

HEALTH AND SAFETY POLICY**INTRODUCTION (INCLUDING DEFINITION)**

This document outlines the framework and procedure for an active policy of Health and Safety at St. Nicholas School.

Some specific and more detailed information supporting this policy document, are on display on the Health and Safety noticeboard in the Staff Room, and are available from the Headteacher. All staff should familiarise themselves with the content of this policy and the accompanying guidelines and procedures. All new staff should participate in the Induction Programme to St. Nicholas School as this contains sessions on Health and Safety. This information is a part of the St. Nicholas School policy document. All staff should use every opportunity to involve pupils in, and raise their awareness of good Health and Safety practices.

Contents

1. Aims.....	2
2. Legislation	2
3. Roles and responsibilities.....	3
4. Site security.....	5
5. Fire	5
6. COSHH	5
7. Equipment.....	7
8. Lone working.....	8
9. Working at height	8
10. Manual handling	9
11. Off-site visits	9
12. Lettings.....	9
13. Violence at work	9
14. Smoking.....	10
15. Infection prevention and control.....	10
16. New and expectant mothers	11
17. Occupational stress.....	12
18. Accident reporting	12
19. Training	13
20. Monitoring	13
21. Links with other policies	Error! Bookmark not defined.
Appendix 1. Fire safety checklist.....	14
Appendix 2. Recommended absence period for preventing the spread of infection	15

1. Aims

Statement of Intent:

Our School aims to:

- provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

The head teacher 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:

Signed:

Head teacher

Chair of Governors

Date:

Date:

2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation on:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees

- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height.

The school follows national guidance published by Public Health England when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

3. Roles and responsibilities

3.1 The local authority and governing board

Kent County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.1 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to Headteacher.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them

- Ensure that adequate health and safety training is provided

The nominated governor who oversees health and safety is Joe White.

3.2 Headteacher

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, Stephen King (Deputy Headteacher) assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is Stephen King (Deputy Headteacher).

3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

3.5 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.6 Contractors

Contractors will agree health and safety practices with the Headteacher and / or site manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Site security

Kenny Woods (Site Manager) and the Site Management Team are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Headteacher, the Site Management Team and the site management team are key holders and will respond to an emergency.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least **once a term / 3 times per year**.

The fire alarm is a loud buzzer, with a flashing red light on the unit.

Fire alarm testing will take place weekly on a Saturday.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are at the rear of the main playground for all classes and pupils or near the front gate – for general visitors, people in the training centre or staff within the office / medical staff area.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The Admin Manager will take a register of all staff.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Specific arrangements are in place for the evacuation of people with mobility needs and / or sensory impairments. Details of specific escape routes and who is responsible for assisting people in need are outlined the personal emergency evacuation plans (PEEPs) policy and their individual plan.

A fire safety checklist can be found in appendix 1.

6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Kenny Woods (Site Manager) and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. All class staff will also be trained in the safe use of such substances and the COSHH forms themselves, by the Site Manager on an annual basis.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Insert additional information on how hazardous products will be stored and details on pupil access to substances.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

6.2 Legionella

- A water risk assessment has been completed on 3/8/2020 by Kenny Woods (Site Manager). He is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: hot and cold water testing every month. Showers run every week and descaled every half term. Off-site shower units – are run for 10 mins each week.

6.3 Asbestos

- All appropriate staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

7. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

7.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to Kenny Woods (Site Manager) immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- There is an ongoing and annual PAT testing programme that takes place during each half term holiday on a rolling basis.
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a qualified person – let Kenny immediately and he will let a qualified electrician look into the situation.

7.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to Matt Harris / Simon Bryant (PE Co-ordinators) and to Kenny Woods (Site Manager).

7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

Where an individual staff member has an individual need for specialist seating, keyboard / mouse / screens to access their duties or access DSE this is arranged, as and when required.

7.4 Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

8. Lone working (see Lone Worker policy)

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Kenny Woods (Site Manager) retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

10. Manual handling (See Moving and Handling Policy)

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

11. Off-site visits (see Moving and Handling Policy)

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on schools trips and visits

12. Lettings (see Lettings Policy)

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

13. Violence at work (see Staff Code of Conduct)

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager / headteacher immediately. This applies to violence from pupils, visitors or other staff.

14. Smoking

Smoking is not permitted anywhere on the school premises.

15. Infection prevention and control (See Covid-19 Risk Assessment)

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

15.1 Handwashing (See Covid-19 Risk Assessment)

- Wash hands with liquid soap and warm water (for at least 20 seconds), and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

15.2 Coughing and sneezing (see Coronavirus Risk Assessment)

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

15.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

15.4 Cleaning of the environment

- Clean the environment frequently and thoroughly
- Clean the environment, including toys and equipment, frequently and thoroughly

15.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

15.6 Laundry

- Wash laundry in a dedicated facility (Primary, Secondary or 6th Form Laundry rooms)
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen

- Bag children's soiled clothing to be sent home, never rinse by hand

15.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

15.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

15.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action (see COVID-19 Risk Assessment).

16. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified, within an individualised risk assessment. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

17. Occupational stress (see Well-being policy and Moving & Handling policy)

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

18. Accident reporting

All staff accidents are reported to KCC via their accident reporting form and their online portal. First Aiders (At Work) will keep records of their own, recording details of their treatment of staff and visitors who require first aid support. Pupil accidents are reported currently via the accident form but will be reported alongside pupil first aid administration records via the CPOMS system.

18.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it, using the KCC model form (for pupils a CPOMS record will be completed). As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational records.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of according to the guidance of the LRMS toolkit.

