affected by the activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Who might be harmed</td>
</tr>
<tr>
<td></td>
<td>Employees x</td>
</tr>
<tr>
<td></td>
<td>Children</td>
</tr>
<tr>
<td></td>
<td>Members of Public</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessors Signature(s):</th>
<th>Mrs S P Slater</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>14.3.16</td>
</tr>
</tbody>
</table>

Step 1

Hazards Please list in the boxes provided below all of the hazards associated with the activity

A hazard is anything with the potential to cause harm eg sharp objects, heavy loads, slips trips or falls, electricity.

<table>
<thead>
<tr>
<th>Suggested hazard</th>
<th>Step 3 Severity of potential injury</th>
<th>Step 4 Likelihood of accident happening</th>
<th>Severity x Likelihood Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minor injury</td>
<td>Major injury</td>
<td>Fatality</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Step 5 Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Using work equipment at home, including electrical appliances
2. Workstation set-up
3. Eye Strain
4. Electric Shock
5. Falling on stairs
6. Fire hazards from work equipment being used at home

| Suggested hazard | 1 | 1 | 1 |

7. Storage of work equipment

| Suggested hazard | 1 | 1 | 1 |

8. Slips, trips and falls, trailing leads

| Suggested hazard | 1 | 1 | 1 |

9. Being alone

| Suggested hazard | 1 | 1 | 1 |

Step 6 Take the highest number from the Total column and place in the appropriate risk rating box below

| Risk Rating Low: 1-3 | Risk Rating Medium 4-6 | Risk Rating High 7-9 |

Step 7. Considerations and control measures

1. Stable desk/table with sufficient workspace and adjustable chair
   
   Wires tucked away securely
   
   Work areas lit with natural light, lights on and desk lamp if necessary

2. Wires tucked away securely

3. Appropriate breaks from computer screen, well ventilated room, use of glasses if required

4. Ensure liquids are kept away from electrical products, use appliances correctly

5. Ensure no objects left on stairs, ensure hand free to use handrail, don’t carry too many files, etc.

6. Check all equipment and ensure all vents on the equipment are free from obstruction.

7. Ensure work equipment is stored securely and kept in a safe place

8. Wires tucked away securely

9. Ensure doors locked securely, have mobile phone accessible.
NaCTSO Guidance Note 8/2016

Advice to Leaders of Schools and other Educational Establishments for Reviewing Protective Security – Including Bomb Threats

Following a series of malicious hoax communications to schools across the UK, which are not being investigated as terrorism related offences, it is important that you are alert, but not alarmed. This is an opportunity for you to review your security plans to confirm that the arrangements you should already have in place are still current and have been tested to ensure staff and students are prepared and confident.

Consider what steps you could take to:-

a) reassure your staff, students and parents
b) review and implement proportionate protect and prepare security planning

The vast majority of bomb threats are hoaxes designed to cause alarm and disruption. As well as the rare instances of valid bomb threats, terrorists may also make hoax bomb threat calls to intimidate the public, businesses and communities, to draw attention to their cause and to mislead police. While many bomb threats involve a person-to-person phone call, an increasing number are sent electronically using email or social media applications. No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialling 999. It is important that potential recipients – either victims or third-parties used to pass the message - have plans that include how the information is recorded, acted upon and passed to police.

1.1 The bomb threat message.
Bomb threats containing accurate and precise information, and received well in advance of an actual attack, are exceptionally rare occurrences. Precise motives for hoaxing are difficult to determine but may include revenge, extortion, a desire to impress, or a combination of these and other less understandable motives. In the vast
majority of cases are hoax and the intent is to socially engineer, provoke a response, cause disruption or inconvenience the victim.

1.2 Communication of the threat.
A bomb threat can be communicated in a number of different ways. The threat is likely to be made in person over the telephone; however, it may also be a recorded message, communicated in written form, delivered face-to-face or increasingly, sent electronically via email or a social media application e.g. Twitter or Instagram. It should also be noted that a threat may be communicated via a third-party, i.e. a person or organisation unrelated to the intended victim.

1.3 What you should do if you receive a bomb threat communication.
Any member of staff with a direct telephone line, mobile phone, computer or tablet etc., could conceivably receive a bomb threat. Such staff should, therefore, understand the actions required of them as the potential first response to a threat call.

