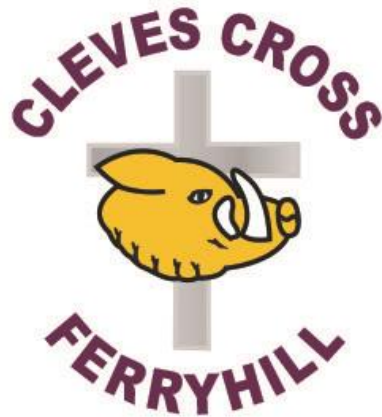


Cleves Cross Primary and Nursery School



Health and Safety Policy

Policy Adopted: April 2016
Reviewed: July 2020
Executive Head Teacher: Mrs A Lazenby
Chair of Trust: Mr. J. Muir
Chair of Governors: Mr Chris Orton



A member of the Cleves Cross Learning Trust

Cleves Cross Learning Trust
Health and Safety Policy
Cleves Cross Primary and Nursery School

Introduction

RRSA Article 19 'Children should be protected from Harm'

The health, safety and welfare of all the people that work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant environment for everyone where people are supported to fulfil their potential. The governing body, along with Cleves Cross Learning Trust, takes responsibility for the health & safety of all our pupils, members of staff and others who visit our premises.

Section 1 – Statement of intent.

The Governing Body of each school recognise their corporate responsibility under the Health and Safety at Work etc Act 1974 to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who come onto the premises.

The Governing Body will take all reasonably practicable steps within their power to fulfil this responsibility.

The Governing Body will operate within the structure and framework of Cleves Cross Learning Trust, as detailed in the School Health & Safety Policy and Procedures Manual and will where reasonably practicable apply all health and safety instructions and advice issued by the Learning Trust and other enforcing bodies.

The school will ensure that risk assessments are conducted, recorded and implemented to guarantee so far as is reasonably practicable the provision and maintenance of:

- safe premises, plant and systems of work;
- safe methods of using, handling, storing and transporting of articles and substances;
- suitable and sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;
- a safe working environment with adequate arrangements for the welfare of employees and;
- safe access to, and egress from, places of work including procedures for evacuation in an emergency.

Adequate facilities and arrangements will be maintained to consult with employees, trade union representatives and the relevant internal and external safety agencies, to encourage a joint approach to the management of health safety and welfare.

All employees have a legal obligation to take reasonable care for their own health and safety, for the safety of others and to co-operate with the Governing Body, Cleves Cross Learning Trust and Headteacher in fulfilling the schools' statutory duties.

The Governing Body/Cleves Cross Learning Trust will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff, pupils and others.

Section 2 Foreword by Executive Head Teacher (Alison Lazenby)

As Head Teacher of Cleves Cross Primary and Nursery School, I fully recognise and accept my responsibilities for the health, safety and welfare of colleagues and the any other person who may be involved with any school activities. My goal is that everyone who comes into school on a daily basis will return home fit and well, supported by our whole school ethos of safety and wellbeing for all.

While recognising my own responsibilities in this, the co-operation and support of all staff, pupils and visitors in meeting these obligations is vital. Everyone is encouraged to take an active role in ensuring that a safe working environment is maintained at all times. This will be done by providing a clear reporting route for accidents and incidents and encouraging suggestions to improve the working environment.

Communication is a vital part of any efficient management system. Therefore, any member of staff or pupil may approach myself or any member of the school leadership team with any suggestions or concerns at any time.

Signed.....

Alison Lazenby (26/06/2020)

Head Teacher

Section 3 - Organisation of Health & Safety Responsibilities

Governing Body

The Governing Body has the delegated responsibility for the adoption and implementation of the health and safety management systems of the school. In order to fulfil this responsibility, the Governing Body will, as far as reasonably practicable, ensure that:

- Health & Safety management procedures and systems are incorporated as an integral part of their overall school management system, and are adequately given a level of consideration equal to other school issues;
- the School Health & Safety Policy and Procedures Manual, as it relates to areas, activities and persons under the schools control is understood, implemented, maintained and monitored;
- pro-active health and safety risk management is implemented, and reviewed to meet statutory, best practice.
- where health, safety and welfare duties and responsibilities are delegated to school staff, appropriate and sufficient information, instruction and /or training is identified and organised;
- communication and liaison is maintained with all those who may need to be aware of the requirements of this policy and its procedures;
- a review of the policy and its implementation is carried out at suitable intervals; and that,
- any problems or constraints in meeting these duties and responsibilities are brought, without delay, to the attention of Governors and the Cleves Cross Learning Trust.