18.2 Reporting to the Health and Safety Executive

The Deputy Headteacher or Assistant Headteacher (Primary) will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Deputy Headteacher or Assistant Headteacher (Primary) will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- *Death*
- *Specified injuries. These are:*
 - *Fractures, other than to fingers, thumbs and toes*
 - *Amputations*
 - *Any injury likely to lead to permanent loss of sight or reduction in sight*
 - *Any crush injury to the head or torso causing damage to the brain or internal organs*

- *Serious burns (including scalding)*
- *Any scalping requiring hospital treatment*
- *Any loss of consciousness caused by head injury or asphyxia*
- *Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours*
- *Injuries where an employee is away from work or unable to perform their normal work duties for more than 3-7 consecutive days*
- *Where an accident leads to someone being taken to hospital*
- *Where something happens that does not result in an injury, but could have done*
- *Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:*
 - *The collapse or failure of load-bearing parts of lifts and lifting equipment*
 - *The accidental release of a biological agent likely to cause severe human illness*
 - *The accidental release or escape of any substance that may cause a serious injury or damage to health*
 - *An electrical short circuit or overload causing a fire or explosion*

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

18.3 Notifying parents

The Assistant Headteacher (Primary) will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

18.4 Reporting child protection agencies

The Assistant Headteacher (Primary) will notify KCC Children’s Social Services of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school’s care.

18.5 Reporting to Ofsted

The Assistant Headteacher (Primary) will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

19. Training (See Staff Induction Training Programme)

Our staff are provided with health and safety training as part of their induction process. The KCC induction form will be used to lay out what training needs are present on day 1, week 1 & Month 1.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training. Staff have annual Moving & Handling and Positive Behaviour Support Refresher training.

20. MONITORING AND REVIEW

This policy will be reviewed by the Deputy Headteacher every year in Term 1.

At every review, the policy will be approved by the full governing board.

EQUALITY, SAFEGUARDING AND EQUAL OPPORTUNITIES STATEMENT

St Nicholas School, in all policies and procedures, will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of membership of any group including gender, sexual orientation, family circumstances, ethnic or national origin, disability (physical or mental), religious or political beliefs.

As part of our commitment to meet the Public Sector Equality Duty (PSED), St Nicholas School aims to:

- Provide equal opportunity for all;
- Foster good relations, and create effective partnership with all sections of the community;
- Only take actions which does not discriminate unlawfully in service delivery, commissioning and employment;
- Provide an environment free from fear and discrimination, where diversity, respect and dignity are valued.

All aspects of Safeguarding will be embedded into the life of the School and be adhered to and be the responsibility of all staff.

LINKS TO OTHER RISK ASSESSMENTS, POLICIES and PROCEDURES

This policy links to all other school risk assessments, policies and procedures –in particular:

Child Protection

Intimate Care

Staff Code of Conduct

COVID-19 Risk Assessment

Moving and Handling

Managing allegations against staff

First aid

Risk assessment

Supporting pupils with medical conditions

Accessibility plan

Positive Behaviour Support

Anti-Bullying

Online Safety
 Lone Worker Policy
 Lettings
 PEEPS
 All Curriculum Policies – in particular: Art, PE, DT, PSHE and Science
 Staff Induction Programme
 Guidelines for Residential Visits (under review / suspended due to Coronavirus (COVID-19)).

STEPHEN KING

LAST REVIEW TERM 1 2017

REVIEWED TERM 1 2020

RATIFIED BY CHAIRPERSON'S ACTION ON 4TH NOVEMBER 2020

APPENDIX 1 - FIRE SAFETY CHECKLIST

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Appendix 2 - Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of

these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.

Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.

Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.

Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

Appendix 3 – Health & Safety Checklist for Special School Classrooms (The Key for School Leaders)

See Attached.

APPENDIX 4 - Other School Health and Safety / Risk Assessment documentation

ST. NICHOLAS SCHOOL

HEALTH AND SAFETY – SOFT PLAY ROOM

1. The area is too small for group work with very active mobile pupils.
2. The area is too small for more than one active mobile Secondary aged pupil a time.
3. Active mobile pupils will have to use the room one at a time with an adult supervising inside the room.
4. Less active and non-ambulant pupils may use the room in small groups, although careful risk assessment needs to be made with regard to safety and staffing.
5. Wheelchairs cannot be taken onto the cushioned flooring.
6. Shoes must be removed before entering the room.
7. Any spillages/accidents must be cleaned up immediately.
8. Report any problems to a member of the SMT.
9. Please keep to the Soft Play Room timetable.
10. Soft-play provision at off-site units will follow procedures as detailed by the relevant authority.

HEALTH AND SAFETY – SENSORY ROOM

1. Door to be kept unlocked.
2. Control panel on wall the operated by staff only.
3. Students can use switches to control stimuli (see instructions on wall).
4. Bubble tube – water purified termly (P.D)
 - children should not remove lid or touch water.
5. Fibre optics – safe for handling but not for pulling/chewing as plastic becomes brittle and can split, allowing glass fibre to leak out.
6. Ultra violet light
 - safe to use for normal duration of Sensory Room session (information in Sensory Room cupboard).
7. Projector – discs should be changed before every session, and not when children are in the room.
8. Any spillages to be cleared immediately with disposable paper – paint, oil, saliva etc.
9. Control panel to be turned off at end of session.
10. Please report any faulty equipment immediately to Kenny Woods or Zak Ransley.
11. Evaluation of risk to be undertaken before each session, e.g. staffing ratios etc.
12. Sensory Room provision at off-site units will follow procedures as detailed by the relevant authority.

GUIDELINES FOR TRANSPORTING PUPILS IN WHEELCHAIRS OR EMPTY WHEELCHAIRS ON THE SCHOOL MINI-BUSES

The regulations for transporting wheelchair users have been updated and need to be addressed by us all. Adhering to the regulations will require teachers to re-assess their Risk Assessments and may affect the way we use the mini-buses in general.