If you receive a telephone threat you should:
- stay calm and listen carefully
- have immediate access to a checklist on key information that should be recorded (see bomb threat checklist - attached)
- if practical, keep the caller talking and alert a colleague to dial 999
- if displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended
- know who within your organisation to contact upon receipt of the threat, e.g. building security/senior manager
- if the threat is a recorded message write down as much detail as possible
- If the threat is received via text message do not reply to, forward or delete the message. Note the number of the sender and follow police advice

If the threat is delivered face-to-face:
- try to retain as many distinguishing characteristics of the threat-maker as possible

If discovered in a written note, letter or as graffiti:
- treat as police evidence and stop other people touching the item

If the threat is received via email or social media application:
- do not reply to, forward or delete the message
• note the sender’s email address or username/user ID for social media applications
• preserve all web log files for your organisations to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

REMEMBER Dial 999 and follow police advice. Seek advice from the venue security/operations manager as soon as possible.

1.4 The Credibility of Bomb Threats.
Evaluating the credibility of a threat is a critical task, particularly if the attack being threatened is imminent. This is a tactic used to place additional pressure on decision makers. When specific intelligence is known to police, advice will be issued accordingly; however, in the absence of information, it will be necessary to consider a number of factors-

- is the threat part of a series? If so, what has happened elsewhere or previously?
- can the location of the claimed bomb(s) be known with precision? If so, is a bomb visible at the location identified?
- considering the hoaxer’s desire to influence behaviour, is there any reason to believe their words?
- if the threat is imprecise, could an external evacuation inadvertently move people closer to the hazard?

2. Evacuation considerations.
Responsibility for the initial action taken at a venue subject to a bomb threat sits with the establishment, not police. However all bomb threats should be reported to the police and their advice followed accordingly. Venue options include:

2.1 External evacuation.
Leaving the venue will be appropriate when it has been directed by police and/or it is reasonable to assume the threat is credible and evacuation will move people towards a safer location. Appoint people, familiar with evacuation points and assembly (rendezvous) points, to act as marshals and assist with this procedure. At least two assembly points should be identified in opposing directions, and at least 500 metres from the suspicious item, incident or location. Where possible the assembly point should not be a car park. You may wish to seek specialist advice, which can help to identify suitable assembly points and alternative options as part of your planning. Where there are large numbers of people consider a phased evacuation, initially from the immediate area of the device. This will avoid unnecessary alarm and promote a
safer evacuation. Each venue is unique and should plan and exercise for different threat scenarios.

The police will establish cordons depending upon the size of an identified suspect device. Always follow police directions and avoid assembly close to a police cordon. Minimum police cordon distances are:-

- **100m** – small items e.g. rucksacks or briefcases
- **200m** – medium items e.g. suitcases, wheelie bins or cars
- **400m** – larger items e.g. vans or lorries

2.2 Internal or inwards evacuation (invacuation).

Staying in your venue but moving people away from external windows/walls and is relevant when it is known that a bomb is not within or immediately adjacent to your building. Also consider that if the location of the device is unknown, is an evacuation necessary. If a suspect device is outside your building it may put people in danger if the evacuation route takes them past the device. A safer alternative maybe the use of internal protected spaces. Inwards evacuation needs significant pre-planning and may benefit from expert advice to assist in identifying an internal safe area within your building.

2.3 No action. This will be reasonable and proportionate if, after the evaluation by the venue, the threat is deemed implausible or a hoax. Police may provide additional advice and guidance. A proportionate search of the venue should be considered.

**Remember:** it is vital that regular drills are carried out to ensure all are familiar with bomb threat procedures, routes and rendezvous points. Disabled staff should have personal evacuation plans and be individually briefed on their evacuation procedures. Similarly all visitors should be briefed on evacuation procedures and quickly identified and assisted in the event of a threat.

Familiarising through testing and exercising will increase the likelihood of an effective response to an evacuation. Evacuation procedures should also put adequate steps in place to ensure no one else enters the area once an evacuation has been initiated.

