



# Learn-AT

Learning ~ Fellowship

## Health and Safety Policy

### Meadowdale Primary School

LAT030 Version 1 Updated March 2021

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Approved by: Trustees 25<sup>th</sup> March 2021

Reviewed and approved by Local Governors:

Next Review: March 2024

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# 1. Statement of Intent

- 1.1. As a responsible employer, Learn Academies Trust will honour its legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.
- 1.2. Learn Academies Trust recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students, visitors and any persons affected by its activities so far as is reasonably practicable.
- 1.3. In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken, and arrangements will be made, where significant risks are identified, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.
- 1.4. Learn Academies Trust is committed to the prevention of accidents and ill health.
- 1.5. Learn Academies Trust will work towards continual health and safety improvement. To achieve these objectives, we will:
  - Conduct all our activities safely and in compliance with legislation and where possible, best practice
  - Ensure the provision of safe working conditions and safe equipment
  - Ensure a systematic approach to identify risks is developed and implemented and ensure sufficient resources are allocated to control them
  - Ensure the provision of suitable information, instruction, training and supervision
  - Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
  - Promote the principles of sensible risk management
  - Monitor, review and modify this policy and any arrangements as required.
- 1.6. All of Learn Academies Trust employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

Signed:



Trust Leader

Date: 25/03/2021

## 2. Learn Academies Trust Organisation – Roles and Responsibilities

### Background & Context

The Academy Trust is a company limited by guarantee and an exempt charity. The Charitable company's Articles of Association are the primary governing documents of the Academy Trust.

### Structure & Organisational Responsibilities

- 2.1. The Members have appointed Trustees who are to ensure that the charitable objectives of the Trust are carried out. The Board of Trustees is the corporate body accountable for the overall health and safety performance of all the Academies within the Trust.
- 2.2. The Board has appointed the Chief Executive Officer (CEO) who has been delegated responsibility for the executive management and the performance of the Trust and all Academies. The Board will determine overarching H&S objectives for the organisation that are aligned to the vision and aims of the MAT.
- 2.3. The Responsibilities are delegated by the Board in line with the Articles of Association and are outlined in the trust's Scheme of Delegation.
- 2.4. The CEO leads the Trust Executive Leadership Team (ELT) (the executive management team of the Trust) and will delegate executive management functions to the members of the ELT. The CEO retains accountability to the Trust Board for the performance of the ELT.
- 2.5. The Board has delegated areas of governance within each Academy of the MAT that will be overseen by to a Local Governing Body.
- 2.6. Where Business Managers report to the Trust Executive Team and the Headteacher, they hold shared responsibility with the Headteacher for the health and safety performance within their Academy.
- 2.7. Local Arrangements within each Academy are required to be documented and are recorded below in sections **4.0-4.53**. As the organisation of governance and staffing responsibilities in each MAT varies, Trusts are required to amend sections **2.9-3.8** in line with their Scheme of Delegation.

		Signatory	Sign:	Print:	Date:
Approved By	MAT Executive Lead	MAT CEO		Stef Edwards	3/2021
Endorsed/ratified by	MAT Board	Chair of the MAT Board		Gill Weston	3/2021
Communicated to	Local Governing Body Meadowdale Primary School	Chair of local Governing Body Josie Harrison		Josie Harrison	
Accepted by	Meadowdale Primary School	Headteacher Liz Martin		Liz Martin	

## Chief Executive Officer

- 2.8. The Trust Board has appointed the Chief Executive Officer (CEO) who has been delegated responsibility for the executive management and the performance of the Trust and all member Academies for health and safety. The CEO will be responsible for:
- Providing health and safety reports to the Trust Board for review.
  - Ensuring adequate resource is provided for health and safety.
  - Setting clear health and safety values and standards throughout the Trust.
  - Establishing clear and measurable health and safety aims and objectives.
  - Ensuring the provision of competent health and safety advice.
  - Ensuring any health and safety shortcomings are identified and rectified in a timely manner.
  - Consulting with staff, union representatives, safety committees and stakeholders on health and safety matters.
  - Ensuring the health and safety policy and arrangements are reviewed and implemented throughout the Trust.
  - Ensuring that all plant and work equipment provided is selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations.
  - Ensuring that risk assessments are undertaken by competent persons and that adequate control measures are implemented to reduce risks so far as is reasonably practicable.
  - Ensuring that accidents and incidents (including near misses and violence and aggression) are properly reported and investigated and the findings acted upon without delay.
- 2.9. The Chief Executive Officer may delegate specific responsibilities to other members of an Academy's staff, however the CEO will still be accountable for ensuring the responsibilities are fulfilled.

## Chief Financial Officer

- Establishing an annual budget for health and safety for all academies within the Trust.
- Reporting any shortcomings in health and safety budget to the CEO & Trust Board.
- Producing annual health and safety budgets forecast reports and communicate them to the Trust board and CEO.

## Trust Governing Body/Local Governing Body

- 2.10. The Trust Board has delegated governance responsibility for holding each individual member academy Headteacher to account for H&S management and operational matters relating to the academic work of each individual academy (lesson risk assessments, trips, use of the building for teaching and learning, etc.) to the Local Governing Body of the Academy. The Trust Board has governance responsibility for holding the CEO (as defined in the organisational chart above) to account for H&S management and operational matters relating to all non-academic matters across the Trust.
- 2.11. The Local Governing Body responsible for governance as outlined above is responsible for:
- Monitoring the implementation of the Trust's health and safety policy.
- 2.12. The Trust Board is responsible for:
- establishing clear lines of local accountability for health and safety
  - periodically assessing the effectiveness of its implementation of the Trust policy and ensuring that the need for any necessary changes are communicated to the Board and Executive Leadership Team
  - ensuring that responsible staff have access to competent health and safety advice
  - ensuring the provision of a business continuity plan and SEMT (Senior Emergency Management Team) for each school within Learn Academies Trust
  - ensuring that the Academy allocates sufficient funds for health and safety.

## Trust HR Coordinator

- 2.13. The HR Coordinator will;
- Have an overview of the health and safety management system within the MAT.
  - Ensure health and safety responsibilities are included in job descriptions
  - Assist where necessary in facilitating clear lines of communication between management and employees across the Trust.
  - Cooperate and communicate with the CEO to ensure the MAT health and safety policy aligns with HR policies.
  - Make recommendations in relation to Occupation Health referrals to the CEO/Headteachers.