1. Each chair must have four fixings on the floor. These have to be two (of the same type) at the front and two (of the same type) at the back. There are sets of 4-fixings available in the overhead lockers. The coloured button (usually red or yellow) should be facing away from the wheelchair. Using the wrong arrangement of fixings (i.e. two different types at front and back) negates UNWINS (the manufacturing company) liability if there is an accident and the fixings fail.
2. Each person sitting in a wheelchair must have an inertia reel seat belt affixed to the floor, and attached to a clip stalk on the floor the other side of the chair.
3. An empty wheelchair/buggy must be secured with clip harnesses at the top and bottom if standing. The new white bus is the only one with a suitable track fixed to the left side that enables appropriate fixings at the top to be made. If an empty wheelchair/buggy is laid down on the floor, it must be fixed securely with appropriate fixings, using the floor tracking.
4. No person is ever to ride facing sideways in a wheelchair on a mini-bus.
5. There should be a space next to a wheelchair user. No other passenger should be “hemmed in” by the wheelchair, in case of accident and the need for fast evacuation.
6. The regulation space for each wheelchair in a mini-bus is now 4’6” in length.
7. The floor tracking has to be 13” apart.
8. The driver is responsible, at all times, and must check the fixings personally.
9. Use of seat belts, or inertia belts to tie up wheelchairs without using buckles and clips, as the manufacturer recommends, is dangerous to all and must not happen.

RE: Use of Student's Mobile Phones in Key Stages 3, 4 and 5.

Dear Parents / Carers,



As you will know, students had been allowed to bring in a mobile phone for emergency situations. This was on the understanding that pupils will behave sensibly with this privilege.

There have, however, been a number incidents across our Secondary Dept. where this has not been the case. Over the last year, the use of mobile phones has caused both a disruption to lessons and learning – by calling, using Facebook, texting, taking photographs in and around the school, and the playing of music (e.g. in the classroom). Pupils have also caused disruption by the use of games machines (PSP, Game Boy) I-Pad and / or MP3 Players (inc. I-Pods) to play loud music, make (loud) sounds and / or take photographs around the school. If mobile phones or other mobile devices cause disruption in school or are seen without the permission of the class teacher then they may be confiscated and handed into the Senior Leadership Team for the rest of the day (or week). These items would not be allowed to return into school again for the individuals or groups concerned.

As a general rule, pupils are not allowed to bring their phones into school. There is no need for students to need to use their own phones in school as main school phone number / switchboard 01227 464316 can connect you to all classrooms and staff mobile phones, if the group is off-site. If your son / daughter needs to contact you during the day they need only ask the class staff and they will be allowed to speak to you via the classroom telephone. Rest assured you / your child will be notified by the St. Nicholas staff if an emergency arises. **Mobile devices are not allowed into school, without written permission by the class teacher e.g. via the home-contact book. If disruption is caused, permission will be withdrawn.**

If we need to use mobile phones or mobile devices, as part of a curriculum session (ICT or life skills-based) we will contact you in advance, requesting that a particular exception be made for learning or reward purposes. NB: if your child is an independent traveller, then it is vital that they have their mobile phone with them – they must not abuse this trust we have in them.

We need your support with this matter as we wish to avoid the potential conflict of a confiscation which will occur when a mobile phone is seen in school. Please return the form below to confirm receipt of this policy on students' use of mobile phones / mobile devices.

NB: if you have a particular need for your child to have a phone with them and wish to discuss this with us please contact **me** via the phone, letter or home-contact book. The school can accept no liability for loss, damage or theft of pupils' personal mobile devices – under any circumstances.

Yours sincerely,

Stephen King
Deputy Headteacher

Please return to **Stephen King**.

I have received the school's policy statement regarding pupils' use of mobile phones and mobile devices. I understand that my child should not bring their phone / device into school and that it may be confiscated from them, if it is seen. I understand that if my child causes disruption with any personal mobile device it will be confiscated and may not be allowed into school again. I understand that the school can accept no liability for loss, damage or theft of personal mobile devices

Child's Name: _____

Class: _____

Signed: _____ parent / carer

Date: _____

I understand that I am not to bring my mobile phone into school and I will leave it at home.

Signed: _____ Student

Date: _____

EDUCATIONAL VISITS

Guidance Notes

In order to help staff involved in planning and managing educational visits and adventurous activities the range of adventurous activities and outdoor environments has been divided into three categories A, B & C. The categories relate to the different levels of potential risk presented by the activity.



The following is an outline of each category and an explanation of who should approve the activities that fall within the category. If an Educational Visit Co-ordinator (EVC) or Area Youth and Community is in doubt as to which category a planned visit should fall into they should contact the Outdoor Education Unit.

Category A – Internal Approval required

These are activities that are part of the regular curriculum and life of the school/unit/youth centre/project. They take place locally; involve walking or a short vehicle journey and where the activities present no significant risks.

They should be supervised by a member of staff who has been assessed by the teacher or EVC or Area Youth and Community Officer as being suitably and appropriately experienced and competent to lead this category of visit.

The member of staff does not normally need to hold National Governing Body (NGB) Awards or other accreditation. Some activities, such as cycling in school grounds are part of the Cycle Proficiency Scheme will require staff with specialist qualifications.