3. **Search Considerations.**
Regular searches of your establishment, proportionate to the risks faced by an organisation, will enhance a good security culture and reduce the risk of a suspicious item being placed or remaining unnoticed for long periods. To that end:-

- ensure plans are in place to carry out an effective search in response to a bomb threat
- identify who in your venue will coordinate and take responsibility for conducting searches
- initiate a search by messaging over a public address system (coded messages avoid unnecessary disruption and alarm), by text message, personal radio or by telephone cascade
- divide your venue into areas of a manageable size for 1 or 2 searchers. Ideally staff should follow a search plan and search in pairs to ensure nothing is missed
- ensure those conducting searches are familiar with their areas of responsibility. Those who work regularly in an area are best placed to spot unusual or suspicious items
- focus on areas that are open to the public; enclosed areas (e.g. cloakrooms, stairs, corridors, lifts etc.) evacuation routes and assembly points; car parks, other external areas such as goods or loading bays
- develop appropriate techniques for staff to be able to routinely search public areas without alarming any visitors or customers present
- under no circumstances should a suspicious item found during a search be touched or moved in any way. Immediately start evacuation and dial 999
- ensure all visitors know who to report a suspicious item to and have the confidence to report suspicious behaviour


4. **Media and Communication.**
Avoid revealing details about specific incidents to the media or through social media without prior consultation with police. Do not provide or give details of the threat or the decision making process relating to evacuation, internal evacuation, or taking no action.

Releasing details of the circumstances may:-

- be the objective of the hoaxer, providing them with a perceived credibility
- cause unnecessary alarm to others
- be used by those planning to target other venues
- illicit copycat incidents
- impact upon a subsequent investigation
5. **Firearms and Weapons Attacks.** RUN HIDE TELL

6. **Dynamic Lockdown Guidance.**
   https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures

7. **Staff Awareness and Security Culture.** Have you briefed your staff on how they can recognise suspicious activity? Consider an employee vigilance campaign
   http://www.cpni.gov.uk/advice/Personnel-security1/Employee-vigilance/

   Are all aware of the procedures to follow should they suspect suspicious behaviour? (Anti-Terrorist Hotline 0800 789 321) If you require an immediate response call 999

   Preparedness: Are your first aid kits and emergency grab bags checked regularly, complete and accessible?

8. **Physical Security.** Have you checked CCTV systems? Are they all working correctly? Are the date/time stamps accurate?
   http://www.cpni.gov.uk/advice/Physical-security/CCTV/

9. **Mail Handling.** A threat may still exist from items delivered to your establishment by hand or by post. Are staff familiar with indicators for suspicious deliveries?
   http://www.cpni.gov.uk/advice/Physical-security/Screening/Mail-and-deliveries/

10. **Security Guidance for Educational Establishments.**

11. **Emergency Planning and Response Advice.**

There is no change to the UK terrorist threat level, which remains at **SEVERE**; meaning an attack is highly likely.
ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT

1. Remain calm and talk to the caller
2. Note the caller’s number if displayed on your phone
3. If the threat has been sent via email or social media see appropriate section below
4. If you are able to, record the call
5. Write down the exact wording of the threat:

Ask these questions & record answers as accurately as possible:

1. Where exactly is the bomb right now?
2. When is it going to explode?
3. What does it look like?
4. What does the bomb contain?
5. How will it be detonated?
6. Did you place the bomb? If not you, who did?
7. What is your name?
8. What is your address?
9. What is your telephone number?

10. Do you represent a group or are you acting alone?

11. Why have you placed the bomb?

Record time call completed:

INFORM BUILDING SECURITY/ COORDINATING MANAGER

Name and telephone number of person informed:

DIAL 999 AND INFORM POLICE

Time informed:

This part should be completed once the caller has hung up and police/ building security/ coordinating manager have all been informed

Date and time of call:

Duration of call:

The telephone number that received the call:

ABOUT THE CALLER:

- Male
- Female
- Nationality?
- Age?

THREAT LANGUAGE:

- Well-spoken
- Irrational
- Taped
- Foul
- Incoherent

CALLER’S VOICE:

- Calm
- Crying
- Clearing throat
- Angry
- Nasal
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<th>Stutter</th>
<th>Disguised</th>
<th>Slow</th>
<th>Lisp</th>
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*What accent?*

If the voice sounded familiar, who did it sound like?

**BACKGROUND SOUNDS:**

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