

# Herne Bay Infant School and Seashells Nursery

## Health and Safety Policy



**Amended:**

**Date: November 2019**

**Approved by the Governing Body:**

**Date: December 2019**

**Review:**

**Date: June 2020**

**Chair of Governors: S.Gollop/K.Amos**

**Date: December 2019**

**Acting Headteacher:** *Herne Bay*

**Date: December 2019**

**Agreed by H&S Link Governor Rob Newman**

**Date: December 2019**

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## **Section A – Introduction:**

### **A1 – The Law Regarding Health and Safety Policies:**

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

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

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

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

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

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



Health and Safety at Work Act 1974

## HEALTH AND SAFETY POLICY STATEMENT Of

### Herne Bay Infant School & Seashells Nursery

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#### **A2: Statement of Intent:**

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

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

Signed:

*Headteacher*

Signed:

*Chair of Governors*

Date:

Date:

## **Section B – ORGANISATION**

### **B1: Employer Responsibilities**

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

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

The head teacher will ensure the overall implementation of the policy.

### **B2: Headteacher Responsibilities**

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

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

### **B3 – Governors’ Responsibilities**

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

<b>Name of Appointed Health and Safety Governor:</b>	<b>Robert Newman</b>
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### **B4 – Staff Responsibilities**

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

### **B5 – Area Education Officers (AEO)**

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

<b>Name of AEO:</b>	Linda Pickles
<b>Contact No:</b>	01227 284542

## **B6 –Capital & Premises Development Manager**

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

## **B7 – Property and Infrastructure Support**

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

## **B8 – Safety Representatives**

Safety representatives of a Trade Union have the following functions:

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

**Names of Trade Union Representatives:**

**Contact details:**

Alternative Consultation Arrangements:

**Name of Employee Representative:** Nikki Upton

**Contact details:** 01227 372245



## **B9 - Consultation with Employees**

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

Health and Safety is a standing item on all staff meeting agendas.  
Health and Safety meetings are held quarterly including a health and safety site walk.

## **B10 – Information, Instruction and Supervision**

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

- A copy of the Health and Safety Law Poster can be found:

### **Location of Poster:**

Opposite the SEN Office  
In the main Reception Area  
Outside the Staff Room  
Outside the Rainforest Room  
Outside the Corner Room in the FS Building  
In the Nursery Office

- Supervision of young workers/trainees will be arranged/undertaken/monitored by the head teacher or other delegated key members of staff.
- The head teacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

## **B11 – Competency for Health and Safety Tasks and Training**

- Induction training will be ensured for all members of staff by the head teacher.
- Training will be identified, arranged and monitored by the head teacher and the governing body.
- Staff are also responsible for drawing to the attention of the head teacher their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

**The person responsible for holding the records is: Headteacher**

Training records are kept in the school office and on the SIMS personnel records, however, all staff are expected to highlight to the Head teacher their own personal training needs. All Health and Safety policy and guidance is available on KLZ.

## **B12: Monitoring**

- The head teacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds Four times a year.
- The School Finance Manager is responsible for investigating accidents although the accountability lies with the head teacher.
- The School Finance Manager is responsible for investigating work-related causes of sickness and absences, although the accountability lies with the headteacher.
- The head teacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

## **Section C – ARRANGEMENTS**

### **C1: School Activities**

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

<b>Curriculum Safety Risk Assessments:</b> Class Teachers
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### **C2: Visitors**

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

### C3: Fire and Emergency Procedures

- The head teacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually. See annex 7 and annex 10.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

#### **Names of fire wardens:**

Stuart Adams  
John Butler  
Nicola Upton  
Jen Scanlon  
Emma Prentice  
Marie Guerts  
Christine Ansell

- Instructions to employees are posted at:

**Specify sites:** Throughout the School.

- Emergency evacuation will be practiced at least three times a year and a record will be kept:

**A record will be kept by:** Site Manager

- Kent Fire and Rescue will be contacted by:

#### **Specify whose role it is to make the call:**

Office manager, Site Manager or member of SLT.

- Regular testing of fire alarms will occur on:

**Indicate when tests are to be carried out:** Weekly - Thursday, 4.30pm

**Name of tester:** Site Manager or Caretaker

- The fire log book will be kept:

#### **Specify who will keep the log and where:**

The fire safety log book is kept in the main office and is maintained by the Site Manager.