## Trust Premises Manager

- 2.14. The Trust Premises Manager is delegated the responsibility of overseeing premises management and as it relates to the buildings and other assets ensuring health

and safety compliance across Learn Academies Trust. The Trust **Premises Manager** is responsible for;

- Establishing a system for the maintenance of the MAT assets both building and plant including premises compliance checks across the MAT.
- Devising, reviewing and communicating the MAT contractor management policy.
- Implementing the contractor management policy and ensuring systems are in place for implementing the policy.
- Ensuring all accidents, incidents and near misses are investigated and reported to the CEO.
- Facilitating health and safety audits.
- Implementing an internal health and safety auditing program to ensure premise compliance.
- Implementing an external health and safety audit program to ensure premises compliance.
- Undertaking termly premises inspections within all academies within the MAT and provide the reports to the CEO.
- Carrying out and review relevant risk assessments within the premises department.
- Implementing a system for retaining premises compliance documentation to ensure it is readily accessible.
- Establishing a contractor procurement system that ensure contractors are competent to carry out their duties and carry out and record contractor inductions.
- Conducting, reviewing, implementing and communicating risk assessments in relation to the activities the staff under their control.

## **Headteacher**

- 2.15. The Headteacher has been delegated the responsibility of the management of safety and implementation of this policy within the Academy. The Headteacher will implement an occupational health and safety management system to comply with The Management of Health and Safety at Work Regulations 1999. To help achieve this The Headteacher will:
- 2.16. The Headteacher will:
- Ensure compliance with the Academy's health and safety policy.



- Make clear any duties in respect of health and safety, which are delegated, to members of staff.
- Make him/herself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of the Academy and maintain an up to date system of policies, procedures and risk assessments.
- Co-operate and communicate with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties set out in Appendix 1.
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to control the hazard/risk.
- Ensure the health and safety policy, procedures and risk management programme are implemented as an integral part of business operational planning and service delivery.
- Co-operate and communicate with the Local Governing Body and CEO
- Undertake regular monitoring and ensure the provision of adequate resources to achieve compliance.
- Provide a termly health and safety performance report to the Local Governing Body and CEO
- Ensure that local procedures for the selection and monitoring of contractors are in place.
- Take appropriate action under the Academy's disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures.
- Ensure Learn Academies Trust has access to competent health and safety advice.
- Ensure there is a clear system for reporting accidents and incidents.
- Facilitate health and safety audits.

**2.17.** In addition to their statutory duties, the Headteacher and teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

2.18. Headteachers may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources and authority should be allocated to ensure that these responsibilities can be effectively and efficiently implemented. Specific duties and responsibilities in relation to specific job roles are set out in appendix 1 of this policy.

### **Senior Leadership Team**

2.19. The senior leadership team (roles as defined by the Academy's Headteacher) will:

- Make themselves familiar with and ensure the Academies compliance with this policy.
- Monitor the effectiveness of this policy, identify any shortcomings within the policy and communicate them to the Governing Body.
- Provide a documented process for reporting and investigating all incidents, accidents and near misses.

### **Business Manager**

2.20. The Business Manager will be responsible for:

- Ensuring the day to day operational requirements of the health and safety policy are implemented.
- Maintaining an up to date copy of the health and safety policy together with all associated documentation relevant to the faculty involved.
- Notifying the Premises Manager/Premises Officer and/or Headteacher of any health and safety concerns and any financial implications identified by the risk assessment process.
- Liaising with and reporting directly to the Local Governing Body, Headteacher and SLT on matters of Health and Safety.
- Ensuring that all certification and statutory inspections are kept up to date.
- Investigating accidents, dangerous occurrences and near misses, complete accident reports.
- Facilitating health and safety audits.
- Providing termly health and safety performance reports to the Headteacher.
- Ensuring the Academy has a Management of Medications Policy.
- Ensuring the Academy has an Off-Sites Visits Policy.
- Ensuring resource is allocated to enable statutory inspections, risk assessments, property maintenance and equipment maintenance to take place at the correct intervals and when necessary.
- Ensuring there is a system in place for contractor procurement that identifies contractor competency.
- Ensuring the provision of resources for staff health and safety training.
- Establishing a health and safety training plan and matrix to identify staff training needs.

### **Premises Manager/Site Manager/Premises Officer**

2.21. The Premises Manager/Site Manager/Premises Officer is responsible for day to day management of property maintenance and compliance checks. The Premises Manager/Site Manager/Premises Officer will be responsible for:

- Having a general responsibility for the application of the school's health and safety policy to their own area of work and are directly responsible to the Business Manager and Headteacher.
- Establishing and maintaining safe working procedures including (referring to relevant legislation and guidance) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- Carrying out regular health and safety assessments of the activities for which they are responsible, and report to the Business Manager & Headteacher any defects, which need attention. Monitor their effective implementation by staff under their control.
- Where appropriate, ensuring relevant advice and guidance on health and safety matters is sought.
- Advising the Headteacher & Business Manager on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.
- Carrying out compliance checks in accordance with Appendix 1 and job description.
- Liaising and co-operate with The Headteacher and/or Business Manager on property related matters
- Retaining and maintaining compliance and health and safety related documentation and ensuring this documentation is backed up digitally.
- Ensuring statutory surveys, risk assessments and reports are organised with competent contractors and completing.
- Conducting contractor induction and recording the process.
- Reporting incidents, accidents, dangerous occurrences and near misses to the Headteacher & Business Manager.
- Undertaking any training identified by the Business Manager & Headteacher to enable them to perform their duties at the level of responsibility allocated to them.

### **All Staff**

2.22. All employees, agency, peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. All staff are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or omissions.
- Cooperate with their line manager and senior management to work safely.

- Comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements and/or workplace.
- Support the academy in embedding a positive safety culture that extends to pupils and any visitors to the site.
- Undertake any training identified by the business manager or headteacher to enable them to perform their duties at the level of responsibility allocated to them.

## Pupils

2.23. All pupils are expected to behave in a manner that reflects the Academy's behaviour policy and in particular are expected to: -

- Take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the Academy
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to a teacher or other member of the Academy's staff any health and safety concerns that they may have.

## Lettings

2.24. The Academy has a lettings policy. The policy covers procedures for fire evacuation, security arrangements, the requirements relating to accident, assault and near miss reporting and requirements for the provision of first aid.

2.25. Persons/organisations letting the site must agree to:

- co-operate and co-ordinate with the Academy on health and safety matters
- abide by the terms of the lettings policy in relation to health and safety arrangements
- provide information relating to any additional risks or procedures which will be new or unusual to those of the Academy that may arise from their activities

2.26. The Academy will ensure that:

- the premises are in a safe condition for the purpose of use
- the health and safety arrangements detailed in the lettings policy are fully explained and communicated to all individuals or groups letting a space/area of the school premises

- adequate arrangements for emergency evacuation are in place and communicated.