Headteacher

The Headteacher will co-operate with the Governing Body/Cleves Cross Learning Trust to ensure that:

1. adequate health and safety management systems and procedures, that comply with the School Health & Safety Policy and Procedures Manual, are implemented within the school;
2. where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised;
3. systems are in place to monitor the application and effectiveness of the health and safety procedures;
4. at intervals agreed with the Governing Body, a review of Health & Safety in the school is carried out; and,
5. they take an active and visible part in communicating and encouraging a positive attitude to health, safety and welfare.

Employees

All employees have a responsibility to -

- 1 observe the health & safety policy & procedures in school;
- 2 take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- 3 observe the schools systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work;
- 4 co-operate with the school or any other duty holder so far as is necessary to enable any duty or requirement imposed on the school to be performed or complied with;
- 5 use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use;
- 6 make use of safety aids, appliances, equipment and protective clothing provided;
- 7 report and seek advice, without delay, on any unsafe conditions, defects in the premises or equipment, or any shortcomings in health and safety arrangements;
- 8 do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- 9 notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities;
- 10 do not interfere with any plant or equipment which has been involved in an accident, or has been taken out of use pending an investigation;
- 11 familiarise themselves with the action to take in the event of fire or other emergency;
- 12 seek advice at the earliest opportunity if they have any concerns regarding health & safety of staff or pupils in the school.

Pupils

Our school promotes the spiritual growth and welfare of pupils, and aims to equip pupils with the skills, knowledge and understanding to live positive, safe and healthy lives.

Pupils will be encouraged to participate in helping to create a safe learning environment in school.

Section 4 – Health & Safety Procedures

The following health & safety procedures are detailed in the Health & Safety Policy and Procedures Manual (adopted from Durham County)

- Accident / incident / ill-health investigation and reporting
- Asbestos
- Biological Hazards including infected sharps
- Building Related Projects
- Confined Spaces
- Design & Technology

- Display Screen Equipment/Workstation Equipment
- Electrical Safety
- Fire Safety
- First Aid
- Food Safety
- Hazardous Substances (COSHH)
- Induction
- Lifting Operations & Lifting Equipment
- Legionella
- Lone Working
- Moving & Handling (Objects)
- Moving & Handling (Pupils)
- New & Expectant Mothers
- Noise at Work
- Personal Protective Equipment (PPE)
- Risk Assessment/Register and Top Level Assessment
- Science Teaching
- Stress
- Safety related training
- Traffic and Transport Management
- Violence and Aggression
- Work Equipment
- Work at Height
- Workplace (Health, Safety & Welfare)
- Young Employees

The school will use the above procedures and corresponding Risk Assessment forms to meet its obligations under the Health & Safety at Work etc Act 1974 and other regulations.

The school will keep up to date with additions and changes to the School Health & Safety Policy & Procedures Manual where it related to the work of the school.

Section 5 - School arrangements

The School curriculum

- We teach children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely and the PSHE curriculum, about drugs.
- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points as part of our healthy schools' programme, where children learn about eating and hygiene. We also show them how to move and play safely in PE lessons.

- Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive sex and drugs education. (See the Drugs Education Policy and Sex Education Policy).
- Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as Harvest Festival, and through the daily act of collective worship.
- Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children to discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

School meals

- Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value and work with Taylor Shaw to achieve this.
- Care is taken to ensure pupils with food allergies are given meals that are safe and of nutritional value.
- If children choose to bring their own packed lunch, we provide them a suitable place to eat their lunch, and we supervise them during this time.
- Our school promotes a healthy lifestyle and achieves the Healthy School Standard.