## C4 Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised **BEFORE** attempting to tackle a fire. The schools fire and emergency evacuation plan (annex 10) gives full guidance.

All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to fire officer in the event of a fire. See *annex 9*.

<b>Name of Responsible Person for Fire Safety:</b> Site Manager
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## C5: Maintenance of Fire Precautions:

The head teacher will ensure regular maintenance of:

1. Fire extinguishers
2. Fire alarms
3. Fire doors
4. Fire safety signs and identification of escape routes
5. Emergency lighting and other emergency equipment

## C6: Bomb Alerts

Bomb alerts will be dealt with in accordance with the school's emergency planning arrangements. See *annex 1*

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

## C7: First Aid Arrangements

- The head teacher will ensure that there are an appropriate number of designated and trained first aiders in the school.

<b>A list of first aiders and contact details can be found:</b>
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In the School Office/Staffroom and at every first aid station.
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- The head teacher will ensure that there are an appropriate number of first aid boxes, with instructions.

### **The first aid boxes are located at:**

- ❖ Outside Dragonfly Class/Rainforest Room.
  - ❖ Outside Bee Class.
  - ❖ Outside Butterfly/Parrot Class.
  - ❖ In entrance lobby of Year R building outside the Corner Room.
  - ❖ In the Nursery Kitchen.
- Minor accident reporting books are located at the above stations.

- A first aid risk assessment will be carried out by the headteacher to determine the above factors. *See annex 2*
- The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508. *See annex 3*. Any issues/actions identified from incident investigations will be actioned, either through staff meetings/direct emails to staff and if building related, via the KLZ site manager maintenance alert system.
- The school will follow the KCC procedures for reporting of injuries as stated in the KCC accident book.
- All reportable incidents under RIDDOR '95 will be reported to the HSE by the school.
- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

### **HSE Contact Details:**

Health and Safety Advice Line for Kent  
Tel: 03000 418456  
Email at [healthandsafety@kent.gov.uk](mailto:healthandsafety@kent.gov.uk).

### **Incident Contact Centre**

[www.hse.gov.uk](http://www.hse.gov.uk)

### **C8: Information Technology**

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

### **C9: Legal Requirements for Premises**

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

### **C10: Safe Handling and Use of Substances**

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

### **C11: Inspection of Premises, Plant and Equipment**

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

### **C12: Asbestos Management**

Property and Infrastructure Support will arrange for a management asbestos survey to be carried out every three years in line with KCC policy. The head teacher will ensure that the KCC asbestos management policy is followed. An asbestos docubox/folder will be kept on reception and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building. The head teacher or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

### **C13: Legionella Management**

Property and Infrastructure Support will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for. Therefore all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets. All checks, readings and records are kept in a Legionella Docubox and folder in the site managers office

<b>Property and Infrastructure Statutory Service Manager:</b> KCC/ Kier
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<b>Telephone Number:</b>
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### **C14: List of Risk Assessments, Policies and Procedures to complement this Policy**

- Asbestos management
- Bomb alerts
- Bomb Threat Plan
- Control of chemicals hazardous to health (COSHH)
- Data Protection Policy
- E Safety Policy
- Display Screen Equipment (DSE)
- Drugs and alcohol
- Fire and Emergency Evacuation plan
- Electricity at work including portable appliance testing
- Emergency planning
- Fire – including responsibilities of the fire wardens
- First aid requirements
- Infection control
- Intruder Alert & lockdown procedure
- Legionella
- Legionella written scheme
- Lone working
- Managing contractors
- Manual handling
- Off-site visits
- Pedestrian and people movement
- Playground supervision
- School events
- Slips, trips and falls
- Stress management
- Violence and aggression
- Working at height