### **3. Trust Organisational Arrangements for Health and Safety**

- 3.1. The following arrangements will be adopted to ensure that Trust Board, the CEO, the Academy Headteachers and the Local Governing Bodies fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the site.

#### **Setting health and safety objectives**

- 3.2. The Trust Board and the CEO will specifically review progress of health and safety objectives at the termly meeting of the Trust Board. Where necessary health and safety improvements will be identified and included within the Trust's action plan.

#### **Provision of effective health and safety training**

- 3.3. The Trust will consider health and safety training on an annual basis in line with the Trust Board's health and safety training matrix focussing on mandatory training as a priority.

#### **Provision of an effective joint consultative process**

- 3.4. The Trust health and safety committee will meet at least once per term. This committee will report to the Trust Board, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include (as a minimum) a member of the Trust Executive Team, a Headteacher, the Trust Premises Manager, a Business Manager, and a member of the Trust Board and trade union representatives (where applicable shared site users)

#### **Establishing adequate health and safety communication channels**

- 3.5. Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:
- senior leadership team meetings and staff meetings
  - site health and safety committee
  - provision of information relating to safe systems of work and risk assessments
  - training provided
  - communications with relevant specialist advisors and bodies
- 3.6. Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

### **Financial resources**

- 3.7. The Trust Board along with the CEO will review the Trust budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

### **Specialist advice/support**

- 3.8. The Trust will ensure that access to competent technical advice on health and safety matters is procured to assist the Trust in complying with statutory duties and meeting health and safety objectives; the Trust will do this by;
- Accessing the services of a competent Health and Safety Advisor through Leicestershire County Council Health, Safety and Wellbeing Service or other suitably qualified service provider.

### **Audit**

- 3.9. Each Academy's health and safety management system will be audited by Leicestershire Traded Services Health, Safety and Wellbeing Service (or other suitably qualified service provider) every 18 months. The Trust reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety within the Trust.
- 3.10. External health and safety audit reports will be delivered to the MAT CEO, each individual Academy's Headteacher, Business Manager, Site/Premises Manager and Trust Premises Manager and the Trust Health and Safety Committee for review.

## 4. Local Organisational Arrangements for Health and Safety

### Accident and assaults

- 4.1. All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Education Information Sheet No1 (Revision 3) will be reported to the HSE within the required timescales.
- 4.2. All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.
- 4.3. Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.
- 4.4. Accident records will be retained for the following periods; Pupil's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years).

### Contractor management

- 4.5. The Academy will comply with the Construction Design and Management Regulations 2015, and the HSE guidance document: HSG159 Managing contractors: A guide for employers. The Academy ensures that:
  - roles of client, principal designer, designer, principal contractor, contractor are understood and formally allocated
  - competent contractors are used
  - clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc.
  - pre-start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
  - key contacts are identified
  - regular update meetings take place throughout any works/projects
  - works are visually monitored, and any concerns immediately reported

- works are signed off and any associated certification and documentation is obtained
- all staff/ pupils and other users of site remain in a safe environment for the duration of the works.
- all contractors are given access to the asbestos register
- all contractors to complete a contractor site induction sheet before work can proceed

### **Control of hazardous substances**

4.6. The Academy complies with the HSE's approved code of practice Control of Substances Hazardous to Health (L5) relating to the management and control of hazardous substances on site. The Academy will ensure:

- an inventory of all hazardous substances on site is kept and updated regularly
- wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- where identified as part of the risk assessment, appropriate PPE will be provided to staff
- any requirement for exposure monitoring or health surveillance will be carried out
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided
- training records are maintained for those who receive training
- information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- only substances purchased through the school's procurement systems can be used on site
- substances are stored correctly and those that are no longer used are disposed of as per the substance's safety data sheet
- COSHH risk assessments are monitored quarterly and reviewed annually



## Dealing with health and safety emergencies - procedures and contacts

- 4.7. As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.
- 4.8. All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.
- 4.9. Lockdown policy outlines emergency procedures.

## Defect reporting

- 4.10. The Academy has a defect reporting procedure whereby any damage or defect to the premises, equipment or furnishings is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

## Display screen equipment (DSE)

- 4.11. The Academy acknowledges that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. The Academy ensures that:
  - all static workstations used by staff meet the minimum standards required
  - equipment is maintained in good working condition
  - staff are aware of best practice in using DSE and issued with relevant information
  - staff whose roles require significant use of DSE are prioritised for individual assessment
  - assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health.
  - DSE training and assessment is available via LTS Health Safety and Wellbeing Service buy back. This can be access through the SHINE online system. For access please call 0116 305 5515. <https://go-shine.co.uk/login/index.php>

## Driving

- 4.12. All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. 6 monthly licence and insurance checks are undertaken and documented.

## Electrical systems and equipment

- 4.13. The Academy maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.
- 4.14. Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance '*Maintaining portable electrical equipment in low risk environments*' (INDG236), by a competent contractor with records maintained.
- 4.15. Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The Academy's defect reporting procedure is followed as required.

## Fire safety

- 4.16. The Academy is committed to providing a safe environment for both staff and pupils. The Academy manages the risk of fire by ensuring:
  - a detailed fire and emergency evacuation plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation, this will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in an evacuation.
  - an annual type 1 and a 5 yearly type 2 fire risk assessment must be in place and reviewed on a regular basis. Actions highlighted in the risk assessments will be completed in order of priority highlighted by the assessors within the assessments.
  - statutory inspections are carried out on all fire related systems and equipment either both by competent contractors and in house by trained staff
  - all staff receive fire awareness training that is regularly updated, and fire marshals receive role specific instruction
  - a fire drill is undertaken at least termly to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected.
  - a fire log book is kept and maintained

## First-aid and supporting pupils' medical conditions

- 4.17. Adequate first aid arrangements are assessed, maintained and monitored at the Academy and for all activities that the Academy leads. The Academy ensures that:

- the number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences
- all first aiders and appointed persons hold a valid certificate of competence, the Academy maintains a register of all qualified staff and will arrange re-training as necessary
- first aid notices are clearly displayed around the Academy
- sufficient numbers of suitably stocked first aid boxes are available and checked periodically to ensure they are adequately stocked
- a suitable area is available for the provision of first aid
- staff are regularly informed of first aid arrangements within the Academy, through induction, teacher training days and the staff handbook which is issued annually
- where first aid has been administered this is recorded in the first aid treatment book
- correct reporting procedures are followed including those required under RIDDOR regulations
- individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of an emergency
- children with medical conditions will be cared for in line with the medical conditions policy
- medication shall be kept securely in line with the medical conditions policy

## **Glass & Glazing**

- 4.18. The Academy will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing
- 4.19. The Academy will survey its glass surfaces in doors, windows and door side panels for the presence of safety glass and where appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect

## **Grounds - Safety/Security**

### **Safety**

- 4.20. The Academy will ensure that there is safe access and egress from the buildings and grounds including balancing the need for security with the need for emergency escape. The Academy will ensure that there is a regime for

maintaining the grounds, perimeter demarcation (where owned) and equipment e.g. outdoor play equipment.

