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ST. PETER'S CATHOLIC HIGH SCHOOL

# Health & Safety Policy

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Chair Signature

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## **Statement of Intent**

The Governing Body at St Peters Catholic High School recognise their statutory responsibility as an employer, under the Health and Safety at Work Act (1974), to provide a safe and healthy environment for all members of the school community, including teaching and support staff, pupils, parents and governors. It is recognised that this responsibility extends to all visitors who come onto the premises, regardless of purpose. It is also recognised that this responsibility extends to any staff and/or pupils undertaking authorised school activities at other premises.

The Governing Body recognise the importance of effective health, safety and welfare systems in supporting the aims of this Catholic School. The Headteacher is required to act on behalf of the Governing Body with regard to all matters of health and safety on a daily basis, within the agreed policy and may delegate to other appointed representatives the duties required for the policy to be effectively implemented and maintained.

So far as is reasonably practicable, the Governing Body will take all necessary steps within their power to meet their responsibility. It is the intention of the Headteacher and Governing Body that for Health and Safety purposes, the school will operate within the structure and framework of instructions and advice issued by Wigan Council.

**It is the duty of those persons using the premises at any time –**

- **to take reasonable care of the health and safety of themselves and that of any other person who may be affected by their actions or omissions.**
- **not to misuse or interfere with anything provided in the interest of health, safety and welfare.**
- **to co-operate with the employer or their appointed representatives on all matters of health and safety.**
- **to carry out activities in accordance with training and instruction.**
- **to report to the employer or their appointed representatives any failure or deficiency in the required standard of health and safety provision which comes to their attention.**

It is the intention of the Governing Body that the Health and Safety policy of this school will be kept up to date, to reflect changes in: legislation, external guidance, the school premises, the curriculum and any other relevant factors. The policy should be reviewed on an annual basis as a matter of course. Particular attention will be paid to:

- ensuring a commitment to safeguarding everyone at the school (including children and young people, staff, visitors of any capacity, community users and governors).
- making the workplace safe and without risk to health.
- the provision and maintenance of safe plant, equipment and systems of work.
- providing safe access and egress across the school for all persons using the premises.
- providing adequate welfare facilities (including first aid) for all members of the school community.
- providing adequate and effective health and safety equipment where this is required to comply with external legislation/guidance.
- ensuring that the correct information, guidance, instruction, training and supervision are provided for the health and safety of all persons using the premises.
- ensuring that adequate arrangements are in place to ensure the safe use, handling, storage and transport of all articles and substances provided for use of work.
- ensuring that adequate arrangements are in place to ensure the safe management and use of medication and the implementation of medical care in schools.
- keeping noise, fumes and dust under control.

- ensuring that effective procedures are in place for use in case of fire, accident, injury and other emergencies including controlled evacuation procedures where required.
- providing effective forms of supervision and monitoring to ensure compliance with all aspects of this policy so far as is reasonably possible.

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## **PART 1**

### **1.0 INTRODUCTION**

- 1.1 This is a Statement of Organisation and Arrangements (Code of Practice) for St. Peter's Catholic High School. This does not replace Wigan Council's safety policy or the education department's safety policy but is in addition to them for the benefit of teaching and non-teaching staff and pupils. Copies of these documents, along with other Codes of Practice and information of health and safety matters will be found in the school's safety manual which includes assessment of risk documents.
- 1.2 This statement deals with those aspects over which the head has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility; it describes how the head is discharging his/her responsibilities in respect of pupils, visitors and employees who are present on school premises.
- 1.3 The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises.
- a) to establish and maintain a safe and healthy environment throughout the school;
  - b) to establish and maintain safe working procedures among staff and pupils;
  - c) to make arrangements for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances;
  - d) to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided.
  - e) to maintain a safe and healthy place of work and safe access and egress from it;
  - f) to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises; the details appear in **Appendices 1 and 2**;
  - g) to lay down procedures to be followed in case of accident;
  - h) to provide and maintain adequate welfare facilities.

### **2.0 RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH SAFETY**

- 2.1 The Head  
The ultimate responsibility for all school safety organisation and activity rests with the head, who shall:
- a) be the focal point for day to day references on safety and give advice or indicate sources of advice;
  - b) co-ordinate the implementation of the approved safety procedures in the school;
  - c) maintain contact with outside agencies able to offer expert advice;
  - d) report all known hazards immediately to the authority and stop any practices or the use of any plant, tools, equipment, machinery, etc. he considers to be unsafe until satisfied as to their safety;
  - e) make recommendations to the authority for additions or improvement to plant, tools, equipment, machinery, etc. which are dangerous or potentially so;
  - f) make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that he is kept informed of accidents and hazardous situations. Fire fighting equipment is maintained in accordance with the LA policy and fire practices are held at least once per term.

- g) review from time to time:
  - i) the provision of first aid in the school
  - ii) the emergency regulations
 and make recommendations for improving the procedures laid down;
- h) review regularly the dissemination of safety information concerning the school;
- l) recommend necessary changes and improvements in welfare facilities;
- j) vary routines with regard to the use of display screens in order to prevent undue fatigue or stress;
- k) inform the governors from time to time of the safety procedures of the school.

## 2.2. Obligations of All Employees

The Health and Safety at Work etc. Act 1974 states:

It shall be the duty of every employee while at work

- a) to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work and
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.

The Act also states:

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions. In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected.

- a) to know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied;
- b) to observe standards of dress consistent with safety and/or hygiene;
- c) to exercise good standards of housekeeping and cleanliness;
- d) to know and apply the emergency procedures in respect of fire and first aid;
- e) to use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others;
- f) to co-operate with other employees in promoting improved safety measures in their school;
- g) to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority;
- h) report all accidents to the Headteacher and complete the appropriate Accident Form.

## 2.3 Teaching and non-teaching staff holding posts/positions of special responsibility e.g. Heads of Year.

These staff:

- a) have a general responsibility for the application for the school's safety policy to their own department or area of work and are directly responsible to the head for the application of existing safety measures and procedures within that department / area of work. Advice or instructions given by the authority and the head, including the relevant parts of this statement, shall be observed;

- b) shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemical, boiling water, duplicating fluid, guillotines). Specifically the PE, Science and Technology faculties operate within the framework of departmental safety policies. It is the responsibility of heads of departments and other senior staff in secondary schools and colleges as part of their supervisory functions to take steps to ensure that:
- i) machinery is adequately guarded;
  - ii) toxic and highly flammable substances are correctly used, stored and labelled
  - iii) all applicable statutory legislation, Codes of Practice and other safety requirements as laid down from time to time are made known and complied with;
  - iv) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available;
  - v) all equipment is in good and safety condition and that electrical connections are in good and safe order;
  - vi) staff, pupils and students under their jurisdiction are instructed in safe and healthy working practices.
- c) shall resolve any health and safety problem any member of staff may refer to them and refer to the head any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- d) shall carry out regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the head;
- e) shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and to contribute positively to their own safety and health at work;
- f) shall, where appropriate, seek the advice and guidance of the relevant advisor or officer of the authority;
- g) shall propose to the head requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

#### 2.4. Special obligations of class teachers

The safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers; teachers have traditionally carried responsibility for the safety of pupils when they are in their charge.

