Grimoldby Primary School

Health & Safety Policy

Date of Approval: October 2026

Date for Review: October 2027

1 Statement of Health and Safety Policy and Intent

The Governing Body is committed to:

- The provision of safe and healthy conditions for pupils, employees and visitors.
- Compliance with all relevant health and safety legislation.
- Seeking the co-operation of staff, pupils, parents and contractors to achieve these objectives in order to minimise injuries and work-related ill health.

The main hazards and risk control arrangements are detailed in Section 3.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified, and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask, where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

It is understood that the undersigned governor takes ultimate and vicarious responsibility for the school's health, safety and welfare in accordance with The Health and Safety at Work Act 1974.

2 Organisation and General Responsibilities

2.1 Governing Body

Are responsible for ensuring that:

- a health and safety policy is prepared, implemented and reviewed to ensure it remains valid;
- health and safety standards are monitored by direct involvement or by considering inspection reports.
- actions are prioritised where resources are required.
- health and safety is an agenda item at Governors' meetings;
- a Governor is given specific responsibility for health and safety.
- assistance is obtained from specialists when in any doubt about the health and safety standards to apply;
- the Director of Children's Services is informed of any situation of concern where appropriate health and safety standards cannot be implemented.

2.2 Head Teacher

The Head Teacher is responsible to the Governing Body for ensuring that:

- hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation.
- the significant findings regarding the above are recorded in the Health and Safety Policy.
- the arrangements are monitored to ensure they are working.
- employees are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work.
- any problems in implementing appropriate health and safety standards are reported to the Governing Body.
- specialists help and assistance is obtained where necessary.
- the reports of health and safety monitoring are communicated to the Governing Body along with details of significant injuries to employees, pupils and visitors.

2.3 School Health and Safety Co-ordinator

Is responsible for assisting the Head Teacher with the above and specifically for:

- liaising with employees and Health and Safety Advisors where appropriate to ensure that hazards are identified, and appropriate risk control arrangements implemented.
- monitoring the health and safety standards of the school on a day-to-day basis, reporting any problems that cannot be rectified to the Head Teacher.

2.4 All Employees

Are responsible for:

- taking reasonable care for their own health and safety and that of other employees and visitors who are affected by their activities.
- where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety.
- using any work equipment in accordance with the training and instructions provided.
- co-operating as is necessary to implement the arrangements of this policy.

- monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented.
- reporting to the coordinator any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements.

2.5 Pupils

Pupils are expected:

- to exercise personal responsibility for their own health and safety and that of their classmates.
- to observe standards of dress and behaviour consistent with the safety of themselves and others.
- to observe the rules of the school and in particular the instructions of teachers and other members of staff.

2.6 Health and Safety Assistance

Lincolnshire & Counties Training Solutions (LACTS) is appointed to provide the competent person as required by the Management of Health and Safety at Work Regulations 1999 and is responsible for providing the health and safety assistance as and when requested.
The competent person can be contacted on 07775877057

or e-mail admin@lacts.co.uk

3.0 Arrangements and Significant Findings of Risk Assessments

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3.1 General Hazards

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Pupils' bags are not to be left in walkways or areas where they create tripping hazards.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floor surfaces. Staff are expected to rectify these situations where possible or report them to the Coordinator.

Step stools, step ladders and ladders are provided and must be used where necessary to reach above head height. Staff are to inspect these before use and report any defect to the Coordinator.

Staff are not to use chairs, boxes or similar items and are not to climb up the face of cupboards.

Filing cabinet drawers shall not be overloaded and employees must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the Coordinator. Also, any sharp edges which may cause injury and/or damage to clothing must also be reported.

Pupils are reminded on a regular basis about the risk of fingers being trapped in doors. The Coordinator is responsible for checking routinely that the self-closers operate properly, ensuring that adjustments are carried out if doors close too quickly. The vulnerable doors have been identified as the doors to the pupils’ toilets.

Running is not permitted within the school premises and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

3.2 Vulnerable Glazing

The vulnerable areas of glazing have been protected with safety glazing to prevent serious injuries in the event of breakage.

3.3 Electrical Equipment

Staff shall not attempt repairs nor make modifications to electrical equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported.

The fixed electrical installations in the school are inspected and tested on a 5 yearly basis by electrical contractors and any maintenance to prevent danger is carried out.

Only electrical equipment tested by the school shall be used. Formal visual inspections/tests of portable electric equipment are carried out annually to identify any maintenance that is required to prevent danger. An informal check is carried out annually by the Premises Committee.

Staff are alerted to the dangers of defective wiring and equipment and are encouraged to visually inspect electrical equipment before use and to report any defects immediately.

It is essential that, where portable electrical equipment is used outdoors, a residual current device (RCD) is used to reduce the risk of serious electric shock. Staff must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.

3.4 Working at Heights

Staff are reminded that falls from heights are the most common cause of fatal and serious accidents at work.

The need to reach things at heights should be eliminated wherever possible e.g. displaying pupils' work and storing things below head height. Where this is not possible, proper access equipment must be used and the following rules followed:

Staff shall not use ladders or step ladders if they are working alone in or around the school; if an incident occurs there is no one to call for assistance.