## **SECTION D – ON-LINE ANNEXES AND REFERENCES**

**Annex 1:** Emergency Planning Guidelines for Kent Schools (Assistance with this document can be found on Kelsi)

H and S Policy for Schools Final Revision /V5/HR/O/070715/GW

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

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

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

**Annex 3:** Incident/Accident Reporting

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

**Annex 4:** COSHH Risk Assessments on Kelsi

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

**Annex 5:** Inspection Proforma on Kelsi

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

**Annex 6:** Fire Policy and other linked Documents

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

**Annex 7:** Heating Oil Storage and Management Checklist

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

**Annex 8:** Asbestos Policy and Docubox Contents

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

**Annex 9:** Health and Safety of Pupils on Educational Visits

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



## E1: USEFUL CONTACTS

### KCC Health and Safety Unit

Health and Safety Advice Line: **Tel:** 03000 418456 **Fax:** 03000 420330

**Location:** Room 3.32 Sessions House, Maidstone, ME14 1XQ

### Outdoor Education Unit

**Tel:** 03000 413971 Email: [outdoor.education@kent.gov.uk](mailto:outdoor.education@kent.gov.uk)

**Location:** The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS

### Client Services – Caretaking, Cleaners and Waste Management

Janet Stein – Client Service Manager.

**Tel:** 03000 416050, Email: [janet.stein@kent.gov.uk](mailto:janet.stein@kent.gov.uk)

**Location:** Room m2.33, Sessions House, Maidstone, ME14 1XQ

### Insurance and Risk Management

Darryl Mattingly - Insurance and Risk Manager.

**Tel:** 03000 416440, Email: [darryl.mattingly@kent.gov.uk](mailto:darryl.mattingly@kent.gov.uk)

**Location:** Room 2.53 Sessions House. Maidstone. ME14 1XQ

### Staff Care Services

Occupational Health, Mediation Services, and Support Line. **Tel:** 03000 411411 Email: [occupational.health@kent.gov.uk](mailto:occupational.health@kent.gov.uk) **Location:** Park House, 110-112 Mill Street, East Malling, ME19 6BU

### Classcare

Email: [classcare.enquiries@kent.gov.uk](mailto:classcare.enquiries@kent.gov.uk) Website: [www.kent.gov.uk/property](http://www.kent.gov.uk/property)

**Location:** Room 1.44, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ

### Property and Infrastructure Support – *\*Delete if not applicable*

Bill Ogden	Operational Services Manager	<b>Tel:</b> 03000 416526
Lynn Keeley	Maintenance / Statutory Team Manager	<b>Tel:</b> 07786 191664
*Mark Carnt	Building Contracts Manager (East Kent)	<b>Tel:</b> 07920 538423
*Ian McGrath	Building Contracts Manager (Mid Kent)	<b>Tel:</b> 07710 339764
*Steve Mercer	Building Contracts Manager (West Kent)	<b>Tel:</b> 07827 970565
Steve Hamilton	Statutory Services Manager (asbestos/legionella)	<b>Tel:</b> 07920 548911
Roger Aldridge	Mechanical & Electrical Stat. Compliance Manager	<b>Tel:</b> 07825 506627

KCC Property Service Desk.

**Tel:** 24 hours, 7 days per week: 03000 417878

**Location:** Contact Centre, Invicta House, County Hall, Maidstone, Kent, ME14 1XX

### Health and Safety Executive

Enforcement of Health and Safety Legislation.

**Tel:** 0845 345 0055 online reporting <https://extranet.hse.gov.uk/lfserver/external/F2508IE>

**Location:** Local office: International House, Dover Place, Ashford, TN24 1HU

### County Fire & Rescue Service

Barry Healey, Station Manager – School Premises.

**Tel:** 01622 692121 Ext.7621

**Location:** Tunbridge Wells Fire Station, Grove Hill Road, Tunbridge Wells. TN1 1SD.

### **RIDDOR Incident Contact Centre**

The reporting service for work-related health and safety, RIDDOR incidents to the HSE.  
Website: [www.riddor.gov.uk](http://www.riddor.gov.uk). E-mail: [riddor@connaught.plc.uk](mailto:riddor@connaught.plc.uk).

### **Employment Medical Advisory Service (EMAS)**

The Executive's Employment Medical Advisory Service (EMAS).

**Tel:** 02089 958503

Location: PO Box 3087, London W4 4ZP

### **CLEAPSS (The Consortium of Local Authorities for the Provision of Science Services)**

Schools and colleges may obtain advice on science safety matters from the school science service as Kent is a member of this organisation until April 2012.