If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he cannot accept this responsibility, he should discuss the matter with the head before allowing practical work to take place. Class teachers are expected:

- a) to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out;
- b) to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied;
- c) to give clear instructions and warning as often as necessary;
- d) to follow safe working procedures personally;
- e) to call for protective clothing, guards, special safe working procedures, etc. where necessary;

- f) to make recommendations to their head of department, e.g. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

## 2.5 The pupil

The pupils are expected:

- a) to exercise personal responsibility for the safety of self and classmates;
- b) to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- c) to observe all the safety rules of the school and in particular the instructions of teaching staff in an emergency;
- d) to use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

## 3 VISITORS

Visitors and other users of the premises are required to observe the safety rules of the school. All visitors to school must report to reception on arrival. Visitors will be issued with a badge which must be worn at all times while on school premises. It is school policy that all visitors must be CRB cleared. If this is not the case, the visitor must be accompanied at all times while on school grounds.

Contractors are made aware of the school's policies and satisfy the school that they are working in a safe and proper manner in accordance with all statutory and advisory standards. For work arranged by the school (and not through the LA) this requirement is incorporated into a standard contract issued by the Liverpool Archdiocesan Trustees. For work ordered by the LA the school satisfies itself that the LA has listed the company as an Approved Contractor. Remedial attention to the fabric of the building will be actioned under the Site Managers direction, after consultation with the Headteacher. Replacement glazing will meet the guidance issued by the Health and Safety Executive. The school operates a policy of attending to routine maintenance and repairs immediately a problem arises, thereby preserving the fabric of the buildings and providing a safe, clean environment for staff and students.

Persons hiring the premises will be made aware of the school's safety policy.

## PART II

### **1.0 Assessment of Risk**

The Management of Health and Safety at Work Regulations 1999 state that assessments of risk must be undertaken to ensure the health and safety of all persons present on site. To this end a comprehensive assessment of risk was undertaken at Saint Peter's Catholic High School.

The results of this assessment are fully documented in the School's Safety File, having been assessed by competent persons working in various areas around school.

## **PART III**

### **1.0 Supervision of Pupils**

Details of school timings and routines are contained in **Appendix 3** together with information regarding:

- a) commencement/end of the school day
- b) break times and lunch hours
- c) pupils taking medicines as part of a course of treatment
- e) contract transport (the provision of supervision)
- f) the movement of children between different parts of the building
- g) the action of pupils in science laboratories, Food Technology rooms and other practical rooms, including the gym, sports hall and the 3g pitch.
- h) vehicle movement
- l) the presence at site of contractors.

### **2.0 Provision of First Aid**

#### **Provision of First Aid**

We are all collectively responsible for the safety and well-being of everyone at the school. It is recognised that this responsibility extends to all visitors who come onto the premises, regardless of purpose. If anyone should become ill or suffer injury as a result of an accident and requires First Aid, the procedures below should be followed:

#### **Minor Injuries**

If a pupil becomes ill or is injured during a lesson, the teacher should assess the situation and if possible, administer basic treatment. Members of staff can administer basic First Aid, however they are advised to use their best judgement about immediate treatment and if in doubt seek further advice / assistance from a qualified First Aider.

Pupils who are ill or injured (who can't be treated by the teacher) will normally be taken to the Pastoral Office area. Staff should always ensure that when bringing or sending pupils to the Pastoral Office, pupils are not left unsupervised / unattended and that they are always handed over to a member of staff.

If a pupil is injured or becomes ill on the school field, the teacher should make a decision about appropriate action. The pupil can be sent to the Pastoral Office (accompanied) or First Aid assistance can be called to the field. All members of staff on the field should have the ability to call for assistance, through the use of a mobile phone.

If a member of staff is injured or becomes ill, they should inform a First Aider who will assess the situation and take appropriate action.

#### **More Serious Injuries**

More serious injuries should initially be treated "on site" and the injured person should not be moved until they are assessed by a qualified First Aider. They **MUST** not be

moved if a spinal injury is suspected. If an ambulance is required, the office staff will normally call 999, but in an emergency any member of staff can call for an ambulance.

If a First Aider is unsure about how to treat an injury, they should call another First Aider for support. The Leading First Aider can be called away from other duties whenever they are needed as First Aid takes priority over any other tasks. If a pupil has vomited, this should be reported to the site team and the area should be cleaned thoroughly by site staff. The pupil should remove any clothing that has vomit on. They can change into their PE kit or other suitable clothes.

### Record Keeping

Statutory accident records: The school must ensure that readily accessible accident records, written or electronic, are kept in accordance with the retention of records policy.

As soon as possible after the incident, every case of injury or accident must be fully and accurately reported in the accident book (for minor incidents) or on the appropriate accident form (for major incidents) and, where possible, detailed statements obtained from witnesses must be obtained. Accident forms are obtainable from the Pastoral Office. Completed forms (page 1 only) should then be passed immediately back to the Pastoral Office. It is the responsibility of the person overseeing the initial incident (usually the class teacher or teaching assistant) to complete the accident form or make an entry into the accident book. This is because they are ideally best placed to describe these events and have first-hand knowledge of the incident.

If necessary the Site Manager or a member of the Senior Leadership Team will investigate.

Minor Injuries that should be recorded in the accident book.

- Cuts not requiring sutures or butterfly sutures
- Grazes to skin
- Slight strains and sprains
- Bumps and bruises (other than head related)
- Minor burns
- Nosebleeds
- Insect bites and stings (other than any causing an allergic reaction)

Injuries that need to be recorded on an accident form

- Severe cuts
- Broken bones
- Head injuries
- Severe sprains and strains
- Any accident involving school equipment, facilities or grounds. e.g. trip over a raised paving stone.
- Severe burns
- Injuries caused by fighting.
- Any injury / incident requiring hospital treatment

These lists are not exhaustive and some common sense must be applied when deciding whether or not to fill in an incident form. Certain injuries, diseases and dangerous occurrences are notifiable under RODDOR 2013.

### Contacting Parents

If a pupil is injured or becomes ill during the day, the office staff will normally contact parents. If a member of staff or other adult is injured or taken ill, the school may need to contact their "Next of Kin".