- The visit or activity should be conducted following KCC *Safe Practice of Office Activities* (CD) and the establishments own Educational Visits / Offsite Activities Policy
- Pre-visits are strongly recommended whenever possible
- Risk assessments must be carried out and recorded for all aspects of the visit/venture

Examples include:

- Walking in the park or on non-remote country paths under close supervision
- Visits to public swimming pools, museums, art galleries
- School PE/sports fixtures
- Cycling in the grounds of own establishment
- Orienteering in an enclosed area known to the school/unit/youth centre or project
- Field Studies in environments presenting no significant hazards (This includes visits to KCC managed Environmental Centres, Farm Visits, Geological, Geographic or Scientific fieldwork in environments presenting no significant hazards)

Category B – LEA Approval required

These are activities not regularly or routinely undertaken by the school/unit/youth centre or project and includes some higher risk or higher profile activities.

Safe supervision requires the leader to have:

- Recent relevant experience
- Undergone additional activity and or/site specific training
- To hold either a relevant qualification, or be judged as appropriately competent by the Outdoor Education Advisor and Head of Establishment

The Outdoor Education Adviser and Head of Establishment may delegate these powers to an appropriately qualified and experienced Educational Visit Co-ordinator/Area Youth and Community Officer/Duke of Edinburgh's Award County Co-ordinator.

The activities include:

- Walking in non-remote country where a remote supervision style is used
- Camping in lowland non-remote areas
- Orienteering in a public or non-enclosed area
- Cycling on roads or non-remote off-road terrain
- Geological fieldwork in a coastal location or in, or by water
- Low level initiative challenges
- Beach barbeques/Beach activities (not swimming)
- Theme parks
- Water Parks
- Adventure Playgrounds
- Student Exchange Visits
- Field Studies * in a coastal location or in, or by water
- Visits to the following KCC managed Outdoor Education Centres e.g. Kent Mountain Centre, Swattenden Centre, Bewl Water Outdoor Centre, **Centre d'Hardelot** and **Kearsney Campsite**

* Excluding the KCC managed Environmental Education Centres

** Activities that are booked/attended whilst visiting Centre d'Hardelot and Kearsney Campsite are not vetted or led by Centre staff; therefore a programme that includes any adventurous activities when visiting these venues will fall within Category C.

Category C – LEA Approval required

This category includes all the activities that are within scope of the Adventurous Activity Licensing Regulations 1996. It also includes a range of activities that fall outside the scope of the above licensing regulations, but are commonly pursued by school/unit/youth centres and projects.

An example of such an activity is motor sports where safe supervision requires the leader to have completed some prior test of his or her specific competence. Such competence might include a recognised training course, the recorded accumulation of relevant experience, or an assessment of competence by an appropriate body.

Category C requires that the leader should have undergone a recognised course of training, have gained relevant experience, and have been assessed as competent, usually by being in possession of a current National Governing Body qualification. Leaders of activities must provide evidence of their qualification and recent and relevant experience to the EVC/Area Youth and Community Officer who will then check the suitability of the qualification with the Outdoor Education Adviser.

Activities in Category C include:

Water sports	Rock Climbing	Hill & Moorland walking
Mountaineering	Skiing	Horse Riding
Caving and Potholing	Swimming in the sea or inland waters	
Adventure activities including river, stream and gorge walks		

The full list of activities are outlined in Appendix C below. Any changes or updates will be posted on the KCC website (www.kent.gov.uk – Learning / What’s new / Documents and Consultations / Safe Practice of Offsite Activities / Updates) and sent directly to the named EVC or Area Youth and Community Officer and Duke of Edinburgh’s Award County Co-ordinator.

APPENDIX C

Abseiling	Mountain Biking	Angling	Rafting
Archery	Ballooning	Paintball	Camping
Bungee Jumping	Caving	Parachuting	Rowing
Paragliding	Canal Boating	Pony Trekking	Gliding
Mountaineering	Power Boating	Expeditions	Skiing
Shooting	Surfing	Hill Walking	Motor Sports
Snowboarding	Horse Riding	Windsurfing	Water Skiing
Initiative Courses	Kite Surfing	Land Yachting	Sub Aqua /
Low and High Ropes Courses		Snorkelling	
Open country activities & field studies		Swimming – not in a public pool	
Cycling – other than Cycle Proficiency		Challenge or Assault Courses	
Climbing – indoors & outdoors		Sea level traversing / coasteering	
Flying – other than with Commercial Company			

ACCIDENTS CAN HAPPEN IN ANY ACTIVITY regardless of whether it is classified as high or low risk.
Be aware – LOW RISK does not mean NO RISK.

Safeguarding Policy Statement for Residential visits (See Guidelines for Residential Visits)

To ensure our students have the best possible quality of opportunities and institute best practice procedures for behaviour and safety the following take place:

- KCC Outdoor & Adventure EGO forms are completed by the EVC
- The KCC pupil travel insurance form is completed by the group leader
- Additional Safeguarding training sessions will take place for staff who are part of Residential visits to alert them of the increased possibility of a disclosure – being out of school, away from parents and carers and in a more intimate / alternative relationship with supervising staff.
- Staff or volunteer adults are **not permitted** to drink alcoholic drinks whilst on residential visits; their sole focus is the supervision of the pupils and this responsibility must not be impaired.
- Pupils (including those aged 18 or 19) will not be allowed to consume alcohol as part of social independence experiences at St. Nicholas School or on any school-based activity - including on residential trips and / or community visits (despite their legal right to do so. It is the role of St. Nicholas School to discuss the risks of drugs and alcohol in PSHE lessons only.). It is considered the duty of parents and carers to manage the students' life skills education around safe and sensible drinking.
- The leader of the residential visit is to be contactable by mobile phone (24 hours per day) and there is also a SLT home contact (also contactable by telephone); these numbers are shared with the parents and carers.