## Security

- *Site security policy in progress*

## Housekeeping – storage, cleaning & waste disposal

- 4.21. The Academy will ensure that there is suitable and sufficient storage including systems for ensuring that items are included on an inventory and checked periodically where necessary for safety.
- 4.22. The Academy will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/ wet floors to minimise the risk of slips. The Academy will ensure that there are suitable and sufficient external waste bins secured from the risks of arson and tampering.
- 4.23. Where applicable and to accommodate the requirements of environmental legislation the Academy will arrange for suitable disposal/recycling of relevant items e.g. fluorescent lighting and waste electrical appliances.
- 4.24.** Suitable arrangements will be made for the clearing of snow as part of winter preparedness.

## Lone working

- 4.25. The Academy will ensure through risk assessment that all staff who work alone are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working e.g. work at height.

## Moving and handling

- 4.26.** The Academy complies with the HSE's approved code of practice 'Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23).
- 4.27. Within the Academy there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The Academy manages the risk associated with moving and handling tasks by ensuring that:
- moving and handling is avoided whenever possible
  - if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe

- those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
- any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted
- any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

## Noise

- 4.28. The Academy will make arrangements for the assessment of risk, protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005

## Occupational health services and work-related stress

- 4.29. The Academy acknowledges that there are many factors, both work-related and personal, that may contribute to staff being absent from work through injury and ill health, including stress.
- 4.30. The Academy will follow the principles of the HSE guidance '*Managing the causes of work-related stress*' (HSG 218). The following arrangements are in place to locally manage staff health issues:
- employees are advised that it is their responsibility to inform their line manager, the Headteacher or another member of the senior leadership team of any ill health issues
  - an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
  - the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
  - the member of staff will be advised that support can also be provided through their trade union
  - a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
  - if it is identified that there is a high occurrence of staff ill health or stress within the Academy, the Headteacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

## Off-site visits including school-led adventure activities

- 4.31. The Academy has created an Off-Sites visits policy which should be followed by the EVC (Educational Visits Coordinator) and Visit Leaders.
- 4.32. Risk assessments will be created for all off-site visits by trained and delegated visit leaders.
- 4.33. The Academy requests staff to follow the Off-Site visits policy and adopt OEAP National guidance when creating risk assessments for off-site visits.  
<https://oeapng.info/>
- 4.34. All residential, overseas and adventurous activity visits will be logged on the EVOLVE system. The LTS Health Safety and Wellbeing team duty officer at Leicestershire Traded Services will provide advice via the EVOLVE system.  
[https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=LeicestershireCountyCouncil](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=LeicestershireCountyCouncil) This link directs to the EVOLVE website. For login enquiries please contact 0116 305 5515.
- 4.35. Governors will be provided details of all off-site visits.
- 4.36. Visit Leaders will create risk assessments for visits, the EVC will review the visit forms and risk assessments and the Headteacher will approve the visit.
- 4.37. All approvals for off-site visits will be done by the Headteacher or designated and trained deputy. (insert name of deputy(s) here)

## Risk assessment

- 4.38. Risk assessments are undertaken for tasks/activities where hazards have been identified or where there is a foreseeable risk of injury/ill health.
- 4.39. A system for the development and upkeep of risk assessments will be devised by each Academy in the MAT. This system will be documented and reported to the MAT Trust.
- 4.40. Within the Academy various persons are tasked with the development of risk assessments based on their knowledge, experience and competence (See Appendix 1). Relevant staff will develop the risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times electronically/hard copy via Teams.
- 4.41. New and expectant mothers risk assessments will be conducted in line with HSE Guidance.
- 4.42. Young person's risk assessments will be carried out for staff working on site falling within this age range, as applicable.

## Smoking

- 4.43. The Academy complies with UK law on smoking in both indoor and external spaces. The Academy has a no smoking policy which extends to the limits of the curtilage of the site. The policy extends to the used of substitute inhalers and all types of vaping devices including e-cigarettes. The Academy has signage on site and will ensure that persons seen smoking onsite are instructed not to do so.

## Statutory Inspections

- 4.44. The Academy ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed which is implemented by the Site Manager / Premises Officer and monitored by the health and safety committee.

## Preventing workplace harassment and violence

- 4.45. The Academy is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific lone working risk assessment, the following procedures are in place:
- 4.46. Staff are advised to:
- avoid confrontation if possible
  - withdraw from a situation or escalating situation
  - arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
  - contact emergency services, as appropriate.
  - inform the Headteacher or a member of the senior management team if confrontation has taken place
- 4.47. The Academy will:
- ensure the Headteacher or member of the senior leadership team to attend the site of an incident on being informed of an incident, if considered necessary
  - have in place procedures for the reporting of incidents
  - offer counselling/ support through Occupational Health
  - debrief individuals following any incident
  - provide training on how to manage conflict and aggression as required
  - review the appropriate risk assessments following any incident.

## Water hygiene management

- 4.48. The Academy will comply with the HSE approved code of practice '*Legionnaires' disease - The control of legionella bacteria in water systems*' (L8).

4.49. The Academy will:

- employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions.
- employ a competent external contractor to provide a suitable survey/risk assessment periodically as below:
  - changes to the water system or its use
  - changes to the use of the building in which the water system is installed
  - the availability of new information about risks or control measures
  - the results of checks indicating that control measures are no longer effective
  - changes to key personnel
  - a case of legionnaires' disease/legionellosis associated with the system
- If none of the above situations apply a new water hygiene survey/risk assessment will be conducted by a competent contractor every (2) years.
- Address any remedial actions identified by the survey including dead leg removal or drain down in order of priority determined by the survey/risk assessment.
- employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMV's) as applicable. TMV's will be serviced in accordance with the manufacturer's instructions or as advised by a competent contractor.
- ensure regular flushing of little used outlets is completed by a competent individual on a weekly basis.
- employ a competent person to undertake monthly monitoring of water systems including temperature readings.