### School Trips

First Aid provision should form part of the risk assessment of all school trips (including away sports fixtures). A First Aider will normally accompany all school trips. This may not be necessary for all sports fixtures as the organisation hosting the event will normally have First Aid provision. Staff should check (in advance) to see if the provision of First Aid is covered.

### Transport to the Hospital

If an ambulance is required the emergency '999' service should be used. It may be appropriate to transport a pupil to a casualty department without using the ambulance service, but it should be noted that this should always be on a voluntary basis (Members of staff who use their own car for these purposes will have obtained specific insurance cover). These will be cases of a less severe nature than those requiring transport by ambulance. Wherever possible no casualty will be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so.

### First Aid Boxes

First Aid boxes are provided at various stations across the school: These stations are promoted to the staff at general meetings, emails and wall signs.

- Staff Room
- Pastoral Office/Reception area
- Art Department
- Music Office
- Drama Theatre
- Science Prep Room
- Sports Hall
- Nurture room - SEN
- Technology Office
- English Office
- RE Office
- Food Technology
- Caretaker's Office.
- Kitchen (ISS)
- Porta Cabin (SLS lettings)

Each first aid box contains First Aid requisites and a list of contents. First Aid box contents are checked and replenished at the beginning of each term by the Pupil Services Officer and Site Manager.

PPE, consisting of nitrile protective gloves, disposable aprons, cleaning fluid and disposable cloths and surgical masks are provided at each of these stations. Once PPE equipment has been used this should be disposed of safely. Staff should inform the site staff so that they can assist.

#### First Aiders List

The First Aid area is based near to the Pastoral Office (in the seating area). The following people are trained in First Aid:

Mrs Claire Campbell	Mrs Margaret Keyworth	Mr Neil Ashton
Mr Paul Santus	Mr Martin Makin	Mrs Nova Maloney
Mr Matt Seddon	Mrs Katie Unsworth	Mr Gerry Ward
Mrs Susan Ashton	Mrs Shirley Dooley	Mrs Jen Stansby
Mrs Lucy Stevens	Mrs Kirsty Houghton	Mr Dale Rourke
Mrs Alison Jackson	Mrs W Conway	Mrs Emma Doodson-Smith
Miss Emily Veivers	Mr David Dickinson	Mr Trevor Alston
Mrs Fiona Sheil	Mrs Leanne McCabe	Mr Paul Hinds
Mrs Louise Green	Mrs Rebekah Heath	Mrs Asley Smith
Mr Kev Stead		

### **3.0 CONCLUSION**

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as reasonably practicable, that working conditions are safe and that the working life of every one is accident free.

If an improvement or prohibition notice is served by an enforcement officer (e.g. HSE or environmental health inspector), the Head will immediately inform the Director of Education.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued by the authority or head in pursuance of the safety policy should immediately report the circumstances to the head. The head will then initiate appropriate remedial action. If it proves impossible for the head to resolve the matter he will then report the matter to the Health & Safety Officer at Wigan Council. If no action is seen to be taken the head should be consulted again and if still no action is taken the member of staff should report the circumstances to the safety representative at the school or the officer mentioned above.

Hazardous situations should also be reported immediately and the same procedure followed.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the head.

### **4.0 REVIEW**

A review of the procedures, particularly those in Part II and Part III will take place annually and will be monitored continuously throughout the year.

## APPENDIX 1 – Timings of the day and the registration of pupils

8:50	-	9:00 am	Briefings as Directed
9:00	-	9:20 am	Registration
9:20	-	10:10 am	Period 1
10:10	-	11:00 am	Period 2
11:00	-	11:15 am	BREAK
11:15	-	12:05 pm	Period 3
12:05	-	12:55 pm	Period 4
12:55	-	1:40 pm	LUNCH
1:40	-	2:30 pm	Period 5
2:30	-	3:20 pm	Period 6

Electronic registers MUST be completed as follows:

- Period 1 9:00am Period 5 1:40pm
- Registers must be taken for all other periods preferably as soon as possible during that period otherwise **before the end of the day.**
- ANY ABSENTEES IN PERIODS 2, 3, 4 & 6 **MUST** BE REPORTED TO THE OFFICE IMMEDIATELY IF YOU HAVE NOT DONE THE REGISTER

Any pupil who is not **physically in front of you**, no matter what any child tells you, **MUST** be reported absent.

- All staff must reconcile registers if pupils arrive late.
- Form Tutors MUST reconcile registers for absence notes etc.

### **STAFF:**

- All staff must sign in at Reception **as soon as they come into school.**
- All staff attend briefing at 8:50 am unless it is their duty day.
- All form tutors go to tutorial when the bell rings, other than on assembly day when they go direct to assembly
- All staff remain on the school premises throughout the school day. Permission to leave the premises for any reason other than 12:50 pm – 1:35 pm must be sought from the Headteacher or, in their absence, a member of the Senior Leadership Team.
- Staff leaving the premises at any time with permission from SLT must sign out at Reception, leave an emergency contact and sign back in on return.

## **APPENDIX 2 - ARRIVAL TO AND LEAVING SCHOOL PREMISES**

### **SIGNING IN & OUT**

All Staff will be provided with a school issued ID badge and this should be used to swipe in/out of school. If leaving for part of the school day staff should sign out when leaving and sign in again when returning.

There are two signing in/out points, one at the main reception entrance and one at the entrance to the new building. Regardless of the route staff are entering or leaving they must sign in/out using one of these systems. If the electronic system is not available for any reason, a hardcopy register will be provided at the main reception.

It is vital that everyone uses the electronic signing in/out system correctly. Staff should not see this as an inconvenience or simply forget to sign in/out. When staff forget to sign in or out, in the event of a fire or emergency they are putting others at risk. The system is our only way of determining (for everyone) who is in the building at any one point and is crucial should we have a fire/emergency.

### **STAFF IDENTIFICATION BADGES**

All staff are expected to wear a school issued identification badge. ID badges are provided on commencement of employment at the school and should be worn at all times. Any staff found not wearing an ID badge on the school premises will be approached (for safeguarding reasons) and asked why they are not wearing their badge. Staff who do not have a school issued ID badge should inform the main reception staff immediately and a badge will be provided.

### **VISITORS INTO SCHOOL**

All visitors including contractors will be asked for identification and must sign in at the main reception. Visitors/Contractors should wear a school issued ID badge at all times. Any visitor/contractor not wearing an ID badge on the school premises should be approached (for safeguarding reasons) and asked why they are not wearing an ID badge. Longer term visitors/contractors will be issued with a more permanent ID badge. Visitors/Contractors should sign out each time they leave.