Before using a ladder or step ladder, make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases the equipment must be erected in accordance with the manufacturers' instructions by a person who is competent, having received sufficient instruction and training.

Ladders and Step Ladders - General Rule

Before each use, check that equipment is in good condition, do not use ladders or step ladders with cracked, broken or splintered stiles/rungs/steps/hinges/cords/clips or other defects. A more formal check of equipment is to be carried out termly by the caretaker.

- Set the ladder at the correct angle (1 out to every 4 up)
- Never climb higher than the fourth rung from the top to ensure adequate hand hold.
- Move ladders and step ladders so as to avoid the need to overreach.
- Secure the ladder at the top wherever possible; this ensures the ladder cannot slip sideways or backwards and whilst doing this get someone to foot the base.
- If this is impracticable, see that it is firmly secured at the base or footed by a responsible person.
- Ladders less than 3m in length, where securing or footing is not practical, can be used unsecured or footed, providing they are set at the correct angle on a firm, level, non-slippery surface.
- Ladders over 3m in length must be secured as above or footed.
- Stand the ladder or step ladder on a firm level base and not on loose material.
- Clean wet, icy or greasy rungs or steps before use; make sure footwear is in good condition and free from mud or grease on the soles before climbing.

- Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder; use a hoist line to raise larger items when at the working position.
- Step ladders must be long enough to reach the work and provide a secure hand hold. Do not stand on the top step or platform on a step ladder unless it is constructed with a secure hand hold.
- Always spread step ladders to their fullest extent for stability and check that retaining hinges/cords/clips are secure.
- Whenever possible place step ladders at right angles to the work, i.e. with the front or back of steps facing the work. Pushing, pulling or reaching sideways whilst on step ladders should be avoided because it is less stable; where this is unavoidable another person should support the steps to prevent them tipping.

3.5 Substances Hazardous to Health

Where possible all substances used in the school should be non-hazardous e.g. not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant'.

All substances must be properly labelled, stored, used and - when necessary - disposed of in accordance with the manufacturers' instructions. Staff should be aware of the requirement to assess the risks to health of any hazardous substances brought into the school to ensure the appropriate risk control measures are devised, implemented and where appropriate, recorded.

Some hazardous substances are unavoidable: the COSHH assessment for cleaning substances and legionella bacteria are given below.

School Cleaning Substances

Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for general purpose cleaning in the school. These substances are necessary; substitutes without these hazards are considered not to be effective.

The following measures are used to control the risks to health from the use of these substances:

- The substances are kept securely locked in the caretaker's cupboard at all times when not in use to prevent access by pupils and unauthorised persons.
- The substances are only to be used as directed by the manufacturers on the containers.
- Substances shall not be mixed together. This is particularly important with bleach, where toxic fumes can be generated if this is mixed with other substances.
- Skin contact with the substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, eczema or dermatitis. Contact with the skin is to be avoided by the wearing of protective gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.
- Accidental splashing on the skin or in the eyes needs to be washed immediately with plenty of water and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Coordinator and, where appropriate, to a medical practitioner.
- Where substances are transferred into smaller containers for use, they are marked with their contents, dilution ratios and appropriate hazard sign. The above measures are considered necessary to comply with the COSHH Regulations and it is concluded that these will adequately control the risks to health presented by the use of these substances.
- Suitable and sufficient COSHH Risk assessments are to be used.

3.6 Fire Risk Assessment

A fire risk assessment has been carried out as required by The Regulatory Reform (Fire Safety) Order 2005.

3.7 Manual Handing of Items and Loads (further up to date information http://www.hse.gov.uk/pubns/indg143.pdf)

Manual handling operations are required to some extent in most of the school's activities and it is not reasonably practicable to avoid them. Most of these within the classroom do not generally involve significant risks and are within the capabilities of all staff. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

Staff shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to the Coordinator.

When lifting boxes, parcels etc. the back must be kept straight and lifting carried out using the leg muscles. Never bend from the waist and lift with the legs straight as this puts strain on the back muscles and spine and may lead to injury.

Special care is to be exercised with the moving of the piano. Two staff should move this by working from the side, holding the keyboard and rear. Do not attempt to push the piano from the front or rear. Children should not be involved in moving the piano.

The manual handling of any objects which present a significant risk of injury and which cannot be avoided is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.

The following operations have been Risk assessed and, along with the manual handling training that has been provided, are considered to be adequate to reduce the risks to the lowest extent reasonably practicable.

Chair and Table Moving

Measures to reduce the risk of injury: -

- Using correct lifting techniques.
- Carrying no more than 3 chairs at a time.
- Two people carrying no more than 1 table at a time
- Obtaining assistance where the timescale involved could lead to over-exertion.

Miscellaneous Packages and Items

Measures to reduce the risk of injury: -

- Using correct lifting techniques.
- Obtaining assistance where the weight/size of load is beyond individual capacity.

Furniture, Display Boards, Staging

Measures to reduce the risk of injury: -

- Using the correct lifting techniques.
- Obtaining assistance in proportion to the weight/size and distances involved.

3.8 Moving and Handling Assistance for Pupils with Special Needs

An assessment of the moving and handling needs of pupils with special needs will be carried out before the pupil starts at the school. Where necessary, advice and guidance will be obtained from parents, the Health Authority and Health and Safety Advisors.

