



"Where children come first"

Health & Safety Policy

Version: 2.00

Date Released: 4th October 2017

APPROVAL & ADOPTION

This policy was formally agreed and adopted at a Full Governing Body Meeting held on:

4th October 2017

UPDATE SCHEDULE

Version	Date	Reason for Update
1.00	12/07/17	First Version post de-Federation
2.00	04/10/17	Revised after moving into new building
2.00	23/01/18	Complete Review – Minor/Grammatical Amendments

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SECTION A – INTRODUCTION

A1 – The Law Regarding Health and Safety Policies:

A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be brought to the attention of the employees, and shown to an HSE Inspector or KCC auditor if requested.

An explicit safety policy demonstrates to staff, pupils and visitors that the organisation values their health, safety and welfare.

The allocation of responsibilities and the writing down of particular arrangements to implement the policy encourages a coherent approach to the management of health and safety.

For schools who are developing or revising their health and safety policy, this guidance and suggested detail can be presented to staff for consultation, to add specific content. After any appropriate re-drafting, this can then be presented for approval to the school management team before final adoption by the Governing Body. Therefore, writing the policy in consultation with all staff clarifies the arrangements made and helps give them ownership.

This process also provides for information to be shared later with others such as visitors and contractors.

The policy will then be reviewed annually in line with the cycle on the management plan but will be amended if new legislation/procedures etc. make this necessary.



Health and Safety at Work Act 1974

**HEALTH AND SAFETY POLICY STATEMENT
Of**

Aylesham Primary School

A2: Statement of Intent

The Headteacher and governors are committed to establishing and implementing arrangements that will:

- Ensure staff, pupils and visitors are safeguarded when on school premises or engaged in off-site activities (e.g. school trips, sports events etc.).
- Ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors.
- Provide adequate facilities and arrangements for welfare.
- Provide and maintain safe plant and safe systems of work without risks to health.
- Ensure safe use, handling, storage and transport of articles.
- Provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

SECTION B – ORGANISATION

B1: Employer Responsibilities

Kent County Council as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Headteacher, who has day-to-day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The Headteacher will ensure the overall implementation of the policy.

B2: Headteacher Responsibilities

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
- To include health and safety issues in the school improvement plan, if necessary;
- To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- To liaise with KCC property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues;
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- To ensure that emergency evacuation procedures are in place and tested. The Fire Alarm is tested weekly and Fire Drills take place at least three times per year (Autumn, Spring & Summer);
- To ensure that adequate first aid provision is available and kept up to date;
- To report health and safety issues to the Governing Body on a regular basis;
- To monitor and review all health and safety policies and procedures.

NB: Tasks can be delegated to other staff members but the responsibility remains with the Headteacher.

B3: Governors' Responsibilities

- Responsibility for the health and safety of pupils lies with the Governing Body of the school, either as the employer of school staff or because it controls school premises (or both).
- The Governing Body will promote a strategic overview for health and safety.
- The Governing Body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.
- The Governing Body of a community, voluntary controlled, community special and maintained nursery school must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.
- The Governing Body will make adequate provision for maintenance of the school premises and equipment, either within the KCC 'Classcare' scheme or within the school's delegated budget.
- The Governing Body will support and monitor health and safety within the school at least quarterly.
- The Governing Body can consider appointing a governor to coordinate health and safety from a strategic point of view.

Name of Appointed Health & Safety Governor:
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James Barnden

B4: Staff Responsibilities

- Must take reasonable care of their own (and that of pupils and visitors) health and safety and that of others who may be affected by what they do or fail to do.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the Headteacher or their line manager.

B5: Area Education Officers (AEO)

- The AEO will take responsibility for the strategic overview of health and safety matters in schools, and report concerns to the Corporate Director of Education, Learning and Skills.
- The AEO will raise specific health and safety issues with the health and safety unit.

Name of AEO:

David Adams - 03000 414989

B6: School Business Manager & Site Manager

- Have responsibility for ensuring that regard is given to health and safety concerns when carrying out property maintenance plans for major maintenance and improvement works.