Child protection

- There is a named person(s) responsible for child protection in the school – this is the Headteacher, Deputy Headteacher and Assistant Head also dealing with these issues. See child protection policy for details.
- We require all adults employed or having contact with pupils in school (eg staff, volunteers, contractors etc.), to have been Disclosure checked before being allowed access to pupils.

Visitors in school

- The main building has only single access entrance via reception area. Only authorised visitors are allowed access. Signage directs all visitors to this entrance.
- To prevent unauthorised access, the main internal security door can only be opened from the outside, by a member of staff.
- All visitors will sign the visitor's book on entering the school and wear a visitor's lanyard at all times.
- Staff should report any potentially unauthorised visitors to the Headteacher as soon as possible. Staff should not put themselves at risk challenging intruders but should ensure pupils are moved to a place of safety.

Seat belts

Our school only uses coaches and mini-buses that have seat belts provided. We instruct pupils to wear seat belts at all times when the vehicle is moving.

When staff cars are used to transport pupils, the law regarding child restraints is always followed without exception.

Educational visits and Off-Site Activities

Our school recognises the educational benefit of educational visits and off-site activities and the valuable contribution such activities can play in supporting the curriculum.

The school follows the guidance for Educational Visits provided by the Local Authority.

Governors and Cleves Cross Learning Trust delegate to the Headteacher authority to approve all visits on behalf of the school with the exception of overseas visits and those involving adventurous activities requiring an AALA licence. Approval for such visits will be made by the governing body.

Educational Visits for the previous term will be included in the Headteacher's termly report.

Appendices

- A – Health and Safety Statement
- B – Contractor guidance (sign off confirmation)
- C – Evening classes and hirers
- D – Lockdown procedure

This policy reviewed by the Headteacher, Staff and Governors July 2020 and communicated to all staff members.

Appendix A

Cleves Cross Primary School Health and Safety Policy Statement

The management of health and safety is regarded as being of the utmost importance for all pupils, staff and visitors to Cleves Cross Primary and Nursery School. Therefore, the School recognises and accepts its responsibility to set standards at least as high as required by the Health and Safety at Work Act 1974 and supporting regulations. The School will so far as is reasonably practicable, aim to achieve zero work related fatalities, as well as an incident and injury free environment.

The school will accomplish this target, in so far as is reasonably practicable, through adopting an approach to continuous improvement through:

- Providing and maintaining plant and equipment and systems of work that are safe and without risks to health;
- Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and pupils and visitors;
- Maintaining any place of work under the School's control in a condition that is safe and without risks to health; providing and maintaining safe means of access to and egress from it.
- The provision and maintenance of a working environment for employees and pupils that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;
- Providing such protective equipment as is necessary for the health and safety at work of employees and pupils;
- The encouragement of staff to set high standards of health and safety by personal example, in order that pupils leaving the school should take with them an attitude of mind which accepts good health and safety practice as normal;
- Striving to monitor the effectiveness of health and safety provisions within the School;
- Keeping the School's Health and Safety Policy under at least annual review in order to support the School's policy of continuous improvement and to duly publish any amendments.

This statement will be issued to each new member of staff and displayed within school.

Signatures

Date

Position

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.../.../...

Head Teacher

.....

.../.../...

Governor

Appendix B (Cleves Cross Primary School)

Notes of Guidance for Contractor Working on Site

Purpose of Guidance

Building or small works such as glazing, heating and ventilation, roof repairs, electrical installations etc. may create risks for those engaged in the work and for staff and pupils.

The purpose of this code of practice is to provide guidance in order that contractors will use safe working practices according to the Safety at Work Act 1974 and to assist the contractor in taking all reasonable and practical steps to prevent danger or ill health from details of the work being carried out.

The school has legal responsibility to contribute to the safety of the contractor's staff in so far as ensuring safe premises and to ensure that school activities do not present a hazard which contractors have not been made aware of.