The assessment will identify the moving and plan appropriate for each pupil. The hierarchy of measures in these plans shall be as follows:

- Hazardous moving and handling operations shall be avoided, as far as is reasonably practicable, by the use of hoists/slings and, where appropriate, encouraging pupils to move themselves or by re-organising activities.
- Where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable; training for staff in using the correct techniques, team lifts, the use of wheelchair ramps, transfer boards, handling belts, sliding sheets, turntables etc.
- The moving and handling plans will be recorded in the pupil's care plan.
- The assessments shall be reviewed each term or when significant changes occur.

3.9 Display Screen Equipment (DSE)

Computer equipment is used extensively by the Administrative Assistant and the Bursar. They are designated as a 'user' under The Health and Safety (Display Screen Equipment) Regulations 1992.

'Users' are provided with information and training about the risks to their health and how to minimise them.

Workstations used by the above 'user' have been assessed to ensure they satisfy minimum requirements and the risks are reduced to the lowest level reasonably practicable.

Frequent changes of activity occur; therefore, no special breaks need to be planned into work routines to prevent the onset of fatigue.

'Users' are entitled to eye tests and any special spectacles required for display screen work. Initially 'users' are to request these through the Bursar who will provide referral letters to take to an optician of their choice.

Work related upper limb disorders such as pain to the muscles, ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged workstations and organisational systems will minimise the risks of these disorders. Staff should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse work.

3.10 Smoking at Work

Smoking is not permitted in the school or on the school grounds. This is to prevent unwanted exposure to environmental tobacco smoke which is a health hazard and to minimise the risk of fire.

3.11 Contractors' Activities

Construction and maintenance work involves major hazards, and particular care is necessary when these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The school has a duty to ensure the health and safety of pupils, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors who are on the County Council's approved list or can show in some other way that they are competent to carry out their work in accordance with the relevant statutory provisions, will be selected for work on the premises. Before work commences, the Head Teacher must ensure that arrangements to control the risks are implemented by the contractors to protect pupils, staff and visitors. The Head Teacher shall then monitor the contractor's activities to ensure the arrangements are adequate. Any situation where the control measures are insufficient must be raised immediately with the contractors. Further advice can be obtained by contacting the school health and safety advisors – LACTS 07775877057

The Construction (Design and Management) Regulations 1994 (CDM Regulations) will apply to larger projects i.e. all demolition work irrespective of size, and construction work which involves more than four persons or takes longer

than 30 days. In these cases, the Head Teacher is responsible for seeking specialist advice regarding what must be done to comply with these Regulations.

3.12 First Aid Arrangements

First aid kits stocked with the recommended contents are located in each classroom. In addition, one kit can be found outside the main hall and the foyer. The Medical room contains the first aid kits for school away trips as well as resupply items for the school First aid supplies. In addition, the Medical Room caters for the secure storage of pupil medication. The appointed Coordinator is responsible for checking the contents on a monthly basis (Annex 5 details check sheet) and replacing any items used.

A separate list detailing First Aid training of staff members is available alongside this policy.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Head Injuries

Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard form of any non-significant head bumps which show no signs or only slight reddening.

Other Injuries

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Infection Control

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in schools and other childcare settings' updated April 2010 should be followed to prevent the spread of infection.

3.13 Pregnancy and Work

Staff who become pregnant shall inform the Head Teacher so that an assessment can be carried out to ensure that any risks created by their work are identified and eliminated or controlled. Advice on pregnancy and work can be found in New and Expectant Mothers who Work (INDG373 (rev2) published 04/13) http://www.hse.gov.uk/pubns/indg373.pdf and in the Department of Health poster.

3.14 Young person's working or on work experience in the school.

If young person's come to the school to work, or are on work experience, special regulations apply. A 'young person' is someone who has not attained the age of 18 and a 'child' is someone not over compulsory school age. Where such young people are involved, specific risk assessments need to be undertaken to identify any measures that are required to reduce the risks because of their immaturity, inexperience and lack of awareness. Where a 'child' is involved, the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the child. All young persons will work directly under the supervision of an experienced member of staff who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility for a 'child' are aware of this, they shall be informed as described above; a copy of this policy shall be forwarded to them with the confirmation letter.

3.15 School Security

Visitors' access to the school is via the Reception entrance which is monitored at all times to prevent unauthorised access. All visitors are required to report to the Reception Office on arrival.

The names of all visitors and their time of arrival and departure should be recorded and a badge issued for identification whilst on the school site.

Unknown persons on the school site not wearing a visitor's badge are to be asked what they are doing and if they require assistance. In some cases, it may not be appropriate for a lone member of staff to make this approach; in these cases, the Head Teacher is to be informed and, if necessary, the police called for assistance and lock down procedures adopted.

When pupils are outside at play times or during PE lessons, they are supervised closely to ensure they do not leave the playground.

When parents visit school after hours, they should be escorted at all times. In instances where this is not possible i.e. Parents evenings etc.

Then all care is to be taken to ensure that parents/ persons are not free to wander the school without supervision.

Supervision can take the form of;

a. Corridors monitored / supervised.

b. Non-essential rooms closed and secured.

c. Classrooms and areas where parents/persons can congregate to be monitored / supervised.