Staff should seek the approval of the Business Manager/Headteacher for all pre-arranged visitors coming into school and where applicable complete the 'visitor's application form' provided (further copies of this form can be found on the G; drive under Visitors). Staff should submit this form to the Business Manager/Headteacher giving plenty of time for this to be approved as potentially any pre-arranged visitors arriving at the school unannounced could be turned away.

Staff should also notify the main reception of any pre-arranged visits together with the visitor's names and if applicable notify the reprographics technician so that the visit appears on the 'weekly bulletin' and can be brought to the attention of other staff.

## APPENDIX 3 - Glazing Requirements

### 1. GLAZING REQUIREMENTS

- i) BS.6206: 1981 and Part N of Schedule 1 to the Building Regulations 1991 set the safety standards for glazing.
- ii) In general terms, the requirements are that glazing with which people are likely to come into contact whilst in passage, in or about a building, shall:
  - a) if broken on impact, break in a way which is unlikely to cause injury; or
  - b) resist impact without breaking; or
  - c) be shielded or protected from impact.
- iii) In practice, this means that safety glass (i.e. either laminated or toughened glass) must be used in areas where there is high risk of human impact (so called critical locations). These critical locations are defined as being:
  - a) between finished door level and 800 mm above that level of internal walls, partitions and windows; and
  - b) between finished floor level at 1500 mm above that level in a door or in a side panel close to either edge of the door.
- iv) Please note that Georgian wire glass is not safety glass. This is fire-resistant only and does not reach the required safety glass standards.

### 2. REPLACEMENT OF BROKEN GLASS PANELS

#### i) In critical high risk areas

It is recommended that broken glass in critical locations is replaced with laminated rather than toughened safety glass as this glass is more readily available directly from suppliers and meets regulations even where large panels of glass are required. In addition, where a panel of glass needs to be both fire and impact resistant (as in an internal fire door) Georgian wire can be incorporated within laminated glass and this type purchased to serve both safety and fire purposes

It is necessary to clearly specify in writing to contractors the type of safety glass that is required when an order is placed.

#### ii) In non-critical locations

Although safety glass is not required in such locations, as a precautionary measure it is recommended that 6 mm float glass, rather than the commonly used 4 mm thickness glass, be a minimum requirement when replacing broken glass panels.

### 3. GLASS PANELS IN SITU IN HIGH RISK AREAS

i) Where glass is found to be unsuitable, it should be replaced with laminated safety glass, (see 2(i) above), or, alternatively, if there is likely to be difficulty in removing certain glass panels (for example where removal may cause damage to the surrounding beading or frame), safety film may be installed by an approved specialist over the glass panel on one side. The panel then reaches the required safety standards but you should not that this film is prone to marking and scratching.

ii) If a large number of panels in a school require replacement, it may be necessary to phase the glass requirement programme over a limited number of years. Areas of greatest pupil circulation and therefore highest risk must, of course, be addressed first. In addition, remaining inappropriate panels should be covered with safety film (see 3(i) or 1/2 inch thick hardboard or plywood panels on either side of the glass as temporary, precautionary measure in the meantime.

# APPENDIX 4 - Violence Against Employees

## I

### *Statement of intent and establishment of a written policy and procedures*

1. Employers such as EAs and governing bodies of schools/colleges, have a general duty under section 2 of the Health and Safety at Work etc. Act 1974 (HSW Act) to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees. This duty is wide in scope and extends to the protection of staff against violent incidents where these are foreseeable. Section 2 implies that an employer should consider not only the threat of actual injury but also the potential effects on employees' physical and mental health or welfare, for example if subjected to continuous verbal abuse.

2. Section 2(3) of the HSW Act requires employers to prepare a written health and safety policy statement. This should include the organisation and arrangements for dealing with foreseeable risks of violence to staff. When incident-reporting procedures and a preventive strategy have been discussed, devised, and agreed by the employer and employees or their representatives, these should be incorporated into the safety policy

3. Employers also have HSW Act responsibilities to people working at their premises who are not their employees e.g. contract cleaning or catering staff. In these circumstances, the EA or governing body will need to liaise with the employer of the contract staff to discuss how, both can best deal with risks of violence to their staff, reporting procedures for incidents etc.

4. As a first step in meeting their obligation to reduce the risks of violence to their staff, employers should issue an authoritative statement of intent. This will demonstrate to employees that the employer considers violence towards employees and the risk of violence to be a serious matter. The statement of intent should be a clear commitment on the employer's part to be fully supportive of staff who have been subject to violence and to take positive action to minimise potential risks. Within an EA this statement should have the full backing of the elected members, (particularly as there may well be resource implications).

**It should be perceived by employees that incidents of violence against them are treated in the same way as accidents in terms of reporting, employer support and preventative strategies.**

5. The statement of intent should cover the following:

commitment on the part of the employer to introduce measures for combating violence to employees

declaration of full support for staff who have been assaulted or suffered verbal abuse, including confirmation that reporting incidents of violence will not be seen as an adverse reflection on the individual's ability to perform his/her duties satisfactorily

appropriate investigation of all reported incidents of violence

notification to the police of all assaults, by a manager or other senior member of staff (unless the employee objects)

provision of legal advice and representation by the employer following incidents in which the police will prosecute. (In appropriate cases, employees can then start proceedings for alleged assault, malicious damage etc.).

sending of formal warning letters by the employer to people making threats or verbally abusing staff, where appropriate. The letters should warn that legal action may be taken if a breach of the law occurs

arrangements for liaison with employers of contract staff working at the premises.

## II

### *What is violence?*

6. Based on ESAC's report, the joint unions working party's definition of violence is:

*"any incident in which any employee in an educational establishment is abused, threatened or assaulted by a student, pupil, parent or member of the public in circumstances arising out of the course of his or her employment"*.

7. This deliberately wide definition has been adapted from earlier HSE publications to include violence by pupils or students.

8. Most people accept that physical force against an individual is an example of violence, but violence can take many other forms, including:

- (a) verbal abuse and threats (with or without a weapon);
- (b) rude gestures - innuendoes;
- (c) sexual or racial harassment.

9. Where there is no physical injury, there can still be considerable emotional stress; threats may indicate a risk of actual injury. Malicious damage to an employee's property can also cause distress and fear of future physical attack.

## Security

18. An education establishment with a known intruder problem successfully adopted these measures:

- (a) use of identity cards by staff and students;
- (b) erection of high level fencing around premises;
- (c) limiting number of entrances.

Other ideas include:

ensuring landscaping does not act as a screen for potential intruders; and avoiding potential missiles on school/colleges grounds e.g. pathways of pebbles, loose or detachable stones or paving slabs.

## Work practices and patterns

19. Particular activities or jobs within an organisation can create potential for violence. Sometimes specific activities can be altered so that they are carried out in ways which lessen those risks. Where activities or jobs cannot be altered or adapted, specific precautions may be appropriate to help reduce risks.