B7: Property and Infrastructure Support

- KCC will ensure that property matters for which the local authority as the employer has statutory responsibilities, (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use).
- The Headteacher is responsible for liaising with KCC property and infrastructure support, and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues.

B8: Safety Representatives

Safety representatives of a Trade Union have the following functions:

- Represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees
- Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them
- Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace
- Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace
- Present the findings of investigations to you.
- Inspect the workplace;
- With at least one other appointed representative, request in writing that you set up a health and safety committee and attend Health and Safety Committee and meetings as a representative of your employees.

Name of Employee H&S Representative:
Stephen Jenkins – Site Manager
Name of Trade Union Representatives:
None

B9: Consultation with Employees

- It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

Health and Safety is a standing item on all staff meeting agendas
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B10: Information, Instruction and Supervision

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster is displayed – see Section A3
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Headteacher or other delegated key members of staff.
- The Headteacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

Location of H&S Poster:
Reception Foyer School Kitchen

B11: Competency for Health and Safety Tasks and Training

- Induction training will be ensured for all members of staff by the Headteacher.
- Training will be identified, arranged and monitored by the Headteacher and the Governing Body.
- Members of staff are also responsible for drawing to the attention of the Headteacher their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date by the School Business Manager.

Person responsible for Holding the Records:
Tanya Neil – School Business Manager

B12: Monitoring

- The Headteacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds three times a year.
- The person responsible for investigating accidents is detailed in section A3. However the accountability lies with the Headteacher.
- The person responsible for investigating work-related causes of sickness and absences is detailed in section A3. However the accountability lies with the Headteacher.
- The Headteacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

Person responsible for investigating accidents:
Stephen Jenkins – Site Manager
Person responsible for investigating work-related causes of sickness and absences is:
Ian Rowden - Headteacher

SECTION C – ARRANGEMENTS

C1: School Activities

- The Headteacher will ensure that risk assessments are undertaken. **See Annex 10**
- The significant findings of all risk assessments will be reported to the Governing Body and to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the Headteacher or their delegated responsible person.
- The Headteacher or delegated responsible person will check that the implemented actions have removed/reduced the risks, and
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C2: Educational Visits

- The school has a strong commitment to the added value of learning outside the classroom and beyond the school premises. There are a range of activities that the Governing Body has given its approval for the school to include in its programme of visits.
- The procedures for the approval and booking of Educational Visits are contained within the schools Educational Visits Policy.

C3: Visitors

- All visitors shall be directed by clear signage to the reception and must report to the school office, where appropriate arrangements for the signing in and out and identity badges will be provided.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures.

C4: Fire and Emergency Procedures

- The Headteacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed at least annually. **See Annex 7**
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Instructions to employees are displayed around the school.
- The school has a Premises Fire Document Box located in the Reception Foyer for Kent Fire and Rescue Service to access in the case of a fire.
- Kent Fire and Rescue will be contacted by a member of the School Office.
- Emergency evacuation will be practiced three times a year (autumn, spring and summer) and a record will be maintained by the Site Manager and kept in the Site Manager's Office.

- Regular testing of fire alarms will occur weekly (usually every Monday) by the Site Manager. The test log book is maintained by the Site Manager and kept in the Site Manager's office.
- The fire log book is maintained by the Site Manager and kept in the Site Manager's Office.

Fire Wardens and the Areas they cover are:	
Names of Fire Wardens	Areas they Cover
<u>Ground Floor</u>	
Sarah King Stephen Jenkins	} School Office, Reception Area, } SBM and FLO Offices
Ian Rowden - Headteacher	} School Hall, Library, Kitchenette } toilet and corridor
Jayne Walker – Bumblebees Class (YrR) Claire Hubbard/Alice McGeoch – Ladybirds Class (YrR/1) Rebecca Wharton - Hedgehogs Class (Yr1) Angela Widdett – Squirrels Class (Yr2) Jemma Francis/Kara Satterley – Badgers Class (Yr2/3)	} Their own classroom and } corridors / toilets / offices } immediately outside } }
<u>First Floor</u>	
Kara Satterley - Deputy Headteacher (When not in class) Zoe Alldis	} Staffroom, Technology Room, } Studio, Therapy Room, Toilets } SENCo Office, Eagles Class
Naomi Cooper – Kestrels Class (Yr3) Lynn Parry – Hawks Class (Yr4) Annette Laverick – Harriers Class (Yr5) Alison Carby – Falcons Class (Yr6)	} Their own classroom and } corridors / toilets / offices } immediately outside