In each case care must be exercised and personal security remains the overriding factor.

Lockdown Arrangements

There are two types of lockdowns: 'partial' and 'full'.

Partial Lockdown

In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be locked.

No one should be allowed to enter or leave the building; however, teaching and work can continue as usual. This may be because 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 because 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. (There needs to be a means of communicating the alert to duty staff at break times).

• All staff and pupils remain in building and external doors and windows locked.

• Free movement may be permitted within the building dependent upon circumstances.

• In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating, and air conditioning systems should be closed or turned off.

• Use anything to hand to seal up all the cracks around doors and any vents into the room – you aim to minimise possible ingress of pollutants.

• Staff should await further instructions.

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.

A partial lockdown may also be a precautionary measure, but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Example alert to staff: 'Full lockdown'

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

Immediate action

• All pupils/staff stay in their classroom or move to the nearest classroom.

• Office staff should remain in their office.

• External doors locked. Classroom doors locked (where a member of staff with key is present).

• Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in).

• Pupils/staff sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls).

• Lights, smartboards, and computer monitors turned off.

• Mobile phones turned off (or at the least turned onto silent so they cannot give away your position).

• A register to be taken of all pupils/staff in each classroom/office.

• Communicate register of staff/pupils to a pre-agreed central office.

• Staff should await further instructions.

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 isn't necessarily a cue to evacuate the building.

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 staff has access to an internal e-mail system, 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.

• Where a school uses a text messaging service then staff could be put into a defined user group. This could then be used to communicate instructions via text message in an emergency.

Example

Lockdown Template

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

Signals

Alarm or signal for lockdown shelter	
Signal for stand down / all-clear	

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer		
Deputies		
Communications Officer		

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Rooms most suitable for lockdown
1 Classrooms
2 Hall
3 Sports hall
4 Offices

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

Communication arrangements Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.
Two-way radios
Classroom telephones
Mobile phones
Instant messaging / email
Other (TV's / Whiteboards / etc)

Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) must be pre-arranged.	
Name of venue	
Type of venue	
Contact name	
Contact telephone number	
Useful info such as distance from school, directions, capacity, opening hours	

Other useful contacts:

Name	Emergency Contact Number

Action Plan	Completed by sign	time
Sound Alert - Activate lock-down procedures immediately		
Dial 999		
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows		
Close windows / blinds		
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)		
Hide, sit on the floor under desks, and away from windows		
Stay as silent as possible - put any mobile devises to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)		
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access		
If possible, check for missing / injured students, staff and visitors		
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services		

3.15a Terrorism

ETHANE - Initial actions at a terrorist major incident

Exact Location

Confirm nearest junction or exact address

Geographic size of the incident

Type of Incident

Explosion, building collapse, firearms incident etc.

Hazards

Identify the hazards present or suspected (such as number of hostiles, types of weapons etc.)

Consider potential or secondary devices

Is evacuation or invacuation necessary and safe?

Access Routes

Update with routes that are safe to use

Clarify routes which are blocked

Nominate and search the RVP

Number of Casualties

List type and severity

Approximate number of dead, injured, survivors and witnesses

Emergency Services

List those Services present and those required

Conduct a joint dynamic hazard assessment with the emergency services

STAY SAFE : Terrorist firearms and weapons attacks

Firearms and Weapons attacks are rare in the UK. The 'STAY SAFE' principles tell you some simple actions to consider at an incident and the information that armed officers may need in the event of a weapons or firearm attack:

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 cannot 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 and turn off vibrate

Lock / barricade yourself in

Move away from the door

TELL

Call 999 - What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker

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

Further advice

The Citizen Aid App is a simple, clear teaching aid for immediate actions and first aid for a stabbing, bomb incident or mass shooting. Building on Run, Hide Tell, this helps people understand what to do in the event of an attack.

A separate Suspicious Behaviour Reporting form is available alongside this policy.

3.15b Bomb threat

Suspicious items – Guidance.

When dealing with suspicious items apply the **5C's protocol**:-

CONFIRM whether or not the item exhibits recognisably suspicious characteristics

The **HOT** protocol may be used to inform your judgement:-

Is it **HIDDEN**?

Has the item been deliberately concealed or is it obviously hidden from view?

OBVIOUSLY suspicious?

Does it have wires, circuit boards, batteries, tape, liquids or putty-like substances visible?

Do you think the item poses an immediate threat to life?

TYPICAL Is the item typical of what you would expect to find in this location?

Most lost property is found in locations where people congregate. Ask if anyone has left the item

If the item is assessed to be unattended rather than suspicious, examine further before applying lost property procedures

However, if H-O-T leads you to believe the item is suspicious, apply the **5C**s

CONFIRM whether or not the item exhibits recognisably suspicious characteristics

CLEAR the immediate area

Do not touch it

Take charge and move people away to a safe distance. Even for a small item such as a briefcase move at least 100m away from the item starting from the centre and moving out

Keep yourself and other people out of line of sight of the item. It is a broad rule, but generally if you cannot see the item then you are better protected from it

Think about what you can hide behind. Pick something substantial and keep away from glass such as windows and skylights

CORDON off the area

COMMUNICATE - Call 999

Inform your control room and/or supervisor

Do not use radios within 15 metres

CONTROL access to the cordoned area

Members of the public should not be able to approach the area until it is deemed safe

Try and keep eyewitnesses on hand so they can tell police what they saw

Mail handling

Small deliveries by courier and mail handling

Most businesses will receive a large amount of mail and other deliveries which offers a potentially attractive route into premises for terrorists. A properly conducted risk assessment should give you a good idea of the likely threat to your organisation and indicate precautions you need to take.