JOURNEYS OFF-SITE RISK ANALYSIS (Example)

Teacher	
Group	
Destination	
Driver	
First Aider	
Access to telephone	
Date(s) of visit(s)	
Purpose of visit	
RISK ANALYSIS	<p>Detail types of risk associated with the activity and action taken ensure safety of group - (accessibility, religious holidays, facilities for boys/girls etc.)</p> <p style="text-align: center;">USE RISK ANALYSIS FORM TO SCORE THE RISK</p>
Risk in activity	
Parking	
Access to Venue	
Staff ratio	
Roads	
Toilets	

Behaviour management	
Other health issues	
Other issues	
Equality issues	
To be submitted to the Senior Leadership Team 2 weeks prior to the visit.	
Staff Signature	
Headteacher / SLT Sig	
Date	
To be submitted to the Key Stage Manager on the day of the visit.	
Staff Signature	
KS Manager Signature	
Date	
<p><i>Normal signing in/out procedures still apply. Medication forms for pupils are available from the office.</i></p> <p><i>Self-certification sickness forms are available from the office. Accident forms for pupils, staff and others are available from the office.</i></p>	

<u>Request for School Journey/Youth Party Travel Insurance</u>			Trip No(s)			
<p>KCC Regulations and Guidance for the Safe Practice of Offsite Activities require mandatory School Journey Insurance in most cases and optional cover in others, at the discretion of the headteacher and governing body.</p> <p>To obtain School Journey/Youth Party Travel Insurance cover for your trip(s) through the KCC Business Personal Accident and Travel Policy, please complete the unshaded sections of this form and email it to insurance@kent.gov.uk as soon as possible but in any case prior to commencement of travel.</p> <p>Cancellation and Curtailment cover commences immediately cover is requested. It is advisable, therefore, to arrange cover at the time initial deposits are paid to tour operators, hotels, etc.</p> <p>Schools that have purchased annual travel insurance cover are still required to provide notification of all trips.</p> <p>Please note that in view of the large volume of travel insurance requests received, no acknowledgement of this form will be given It is strongly recommended that a hard copy is retained on file as evidence that cover has been arranged.</p>						
Name of School / Establishment		St Nicholas School				
Address		Holme Oak Close Nunnery Fields CANTERBURY Kent				
Postcode	CT1 3JJ	Telephone No	01227 464316	Fax No	01227 766883	
Form Completed by		Date Completed				
Trip Details – details of more than one trip can be entered on this form						
Destination <i>See Note 1</i>		Duration		Number of People		No of Days Hazardous Activities <i>See Note 2</i>
		Start dd/mm/y y	End dd/mm/y y	Supervisors	Pupils / Students	

Notes

1. If the visit is in the UK, please give the county/town being visited or, for residential trips the county/town where the party is based. This will be sufficient in lieu of the full address of the venue concerned. For trips abroad, the country is sufficient.
2. For the purpose of the policy, **hazardous activities** are those shown under the School Travel Options sub-menu of the Risk Management and Insurance Section of the Children, Families and Education ClusterWeb website. Please indicate the number of days on which the group will be participating in any of the hazardous activities listed.
3. **Medical expenses cover for trips abroad.** In common with policies of this nature, the policy specifically excludes claims resulting from a pre-existing medical condition or for traveling against the advice of a medical practitioner. Any person with a medical problem should check with their doctor before booking a place on the trip and again immediately prior to departure to confirm that they will be fit to travel.

Days		Rate	£	Premium	£	Schedule	
------	--	------	---	---------	---	----------	--

Ref no:

ST NICHOLAS SCHOOL

ADVERSE EVENT REPORT AND INVESTIGATION FORM

The purpose of this form is to record all adverse events. The term **accident** is used where injury or ill health occurs. The term **incident** includes **near misses** and **undesired circumstances**, where there is the potential for injury.

Overview

Reported by:			Date/time of adverse event	
Incident	Ill health	Minor injury	Serious injury	Major injury
Brief details (What, where, when, who and emergency measures taken)				

RIDDOR reportable?	Y/N	Date/time reported
Entry in accident book?	Y/N	Date entered/reference:
Safeguarding actions?	Y/N	Date entered/reference:

Part 2 Investigation information gathering

1 Where and when did the adverse event happen?

2 Who was injured/suffered ill health or was otherwise involved with the adverse event?

3 How did the adverse event happen? (Note any equipment involved)

4 What activities were being carried out at the time?

5 Was there anything unusual or different about the working conditions?

6 Were there adequate safe working procedures and were they followed?

7 What injuries or ill health effects, if any, were caused?

8 If there was an injury, how did it occur and what caused it?

9 Was the risk known? If so, why wasn't it controlled? If not why not?

10 Did the organisation and arrangement of the work influence the adverse event?

11 Was maintenance and cleaning sufficient? If not, explain why not.

12 Were the people involved competent and suitable?

13 Did the workplace layout influence the adverse event?

14 Did the nature or shape of the materials influence the adverse event?

15 Did difficulties using the plant and equipment influence the adverse event?

16 Was the safety equipment sufficient?

17 Did other conditions influence the adverse event?

Analysis and further action

18 What were the immediate, underlying and root causes?

19 What risk control measures are needed / recommended?

20 Do similar risk exist elsewhere? If so, what and where ?

21 Have similar adverse events happened before? Give details.

Part 3 The risk control action plan

22 Which risk control measures should be implemented in the long and short term?		
Control measures	Completion date	Person responsible
23 Which risk assessments and safe working practices need to be reviewed and updated?		
Name of risk assessment Safe working procedure	Completion date	Person responsible

24 Have the details of the adverse event and investigation findings been recorded and analysed? Are there any trends or common causes which suggest the need for further investigation? What did the adverse event cost

25 Signed on behalf of the investigation team

Name	Signature

26 Members of the investigation team	
Name	Position

27 The findings of this investigation need to be communicated to the following managers, union and employee safety representatives

Position	Signature	Date

EMERGENCY PROCEDURES GUIDELINES

KCC guidance¹ & ² will be followed in full or part of this policy.