### **Working at height**

4.50. The Academy will follow the principles of the HSE guidance '*The Work at Height Regulations 2005 (as amended) A brief guide*' (INDG401). The Academy will use a variety of access equipment for working at height tasks including ladders, step ladders and kick stools. The Academy ensures that:

- work at height is avoided whenever possible
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking work at height have received appropriate training and training records are maintained



- all access equipment (ladders, step ladders, tower scaffolds etc.) is identifiable and inspected as required
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

### **Workplace inspections**

- 4.51. The Academy recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the Academy's defect reporting procedure.

### **Monitoring and review**

- 4.52. This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Local Governing Body and the Headteacher on a regular basis (every two years as a minimum), or as required.
- 4.53. In order to substantiate that health and safety standards are actually being achieved, the Academy will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.
- 4.54. The Academy will use different types of systems to measure health and safety performance.

### **Active monitoring systems**

- Spot checks and termly site inspections will be undertaken.
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed.
- Appropriate statutory inspections on premises, plant and equipment will be undertaken.

- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

### **Reactive monitoring systems**

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc.

### **Reporting and response systems**

- Ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken.
- Trust and Local Governing Body health and safety committees, CEO and Academy Senior Leadership team will all receive and consider reports on health and safety performance.

### **Investigation systems**

- Investigations will be implemented for incidents proportionate to the severity of the incident. The investigation will incorporate systems to identify both the immediate and the underlying causes of events.
- Analysing data to identify common features or trends and initiate improvements.
- Where cases of occupational ill-health are to be investigated.
- Where complaints relating to occupational health and safety are to be recorded and investigated.
- Where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated.

### **Third Party Monitoring/ Inspection**

- 4.55. The Academy will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within the Academy action plan with appropriate target dates for completion

## **Business Continuity**

- 4.56. The Academy will create a business continuity plan, this plan will be used during events which have the potential to cause major disruption to our services. Although such events are rare, it is important that we have in place plans to help us manage and recover from these situations as they arise.
- 4.57. In the event of a major emergency or disruption, co-ordination and implementation of the business continuity plan is the responsibility of the (Senior Leadership Team, Business Manager & Headteacher & a Local Governor. This group will form the SEMT (Senior Emergency Management Team) in the event of a major emergency or major disruption.
- 4.58. A copy of the Academy business continuity plan will be distributed to all members of the SEMT and they will ensure that pre-planning is carried out
- 4.59. In the unlikely event of major disruption or disaster the SEMT will arrange to meet at the Trust central office in Lubenham or other Trust school to co-ordinate and implement the business continuity plan.
- 4.60. The Academy business continuity plan will be reviewed annually, when there is a change in staff, when there is a change in arrangements, following an incident, when there is a significant change to the premises. These reviews will be conducted by the Headteacher, Senior Leadership Team & Business Manager

## **Retaining and Maintaining Documentation**

- 4.61. The Academy will store all health and safety related documentation (Please insert storage place here).
- 4.62. Health and safety related documentation will be backed up/scanned in and stored within the Academies computer system for future reference.

## 5. Appendix 1: Table of Delegation of Specific Duties

Please insert the relevant job role(s) next to each responsibility. Please note the frequencies of some responsibilities may need to be changed when making this document specific to your school. Some responsibilities may not be applicable to your school, therefore may need to be removed

Responsibility	Frequency	Delegated to Job Role	Signed
Reviewing Health and Safety Policy	Annually	Liz Martin	<i>LMartin</i>
Digitally Backing up Compliance and Safety Documents	When Created or Received	Andy Blyth	<i>ABlyth</i>
Allocating Budget for Health and Safety	Annually	Becky Hawthorne	
Display Energy Certificate Renewal	As Instructed on Current Certificate	Andy Blyth	<i>ABlyth</i>
Organising Type 2 Fire Risk Assessment	Every 5 Years	Andy Blyth	<i>ABlyth</i>
Conducting and reviewing Type 1 Fire Risk Assessment	Annually	Andy Blyth	<i>ABlyth</i>
Internal Checking of the Fire Alarm Panel	Daily	Andy Blyth	<i>ABlyth</i>
Internal Fire Evacuation Drill Organisation	Termly	Liz Martin and Andy Blyth	<i>LMartin</i>

<b>Responsibility</b>	<b>Frequency</b>	<b>Delegated to Job Role</b>	<b>Signed</b>
Internal Manual Call Point Checks	Weekly on Rotation	Andy Blyth	ABlyth
Internal Emergency Lighting Checks	Monthly	Andy Blyth	ABlyth
Internal Extinguisher Checks	Monthly	Andy Blyth	ABlyth
Internal Sprinkler System Checks	Weekly	N/A	ABlyth
Internal Fire Door Checks	Monthly	Andy Blyth	ABlyth
Organising Service of The Fire Alarm System	Six Monthly	Andy Blyth	ABlyth
Organising Service of Fire Extinguishers	Annually	Andy Blyth	ABlyth
Organising Service and Maintenance of Emergency Lighting	Annually	Andy Blyth	ABlyth
Organising Service and Maintenance of Air Conditioning Units	6 Monthly	Andy Blyth	ABlyth
Reviewing the Emergency Evacuation Plan	Annually	Liz Martin	EMartin
Creating and Reviewing PEEP (Personal Emergency Evacuation Plans)	When Necessary	Andy Blyth and Jo Kerr	ABlyth
Creating and Reviewing the Winter Gritting Plan	Annually	Andy Blyth	ABlyth
Winter Gritting Pavements and Carparks	Consult Weather Forecast	Andy Blyth	ABlyth
Reviewing the Business Continuity Plan and Emergency Procedures	Annually	Liz Martin and Andy Blyth	EMartin

<b>Responsibility</b>	<b>Frequency</b>	<b>Delegated to Job Role</b>	<b>Signed</b>
Organising Water Hygiene Surveys	(2) Yearly	Andy Blyth	ABlyth
Flushing of Little Used Outlets	Weekly	Andy Blyth	ABlyth
Organising Service of TMV	Manufacturer Stipulated (Please Insert Frequency)	Andy Blyth	ABlyth
Water Temperature Monitoring	Monthly	Andy Blyth	ABlyth
Signing Off Water Temperature Monitoring	Monthly	Liz Martin and Andy Blyth	EMartin
Organising Water Heater Service and Maintenance	Annually	Andy Blyth	ABlyth
Organising Electrical Installations Condition Reports	5 Yearly	Andy Blyth	ABlyth
Organising PAT (Portable Appliance Testing)	Annually	Andy Blyth	ABlyth
Organising Service of Stage Lighting	Annually	Andy Blyth	ABlyth
Organising Servicing of Gas Boilers	Annually	Andy Blyth	ABlyth
Organising Gas Risk Assessment	Annually	Andy Blyth	ABlyth
Conducting Workplace Inspections	Weekly	Andy Blyth	ABlyth
Conducting Workplace Inspections (Governor or MAT ELT/SLT Member and Academy Headteacher)	Termly	Liz Martin	EMartin
Organising Building Condition Surveys	5 Yearly	Andy Blyth	ABlyth