Delivered items which includes letters, parcels, packages, and anything delivered by post or courier, have been a commonly used tactic by criminals and terrorists. Delivered items may be explosive, incendiary, contain sharps, blades or chemical, biological or radiological (CBR) material. The phrase 'white powders' is often used in the context of mail and encompasses CBR material as well as benign materials. Be aware that such materials may not be white and may not be powders.

Anyone receiving a suspicious delivery is unlikely to know which type it is, so procedures should cater for every eventuality. Threat items come in a variety of shapes and sizes; a well-made device will look innocuous, but there may be tell-tale signs.

- Indicators for suspicious deliveries/mail
- General indicators that a delivered item may be of concern include:
- unexpected item, especially if hand delivered
- a padded envelope (Jiffy Bag) or other bulky package
- additional inner envelope or other contents that may be difficult to remove
- labelling or excessive sealing that encourages opening at a particular end or in a particular way
- oddly shaped or lopsided envelope flap stuck down completely (normally gummed envelope flaps leave slight gaps at edges) marked 'To be opened only by…' 'Personal' or 'Confidential'
- item addressed to the organisation or a title (rather than a specific individual)
- unexpected or unusual origin (postmark and/or return address)
- no return address or return address that cannot be verified
- poorly or inaccurately addressed address printed unevenly or unusually
- unfamiliar writing or unusual style
- unusual postmark or no postmark
- more stamps than needed for size or weight of package
- greasy or oily stains emanating from the package
- odours emanating from the package

Explosive or incendiary indicators

A delivered item may have received some rough handling in the post and so is unlikely to detonate through being moved. Any attempt at opening it, may set it off or release the contents. Additional explosive or incendiary indicators include:

- unusually heavy or uneven weight distribution
- small hole(s) in the envelope or wrapping

3.16 Violence at Work

The school seeks to minimise staff vulnerability to violent disturbing behaviour, including threats, intimidation and verbal abuse as well as physical assault. This kind of behaviour will not be tolerated from pupils or parents and further action such as exclusion, banning or prosecution will be considered. The following steps should be followed:

- Staff who have any qualms about parental interviews should arrange for a colleague to be present;
- Staff should not become confrontational even if provoked; offer to arrange another meeting with senior colleagues and close the interview;
- Do not hold meetings with parents in isolated classrooms and have clear objectives and a set timescale;
- Do not make home visits alone;
- If verbally or physically abused, leave or call for assistance immediately;
- Staff should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Head Teacher. This will enable incidents to be recorded, monitored, investigated, and appropriate action taken.

3.17 Educational Visits

Staff should note that pupils face far higher risks on school visits than they do in the school. The hazards of all visits must be identified and appropriate risk control measures built into the arrangements. A summary of these must be recorded for all visits undertaken. See appendix for full details of precautions to take on a school visit. The DfE document 'Health and Safety of Pupils on Educational Visits' is used as a guide for the risk control arrangements.

Farm visits pose a risk of infection and the precautions are detailed in the Department of Health poster Guidance on infection control in schools and other childcare settings' published September 2014 (version 2) and the DfE memo on this subject must be followed.

3.18 Medicines and Infection Control

If a child needs medication during the school day the school must be informed, and arrangements will be made for the safe keeping of the medicine and for the supervision of the dosage. Medicines brought into school must be clearly labelled by a chemist with instructions for dosage.

Special consideration will be given to those children requiring the use of an inhaler. Provided that the child is able to administer the dose himself, then secure storage facilities will be made available. A letter of competence in this will be required from the parent and the medicine duly labelled.

It is the responsibility of the parent to inform the school in writing of any ailments their child may have. It is the duty of the staff to respond to such information.

Pupils who are unwell with an infectious disease should not be at school and should be kept away until they are better or no longer pose a risk of infection to others. The recommended periods of exclusion should be in accordance with the guidance set out in the Department of Health poster 'Guidance on infection control in schools and nurseries'.

3.19 Injury Reporting

All accidents or "near miss" occurrences must be reported within school to enable working practices and risks to be reviewed. Insignificant cuts and grazes are recorded on a log by the main office staff. All other injuries to staff and students shall be recorded in the accident book by the person administering first aid. The accident book is held in the main office for this purpose. The Headteacher is responsible for ensuring that statutory reporting to the HSE is completed for "major" and "over 7 days absence" injuries required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Recording and reporting will be undertaken in line with current guidance as noted within the HSE guidance for employers Incident Reporting in Schools (accidents, diseases and dangerous occurrences) Educational Information Sheet No 1, Revision 3. Link http://hse.gov.uk/pubns/edis1.pdf

The Health and Safety Team (07775877057) shall be contacted if in doubt about these reporting procedures.