¹ - "Emergency Planning for Schools in Kent, 2015 Edition" (KCC, 2015) & ² - "Operation Chalkboard – Kent Police Protocol in Kent and Medway Schools" (Kent Police, 2014)

GENERIC EMERGENCY PROCEDURES

DIRECTED RESPONSE

This is used to move pupils and staff to a specific location inside the building when it is safer to remain in the building than to leave. It is used when the location of an actual or potential threat is known and can be confined to a specific area, and the area to move to is far enough from the threat that safety is ensured. Then ensure all pupils, staff and visitors are accounted for. The decision will be made by the Headteacher or one of the Deputies. The instruction will be given by the Headteacher, Deputy or any staff member authorised by them – School Secretary, Site Manager, staff member.

ROOM CLEAR

This is used when there is a high risk present in the room and the pupils and staff can be sent to a safe area. Then ensure all pupils, staff and visitors are accounted for. The decision will be made by the staff member responsible for the pupils in the room.

SECURED ROOM

This is used when there is a threat inside the building such as an intruder when it may be more dangerous to leave the building by directed evacuation than stay in a secured room. In this case lock the doors and windows and keep staff away from doors and windows. Then ensure all pupils, staff and visitors are accounted for. Decisions will be made and communicated as for a directed response.

DIRECTED EVALUATION

This is used when the location of the potential threat is known and allows an evacuation route away from the threat to an assembly point outside the building. Then ensure all pupils, staff and visitors are accounted for. The assembly point is on the large playground to the rear of the building. If this is too dangerous, the Headteacher will direct to a safer assembly area. If the threat means a long period of evacuation, then for the safety and well-being of the pupils and staff, the assembly point will be moved to The Orchard School as soon as registers have been completed which can be accessed through a gate to the rear of the playground area. Once in The Orchard School it will be important to check the registers.

IMMEDIATE ACTIONS (IF REQUIRED)¹

- Apply First aid if necessary
- Call 999 if necessary for Police, Fire or Ambulance, but if non-emergency, notify Police on 101
- Clear area if necessary, ensuring child and adult safety and welfare
- Pick up grab bag
- Establish lines of responsibility and leadership
- Inform all staff to maintain timelines and records of all actions and events
 - Contact Area Education Officer (East Kent): Marissa White 03000 418793 / 07834 841560
 - Contact Chair of Governors
 - Provide reassurance and a visible supporting presence
 - Decide whether school or Police have the responsibility to inform parents if applicable
 - Access LA support network via AEO
 - Ensure safe condition of premises for school community (evacuate if necessary - refer to Section One)
 - Manage media interest through press office. The Media Relations Officers for Education are:
 - Murray Evans, 03000 416071 or 07834 051150, murray.evans@kent.gov.uk
 - Ella Hughes, 03000 416282 or 07738 755491 ella.hughes@kent.gov.uk.
 - Out Of Hours, is through the call centre, 03000 414141 or silent hours, 03000 419191
 - Protect school community from media intrusion as much as possible
 - Review break/lunchtime/going home arrangements
 - Consider impact on pupils/students/staff in other schools (family/friend connections)
 - Contact Property emergency on 24 hour number 03000 419191, if necessary
 - Maintain as normal a routine as possible

IMMEDIATE THREAT OF INJURY OR DEATH

SUSPICIOUS PERSON ON SCHOOL GROUNDS

- Direct all strangers or visitors to the reception for signing in
- Notify the office immediately of suspicious persons or behaviour
- A potentially dangerous person is one whose behaviour suggests a possible threat to safety
- Notify the office and Headteacher of concerns immediately
- Follow generic emergency procedure as appropriate
- Call the police

DANGEROUS PERSON (INCLUDING SERIOUS ASSAULT BY PUPIL OR VISITOR ON SCHOOL GROUNDS – ‘OPERATION CHALKBOARD’ LOCK DOWN PROCEDURE

- A potentially dangerous person is one whose behaviour suggests a possible threat to safety – e.g. posing a real threat / perceived to be posing a threat to staff / pupils / visitors or following an incident whereby there is a risk to the safety of someone legitimately on the school grounds. They may be trespassing on school grounds or attempting to gain entry to school via the front doors, with or without weapons. Weapons could include – guns (pistols, machine guns, knives or [suicide] bomb vests).
- Notify the Headteacher / on call SLT member of concerns immediately, who will notify the office – if deemed appropriate to do so (due to specific type of risk and weapons observed) they will go around the school to share the lockdown procedure is in place.
- The office will then shut the office hatched window and hide themselves moving a telephone under the table to enact the Operation Chalkboard Protocol:
 - The message ‘Operation Chalkboard, this is Operation Chalkboard’ will be given out over the telephone tannoy system – this will announce that all classes are to lock themselves into their rooms, turn the lights off and hide under the tables.
 - The office will ring 999 and quote Operation Chalkboard to the operator – they will give details of the descriptions and names (if known) of the people posing the risk, describing any weapons and location / direction of travel.
 - All classes and rooms will then remain in lockdown until either a) the police tell each class / area that they are safe to leave or b) the message – ‘Operation chalkboard all clear, this is operation chalkboard all clear’ is given.
 - If the serious incident takes place in an off-site campus the host procedure will be followed by the leading staff member and St. Nicholas will go into lockdown.
 - If St. Nicholas goes into lockdown so too will all other St. Nicholas campuses / classes.
 - If the host site goes into lockdown, the St. Nicholas class(es) will go into lockdown.