<b>Responsibility</b>	<b>Frequency</b>	<b>Delegated to Job Role</b>	<b>Signed</b>
Internal Inspections of Playing Fields and Playground Equipment	Weekly	Andy Blyth	ABlyth
Organising RPII Inspections of Outdoor Play Equipment	Annually	Andy Blyth	ABlyth
Inspecting PE Equipment	Before Use	Class teacher	ABlyth
Organising External Inspections of PE Equipment	Annually	Andy Blyth	ABlyth
Organising Glazing Surveys	10 Yearly	Andy Blyth	ABlyth
Procuring and Commissioning Contractors	When Necessary	Andy Blyth and Becky Hawthorne	ABlyth
Managing and Supervising Contractors	When Necessary	Andy Blyth	ABlyth
Contractor Inductions	When Necessary	Andy Blyth	ABlyth
Internal Inspection of Passenger Lifts and Hoists	Monthly	N/A	ABlyth
Organising Service and Maintenance of Lifts and Hoists used for carrying people	6 Monthly	N/A	ABlyth
Organising the Service and Maintenance of Work Equipment	Follow Manufacturer's Instructions	Andy Blyth	ABlyth
Organising the Service and Maintenance of The Kitchen Equipment	Follow Manufacturer's Instructions	Andy Blyth	ABlyth
Organising a Thorough Clean of The School Kitchen	Termly	Andy Blyth	ABlyth
Creating and Reviewing Classroom Risk Assessments	Annually	Andy Blyth	ABlyth

<b>Responsibility</b>	<b>Frequency</b>	<b>Delegated to Job Role</b>	<b>Signed</b>
Creating and Reviewing Premises Related Risk Assessments	Annually	Andy Blyth	ABlyth
Creating and Reviewing PE Risk Assessments	Annually	Andy Blyth and Nigel Pierce	ABlyth
Creating and Reviewing Design Technology Risk Assessments	Annually	Andy Blyth and Matt Hough	ABlyth
Creating and Reviewing Science Risk Assessments	Annually	Andy Blyth and Elaine Hunter	ABlyth
Creating and Reviewing Other Risk Assessments	Annually	Andy Blyth	ABlyth
Conducting Pregnancy Risk Assessments	When Necessary	Andy Blyth	ABlyth
Conducting Return to Work Risk Assessments	When Necessary	Liz Martin	EMartin
Selecting Staff Health and Safety Training	Review Termly	Liz Martin and Andy Blyth	EMartin
Recording Staff Health and Safety Training in a Central Record	When Necessary	Liz Martin and Andy Blyth	EMartin
Creating and Reviewing COSHH Risk Assessments for Premises	Annually	Andy Blyth	ABlyth
Creating and Reviewing COSHH Risk Assessments for Substances Used in Classrooms and Offices.	When Necessary	Andy Blyth	ABlyth
Creating and Reviewing COSHH Risk Assessments for Substances Used by Cleaning Staff	Annually	Andy Blyth	ABlyth



<b>Responsibility</b>	<b>Frequency</b>	<b>Delegated to Job Role</b>	<b>Signed</b>
Logging Accidents onto the AssessNet system	When Necessary	Andy Blyth	ABlyth
Reporting RIDDOR	When Necessary	Andy Blyth	ABlyth
Reviewing Accident Statistics	Termly	Liz Martin and Andy Blyth	EMartin ABlyth
Reviewing the Management of Medications Policy	Annually	Liz Martin	EMartin
Reviewing the First Aid Needs Assessment	Annually	Andy Blyth	ABlyth
Checking First Aid Kit Contents	Monthly	First Aider	ABlyth
Checking the Condition of First Aid Facilities	Weekly	Andy Blyth	ABlyth
Reviewing Pupil Individual Care Plans	When Necessary	Jo Kerr	ABlyth
Reviewing Individual Behaviour Plans	When Necessary	Jo Kerr	ABlyth
Creating and Reviewing Off-Site Visit Risk Assessments	When Necessary	Liz Martin and Helen Austin	EMartin
Approving Off-Site Visits	When Necessary	Liz Martin	EMartin
Creating a Health & Safety Report for Governors	Termly	Andy Blyth	ABlyth

<b>Responsibility</b>	<b>Frequency</b>	<b>Delegated to Job Role</b>	<b>Signed</b>
Communicating Emergency Procedures to Lettings	When Necessary	Andy Blyth	ABlyth
Emergency Contact during Lettings	When Necessary	Andy Blyth	ABlyth
Work Experience Co-ordination	When Necessary	Tamsyn Williams	ABlyth
Driving for Work Drivers Licence and Insurance Checks	6 Monthly	Liz Martin	LMartin
Organising Tree Surveys	3 Yearly	Andy Blyth	ABlyth
Organising Service/Inspection of The Lightening Protection Rod	Annually	Andy Blyth	ABlyth

## **Appendix 2: Learn Academies Trust's Additional Policies and Guidance for Reference**

**The Academy will in addition to this health and safety policy, follow all other approved policies and guidance of the Trust, all of which are located on Microsoft Teams.**

## Appendix 3: Bomb Threat, Suspicious Packages and Lock Down

### Leicestershire Traded Services

**Author: Health, Safety & Wellbeing Team**

**Date Issued: 06/06/2017**

**Reviewed: 12/10/2020**

**Review Due Date: 01/10/2023**

**Issue No: 2**

### 1.0 Bomb Threats

- 1.1 Although bomb threats usually turn out to be hoaxes, they must always be taken seriously. All staff need to be aware of the actions to take if they receive a message from someone claiming to have information about a bomb.
- 1.2 Appendix 1 outlines the immediate actions staff should take upon receiving a bomb threat. It might be useful to retain a copy of this form in the office (but preferably out-of-sight of pupils) for quick reference. Whilst most threats are made via a telephone call, there is the possibility they may be delivered through different means (e.g. email).
- 1.3 Bomb threats can come from a variety of sources, including truants, former pupils or strangers. A threat is more likely to be real if:
  - A code word is used that is known to the police.
  - The police are aware of potential terrorist activity in the area.
  - The threat is specific rather than general.
  - The threat is credible.
- 1.4 Whilst it is not reasonable for staff to assess the accuracy or validity of a threat, employees should record as much detail about the call as possible; this information will prove useful to the police.
- 1.5 Upon being notified of a bomb threat, the police may ask staff to check the premises for a suspicious package. This is because employees will be more familiar with the building and any items or equipment that might look out-of-place.
- 1.6 A bomb threat is a crime, so even if employees are confident the call is a hoax they must still report the incident to the police.