Below are four examples:

### Dealing with aggression

20. When angry parents or other visitors arrive at school or college premises, some procedures can help to de-fuse a difficult situation and avoid violent confrontation.

Examples are:

- (a) avoiding confrontation in front of an audience, particularly groups of pupils. The fewer people that are involved in an incident, the easier it is for the aggressor to back down without losing face;
- (b) asking another preferably senior member of staff to help talk things through with the visitor;
- (c) staying calm, speaking slowly so as not to be drawn into heated argument;
- (d) avoiding aggressive body language such as hands on hips, wagging fingers, looking down on the aggressor.

### Home visiting

21. Some staff will need to visit people in their homes. This may involve travelling to known trouble areas of a town and/or evening visits. The client may be an anxious aggressive parent who could act violently or in a threatening manner. Suggested precautions include:

- (a) an itinerary of the employee's movements to be left with a responsible person;

- (b) periodic reporting to base or to a responsible person;

- (c) avoiding evening visits wherever possible;
- (d) checking clients' records beforehand to see whether the person or someone in the household is known to be potentially violent;
- (e) carrying a personal alarm;
- (f) visiting in pairs in some situations.

22. The Report of the DHSS Advisory Committee on Violence to Staff (the Skelmersdale Report) includes a checklist on home visiting. It is reproduced as Appendix 2.

### Cleaning outlying buildings

23. Cleaning staff who work in buildings remote from the main occupied areas and/or who work at night may often be alone and vulnerable to attack by intruders. Such staff could work in pairs.

### Separating fighting pupils

24. Many violent incidents towards staff in educational premises stem from attempts to separate pupils during fights within the school environs. EAs should have guidelines on whether or how this should be done and staff should be made aware of this advice.

### Staff training

25. The training of people who have responsibility for staff management has already been discussed. Training of other staff can play an important role in an overall strategy, e.g. by helping to increase confidence levels or by generating awareness of potential hazards. **Training should be provided for all levels of staff who may face violence in their work.** As a blanket training package is unlikely to be successful, the content of training courses should be geared towards groups of staff, the risks they face and their particular needs.

26. A training programme might include some of the following elements:

- (a) causes of violent and aggressive behaviour;
- (b) familiarisation with the employer's policy and strategy;
- (c) communication/inter-personal skills;
- (d) techniques for preventing and avoiding violence, calming aggressive people;
- (e) assertiveness training;
- (f) advice on when physical restraint is appropriate, acceptable methods of restraint and legal considerations, or techniques for breaking away from aggressive persons (this may be appropriate for some staff in special schools dealing with disturbed children).



# APPENDIX 5a - Incident Form

## WIGAN COUNCIL INCIDENT REPORT FORM

Wigan Council handles personal data in accordance with the Data Protection Act 1998  
**Part 1** - to be completed by the individual involved where possible.

Person Involved  Age  Gender  M/F

Home address & telephone  
 No. of person involved.

Status: (Please tick)  Employee  Trainee  Public  Student  Service User  Contractor  Agency staff  Other

Department

Premises of person involved/  
 premises of incident for other

Section

Occupation if employee  Pay number

Date of incident  Time of incident

Actual site of incident

Which best describes the incident (please tick one box only)

<input type="checkbox"/> Personal accident	<input type="checkbox"/> Near miss	<input type="checkbox"/> Occupational disease (work related)	<input type="checkbox"/> Violent incident	<input type="checkbox"/> Dangerous occurrence
--	------------------------------------	--	---	---

Please indicate type(s) of violent incident: (Please tick)

<input type="checkbox"/> Aggressiveness	<input type="checkbox"/> Intimidation/harassment	<input type="checkbox"/> Physical attack
<input type="checkbox"/> Physical sexual assault/harassment	<input type="checkbox"/> Verbal sexual harassment	<input type="checkbox"/> Racial harassment
<input type="checkbox"/> Threats of violence	<input type="checkbox"/> Shouting insults	<input type="checkbox"/> Other (please specify)

Name of other persons involved (please tick)

<input type="checkbox"/>	<input type="checkbox"/> Employee	<input type="checkbox"/> Trainee	<input type="checkbox"/> Public	<input type="checkbox"/> Student	<input type="checkbox"/> Service User	<input type="checkbox"/> Contractor
<input type="checkbox"/>	<input type="checkbox"/> Employee	<input type="checkbox"/> Trainee	<input type="checkbox"/> Public	<input type="checkbox"/> Student	<input type="checkbox"/> Service User	<input type="checkbox"/> Contractor
<input type="checkbox"/>	<input type="checkbox"/> Employee	<input type="checkbox"/> Trainee	<input type="checkbox"/> Public	<input type="checkbox"/> Student	<input type="checkbox"/> Service User	<input type="checkbox"/> Contractor

Description of how the incident occurred

Name address & telephone number of any witnesses

Injuries sustained, ill health or adverse effect

Was medical treatment needed? (please tick all that apply)

<input type="checkbox"/> None	<input type="checkbox"/> First aid	<input type="checkbox"/> Doctor	<input type="checkbox"/> Hospital
-------------------------------	------------------------------------	---------------------------------	-----------------------------------

First aid details, name and contact number

Signature of employee to verify details of incident:

Person completing Part 1:

Name <input type="text"/>	Signature <input type="text"/>	Tel No. <input type="text"/>	Date <input type="text"/>
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Please include your home address and occupation if you are filling this form in on behalf of the person involved.

## INCIDENT INVESTIGATION

### Part 2

(To be completed by immediate Supervisor or Line Manager – use separate sheets if required)

The Corporate Procedure Incident Reporting and Investigation gives guidance on completing Part 2

Review of specific circumstances (How the incident resulted)

What happened following the incident: (please tick)

Had to go home	Discussed with Manager	Nothing	Police involved (Give incident No.)
Felt supported	Other please specify:		

Possible immediate and underlying factors. See guidance. (Tick the most appropriate boxes)

Immediate factors				Underlying Factors			
Premises/ Place of work	People	Procedures	Plant, equipment & substances	Planning and Risk assessment	Control	Consultation and co operation	Communication
Challenging behaviour	Mental health issues	Medication	family contact	Competence	Monitoring	Review	Training
Relationship issues	Staffing issues	Impositions of sanctions	life events	Inappropriate placement			
Give explanation of factors identified:				Give explanation of factors identified:			

Was that person authorised to perform the task? (Please tick)

 YES

 NO

Has person involved been offered:  
(Tick as appropriate)

Counselling	Legal advice	Trade Union representation	other	N/A
-------------	--------------	----------------------------	-------	-----