3.20 Statutory Notices

The Head Teacher is responsible for ensuring that a 'Health and Safety Law' poster is displayed in the office where staff can read it.

3.21 Health and Safety Representatives and Consultation

The role of trade union appointed health and safety representatives is recognised and encouraged.

The staff may elect one of their number to act as Trade Union safety representative who must be a member of, and appointed by, a recognised trade union. Any member of staff has the right to take up an issue on health and safety with his/her safety representative. The health and safety representative will be consulted during the preparation and review of the health and safety policy of the school to enable effective co-operation in the promotion and development of health and safety arrangements.

3.22 Staff Induction Procedures

The capabilities of all new members of staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly: -

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

3.23 Physical Education, Sport and Play Activities

Most injuries to pupils occur during these activities.

General rules for play times:

A sufficient number of staff will be available to supervise play times and will be positioned where they can see all pupils. Staff shall watch for and control over-enthusiastic behaviour. The walls should never be used as boundaries for running games. Ball games involving kicking are prohibited on the playground.

The retrieval of balls from neighbouring gardens by climbing fences is prohibited.

General rules for sport and physical education

It is the policy of the school to follow the guidance in the document ‘Safe Practice in Physical Education’ published by the British Association of Advisers and Lecturers in Physical Education (BAALPE) and the guidance from the relevant national governing body for the activity concerned. Only suitably qualified members of staff are to supervise physical education and particular attention should be paid to the following:

- Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played;
- Ensure pupils are involved in activities appropriate to developing their existing abilities;
- Staff shall position themselves where they can see all pupils;
- Appropriate clothing should be worn at all times. Loose and floppy clothing should be tucked in shorts; no baggy tops should be allowed;
- Long hair should be tied back;
- All jewellery should be removed (or earrings taped if ears recently pierced) ;

- Sports areas and pitches should be checked before activities start, to make sure there are no dangerous objects around the side of the hall or any of the outside areas being used;
- Ensure all equipment is safely set up before using;
- Check equipment for signs of wear/defect regularly. Any defect discovered should be reported to the co-ordinator immediately
- Limit the number of pupils using any one piece of apparatus;
- Set up apparatus with adequate spacing between each item;
- All gymnastic activities that involve children working above floor level should have landing mats.
- Apparatus being used should be at least two metres from any wall;
- Pupils must be supervised at all time in the hall;
- When pupils are involved in moving equipment, make sure this is done using the correct techniques with enough pupils to ensure that they do not have to struggle;
- Make sure that equipment is put away safely.

Swimming

Discipline and conduct at the swimming pool must be of the highest standard. At all times the requirements of the Swimming Pool will be adhered to (see appendix). These include their:

- Normal Operating Procedures
- Emergency Operating Procedures.
- Fire drill

Goggles can be worn providing they do not cover the nose as children must be able to breathe easily.

3.24 Science, Technology and Art

- Sharp knives and sharp ended scissors are stored securely and only used by older pupils under close supervision.
- Round ended scissors to be used where possible.
- Only non-hazardous paints and glues are used.
- Pupils shall be shown how to use the simple hand tools available to them in the classroom safely and it must not be assumed that they have been taught this previously because they have used the tools before.
- Only low temperature glue guns are to be used by pupils
- In food technology the quantities of hot liquids are to be kept to a minimum and pans positioned so as not to be knocked over. Pupils do not use the tea urn or the hot water dispenser.
- Glassware should not be stored in any classroom. It may only be used where the Curriculum demands it.
- Any equipment and hand tools used by the children should be checked that they are safe before each use. They will also be checked termly by the relevant H&S co-ordinator.

3.25 Cycling to School

It is the parents' responsibility to ensure that their child's bicycle is safe and adequate for their needs. The Head Teacher reserves the right to refuse any child the privilege of entering the school boundaries with a bicycle unless it is safe. If the bicycle is found to be unsafe during the day, the child will be refused permission to return home on it. The parents will be contacted immediately and alternative transport arranged by them.

3.26 Playtime and Mid-Day Supervision

A member of staff shall be present in each classroom from 08.30 for children to enter the building and outside at morning and afternoon playtimes. The members of staff will take all reasonable steps to ensure the safety of the children during these times.

Pupils should not be using the adventure play area or outdoor gym after school as there is no supervision available.

In the case of injury, the child is to be moved, if advisable, into the building to another member of staff.

During inclement weather the class teacher will ensure that a reasonable level of supervision is maintained by enlisting the help of available colleagues when necessary.

Mid-day supervisors shall ensure that as far as possible all children are supervised in all areas where they may be eating or playing. Midday supervision shall be for all those children who remain within the school boundaries during this period. Where children leave the school premises for their lunch the act of supervision shall cease once they are out of the school boundary and recommence when they return to school.

3.27 Vehicles on the Premises

Vehicles manoeuvring around the premises, particularly reversing in restricted areas, are a major risk and can cause serious, even fatal injuries. Special care is necessary to ensure that pupils are kept away from the vehicles on the school premises. In particular:

Pupils shall not be allowed on the playing field whilst grass mowing takes place;

Pedestrians must use the separate entrance provided and use the footpath by the school;

Where possible delivery and contractors' vehicles must be prevented from entering the premises at school starting and leaving times;

Bus discharge and pick up arrangements must be planned to avoid pupils having to cross the road unsupervised.