## **2.0 Evacuation**

- 2.1** The purpose of an evacuation is to move people away from danger to a safe place. This is likely to involve withdrawal from a hazard within a specific part of the school/academy building but in some circumstances could require evacuation of the whole site.
- 2.2** Trust schools already have evacuation procedures in place. References to these procedures and any Personal Emergency Evacuation Plans (PEEPs) could be included within the school/academy plan.
- 2.3** When choosing a bomb evacuation assembly point, the use of car parks or areas with effective vehicle access routes should be avoided, if possible. Open areas, where secondary devices cannot be easily hidden, are preferable.
- 2.4** If the entire site has to be evacuated, pupils and staff may need to move from an initial assembly point to alternative premises.
- 2.5** When the decision to evacuate the premises has been taken, the object is to get people out quickly without panic or disorder.
- 2.6** The fire alarm system is the most efficient method of initiating an evacuation, but the following procedures should also be observed: -
  - All lifts should not be used.
  - All personnel to assemble at the designated muster point and await instructions
  - Do not allow entry or re-entry into the building until given approval by the Police or Bomb Disposal Officers

## **3.0 Other schools/academies**

- 3.1** In the event of an emergency other schools within the Trust may be able to provide assistance; this could include acting as a place of safety.
- 3.2** If such an arrangement is reciprocal you will need to consider the implications of receiving a request for support. The assistance your school would be able to provide should be documented and agreed.

## **4.0 Places of safety**

- 4.1** Other places of safety (e.g. village halls, church halls) could be used to provide temporary accommodation should the school/academy be evacuated. This is conducted by the individual school.
- 4.2** If there is a potentially suitable venue nearby it might be useful to assess the property to establish what facilities it has available and how many people it could realistically support:
  - Toilets
  - Catering facilities
  - Heating
  - First-aid
  - Chairs and tables
  - Beds / sleeping bags
  - Disabled access / facilities
  - Back-up generator
  - Office.
- 4.3** Information about how to travel to a place of safety, including at least one alternative route in case the primary one becomes unsuitable, could be documented in the plan.

4.4 Arrangements for contacting key-holders could also be included.

## 5.0 Letter Bombs

5.1 Experience in dealing with letter bombs indicates that in many cases they are:

- Placed in substantial envelopes or parcels containing paperback books,
- In the form of flat letters weighing up to 102g,
- In packages the size of a conventional book,
- Delivered through normal postal services.

5.2 The degree of caution to be observed in handling such items can be determined by the cumulative effect of the points giving rise to suspicion which including the following: -

- The postmark, if foreign and not familiar.
- The writing, which may have an unusual appearance, lack literacy, or is crudely printed.
- The name and address of the sender, if the geographical area differs from the area of the postmark.
- 'Personal' or 'private' letters addressed to senior management under the job title rather than by name.
- Weight, if excessive for the size and apparent contents.
- Weight distribution, if uneven, this may indicate the presence of batteries.
- Grease marks on the exterior of the wrapping (i.e. showing through from the inside), may indicate 'sweaty' explosive.
- Smell, some explosives have a smell of marzipan or almonds.
- Abnormal fastening, if the sealing is excessive for the type of package, this may be a form of booby trap.
- Damaged enveloped or packaging that exposes wires, batteries or fluid-filled plastic sachets should not be handled further.
- Packages that rattle, feel springy or emit a ticking noise should be treated with extreme caution.

5.3 If suspicions cannot be alleviated:-

- Do not attempt to open the letter/package or tamper with it. It will probably have been designed to withstand postal handling and to detonate during a normal sequence of opening.
- With minimum further handling, isolate it to reduce possible blast damage, place on table and clear all items from around it.
- Seal off the area to keep people away.

## 6.0 Evacuate or Search

6.1 This decision must be made by the Head Teacher, based on the type of call and information given by the caller. The call may come via a second party, e.g. the police or the press and if a specific time is stated for a bomb to detonate, the obvious decision would be to evacuate.

## 7.0 Bomb Search

7.1 If the decision is taken to search the premises as opposed to either a full or partial evacuation, the services of the local Police or Bomb Disposal Authorities should be sought.

7.2 The following points must be considered when undertaking the search: -

- Do not use portable radio transmitters as they can detonate explosive devices within a radius of 30 metres.

- Divide the hub site into pre-determined sections with a thorough search plan for each section.
- If possible, utilise staff members familiar with the area to be searched, as they are more likely to identify packages that should not be there.
- As a bomb would most likely be concealed in a compartment, suitcase, briefcase, box or packaging, be suspicious of any items that are unattended or out of place.
- Seal off all areas that have been searched to avoid repetition of the search.

**7.3** If there is any reason to believe that a bomb or incendiary device has been found, the following precautionary measures should be carefully observed:-

**DO NOT: -**

- Attempt to open a suspected package, leave it in its original position.
- Place a package believed to contain a bomb or incendiary device in water, water is a conductor of electricity and may cause detonation.
- Cut, remove or undo string or wire on a suspected package as this may release the trigger mechanism and cause the detonation.
- Lift the cover of a box believed to contain a bomb or incendiary device.

**DO:**

- Cordon off the area, to prevent entry by unauthorised persons whilst awaiting expert assistance.
- Remain calm; keep voices as low as possible. Move in a positive style but do not run.
- Do not openly speculate within hearing distance of any employee or visitor. All actions should reflect a 'business as usual' attitude.

## **8.0 Firearms and Weapons Attack**

**8.1** If there are reports of shots fired at or near your school/academy consider your safest option following the 'Stay Safe' principles - **Run, Hide, Tell.**

**Run**

- Escape if you can – is there a meeting place away from the school that you can escape to?
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.
- Is there a safe route?

**If you can't Run, Hide**

- Safety is the main concern. Keep everyone in an area under cover and concealed if possible.
- Stay behind solid walls and doors and keep away from windows.
- Be aware of your exits and try not to get trapped.
- Keep others around you quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.
- If the suspect is seen, do not engage the suspect. This could generate a hostage situation.

- If the suspect is outside, try to keep him/her outside. If it is safe, lock the entry doors.
- A suspect should be considered armed, unstable and extremely dangerous.
- Have a special/pre-arranged all-clear signal when situation/building is safe/secure.