For contracts of a larger nature, lasting a few days or more, the Head Teacher will appoint a member of staff for "on site" liaison. For short term work involving educational/teaching areas there must be liaison and agreement between the contractor and the Head Teacher or Administration Manager before work proceeds.

ALL CONTRACTORS WILL:

- i) Observe the school rules and instructions, e.g. fire prevention, first aid, restricted use of mobile phones and traffic restriction etc., given by staff for whom the contractor is working.
- ii) Not work on the premises until the school rules are accepted.
- iii) Ensure that all operations are conducted in such a manner as to prevent injury.
- iv) Provide their own plant and equipment unless specified in the contract.
- v) Not leave portable electrical equipment unattended. Larger items should be electrically isolated when left unattended.
- vi) Use properly constructed plugs and sockets for any connections to the school electricity supply.
- vii) Obey the legal requirements relating to equipment and operations set out in:
 - Lifting Equipment Regulations 1998 (LOLER)
 - Provision and Use of Work Equipment Regulations 1998 (PUWER)
 - CDM Regulations 2015

At the discretion of the Head Teacher each contract may have a designated school official who will:

- i) Ensure that the contractor is informed of our emergency procedures, e.g. injury, fire, dangerous occurrences and has access to the school safety and emergency policies when requested.
- ii) Ensure that the contractor is informed of our working procedures, e.g. head protection, electrical safety, and ladders.
- iii) Request copies of the contractor's documented risk assessments/method statements for the proposed work.
- iv) Ensure that the contractor is aware of our general safety requirements, e.g. site traffic, warnings.
- v) Ensure that the contractor is aware of any special safety precautions, e.g. asbestos.
- vi) Ensure that the contractor is working safely and is not putting school staff, pupils or property at risk.

The Head Teacher or Administration Manager will decide on who will act as the School Liaison.

INFORMATION FOR ON SITE CONTRACTORS

It is your responsibility that a safe system of working is implemented at all times.

Please note that children will be moving around the school throughout the day and occasionally during the early evening and it is your responsibility to ensure their safety at all times. If you are expecting deliveries or would like to introduce vehicles or plant on to site you must clear the timings through the main reception, without exception.

Please ensure that all electrical leads are kept clear of floors whenever possible. If leads must trail across frequently used areas, e.g. corridors, remove them during busy pedestrian times, or securely tape them to the floor.

Do not leave any equipment unattended; it may not be there when you return. It may also cause injury.

If you know that your working procedure may be hazardous or may take a long period of time let the office know.

It may be possible to prevent pupils using the area while you are working. Areas must not be closed off without prior consultation.

If you are driving in the school grounds, observe the speed limit of 5 miles per hour.

All contractors must sign in and out at the office upon entering and leaving the premises and must display the badge issued, prominently.

No smoking on school premises.

The use of mobile phones is restricted on site and permission must be sought from a member of staff before a call can be made, or photograph taken.

If fire alarm is activated (a continuous bell) leave premises immediately and report to office staff at the designated assembly area

In case of queries contact the office.

Please read, then sign and return the slip below.

I have read and understood the information for on-site contractors and agree to abide by it.

Signed:

Date:

On behalf of: (Company name)

Appendix C (Cleves Cross Primary School)

Health and Safety Guidelines for Hosts of After School Activities and Hirers

SECURITY

- ID badges are to be worn by staff at all times when on duty.
- Class leader to ensure register is taken at the beginning of the lesson.
- Be aware of the position of the nearest telephone
- The use of mobile phones is restricted whilst pupils are on site.

FIRE PROCEDURE:

If you discover a fire:

- Operate the fire alarm.
- Leave the building (follow the route indicated on the evacuation plan).
- Dial 999 and report the fire.