### **Safe Practice in Physical Education and School Sport**

Association for Physical Education.

**Tel:** 0118 378 6240, email: [enquiries@afpe.org.uk](mailto:enquiries@afpe.org.uk) Website: [www.afpa.org.uk](http://www.afpa.org.uk)

Location: Room 117, Bredon, University of Worcester, Henwick Grove, Worcester. WR2 6AJ

### **Sustainability & Climate Change Team**

Deborah Kapaj – Sustainable Estates Programme Manager

**Tel:** 18002 03000 420019

Location: 2<sup>nd</sup> Floor, Invicta House, County Hall, Maidstone. ME14 1XX

### **Trade Union Representatives**

John Walder	NUT	Sturry Academy
Christine Dickenson	NUT	Brook Education Centre
Sandra Silvester	NUT	Norton Knatchbull School
Fred Blunt	NUT	Weald of Kent
Trevor Davies	NASUWT	Bennett Memorial School
Mark Dickinson	NASUWT	Maidstone Grammar School for Girls
Colin Mills	NASUWT	Dane Court Grammar School, Broadstairs
John Paul	ATL	Barming Primary School – ATL
Julie Huckstep	ATL	Hartsdown Technology School
Carol Arthur	UNISON	St Lawrence in Thanet CEJ School
George Hold	UNISON	St Lawrence in Thanet CEJ School

**Annexed Guidance Plans:**

Annex 10 – Fire and Emergency Evacuation Plan

Annex 11 – Bomb Alert Plan

Annex 12 – Intruder and Lock Down Plan.

Annexes 10,11 &12 follow onto the end of this Health and Safety Policy.

# Herne Bay Infant School and Seashells Nursery

## Annex 10



## Emergency instructions

1	<p><b>The action employees should take if they discover a fire:</b></p> <p>Immediately operate the nearest alarm call-point.</p> <p>If trained to do so, attack the fire if possible with appliances available, without taking personal risks. If not possible begin evacuation procedure. Do not attempt to tackle any fire if not deemed safe to do so or without training.</p>
2	<p><b>How people will be warned if there is a fire.</b></p> <p>The electrical fire alarm system will audibly sound and visually flash upon operation of the manually operated alarm call-point or the instigation of the fire detection sensors.</p>
3.	<p><b>How the evacuation of the building will be carried out</b></p> <p>Everyone in the building should leave the building by the nearest exit and report to the designated assembly points. Anyone not in the building but within the site grounds should not enter or re-enter the building and should make their way to a fire assembly point without entering any buildings on site where possible.</p>
4.	<p><b>Identification of escape routes</b></p> <p>Designated fire exits are marked with signage and building plans with location and fire exit escape routes are provided in each area, showing the designated escape route and fire assembly point.</p>
5.	<p><b>Fire fighting equipment provided</b></p> <p>Fire extinguishers are located in designated areas around the school. A list of these locations will be emailed to staff annually and a list placed in the staff room.</p>

6.	<p><b>Duties and identity of employees with specific responsibilities in the event of fire.</b></p> <p><b>On hearing the alarm:</b></p> <p><b>All staff</b> will begin the evacuation procedure, ensuring they assist in ushering and visitors out of the building and to assemble at the designated fire assembly point.</p> <p><b>Fire Wardens will:</b></p> <ul style="list-style-type: none"> <li>• Don their Fire Warden hi-vis jackets and grab their Fire Warden bags.</li> <li>• Ensure their designated areas are cleared of people, checking rooms, toilets etc.</li> <li>• Gather any relevant information as they check their areas and evacuate, ready to relay to the site manager, SLT or fire brigade.</li> <li>• Close doors and windows as they leave.</li> <li>• When assembled with all others at the disignated fire assembly point, monitor that all people counts are complete, via a raised arm by the person checking to indicate all are present and accounted for, and relay this information to the SLT and site manager.</li> <li>• Be available, as an identifiable person, to offer support and information to emergency services, staff, pupils and visitors.</li> </ul>
7.	<p><b>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.</b></p> <ul style="list-style-type: none"> <li>• <b>visitors:</b> The host /employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit. All staff should assist any visitors to exit the building to a designated fire assembly point.</li> <li>• <b>contractors:</b> must be given information about fire procedures and leave the building at the nearest exit. A booklet detailing information should be handed to contractors upon arrival or be available to view on the signing in pad and signed as seen.</li> <li>• <b>people with disabilities:</b> specific arrangements will be made for those with disabilities. These arrangements may be made with the assistance of the Area Health and Safety Adviser. Any such arrangements will be placed in the fire safety and records folder located at the front of the school.</li> </ul>