Describe current control measures

Summary of improvements to raise standards(key actions to address underlying factors)

Was the accident reportable under RIDDOR? (Please tick)

 YES

 NO

Date qualifying incidents reported to HSE

Date F2508 sent to HSE

Was sick leave taken as a result of the incident? (Please tick)

 YES

 NO

Date of first day of sick leave

Date of last day of sick leave

Total sick days taken

Details of person completing Part 2

Print name	Signature	Telephone No	Date completed:
------------	-----------	--------------	-----------------

## APPENDIX 4b - Recording incidents & guidance to staff

### Minor Injuries that should be recorded in the accident book.

- Cuts not requiring sutures or butterfly sutures
- Grazes to skin
- Slight strains and sprains
- Bumps and bruises (other than head related)
- Minor burns
- Nosebleeds
- Insect bites and stings (other than any causing an allergic reaction)

### Injuries that need to be recorded on an accident form

- Severe cuts
- Broken bones
- Head injuries
- Severe sprains and strains
- Any accident involving school equipment, facilities or grounds. e.g. trip over a raised paving stone.
- Severe burns
- Injuries caused by fighting.
- Any injury/ incident requiring hospital treatment

These lists are not exhaustive and some common sense must be applied when deciding whether or not to fill in an incident form. Certain injuries, diseases and dangerous occurrences are notifiable under RIDDOR 2013, this would be done on our behalf by Wigan Health Safety and Well Being.

## **APPENDIX 6 - No Smoking Policy**

### **St Peter's Catholic High School No Smoking Policy**

In 2006 national legislation was enacted across England and Ireland which prohibits smoking on school premises. This also applies to e cigarettes and other "vaping" devices.

The employer is responsible for policing the prohibition and may be subject to a fine should a member of staff, pupil or visitor be in breach of the ban.

Any member of staff or visitor wishing to smoke must leave the school premises.

## **APPENDIX 7 - Asbestos**

### **Control of Asbestos Regulations 2006**

Regulation 4 of the Control of Asbestos Regulations (CAR) contains an explicit duty on the owners and occupiers of non-domestic premises, who have maintenance and repair responsibilities, to assess and manage the risks from the presence of asbestos.

In addition the Health and Safety at Work Act 1974 (section 2,3 and 4) requires all employers to conduct their work so their employees will not be exposed to health and safety risks and to provide information to other people about their workplace which might affect their health and safety.

In accordance with HSG 264, the Resources Directorate Property Division (Wigan MBC) undertook an asbestos survey of St Peter's Catholic High School in August 2011.

The findings were compiled into a report which forms the basis of our asbestos register which is situated in the main office.

**IT IS IMPERATIVE THAT ALL CONTRACTORS CHECK AND SIGN THE ASBESTOS REGISTER BEFORE COMMENCING ANY WORK.**

**ANY MEMBER OF STAFF WISHING TO UNDERTAKE ANY INVASIVE WORK e.g. DRILLING INTO WALLS, MUST CHECK AND SIGN THE ASBESTOS REGISTER BEFORE DOING SO.**

The guidelines in the asbestos register must be adhered to and any instances of suspected asbestos must be reported immediately.

School Asbestos Register is accessed via the Wigan Council website. The Wigan Council General Caveat and Asbestos Survey overview is available from the Reception Office and/or the Caretaker.

The School Management Plan is listed below:

**SLT, Bursar, Reception and Caretaker to hold copies of the Asbestos Survey undertaken by Wigan Council.**

1. All contract work to be progressed via the Area Surveyor (Cunliffes) or Norse Infinity Ltd acting on behalf of Wigan Council.
2. In the event of a contractor arriving to carry out maintenance or repair work:
  - (a) this person to be asked: “where and in which room is the work to be done?”
  - (b) Reception to access the computerised Asbestos Register to ascertain any asbestos occurrences for that area.
  - (c) The General Caveat and Survey Overview to be shown to the contractor.
3. If there are no occurrences in that room, work can proceed. However, it must be understood that there may be asbestos materials concealed within the fabric of the building. Precautions must be taken at all times.
4. If there are one or more asbestos occurrences, then the details should be shown to the contractor. The contractor must make an assessment as to whether the materials will be disturbed in the event of undertaking the work.
5. **All contractors** must complete the Management Plan Form.
6. **Staff will not be allowed to commission any work without the approval of SLT. This information is to be included in the Staff Information Pack.**
7. In the absence of the Headteacher or Site Manager, advice can be sought from Mr Steve Fisher at Wigan Council – 07789 722793 or Mr Mike McCarthy at Wigan Council – 01942 827857

**Staff should not disturb the physical fabric of the building without first consulting SLT.**

# The Control of Legionella Bacteria in Water Systems (Schools)

Confident Place, Confident People.

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## **1.0 POLICY SCOPE & OBJECTIVES**

### **1.1 INTRODUCTION**

This policy applies to the control of Legionella bacteria in all premises owned or maintained by Wigan Council where water is used or stored and there is a means of creating water droplets which may be inhaled, thereby posing a risk of exposure to Legionella bacteria.

Water systems include all plant/equipment and components associated with that system, eg. Pipe-work, pumps, feed tanks, valves, and outlets including taps and showers, also dead-legs and parts of the system which are used intermittently.

The associated liability of such an outbreak, coupled with public attention attached to a suspected outbreak, necessitates the need for clear, concise guidelines to be taken to prevent the Legionella bacterium becoming active within our buildings.

In new, unoccupied or partially occupied buildings, special care must be taken, as the circumstances therein may require bespoke solutions dependent upon the circumstances encountered.

### **1.2 The Purpose of This Policy**

The purpose of the policy is to;

- To inform managers and staff designated as “Duty Holders” of their responsibilities and appropriate control measures implemented to minimise the risk of exposure.
- To prevent exposure to Legionella Bacteria and to enable the site responsible manager to implement an Emergency Action Plan on discovery of bacteria in the buildings water system.
- To ensure compliance with the requirements of the current legislation.

*(When using the document, ensure that you read the whole of the text relating to each sub section so that all information necessary is received.)*

## **2.0 AN INTRODUCTION TO LEGIONELLA**

### **2.1 Legionella Bacteria and Legionella Disease**

Legionella is the name given to a pathogenic group of bacteria that cause legionellosis including Legionnaires disease.

Legionella bacteria can be found in man-made water systems that are built to serve a particular purpose, for example domestic hot and cold water systems, air conditioning systems and spa pools, etc. They occur in the natural environment, in rivers and other water sources. However, in these instances the number of bacteria are small and do not pose a significant risk. It is the precise nature of man-made water systems that may potentially lead to Legionella bacteria spreading and multiplying and therefore posing a health risk to anyone exposed to that water source.