On hearing the fire bell (continuous ring):

- Leave the building at once (follow the route indicated on the evacuation plan)
- Close all doors and windows as you leave
- Follow the shortest safe route to the Assembly point.
- Hirer to check the attendance register for their group.
- Do not disperse
- Do not re-enter the building until instructed to do so by the Duty Fire Officer or the Duty Officer

FIRST AID:

- Hirers are entirely responsible for their own First Aid arrangements.
- If an injury occurs due to a suspected fault with the premises a report must be submitted to the Administration Office within 24 hours.
- First aid for all but minor injuries should always be followed by qualified medical treatment

EMERGENCY ACTION IN CASE OF ACCIDENT OR ILLNESS:

- Make arrangements for an ambulance to be sent immediately so that the patient can be taken to hospital by dialing 999
- Give precise location of the occurrence and directions for the nearest point of access for the ambulance.
- Arrange for the ambulance to be met at the MAIN GATE
- See that the patient is accompanied whenever possible by a responsible person
- Ensure that arrangements are made for the relatives or friends to be advised fully of the situation

- Ensure that an accident report form is completed giving the full details of the occurrence together with any action taken. This must be handed to the main office.
- Accident report forms are located in the main office.

PARKING:

- All vehicles are to be parked in an area agreed during the induction process.
- Vehicles parked at the owner's risk.
- There is a strict 5mph speed limit on school premises

SMOKING:

Cleves Cross Primary School is a no-smoking area. There should be no smoking anywhere on the site

Please read, then sign and return the slip below.

I have read and understood the information for Hiring Agencies and agree to abide by

it. Signed:

—

Date:

On behalf of: (Hirer or Company name)

Appendix D. (Cleves Cross Primary School)

Lockdown Procedure

Introduction

Siege and hostage situations are two of the most significant emergencies or critical incidents that a school may encounter. They often develop with unpredictability, speed and lethality. These events may involve armed or unarmed people, using a carefully planned or completely unplanned method. Many of these situations are over within several minutes. It is essential that, if the safety of pupils or staff is at immediate risk, decisive actions are taken to reduce access to additional victims. This includes immediate notification to the Police by dialling 999.

Before the arrival of emergency services, the decision to instigate lockdown or to evacuate all or part of the school premises is a decision to be taken by the Head Teacher or their Deputy. Where time permits this decision should be made in consultation with the Police.

Large scale evacuation will always be a last resort. The decision will need to balance the risks as to whether pupils and staff are afforded better protection by remaining where they are or by evacuation. If a decision to evacuate is made, the aim will be to evacuate the optimum number of people expeditiously and safely.

Parents and other persons who arrive on a school site during a siege or hostage situation should be mustered to a safe location.

The preservation of life will take precedence. Perpetrators should not be approached or challenged.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and students in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown

Alert to staff: Sound the lockdown alarm (1 continuous bell).

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

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

- The close proximity of a dangerous dog roaming loose

The following basic principles are to be followed in the case of 'Lockdown':

Immediate action:

- Staff to be alerted to the activation of the lockdown by lockdown alarm bell sounds – 1 continuous ring) located in the Head TeacherOffice.
- Pupils who are outside of the school buildings are brought inside as quickly as possible and return to their classroom. Those inside the school should remain in their classrooms.
- All doors and windows are to be closed/locked. Staff should not leave their classroom unless it has been indicated that it is safe to do so. The Teacher or adult in the room closes the blinds and reassures students and explain that they need to listen and follow instructions carefully and sensibly.
- Pupils to be positioned/asked to sit down underneath the windows or away from the windows ensuring they are out of sight or behind upturned tables. Staff to support or model with turning the tables on their sides (especially for the younger pupils). Once these steps have been followed the adults must ensure they too are out of sight. Children must remain quiet and mobile phones switched to silent mode and vibrate turned-off.

Once in lockdown mode, staff should take the register and notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing). This is to be done via email a.lazenby@cclt.education.

- As appropriate, the school should establish communication with the Emergency Services as soon as possible.
- If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system. If it's safe and out of ear shot staff can give information regarding an intruder(s) whereabouts or movements (if they have such information) to the police / Senior Staff. Ensure phone is silent and vibrate turned off.
- Pupils will not be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded. Evacuation is to the designated fire assembly point.
- Staff should await further instructions

It is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff

and non-teaching staff. To achieve this, a lockdown drill should be undertaken at least once a year.