The First Aid Boxes are located:
<u>Ground Floor</u> Staff Kitchenette Care Suite
<u>First Floor</u> Eagles Class (Whitfield Aspen Satellite Class) – Have their own SEN/Therapy Room

C5: Fire Fighting / Training

- Members of staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.
- All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to the fire officer in the event of a fire. **See Annex 9.**
- The Site Manager is the person responsible for Fire Safety.
- With effect from January 2017 ALL Teaching Staff will be fully trained Fire Wardens.
- With effect from January 2017 ALL Teaching Support Staff, Admin Staff and some cleaners/breakfast club staff will have completed the Basic Fire Safety Awareness Course.

C6: Maintenance of Fire Precautions

The Headteacher will ensure regular maintenance of:

- a) Fire extinguishers
- b) Fire alarms
- c) Fire doors
- d) Fire safety signs and identification of escape routes
- e) Emergency lighting and other emergency equipment

C7: Bomb Alerts

Bomb alerts will be dealt with in accordance with the school's Bomb Alert/Evacuation Procedure. **See Appendix 1**

- The Headteacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff annually.

C8: Lockdown Procedure

Lockdown procedures are a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school.

Please see **Appendix 1** for full details.

C9: First Aid Arrangements

- The Headteacher will ensure that there are an appropriate number of designated and trained first aiders in the school.
- A list of first aiders and contact details can be found in the Staff Room.
- The Headteacher will ensure that there are an appropriate number of first aid boxes, with instructions.
- A first aid risk assessment will be carried out by the Headteacher to determine the above factors. **See Annex 2**
- The school will follow the procedure for completion of incident / accident records HS157, HS160, F2508. **See Annex 3**
- The school will follow the KCC procedures for reporting of injuries as stated in the KCC accident book.
- All reportable incidents under RIDDOR '95 will be reported to the HSE by school.

First Aiders are:
Names of First Aiders
Lauren Foreman Lauren Golden Ashley Groombridge Stephen Jenkins Sarah King Sharon James Katie Moseley Jemma Powell Amanda Thompson Kelly Tucker

HSE Contact Details: Incident Contact Centre www.hse.gov.uk

Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

C10: Information Technology

- The Headteacher will ensure that suitable arrangements are in place for the use of Information Technology.
- Information Technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
- Where laptops are used, safe systems of work including charging and use of trolleys will be devised.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).
- The KCC guidance on interactive whiteboards will be followed. ***See Annex 4***

C11: Legal Requirements for Premises

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

C12: Safe Handling and Use of Substances

- The Headteacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Headteacher or delegated responsible person will be responsible for undertaking COSHH assessments.
- The Headteacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. ***See Annex 5***
- The Headteacher will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C13: Inspection of Premises, Plant and Equipment

- The Headteacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme. **See Annex 6**
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the Headteacher/deputy head using the checklists. **See Annex 6.**
- Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.
- Where damaged asbestos is encountered or suspected, procedures, as laid down in the KCC Asbestos policy, will be followed.

C14: Asbestos Management

- Property and Infrastructure Support will arrange for a management asbestos survey to be carried out every three years in line with KCC policy. The Headteacher will ensure that the KCC asbestos management policy is followed.
- An asbestos document box will be kept in the school office and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building.
- The Headteacher or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.
- The school moved into a new building in September 2017 which is asbestos -free.

Property & Infrastructure (GEN²) Statutory Service Manager is:		
Steve Hamilton	Compliance Manager	03000 416195 / 07920 548941

C15: Legionella Management

- Property and Infrastructure Support will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for. Therefore all identified remedial works will be incorporated into the school's maintenance programme.
- Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets.