3.28 Working Alone

Some activities involve special risks and shall not be carried out whilst alone on the premises. If an accident occurs, there will be no one to help or summon assistance. These will include those listed below. These require specific risk control measures which are not detailed here.

- Working at any height, including that working near inspection pits or manholes.
- Moving and handling tasks where assistance is required to minimise the risk of injury.
- Meetings with people who have a record of violent behaviour or meetings where conflict or disagreement is anticipated.

Working alone on the premises should be avoided where possible but where this is unavoidable the doors should be secured to prevent intruders. (Doors which provide emergency escape can be readily opened from the inside.) A telephone must be readily available. In addition, everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if the person working alone is overdue and raise the alarm if there is no reply.

3.29 Working Time

The school recognises that when people work too many hours, their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 is seen as the way to minimise these risks. Normal school arrangements usually ensure that staff receive the in-work/daily/weekly breaks and annual leave entitlements specified in the Regulations. Some members of staff, during term time, work many hours more than the normal school week, both at the school and at home. When averaged over the reference period of 17 weeks, which will take account of school closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any member of staff whose workload dictates that they are required to work excessive hours should raise this with the Head Teacher.

Annex 1

Environmental Policy

Grimoldby School are committed to reducing our environmental impact and continually improving our environmental performance as a fundamental part of our business strategy and operating methods.

It is our priority to encourage our suppliers and all associates to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering on our duty of care towards future generations.

Our policy is to:

- Wholly support and comply with and/or exceed the requirements of current environmental legislation and codes of practice.
- Minimise our waste and then reuse or recycle as much of it as possible.
- Minimise energy and water usage in our buildings, vehicles and processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable.
- Operate and maintain School vehicles with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate.
- Apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community.
- As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same.
- Assess the environmental impact of any new processes or products we intend to introduce in advance.
- Ensure that all employees understand our environmental policy and conform to the high standards it requires.
- Address complaints about any breach of our Environmental Policy promptly and to the satisfaction of all concerned.
- Update our Environmental Policy annually in consultation with staff and associates.

Annex 2

Lockdown Template

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

Signals

Alarm or signal for lockdown shelter	
Signal for stand down / all-clear	

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer		
Deputies		
Communications Officer		

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Rooms most suitable for lockdown
1 Classrooms
2 Hall
3 Sports hall
4 Offices

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

Communication arrangements Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.
Two-way radios
Classroom telephones
Mobile phones
Instant messaging / email
Other (TV's / Whiteboards / etc)

Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) must be pre-arranged.	
Name of venue	
Type of venue	
Contact name	
Contact telephone number	
Useful info such as distance from school, directions, capacity, opening hours	

Other useful contacts:

Name	Emergency Contact Number

Action Plan	Completed by sign	time
Sound Alert - Activate lock-down procedures immediately		
Dial 999		
Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows		
Close windows / blinds		
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)		
Hide, sit on the floor under desks, and away from windows		
Stay as silent as possible - put any mobile devises to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can't be seen by the intruder)		
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access		
If possible, check for missing / injured students, staff and visitors		
Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services		

Annex 3

Bomb threats checklist

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT

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

ASK THESE QUESTIONS AND RECORD ANSWERS AS ACCURATELY AS POSSIBLE:

1. Where exactly is the bomb right now?	7. What is your name?

2. When is it going to explode?	8. What is your address?

3. What does it look like?	9. What is your telephone number?

4. What does the bomb contain?	10. Do you represent a group or are you acting alone?

5. How will it be detonated?	11. Why have you placed the bomb?

6. Did you place the bomb? If not you, who did?	12. Record time completed:

INFORM BUILDING SECURITY OR COORDINATING MANAGER

DIAL 999 AND INFORM POLICE

Name and telephone number of person informed:	Time informed:

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

Date and time of call:	Duration of call:	The telephone number that received the call:

About the caller:

☐ Male ☐ Female ☐ Age

Nationality

Threat language:

☐ Well spoken ☐ Irrational ☐ Taped
☐ Foul ☐ Incoherent

Caller's voice:

☐ Calm	☐ Slurred	☐ Lisp	Familiar (if so, who did it sound like?)
☐ Crying	☐ Excited	☐ Rapid	
☐ Clearing throat	☐ Stutter	☐ Deep	Accent (If so what accent?)
☐ Angry	☐ Disguised	☐ Laughter	
☐ Nasal	☐ Slow	☐ Hoarse	

Other (please specify)

Other sounds:

☐ Street noises	☐ Motor	☐ PA system	☐ Office machinery
☐ House noises	☐ Clear	☐ Booth	Other (please specify)
☐ Animal noises	☐ Voice	☐ Music	
☐ Crockery	☐ Static	☐ Factory machinery	

Remarks

Additional notes

Signature:	
Print name:	
Date:	

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA

1 Do not reply to, forward or delete the message

2 If sent via email, note the address

3 If sent via social media, what application has been used and what is the username/ID?

4 Dial 999 and follow police guidance

5 Preserve all web log files for your organisation to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

SAVE AND PRINT – HAND COPY TO POLICE AND SECURITY OR COORDINATING MANAGER

Retention period: 7 years

Annex 4

Suspicious Behaviour Reporting form

INFORM YOUR SECURITY MANAGER AND THE INCIDENT MUST BE REPORTED VIA 101 OR 999

Incident No:

Date:	Time:	Location

	Yes	No		
CCTV/Other images:			No of persons involved:	

Activity – Why is the behaviour suspicious?
(photography, video, extended observation, accessed restricted area etc.)