ABDUCTION

- Do not release any pupil to anyone other than the designated parent or guardian
- Do not accept substitute without proof or prior agreement from the parent/guardian
- If a parent attempts to pick up a child in contravention of a Court Order then report to the office and Headteacher immediately. Call the police – quoting operation chalkboard.
- The lockdown procedure will be followed on all campuses until the all clear is given.

-

SUICIDE THREAT OR ATTEMPT

- Notify the office and Headteacher immediately
- Follow generic emergency procedures as appropriate
- Call emergency services

DEATH, SERIOUS INJURY OR MEDICAL CONDITION ON SCHOOL CAMPUS

- Notify office, Headteacher and emergency services and family immediately
- Follow generic emergency procedures as appropriate
- Follow first aid procedures
- Inform LEA, HSE

POSSIBLE THREAT OF INJURY OR DEATH

FIRE OR EXPLOSION

- Follow fire drill (Health and Safety Policy) or generic emergency procedures as appropriate
- Notify emergency services
- Account for pupils and staff

HAZARDOUS SPILLAGE

- Notify office and Headteacher immediately
- Follow generic emergency procedures as appropriate

BOMB OR SUSPICIOUS DEVICE

- Do not approach or touch suspicious device
- Notify office and Headteacher immediately
- Follow generic emergency procedures
- Ensure all pupils, staff and visitors are accounted for
- Inform emergency services

BOMB THREAT (OR SIMILAR)

- Follow bomb threat phone checklist – kept by office telephone (page 19 ¹).
- Evacuate building to safe distance
- Inform emergency services

STRUCTURAL DAMAGE

- Follow generic emergency procedures
- Inform office and Headteacher immediately
- Ensure all pupils, staff and visitors are accounted for
- Call police
- Inform LEA

COMMUNITY DISTURBANCE

- Follow secured room procedure unless Headteacher advises otherwise
- Ensure all pupils, staff and visitors are accounted for
- Call police
- Inform LEA

SCHOOL CLOSURE

BAD WEATHER

- If there are Health and Safety grounds relating to the safe passage of the pupils to and from home, and/or the ability of staff to get to school so that there are safe staffing levels, then the school will need to be closed
- If the school needs to be closed before the school day begins the Kent School Closures website will be used to notify the LA of the closure this will inform the local radio station. The school will give notice to parents via text message and on the school website
- The LEA will be informed immediately
- The Chair of Governors will be informed
- The school may close early for similar reasons
- Transport operators will be contacted to return pupils home
- Families will be contacted to ensure they can accept the children home (or collect them)
- A record will be kept of how and when the pupils left the school
- If the main school is closed all satellite classes and off-site units will close too.
- If a satellite or off-site unit host establishment is closed but the main St. Nicholas school is open, the St. Nicholas pupils and staff will relocate to the main school site.
- If the host site closure takes place during the day, the St. Nicholas staff and pupils will (attempt to) relocate to the main St. Nicholas School site, unless the staff (in liaison with SLT) do not deem it safe to do so.

HEATING FAILURE

- The Headteacher will assess the Health and Safety of the pupils and staff and determine if the school needs to close
- If the school needs to close the procedure is the same as the bad weather closure

POWER FAILURE

- The Headteacher will assess the Health and Safety of the pupils and staff and determine if the school needs to close
- If the school needs to close the procedure is the same as the bad weather closure

NO WATER

- The Headteacher will determine the Health and Safety of the pupils and staff and determine if the school needs to close
- If the school needs to close the procedure is the same as bad weather closure

SCHOOL JOURNEY

- Follow the policy for off-site activities in the Health and Safety Policy
- In the event of an accident or incident
- Ensure pupils and staff are safe
- Contact emergency services as appropriate
- Notify school management who will notify LEA
- Do not discuss the accident/incident with onlookers
- Complete written account of accident/incident

EMERGENCY BOOK

The school will keep an emergency book in the office and on SIMS, which will contain contact telephone numbers and addresses for all pupils and staff.

A telephone tree will be set up in order for important information to be shared quickly with all staff.

CHILD ABUSE

Follow the school's Child Abuse Policy

MEDICAL ASSESSMENT PROCEDURES

Follow the school's Health and Safety Policy

COMMUNICATING WITH THE MEDIA

- Seek advice from the Area Education Officer – 03000418793 or 07834 841560 and the Press Office 03000416071 / 03000416282 or 07834051150 / 07738755491. Out of hours – 030004141141 / silent hours 03000419191
- Generally let DSO/Press Office deal with media
- Contact Chair of Governors
- Decide on spokesperson
- Provide appropriate facilities for media
- Speak conversationally, recognise the wider audience, provide quick and clear answers
- If you don't know an answer say so, if you cannot supply the information say so and why, and if appropriate when you would be able to

EDUCATIONAL PSYCHOLOGY SERVICE

The EPS can support in a crisis, which is seen as a situation, which is outside of the range of normal human experience, which would be markedly distressing to anyone. Once contacted via the Education Office, the service will then assess the level of support required.

FOLLOWING INCIDENTS

There will be a thorough review of the incident and actions taken. There will be briefings for the staff, parents and/or pupils as appropriate to ensure that the information has been passed on in an accurate and sensitive way and there is a clear understanding of what has occurred and the risk management process.

Appendix 1 – Suggested Contents of a Grab Bag¹

A 'Grab Bag' is any type of bag/holdall that is kept in a convenient place and can be quickly acquired by the Head teacher or other responsible person in the event of an emergency. The bag contains

useful things you may need if you cannot go back into a building during an emergency situation. It is not a legal requirement, but is highly recommended. It might prevent an emergency becoming a catastrophe.