C16: Radon Management

The Headteacher has a duty to safeguard the health of their selves, staff and pupils so far as reasonably practicable. Monitoring of radon will be carried out in accordance with Kent County Council and Health Protection Agency guidance.

C17: List of Risk Assessments, Policies and Procedures to complement this Policy

- Asbestos management
- Control of chemicals hazardous to health (COSHH)
- Display Screen Equipment (DSE)
- Drugs and alcohol
- Electricity at work including portable appliance testing
- Business Continuity & Emergency Planning Policy
- Fire Book – including responsibilities of the Fire Wardens/Marshalls
- Fire Risk Assessment
- First aid requirements
- Infection control
- Legionella
- Lone working
- Managing contractors
- Manual handling
- Off-site visits
- Pedestrian and people movement
- Playground supervision
- School events
- Slips, trips and falls
- Stress management
- Violence and aggression
- Working at height

SECTION D – ON-LINE ANNEXES AND REFERENCES

Annex 1: Emergency Planning Guidelines for Kent Schools

(Assistance with this document can be found on Kelsi)

<http://www.kelsi.org.uk/running-a-school/maintenance-and-operations/emergency-planning>

Annex 2: Guidance on First Aid for Schools – A Good Practice Guide Managing Medicines in Schools and Early Years Settings

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>

Annex 3: Incident/Accident Reporting

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/accident-reporting>

Annex 4: COSHH Risk Assessments on Kelsi

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh>

Annex 5: Inspection Proforma on Kelsi

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/management-of-health-safety>

Annex 6: Fire Policy and other linked Documents <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/fire>

Annex 7: Heating Oil Storage and Management Checklist

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>

Annex 8: Asbestos Policy and Docubox Contents <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/premises-and-contractor-management>

Annex 9: List of Hazardous Substances on the Premises <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh>

Annex 10: Health and Safety of Pupils on Educational Visits <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/curriculum-topics>

APPENDIX 1: Bomb Alert Evacuation Procedure

Bomb Threat Evacuation procedures are the immediate response to any external or internal incident which poses a threat to the safety of staff and pupils in the school.

Nonetheless, we follow the basic principles:

- Staff are alerted to the activation of the plan by a recognised signal, audible throughout the school
- Those inside the school should evacuate the building immediately
- Once evacuated, staff should notify the office staff immediately of any pupils not accounted for (and instigate an immediate search for anyone who is missing)
- Staff should encourage the pupils to keep calm
- As appropriate, the school should establish communication with the Emergency Services as soon as possible
- Kent County Council should be notified via the 'School Emergency' phone number
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system
- Staff should await further instructions

It is of vital importance that the school's bomb evacuation procedures are familiar to members of the senior management team, school administration staff, teaching staff and non-teaching staff.

David Adams	Area Education Officer for South Kent	03000 414989	07740 184848
Lee Round	Area Schools Organisation Officer, South Kent	03000 412309	
Julie Hawkins	PA to David Adams	03000 410199	

Communication between parents and the school

In the event of an actual bomb threat evacuation, any incident or development is communicated to parents as soon as is practicable.

It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for them to come and collect their child/ren, and where this will be from

The communication with parents' part of the plan needs to reassure parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done.

However, it may also be prudent to reinforce the message '...the school is in a full bomb threat evacuation situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Kent County Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for family and friends outside of the cordoned area.

Our bomb threat evacuation procedure is:

Evacuation

This may be as a result of a telephone conversation or a reported threat within the school building.