Person

Description:	Gender:	Ethnicity:

Facial features:	Clothes/footwear:	Build:

Hair style/colour:	Height approx.:	Approx. Age

Identifying features: (e.g. Tattoos/scars/facial hair, birthmarks, piercings, etc.)

Speech/accent/wording/phases

Equipment carried: (Camera/bag, etc.)

Seen before?	Mode of travel? (on foot/train/tram/car etc.)	Time of Entry to location/Time of Exit

Vehicle details

Vehicle VRM:	Make:	Model:	Colour:

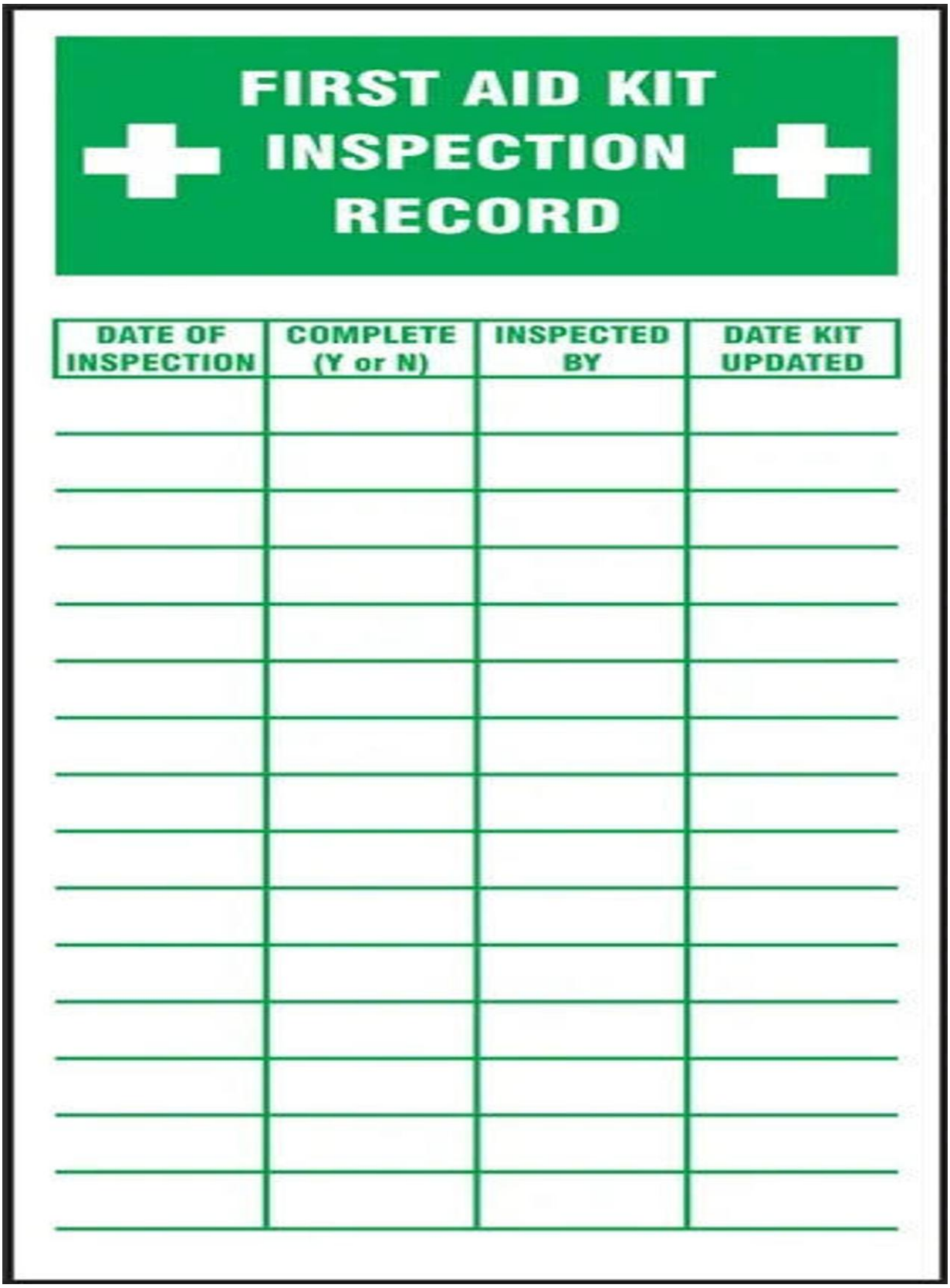
Further info:
(Stickers/damage/body kit, etc.)

Was the person challenged. (What was their response or comments?)

Additional information:

Annex 5

First Aid kit checklist



FIRST AID KIT INSPECTION RECORD

DATE OF INSPECTION	COMPLETE (Y or N)	INSPECTED BY	DATE KIT UPDATED