8.	<p><b>How will the Fire Service and any necessary emergency services be called and who will be responsible for doing this.</b></p> <ul style="list-style-type: none"> <li>• On hearing the alarm the <b>office manager</b> will Dial 999 and ask for the Fire Service or other emergency service as appropriate.</li> <li>• The <b>site manager or caretaker</b> will call the Fire Service in the absence of the office manager (this will be best achieved using a mobile phone)</li> </ul>
9.	<p><b>Procedures for liaising with the Fire Service on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</b></p> <ul style="list-style-type: none"> <li>• The <b>Site Manager or Caretaker</b> or other member of the <b>Fire Wardens</b> will liaise with the Fire Brigade on their arrival.</li> <li>• Any gas supplies will cut off on activation of the electronic alarm via solenoid cut offs and any fire doors will automatically close.</li> </ul>
10.	<p><b>The following arrangements and training is given to staff:</b></p> <ul style="list-style-type: none"> <li>• <b>All staff</b> - fire drills a minimum of three times a year are carried out.</li> <li>• <b>All staff</b> - A fire briefing will be delivered via the email of the fire procedure and instruction once a year and updates and changes will be provided in conjunction with each fire drill. All policies and procedures will be emailed annually to all staff and made available online on the KLZ policies page and school website policies page.</li> <li>• <b>Fire Warden</b> - Training for designated fire wardens will be provided upon renewal dates or new posts. A record of all training will be kept in the fire safety log. Training to be reviewed annually and planned into budget.</li> </ul>

## **Overview of Fire evacuation procedure:**

### **Activation via call point:**

- Upon discovery of a fire any individual should press the fire call point button to activate the alarm process.
- The alarm panel will begin to sound. A member of the office team will approach the panel and press “0” on the panel to activate the 4 minute delay before full alarm activates.
- Office staff member will then call Site Manager/Caretaker and tell them where the call point was activated. Site Manager/Caretaker will then investigate.
- If no fire is found (accidental or false initiation) the Site Manager/Caretaker will reset the call points and alarm panel to prevent a false alarm.
- If a fire is found then another call point will be pressed to put the alarm into full alarm mode. Sounders and visual flashes will then go off and full evacuation will begin.

### **Activation via sensor:**

- Should the alarm be activated via a sensor the alarm will automatically go into full fire mode and a full evacuation will progress.

### **Fire Wardens.**

- Upon hearing/seeing the the full alarm warnings, Fire Wardens should don their Hi-Vis jackets, grab their evacuation bags and begin the pre-arranged checks, in their given areas, before exiting the building to a designated fire assembly point.
- Fire wardens are to ensure all areas in their allotted space are clear of people and that windows and any fire doors are shut where possible and safe to do so.
- They should note any potential risks in their area to report to the Site Manager or fire brigade once out of the building.
- Fire Wardens should usher out any individuals still in the building to the designated fire assembly point.
- Once at their designated fire assembly point, Fire Wardens should register themselves present with the registers and be available as a recognisable person to assist where applicable.

### **Current Fire wardens:**

- Stuart Adams
- John Butler
- Nikki Upton
- Jennifer Scanlon
- Christine Ansell
- Marie Guerts
- Emma Prentice

### **Office Staff.**

- Upon hearing the full alarm office staff should begin the evacuation process.
- Designated members of the office team should grab registers including class, staff and visitor logs and bring them to the fire assembly points and hand them out accordingly.
- If a fire has already been confirmed the Office Manager should call the fire brigade.



### **General Staff.**

- Upon hearing/seeing the alarm staff in non teaching roles, office staff, SLT etc, must leave the building via their nearest and safest exit route and exit.
- Once outside the building they must meet at their designated fire assembly point to be marked on the register. This will usually be inside the **Garden Zone** in the main playground.
- If staff have a visitor with them or see a visitor whilst evacuating the building they should usher the visitor out of the building to the designated fire assembly point (**Garden Zone in the main playground for visitors**).