In these types of water systems the water is maintained at an optimum temperature for the Legionella bacteria to grow. Increased levels of Legionella bacteria can result in a higher risk of legionnaire's disease. Conditions which increase the risk of Legionella being present include water temperature of 20–45C, likelihood of small fine droplets of water being

created, stored and/or recirculated water and the presence of nutrients for Legionella bacteria to grow.

Legionella is the bacterium, which causes Legionnaires' disease. It is identified as a pneumonia-type infection of the lower respiratory tract. The infection is normally contracted by the inhalation of airborne droplets or particles containing viable Legionella.

The following Legionella ecology conditions in water systems have been documented as affecting its rate of growth:-

- The presence of sediment, sludge, scale and organic material can provide nutrients for the legionella to multiply. Legionella has also been shown to colonise certain types of material used in the construction of water systems, many of which also provide nutrients. Iron Oxide (rust) will promote and assist the growth of Legionella in storage cisterns and service pipe-work. Therefore there is a requirement for regular cleaning of such services. The use of some rubber, leather, jointing compound, mastics, wooden packing and certain plastics can provide a nutrient source for Legionella bacteria.
- Other organisms commonly encountered in water systems such as bacteria, amoeba and algae can provide a suitable nutrient and habitat in which Legionella can survive, multiply and concentrate. Thus a regular disinfection and cleaning are essential if the above conditions exist and cannot be reasonably eliminated.
- Additionally, installations containing biofilms can harbour and provide favourable conditions for growth. Legionella, which can grow in Protozoa and within biofilms, may be protected from biocides that would otherwise kill or inhibit growth within the water system. The formation of bio-film within a water system also provides a nutrient source and a safe harbour for Legionella bacteria which is thought to play an important role in assisting the growth of bacteria. A bio-film is primarily a layer of micro-organisms combining a matrix, which forms a surface slime when in contact with water.
- Exposure of water to sunlight may stimulate the growth of algae and the formation of slimes. Also stagnant water encourages colonisation of Legionella bacteria.
- The Legionella bacterium is most likely to proliferate in water systems, which have a temperature between 20°C and 45°C. The temperature of human blood is approximately 37°C at which the bacteria are most active. Water within the above temperature range and which is stagnant, provide the ideal conditions to promote colonisation.
- Below 20°C the bacteria is considered to be in a dormant state with no growth activity. The bacterium does not survive temperatures maintained consistently at 60°C or above.

Legionnaires Disease is contracted through the inhalation of fine droplets of water, suspended in the air (aerosols) which contain the bacteria, or by particles contaminated with legionella after the water has evaporated, inhaled deep into the lungs. There is no documented evidence of person-to-person spread of legionnaire's disease.

Symptoms can appear between 2-10 days after exposure to the bacteria, which usually begin with a high fever, chills, headache and muscle pain. A dry cough and breathing difficulties are also common, and some patients also suffer diarrhoea, vomiting and delirium/confusion. Legionnaires Disease can usually be treated successfully with antibiotics, however it can be fatal in around 12% of cases.

The effectiveness of the precautionary measures must be regularly monitored and a continuing programme of awareness be implemented. It is the intention of the Council, where possible, to remove the threat of Legionella along with all potential sources of growth and spread of Legionella by the positive management of the water system.

## 2.2 High Risk Areas

- Water systems incorporating a cooling tower. (That are located in the immediate area)
- Air conditioning systems, spray humidifiers
- Swimming pools.
- Hot water services and storage cylinders
- Cold water services and storage cisterns
- Any systems, which produce aerosols that may exceed a temperature of 20°C
- Fire hose reels.

## 2.3 High Risk Groups

- Immuno-suppressed Patients
- People with other underlying diseases. (Cancer or chronic respiratory or kidney disease)
- Men over 45 years old
- Smokers
- Alcoholics
- Diabetics

## 2.4 Cooling Towers including Evaporative Condensers

Wigan Council **does not** have any Cooling Towers or Evaporative Condensers.

## 3.0 LEGISLATION & GUIDANCE

### 3.1 Statutory Code of Practice applying to the Control of Water Services

Wigan Council will use as its general source of practical guidance The Health and Safety Commission's Approved Code of Practice, (ACOP) Legionella Disease. (4<sup>th</sup> Edition) which gives practical advice on how to comply with the law – "[The Control of Legionella Bacteria in Water Systems L8](#)" published under Sect 16(4) of the Health and Safety at Work Act 1974.

In addition, detailed technical guidance [HSG 274 The Control of Legionella Bacteria](#) has been published in three parts:

Part 1 : Evaporative Cooling Systems.

Part 2 : Hot and Cold Water Systems.

Part 3 : Other Risk Systems. (Spa Pools. Water Features and Fire Suppression Systems.)

The aim is to promote a proportionate management approach based on evidence rather than a box ticking exercise, which influences the frequency of inspection intervals, cleaning, flushing and other monitoring and maintenance programmes.

### 3.2 Statutory Legislation applying to the Control of Water Services

#### **Health and Safety at Work Act 1974**

The employer has a duty to ensure a safe place of work, safe working environment including the design, installation and maintenance of plant and systems of work.

#### **Management of Health and Safety at Work Regulations 1999**

These regulations require the responsible person to complete a systematic assessment of risks to the health and safety of their employees and others arising from their work activities and bring the control measures to the attention of our staff.

### **Control of Substances Hazardous to Health (COSHH) Regulations 2002**

The regulations require the Council to ensure that suitable measures are in place to protect staff and others whilst carrying out their normal duties.

### **3.3 Council's Responsibility**

The Council recognises its responsibility to implement, in full, the code of practice as defined in order that they can properly control their water supply systems. We will:-

- Identify and assess sources of risk.
- Prepare a scheme for preventing or controlling the risk.
- Implement, manage and monitor precautionary measures.
- Keep and maintain records of all the precautions implemented for each of the premises within Wigan Council's control.
- Appoint a person to be managerially responsible.

## **4.0 MANAGEMENT TEAM STRUCTURE AND REPORTING PROTOCOLS**

### **4.1 Management Statement**

Wigan Council accepts responsibility as an employer for providing, as far as reasonably practicable, a safe and healthy working environment for its employees. In addition, it will ensure, that persons other than employees including residents, visitors are not exposed to any risks to their health and safety.

It is also incumbent on employees to take reasonable care of their own health and safety, and that of other persons who may be affected by their acts or omissions at work. They are also required to co-operate with the management to enable them to meet their own statutory obligations.

All measures will be reviewed every two years or more often in light of technological advances and changes in current guidance on best practice.

### **4.2 Management Team Responsibilities**

Identifies who is responsible for carrying out the procedures determined by this policy.