Suggested Contents might include:

- School Emergency Plan
- Charged mobile phone
- Contact details for all staff and pupils, including next of kin
- Details of staff and pupils on medication
- Copy of the asbestos register
- Check lists of things to do (eg, security, shutting off water, electricity, gas etc)
- Notes on location of stop cocks, gas valves, fuse boxes etc.
- Useful telephone numbers
- Copies of the architects plans of the school if available
- The days school attendance register (probably impractical to update daily)
- Pens
- Clipboard
- Notepad/paper
- A few sheets of thick card
- Large marker pen
- Sellotape
- First aid kit
- Torch
- Large scissors
- Gloves disposable rubber
- A few foil blankets
- High visibility vests for leader and deputies
- Whistle or loudhailer
- Camera
- Spare set of master keys

Appendix 2 – Checklist of Preparedness for a Critical Incident²
Equipment

- Whistles
- Torches
- Charged mobile phones
- Fluorescent jackets
- Stock of bottled water

Up-to-date information about:

- Pupil/student/staff emergency contact details.
- Individual pupil/student medical needs e.g. medication.
- LEA emergency contact details.
- Bus/coach lists.
- An emergency supply or support list to enlist extra help when needed (familiar supply teachers, retired staff, local colleagues, cluster collaboration).
- Pupil/student movement data (who is where, and when).

Is this information easily accessible?

- Is it in an appropriate format e.g. in a “grab bag” to take with you if evacuation is necessary?
- Should a copy be kept in another safe location e.g. at home or at a “partner” school?

A plan for communication:

- Evacuation procedures, visible and practised.
- Telephone lines – private, mobile, emergency access to neighbours. Your usual phone lines may be jammed by incoming calls
- Small room/quiet area for Police statements/counselling or interviews – somewhere to hold press briefings away from area of incident. Press briefings can then be timed to draw press presence away from school at critical times e.g. arrival and departure of pupils/students, briefing for parents/carers etc.
- Contact details for KCC Press Office who must be involved at an early stage.

Management support

- Access to qualified first aiders – preferably beyond the minimum requirement.
- Screening of entrances/exits (siting of school office can be critical).
- Closure of blinds/curtains on ground floor to protect from media interest.
- “Instant assemblies” (e.g. videos/DVDs) to release teaching staff for interview/support.
- Knowledge of resources available for helping to cope in the following days/weeks.

Appendix 3 - Allergy protocol - Nut.

This protocol is activated if a staff member or visitor discloses, or a pupil is diagnosed with, a nut allergy (or similar extreme allergy response) resulting in anaphylaxis.

Note well: If any staff member/pupil/visitor is suffering from anaphylaxis or severe allergic reaction ALWAYS CONTACT THE EMERGENCY SERVICES.

What needs to be done if a staff member discloses an allergy - namely nut

- On disclosure to school of an allergy – nut, an SLT member to do an immediate risk assessment for person/s affected
- The individual staff member is responsible for the safe care, storage and carriage of their own epipen medications. They are to be kept with them at all times, stored at room temperature (in a discrete closed bag) in case they are needed.
- To minimise risk to any staff member, visitor or pupil with a nut allergy St Nicholas School has made all shared areas of the school Nut Free Areas. This includes corridors, toilet areas, school halls, food tech room, music room, art room, soft play room, sensory rooms, gym, safe spaces, offices, training spaces, IT room, P&S room.
- NO nut product must be used in any food preparation/catering areas or food technology lessons
- In the classroom with any person/s with a nut allergy the staff must agree to NOT bring in nut products and the parents/carers should be requested to avoid sending their children in with nut containing products
- Staff in the same classes as affected staff member will be given a protocol to help manage in the event of an anaphylactic incident. This will include signs and symptoms to look out for, when to call of help and additional training for named members of staff by a health professional.

Policy for other areas of St Nicholas School

- For pupils in other classes other than the affected class nut containing products may be consumed in classroom areas and the class staff should take responsibility for informing any persons in the school with a nut allergy to avoid that area
- On the sending in or finding of any nut containing products in shared areas it is important that the staff act promptly:
Do NOT open/break seal on product
Remove product from area immediately to site management office for safe disposal
Alert affected person of risk to that area
Wash hands thoroughly
- School to take responsibility for clearly marking areas of the school that are NUT FREE AREAS
- School to make sure all staff are aware of this policy
- On agreement the staffroom, PPA facility and toilet areas on the staff floor are an area for staff to eat nut containing products. Staff must however wash hands on leaving this area if nuts have been consumed. This is the only area permissible for staff to consume nut containing products
- St Nicholas School to make it clear visually within the environment and on school literature to visitors, training delegates, families/carers/friends and other stakeholders that all shared areas of the school are Nut Free Areas.
- St Nicholas School to monitor this policy regularly

NB:

- I) This policy will be adapted to any other type of extreme allergic response in a pupil, staff member or visitor, as required.
- II) The protocols will be also followed if and when the source of any other allergic response should (accidentally) come onto the school site.
- III) For any pupil who may have or develops an extreme allergy resulting in anaphylaxis this will be listed within their individual Health Care Plan and a risk assessment drawn up – this will include the allocation of a daily ‘key worker’ from class team to supervise them on a rota basis – all staff members / ‘key workers’ on supervision rota will have been given additional epipen administration training. A copy of their risk assessment (including their photograph) will be placed on display in the staffroom so that all staff may recognise them, their signs and symptoms and the emergency plan to follow should they develop an allergic reaction.
- IV) The epipen medication of any pupil within the class will be stored within a ‘carry bag’ and kept locked in the class medical cupboard. When the pupil moves around the building or off-site their ‘key worker’ for the day will take the carry bag with them so that it is always at hand.
- V) The number of epipen medications held within school will be documented and if administration should be required logged using the school medical form.