### **Teachers, Classroom Staff and staff accompanying children.**

- Upon hearing/seeing the alarm classroom staff/staff responsible for children should calmly line the children up and walk them sensibly out of the building via their closest and safest exit route and exit to their designated fire assembly point.
- Once at the designated fire assembly point, teachers/classroom staff should take a full register to check all children in their care are present.
- Once the register is taken if all children are present the member of staff should raise their hand in the air and keep it there until acknowledged. If any children are not accounted for they should notify, immediately, a member of the SLT.

### **Visitors and contractors.**

- All visitors and contractors should be given a school information leaflet, detailing evacuation procedures, upon arrival onto site.
- Visitors accompanied by a member of staff will be ushered out of the building and to the designated fire assembly point by that staff member.
- Fire Wardens will check their areas for individuals and upon seeing any visitor will instruct and usher them out of the building to the correct fire assembly point.
- Any staff member coming upon a visitor should usher them out of the building and to the designated fire assembly point.

### **Fire Assembly Points:**

**KS1 – Main playground (Fire assembly sign in place)**

**Reception - Year R playground (Fire assembly sign in place)**

**Nursery – Arkley Road gate (Fire Assembly sign in place)**

**Staff and Visitors – “Garden Zone” in main playground (Fire assembly sign in place)**

## **Fire Extinguisher locations, types and uses**

**Please Note - Only trained members of staff should use firefighting equipment to attempt to tackle a fire and only if safe to do so.**

### **KS1 building:**

- Doors out to year 1 garden (opposite toilets) – 1 x **WATER**
- Corridor Outside Butterfly class door – 1x CO2 and 1x **WATER**
- ICT Suite (behind door) – 1x CO2
- Middle toilets (outside door near Bee class) – 1x CO2
- Staff Room (behind door) – 1x CO2
- Sign in desk – 1x **WATER**
- Outside SEN office (behind corridor corner door) – 1x **WATER**
- Tower room stairs (top of stairs) – 1x **WATER**
- In corridor outside Monkey class – 1x **WATER**
- Main Kitchen – 1x CO2 and 1x Fire blanket
- In corridor outside kitchen – 1x **WATER**
- Site workshop (by window) – 1x **POWDER**
- Workshop store (old cleaners tea hut) – 1x **WATER**
- Stationary store (behind door) – 1x **WATER**
- Art store (inside door) – 1x **FOAM**
- Cleaning store (inside door) – 1x CO2
- Fruit store (inside door) – 1x CO2 and 1x **WATER**
- Starfish class – CO2
- Starfish cloakroom – 1x **WATER**
- Seahorse class – 1x **WATER**
- Corner room – 1x **FOAM**
- Dolphin class – 1x CO2
- Octopus cloakroom – 1x **WATER**
- Octopus class – 1x CO2
- Nursery (by back door) - 1x CO2 and 1x **WATER**
- Nursery kitchen (by door) – 1x CO2 and **WATER**
- Cabin (nearest year R) – 1x **WATER**
- Cabin (nearest Nursery) – 1x **WATER**

**All extinguishers are checked annually by a qualified person and replaced as required. Extinguishers are also visually checked monthly by the site manager.**

# Herne Bay Infant School and Seashells Nursery

Annex 11



## Bomb Threat Plan

## **Receiving the Threat**

Any member of staff with a direct phone line, mobile, computer or tablet can potentially receive a bomb threat. Therefore, all staff should be aware of how to act in the event that they receive such a threat.

### **If you receive a telephone threat, you should:**

- stay calm and listen carefully
- have immediate access to a checklist on key information that should be recorded ([see bomb threat checklist](#))
- 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. For Herne Bay Infants School and Seashells Nursery this is a member of SLT or the Schools Health and Safety officer (Stuart Adams).

### **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:**

- 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 in all circumstances.

## **Evacuation Procedure**

In the event a bomb threat is received a full evacuation of the school site must take place until the threat can be cleared by the correct authorities/emergency services.