Emergency Services

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

REMEMBER IN THE RARE EVENT OF A FIREARMS OR WEAPONS ATTACK

RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL the police by calling 999

Students should be made routinely aware of this advice.

Bomb Evacuation Procedures

Principles

The overriding consideration must always be the safety of staff, pupils, visitors and the general public. The purpose of this guidance is to ensure any emergency situation can be dealt with in a pre-planned and organised manner to maintain the safety of all persons and co-ordinate an evacuation in conjunction with the emergency services.

All staff and pupils must be aware of evacuation procedures (see the Fire Plan).

All persons on site (visitors, contractors etc.) must be instructed on the procedures for evacuation of the building/establishment.

A bomb threat can be communicated in a number of different ways. The threat is likely to be made in person over the telephone; however, it may also be a recorded message, communicated in written form, delivered face-to-face or, increasingly, sent by email or social media (e.g. Twitter or Instagram, etc.). A threat may be communicated via a third-party, i.e. a person or organisation unrelated to the intended victim and identified only to pass the message.

Procedures

Immediate steps if you receive a bomb threat communication

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

If you receive a telephone threat, you should:

- stay calm and listen carefully
- have immediate access to a checklist on key information that should be recorded

- if practical, keep the caller talking and alert a colleague to dial 999
- if displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended
- if the threat is a recorded message write down as much detail as possible
- if the threat is received via text message do not reply to, forward or delete the message. Note the number of the sender and follow police advice
- know who to contact in your organisation upon receipt of the threat, e.g. building security/senior manager. They will need to make an assessment of the threat.

If the threat is delivered face-to-face:

- try to remember as many distinguishing characteristics of the threat-maker as possible

If discovered in a written note, letter or as graffiti:

- treat as police evidence and stop other people touching the item

If the threat is received via email or social media application:

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

REMEMBER Dial 999 and follow police advice. Seek advice from the venue Head Teacher as soon as possible

Assessing the credibility of bomb threats

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

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

Checking your venue for suspicious items – Search considerations

Regular searches of your establishment, proportionate to the risks faced, will enhance a good security culture and reduce the risk of a suspicious item being placed or remaining unnoticed for long periods. Additionally, if you receive a bomb threat and depending upon how credible it is, you may decide to conduct a 'search' for suspicious items. To that end:

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

Remember: it is vital that regular drills are carried out to ensure all are familiar with bomb threat procedures, routes and rendezvous points. Disabled staff should have personal evacuation plans and be individually briefed on their evacuation procedures. Similarly, all visitors should be briefed on evacuation procedures and quickly identified and assisted in the event of a threat. Familiarising through testing and exercising will increase the likelihood of an effective response to an evacuation and aid the decision-making process when not to evacuate/invacuate.

Planning for evacuation

Actions to consider

Responsibility for the initial decision making remains with the management of the location being threatened. Do not delay your decision-making process waiting for the arrival of police. Police will assess the credibility of the threat at the earliest opportunity. All bomb threats should be reported to the police and their subsequent advice followed accordingly. It is essential that appropriate plans exist, they should be event and location specific. Venue options to manage the risk include:-

External evacuation

Leaving the venue will be appropriate when directed by police and/or it is reasonable to assume the threat is credible, and when evacuation will move people towards a safer location.

Where possible the assembly point should not be a car park. Evacuation procedures should also put adequate steps in place to ensure no one else enters the area once an evacuation has been initiated.

The police will establish cordons depending upon the size of an identified suspect device. Always follow police direction and avoid assembly close to a police cordon.

Internal or inwards evacuation

There are occasions when it is safer to remain inside. Staying in your venue and moving people away from external windows/walls is relevant when it is known that a bomb is not within or immediately adjacent to your building.

If the suspect device is outside your venue, people may be exposed to greater danger if the evacuation route inadvertently takes them past the device. A safer alternative may be the use of internal protected spaces.

If the location of the device threatened is unknown, evacuation represents a credible and justifiable course of action.