1. Urgent/Fast Evacuation:

Alert to staff Indicated by Phone Pager System (*3301): "ENGAGE Departure"

2. Immediate/Emergency Evacuation:

Alert to staff Indicated by: Fire Alarm sounds in the building/s

- The school office will alert the emergency services
- The Headteacher will alert the LA
- The Site Manager/HT/DHT and the trained Fire Wardens will oversee the evacuation
- All outside activity to cease immediately, pupils and staff to move to the Fire Assembly Point. Staff on duty in the playground will be alerted via a member of the school office/site manager
- All staff and pupils in the building will immediately evacuate and congregate at the Fire Assembly Point

All situations are different, once all staff and pupils are safely outside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

APPENDIX 2: Lockdown Procedure

Lockdown procedures are a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. This procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school) e.g. bomb alert.
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- 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
- The close proximity of a dangerous dog roaming loose

It is not possible to prescribe generic details of a school's lockdown plan as there are a number of variables that will dictate exactly how an individual school responds to those situations identified, for example:

- Access to school bell controls to raise an alarm in an emergency
- Other means of internal communications - messenger, two-way radios, mobile phone
- Internal e-mail, texts etc.
- School site plan e.g. the layout of buildings and their proximity to one another
- Age of students
- Geographical location – urban/rural, presence of secure perimeter fence

Nonetheless, we follow the basic principles:

- Staff are alerted to the activation of the plan by a recognised signal, audible throughout the school
- Pupils who are outside of the school buildings are brought inside as quickly as possible
- Those inside the school should remain in their classrooms
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing)
- Staff should encourage the pupils to keep calm
- As appropriate, the school should establish communication with the Emergency Services as soon as possible
- Kent County Council should be notified via the 'School Emergency' phone number
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system
- Pupils will not be released to parents during a lockdown

- If it is necessary to evacuate the building, the fire alarm will be sounded
- Staff should await further instructions

It is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, school administration staff, teaching staff and non-teaching staff.

To achieve this, a lockdown drill should be undertaken at least once a year. Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

Parents too should know that the school has a lockdown plan, and a copy should be placed on the school's website.

It would also be good practice to:

1. Conduct a number of table top exercises with the senior management team to test the procedures against various scenarios
2. Rehearse lockdown arrangements with all staff and pupils
3. Display lockdown drill information in every classroom alongside information relating to fire drills

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, are routinely shared with parents either by newsletter or via the school website.

In the event of an actual lockdown, any incident or development is communicated to parents as soon as is practicable.

It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for you to come get your children, and where this will be from

The communication with parents' part of the plan needs to reassure parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done.

However, it may also be prudent to reinforce the message '.....the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

In the event of a prolonged lockdown or more severe scenario, Kent County Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friend and family outside of the cordoned area.

Lockdown Arrangements

Lockdown arrangements should be determined by schools on an individual basis, as they will be dependent to a large extent on local circumstances such as premises design and layout, class arrangements, resources available, etc.

Our lockdown procedure is:

Partial Lockdown

Alert to staff: 'Partial lockdown'
Indicated by Phone Pager System (*3301): "ENGAGE Partial Lockdown Procedure"

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building. Staff on duty in the playground will be alerted via a member of the school office/site manager.
- All staff and pupils remain in building and classroom teachers will lock all external doors (if they have the key or are able to) and windows within their immediate area
- The Site Manager/HT/DHT will lock all external doors and ensure all other windows are closed
- Free movement may be permitted within the building dependent upon certain circumstances
- Staff will receive either a text or email to confirm when the lockdown has been lifted AND (when possible) **Phone Pager System (*3301):** "Lockdown – ALL CLEAR"

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: 'Full lockdown'

Indicated by Phone Pager System (*3301): "ENGAGE Full Lockdown Procedure"

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- All pupils return to base (classroom, tutor room or other agreed location e.g. sports/assembly/dining hall)
- External doors locked. Classroom doors locked (where a member of staff with key is present). Windows locked, blinds drawn, pupils sit quietly out of sight (e.g. under desk or around a corner)
- The Site Manager/HT/DHT will lock all external doors and ensure all other windows are closed
- Register taken - the office will contact each class in turn for an attendance report
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.
- Staff will receive either a text or email to confirm when the lockdown has been lifted AND (when possible) **Phone Pager System (*3301):** "Lockdown – ALL CLEAR"

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

Examples of discreet communication channels might be:

- Where members of staff have access to an internal e-mail system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet
- The school uses Teachers2Parents for texting and this could be used to communicate instructions via text message in an emergency