The following steps should be taken once the initial threat is received, to evacuate the site:

- The person who received the threat must inform the SLT and/or Health and Safety officer; who in turn should inform Herne Bay Junior School of the threat.
- Under NO circumstance should the fire alarm be set off, via a call point or otherwise, to raise the alarm for an evacuation. Equally, NO MOBILE communication or radios should be used to alert others of the threat. The sound of the alarm or the mobile and radio signals may trigger any potential explosive device.
- The alarm must be raised by “silent means” which for Herne Bay Infants School and Seashells Nursery will be by means of face to face communication or signage walked around the school to alert staff to begin the evacuation. The signage will have a picture of a human head with a finger over the lips, a “quiet sign”. The “quiet Signs” will be kept in the main office for KS1 and the site Managers office for foundation stage and Nursery.
- The signs will be circulated around the building by designated members of staff from the main office, SLT, Site team and other office staff. Where possible, Site Wardens will be used to walk their designated fire evacuation areas, checking they are vacated as they go, as they would for a fire evacuation. The site manager or caretaker should lock all outer gates to ensure no persons can enter the site.
- Upon receiving the evacuate sign staff, pupils and visitors should evacuate calmly and quietly to the safest assembly point, to be determined by SLT based on the location of the threat, via their indicated emergency exit routes and exits, unless otherwise stated.

The following are identifiable assembly point options:

#### **For external evacuation**

- Herne Bay Junior School field.
- Arkley Road assembly point
- Year R playground assembly point
- Main Playground assembly point
- Assembly Points as identified in the school business continuity plan.

#### **Internal (inwards evacuation)**

- Should the threat be outside the building it may be deemed safer to remain inside. In this case all staff, children and visitors should remain as central to the room as possible and away from any windows, external walls and doors.
- Office staff will take registers and hand them out to teaching staff to take a full register, once in a safe place. Designated staff will then take registers for visitors from the site sign in application.
- Once registers are taken staff must indicate, by means of a raised hand until acknowledged, that all pupils are accounted for. If it is found that any individual is not accounted for this must be reported to the SLT immediately.
- All staff, visitors and pupils should remain at their assembly points until it is deemed clear to return to ‘normal’ operation by a member of the SLT.

# Herne Bay Infant School and Seashells Nursery



Annex 12

## Intruder Alert & Lockdown Procedure.

## **Why would we need a Lockdown?**

A lockdown could be initiated for a number of reasons such as:

- A reported incident or 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 received regarding a local risk of air pollution (smoke plume, gas cloud etc) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school (but not in the school)
- A dangerous dog or animal roaming loose.

Basically, any evident risk or reported risk that would determine the best action to be to lockdown inside the school.

Each individual circumstance would warrant a different level of lock down, which would be decided by a member of the SLT who must be informed in the event of any potential threat.

## **Levels of lockdown**

### **1. Partial Lockdown**

**Alert to staff:** 'Partial lockdown' to be circulated verbally by telephone and in person.

In a partial lockdown staff and pupils should remain in the school building and all doors leading outside should be locked by the Site Manager, Caretaker or a keyholder. No one should be allowed to enter or leave the building. Teaching and work can continue as usual. This may be deemed best practice because of things like a reported incident/disturbance in the local community (with the potential to pose a risk to staff and pupils in the school) or as a result of a warning being received regarding the risk of air pollution.

### **Immediate action**

- All outside activity to cease immediately, pupils and staff return to building. (The warning will be given via verbal communication via telephones and person to person delivery. This can be done by the site team, as they lock the outer doors, office staff, on phones and SLT.
- All staff, pupils and visitors to remain in the buildings. External doors and windows are to be locked by Site Manager, Caretaker or keyholders. Staff should assist by closing/locking windows in their proximity but Site team and SLT should check.
- Free movement may be permitted within the building dependent upon circumstances (determined by SLT).

## **In the event of an air pollution or chemical, biological or radiological contaminants**

- The warning will be sent via verbal, telephoned and person to person warning by the site team, office staff and SLT.
- Air vents, fans, heating and air conditioning systems should be closed or turned off. Staff should assist in turning these off but the site team or SLT should check.
- Use anything to hand to seal up all the cracks around doors and any vents into the room, aiming to minimise possible ingress of pollutants.
- Staff should then await further instructions.
- Once all staff and pupils are safely inside, SLT and site team should contact the emergency services and, under their advice, conduct an ongoing and dynamic risk assessment of the situation, clearing or escalating the lockdown as required.