## **Tell**

- Call 999 - What do the police need to know?
- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

**8.2** Once the emergency services have been contacted staff should be prepared for armed police response. It is important to remain calm and follow officer's instructions. Officer's may be unable to immediately distinguish who the attacker is, therefore it is advisable to avoid any sudden movement that may be considered a threat and keep your hands in view. Officers will evacuate persons within the school when it is safe to do so.

## **9.0 Lockdown**

This section is produced using the NaCTSO Guidance.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/478003/NaCTSO\\_Guidance\\_Note\\_1\\_-\\_2015\\_-\\_Dynamic\\_Lockdown\\_v1\\_0.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/478003/NaCTSO_Guidance_Note_1_-_2015_-_Dynamic_Lockdown_v1_0.pdf)

### **9.1 What is dynamic lockdown?**

9.1.1 Dynamic lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of). It is recognised that due to their nature some sites may not be able to physically achieve lockdown.

### **9.2 Why develop dynamic lockdown?**

9.2.1 Those seeking to conduct attacks often undertake a level of planning including hostile reconnaissance. All opportunities to detect and deter threats at the attack planning phase should be taken. Presenting a strong security posture through visible and effective activity, for example by staff awareness and reporting processes, efficient use of CCTV, deterrent communications and active security zones.

9.2.2 In preventing an attack has not been possible, the ability to frustrate and delay the attacker(s) during the course of the attack and reduce the number of potential casualties can be greatly increased through dynamic lockdown.

9.2.3 Advance planning of what needs to be done to lockdown a site and recognising the need for flexibility in those plans will save lives.

9.2.4 Planning should consider;

- How to achieve effective full or partial lockdown
- How to let people know what's happening



- Training your staff
- STAY SAFE principles (see section 8 and Appendix 2)

### **9.3 How to achieve dynamic lockdown**

- In your planning you should identify all access and egress points in both public and private areas of the site. Remember, access points may be more than just doors and gates.
- Identify how to quickly and physically secure access/egress points
- Identify how your site can be sectored to allow specific areas to be locked down.
- Staff roles and responsibilities should be included in the plans.
- Staff must be trained/briefed to act effectively and made aware of their responsibilities.
- Stopping people leaving or entering the site – direct people away from danger.
- Ability to disable lifts without returning them to the ground floor should be considered.
- Processes need to be flexible enough to cope with and compliment invacuation and evacuation.

### **9.4 How to let people know what's happening**

9.4.1 Various options exist depending on the nature and occupancy of the site, these include;

- Public Address (PA) system
- Existing internal messaging systems; text, email, staff phones etc.
- “Pop up” on employees computers / internal messaging systems
- Dedicated “Lockdown” alarm tone
- Word of mouth

9.4.2 For multi occupancy sites, methods of communication between all businesses need to be considered. Likewise, working with surrounding businesses will not only benefit situational awareness but build effective lines of communication.

### **9.5 Training your staff**

9.5.1 Due to the fast moving nature of incidents that require lockdown it is important that all staff are able to act quickly and effectively.

- Train/brief all staff using principles of “Stay Safe” (see section 8 and Appendix 2)
- Ensure people know what is expected of them, their roles and responsibilities
- Check staff understanding
- Regularly test and exercise plans with staff
- Regularly refresh training



## Appendix 1: Bomb Threat Prompt Card for Reception Staff

If you take a phone call from someone who claims to have information about a bomb

**Instructions:** Be Calm, Be Courteous. Listen. Do Not Interrupt the Caller.

Your Name:		Time:		Date:
Caller's Identity/Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Adult <input type="checkbox"/>	Juvenile <input type="checkbox"/>
Approximate Age:				
Origin Of Call:	Local <input type="checkbox"/>	Long Distance <input type="checkbox"/>	Telephone Booth <input type="checkbox"/>	Mobile <input type="checkbox"/>

VOCAL CHARACTERISTICS		SPEECH		GRAMMAR	
<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good
<input type="checkbox"/> High Pitched	<input type="checkbox"/> Deep	<input type="checkbox"/> Distinct	<input type="checkbox"/> Distorted	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
<input type="checkbox"/> Raspy	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stutter	<input type="checkbox"/> Nasal	<input type="checkbox"/> Foul	<input type="checkbox"/> Other
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Other	<input type="checkbox"/> Slurred	<input type="checkbox"/> Other		
ACCENT		MANNER		BACKGROUND NOISES	
<input type="checkbox"/> Local	<input type="checkbox"/> Breathless	<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> PA System	<input type="checkbox"/> Trains
<input type="checkbox"/> Middle Eastern	<input type="checkbox"/> Talk Fast	<input type="checkbox"/> Rational	<input type="checkbox"/> Irrational	<input type="checkbox"/> Machines	<input type="checkbox"/> Animals
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Talk Slow	<input type="checkbox"/> Coherent	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Music	<input type="checkbox"/> Quiet
<input type="checkbox"/> African	<input type="checkbox"/> Crying	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Emotional	<input type="checkbox"/> Office	<input type="checkbox"/> Voices
<input type="checkbox"/> Slavic	<input type="checkbox"/> Laughing	<input type="checkbox"/> Righteous	<input type="checkbox"/> Jovial	<input type="checkbox"/> Factory	<input type="checkbox"/> Airplanes
<input type="checkbox"/> Other	<input type="checkbox"/> Scared			<input type="checkbox"/> House (TV)	<input type="checkbox"/> Party
				<input type="checkbox"/> Traffic	<input type="checkbox"/> Other

**Bomb Facts**

**Pretend Difficulty Hearing - Keep Caller Talking - If Caller Seems Agreeable To Further Conversation, Ask Questions Like:**

<b>When will it go off?</b>	<b>Certain hour/time remaining?</b>
<b>Where is it located?</b>	<b>Which building/area?</b>
<b>What kind of bomb?</b>	<b>What kind of package?/ What does it look like?</b>
<b>How do you know so much about the bomb?</b>	<b>What is your name and address?</b>

If school building is occupied, inform caller that detonation could cause injury or death. Write out their reply.

Call the Head Teacher on \_\_\_\_\_ or Police Department on **999**, and relay information about call.

Did the caller appear familiar with building (by his/her description of the bomb location)? YES / NO

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

**Notify the Head Teacher immediately**

**STAY CALM**

**Other Comments:**

.....  
 .....  
 .....

**Signature** .....

**Date** .....

**Print name** .....

## Appendix 2: Stay Safe Principles

### Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

#### Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

#### Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

#### Tell

- Call 999 - What do the police need to know?
- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

#### Armed Police Response

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

#### Officers may

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.

#### You must STAY SAFE

- What are your plans if there were an incident?
- What are the local plans? E.g. personal emergency evacuation plan.