Decision not to evacuate or inwardly evacuate

This will be reasonable and proportionate if, after an evaluation by the relevant manager(s), the threat is deemed implausible (e.g. a deliberate hoax). In such circumstances police may provide additional advice and guidance relating to other risk management options. It may be considered desirable to ask staff familiar with the venue to check their immediate surroundings to identify anything out of place.

1. Bomb evacuation Procedure

The bomb evacuation procedure is activated via the manual bell (alarm rang 5 times) which is located in the Head Teacher's Office. Proceed to the Fire Assembly point (and if this is not a safe distance further direction will be given). If for any reason the assembly point area is compromised, then the Fire Manager will designate another area for assembly and inform staff as soon as feasibly possible and before evacuation proceeds.

Care should be taken to ensure that an alternative assembly points are of a suitable distance away from buildings and car parks taking into account the possible spread of blast, glass and debris damage. The assembly point should be:

- More than 100m away from a small item (hand luggage size)
- More than 200m away from a large item or car
- More than 400m away from a large vehicle (load carrying vehicles)

Unlike a fire evacuation, during bomb threat evacuations windows and internal doors should be left open, and disabled persons may use the lifts. Lights should be left on. If it does not require a detour or significant delay coats and personal belongings such as bags should be removed from the building.

2. Designated Staff

- The Head Teacher, Deputy Head or Administration Manager will act as the focal point for all communication and will co-ordinate the evacuation procedure.
- Fire Marshals are the staff with area responsibilities.

3. Actions to be taken

The Administration Manager or Head Teacher will:

1. Notify the police 999
2. Isolate the area - the minimum distance should exceed 50 meters

3. Ensure nothing is touched
4. Evacuate the building/s and assemble at the designated area or alternative if necessary
5. Staff/pupils are not to re-enter the building
6. Liaise with Police and provide assistance to carry out a search of the building
7. If the main telephone line received a threat, ensure that the bomb threat detail sheet is completed and made available to the police on their arrival.
8. Inform the Chair of Governors/Local Management Board of events

Fire Marshals

In common with fire evacuations Fire Marshals will carry out a check of their search area to ensure everyone has vacated the premises and will direct students, staff and visitors to the designated assembly point. Fire Marshals should check their designated area to ensure that it is evacuated. The all clear for evacuation of the area should be reported to the Fire Manager.

4. Operating the Incident/Bomb Alarm

1. Sound alarm, follow Fire Plan arrangements for evacuation
2. Telephone the Emergency Services to advise of your actions. Use the standard message below:
“We are ringing to inform you that a bomb threat has been received and we are activating the bomb alarm in order to evacuate the building(s). The information that we have received indicates that the bomb is set to explode atam/pm

5. Bomb Threat Detail Sheet

1. It is important to record the actual words used wherever possible
2. Get a colleague to listen to the call with you
3. Listen carefully – stay calm, if possible do not interrupt
4. Keep the caller talking and keep the line open – do not clear it until you are told to do so.

6. Reoccupation of the Building

Following evacuation and after search of the building, confirmation that the building may be reoccupied should be sought from the police attending the incident.

 RUN  HIDE  TELL	<p>You must:</p> <p>RUN - to a place of safety. This is a better option than to surrender or negotiate. If there's nowhere to go, then...</p> <p>HIDE - Turn your phone to silent and turn off vibrate. Barricade yourself in if you can.</p> <p>TELL - the police by calling 999 when it is safe to do so.</p>
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Head of School (or deputy)	
Actions (to activate, and during, a lockdown)	Completed
Liaise with the Police in considering a lockdown (if there is time)	
Activate lockdown using a predetermined activation signal	
Advise the Police and other appropriate emergency service agencies	
Establish the School Incident Management Team (to plan further actions and enact the response plan)	
Allocate specific responsibilities	
Guide visitors to safety	
Divert parents and returning groups from the school	
Ensure a telephone line is kept free	
If in place or in use stop the school bell from sounding during period changes or break times	
Secure external doors and entrances	
Keep main entrance as the only school entry point. This entrance must be constantly monitored, and no unauthorised people have access	
Have a delegated staff member wait at the main entry to the School to guide emergency services personnel, if safe to do so	