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

## **2. Full Lockdown**

**Alert to staff:** 'Full lockdown' to be communicated to staff via activation of the panic button alarm (located under the office window; both buttons to be pushed simultaneously).

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

In a full lockdown staff and pupils should remain in the school building, inside rooms and all doors should be locked by the Site Manager, Caretaker or a keyholder where possible and safe to do so. No one should be allowed to enter or leave the building. Teaching and work must cease and the following guidance, along with real time risk assessment, should be followed.

### **Immediate action**

- In the event of any threat requiring a full lockdown, the office and/or SLT must be notified, where possible and if not already aware, so that the emergency button can be pressed, and the intruder element of the fire alarm system can be initiated. Both buttons on the "panic" button must be pushed simultaneously to set the warning alarm into motion. The full fire alarm should not be used to inform of a lockdown as it will indicate an evacuation response.
- The alarm will show visually by means of flashing emergency lighting and audibly via an intermittent low-level bleep.
- Office staff should remain in their office and call the emergency services. A clear line of communication should be maintained with the emergency services so that they can advise and support throughout the event.
- All pupils/staff inside the building should stay in their classroom/room or move to the nearest classroom/room.



- Any person in an outside area must enter the building immediately and find a safe room to locate to.
- External doors to be locked by site team or key holder. Outer classroom fire doors, with bar handles, to be shut immediately by staff in that room/area.
- Staff should shut all Windows and where possible lock them, blinds should be drawn, internal doors and windows should be covered (so an intruder cannot see in) where possible.
- Staff to turn off lights, smartboards, computer monitors and anything suggesting the room may be occupied.
- Pupils, staff and visitors should 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. Try to find locations behind substantial brickwork or heavy walls).
- Mobile phones to be turned off (or at the least turned onto silent so they cannot give away your position and only if being used as a means of communication for the lockdown).
- A register to be taken of all pupils/staff in each classroom/office, where possible, without giving away your location. This can be done visually and in silence as the situation dictates. Where possible and safe to do so, communicate the register of staff/pupils to the office, informing of any pupils not accounted for and any additional pupils/staff in their room.
- Staff, pupils and visitors should then await further instructions before moving from their positions.
- Lockdown will remain until it has been lifted by a senior member of staff/emergency services. The 'all clear; will be given verbally in person by the site team, office staff and SLT.
- If at any point during the lockdown, it is deemed that evacuation of the school is required, the fire alarm may sound. In this event staff, pupils and visitors should evacuate as per the fire evacuation plan.

In the event the school is in lockdown and the fire alarm sounds, emergency services should be contacted as in a normal fire alarm activation. The Site Manager/Caretaker or office staff should go to the fire alarm panel to establish what zone has been activated. Once the zone has been identified, the alarm should be silenced and another person sent to the area to investigate. The area should be approached with caution as there may be a fire or an intruder may have activated the alarm. If a fire is discovered this information should be communicated back to the person at the fire alarm panel, who should resound the alarm, update the emergency services and evacuate the school.

Staff should notify the office immediately of any pupils not accounted for and any additional pupils/staff in their classroom via the agreed communication channel.

If necessary, parents should be notified as soon as it is practicable to do so via the school's established communications system.

### **Communication between parents and the school**

In the event of an actual lockdown, any incident or development should be communicated to parents as soon as is practicable. This is to alleviate anxiety and worry but for the school it helps to keep telephone lines clear from calls and open for emergency support providers. It can also prevent parents coming to site endangering themselves and hindering emergency services. The message should be reinforced that **'the school is in a full lockdown situation. During this period the phones and entrances will be un-manned, external doors locked and nobody is allowed in or out...'** and reassure parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety is being done.

SLT will organise and devise this message to deliver themselves or via the office staff by use of one of the home-school blanket communication methods. Should parents be present at the school during the lockdown, under no circumstances should members of staff leave the building to communicate directly with them.

**This lockdown plan should not be shared with third parties or parents to avoid providing insight to potential outside sources of threat.**