**NOMINATED PERSON** – Director of Corporate Contracts & Assets – Resources Directorate.

This role must implement the appointment of:-

- The Appointed Person (Managerial)
- The Deputy Appointed Person (Managerial)

- Identify Responsible Persons within the Council's buildings
- Legionella Control Team (NPS Northwest Ltd)
- A competent Water Hygiene Contractor.

***Responsibilities:-***

- This Policy Document and Operational Arrangements for the Control of Legionella bacteria in Wigan Council's properties are implemented.
- To monitor the adequacy of the Policy against the most current criteria published by the HSE and identified via risk assessments.
- He/she shall liaise closely with other professionals in various disciplines to minimise an outbreak of Legionella.

***Qualifications:-***

Shall possess a reasonable knowledge of the control of Legionella and have sufficient authority to ensure that measures are carried out effectively (within the guidance of the Approved Code of Practice (L8) and Technical guidance HSG 274) and its consequences, and an understanding of the precautionary and control measures relevant to the plant and services in Wigan Council premises.

**APPOINTED PERSON (Managerial) - Statutory Compliance Services Manager**

***Responsibilities:-***

- To oversee the assessment and implementation of control measures and Schemes of Work within the council.
- To give, or obtain as necessary, advice on setting appropriate precautions and control measures.
- To enable appropriate training and awareness to be delivered to Council staff with responsibility for monitoring of Legionella.
- To supervise the implementation of the Policy for the control of legionella.

***Qualifications:-***

- A thorough knowledge and understanding of the statutory requirements governing the prevention or control of Legionellosis.
- The resources and competent advice to identify:
  - Potential Sources and the risks they present.
  - Measures to be adopted including precautions to be taken for the protection of people concerned, and their significance.
  - Measures are monitored to ensure that the controls remain effective.

**DEPUTY APPOINTED PERSON (Managerial) – Building Services Engineer**

***Responsibilities:-***

As for the Appointed Person (Managerial).

***Qualifications:-***

As for the Appointed Person (Managerial).

**LEGIONELLA ENGINEER - (NPS Northwest Ltd - L8 Engineers)**

**Responsibilities:-**

- To ensure the effective implementation of precautionary and control measures within their specific areas of operational responsibility.
- To monitor the records of associated precautionary and control measures and facilitate appropriate remedial action as necessary.
- To advise the Statutory Compliance Services Manager or Building Services Engineer of any critical or persistent non conformities with the agreed standards.
- To advise and assist the Site Appointed Persons in general or with specific training requirements.
- To monitor the work undertaken by the nominated Water Hygiene Contractor in compliance with the schedules of work stated in HSG 274 Technical Guidance.

**Qualifications:-**

A thorough working knowledge of the Approved Code of Practice (L8) and the Technical Guidance HSG 274 its consequences and an understanding of the precautionary and control measures relevant to the plant and services within their specific areas of operational responsibility.

**WATER HYGIENE CONTRACTOR – (Approved for NPS NW)****Responsibilities:-**

- To carry out Risk Assessment's in accordance with the Approved Code of Practice (L8) and guidance. (HSG274)
- To provide schematic drawings of the hot and cold water systems.
- To produce a full and comprehensive monitoring programme.
- To organise staff and materials appropriate to the implementation of all measures required of this policy and as directed by the Legionella Control Team - L8 Engineers.
- To maintain accurate records of all risk assessments, monitoring and remedial action taken.

**Qualifications:-**

- Fully signed up Member of the Legionella Control Association.
- Be registered with LCA for the specific areas of activity associated with controlling legionella for which they can undertake.
- To be fully conversant with the Approved Code of Practice (L8) and Guidance (HSG 274) and its consequences.

**SITE RESPONSIBLE PERSON and DEPUTY – Senior Premises Manager/Headteacher and their nominated Deputy.**

**Responsibilities:-**

- Familiarise self with the systems isolation valves.
- Familiarise self with the Line of Communication in case of an emergency.
- Ensure weekly flushing schedule is carried out and recorded.
- Keep a record of the weekly flushing carried out at the premises and make it available if requested, by an Enforcement Authority or an Officer of the Council.
- Inform your managing agent or the Legionella Engineer (NPS Northwest Ltd) of any changes. (omissions and / or additions of outlets or equipment).

- Monitor attendance of the Water Hygiene Contractor on site to carry out servicing and monitoring in compliance with the written scheme of work/schedules and keep a record of each visit. (See appendix 1 for details)

**Qualifications:-**

- A general understanding of the fundamental requirements for the prevention of risks and management of control measures relevant to this policy.
- Undertake Legionella (L8) Awareness training at a period of every three years. A record of training to be held by the premises Manager.

### **4.3 Legionella Engineer**

The Council's managing agent, (NPS Northwest Ltd.) has nominated a Legionella Engineer, for advising on and monitoring the control systems and providing advice and support in the event of an outbreak of Legionnaires disease.

Wigan Council staff appointed under this policy will receive the necessary training appropriate to their roles and responsibilities. Refresher training and instruction will be provided at a period of every three years to maintain awareness of changing technological developments and contemporary best practice where applicable.

### **4.4 Selecting a Water Hygiene Contractor**

The Legionella Control Association (LCA) was established to raise standards of companies providing legionella control services and administers a voluntary Code of Conduct which requires registered companies to establish management systems and procedures to meet nine service provider commitments. The registered companies are audited by the LCA against the code of conduct and the specific areas of activity which they can undertake. In choosing a legionella control service provider you should:

- Ask for a copy of their LCA Certificate of Registration and check to see that the services you need are listed.
- Check the expiry date. (If it is 31<sup>st</sup> August it is a 12 month certificate. If it is anything, else it is a three month certificate indicating there are issues to be resolved)
- Visit the LCA website to confirm that their registration is still current. (See link below)
- Ask for a copy of their Statement of Compliance and read it carefully. (It will explain how they comply and refer to their management procedures.)

Web Link:

[Directory of Companies](#)

## **4.5 APPOINTED PERSONS COMMUNICATION REGISTER**

<b>Appointment</b>	<b>Name</b>	
The Nominated Person. (Wigan Council)	Name	Director Corporate
	Location	Contracts & Assets.
	Tel No.	Civic Centre. 01942 828192
Appointed Person. (Managerial) (Wigan Council)	Name	Statutory Compliance Manager.
	Location	Civic Centre.
	Tel No.	01942 827363
Deputy Appointed Person. (Managerial) (Wigan Council)	Name.	Building Services Engineering Officer.
	Location	Civic Centre.
	Tel No.	01942 827433
Site Responsible Person. (and Deputy) (St Peters CHS)	Name	
	Location	Mr A Braddock School (See L8 Folder)
	Tel No.	01942 747693
Norse Infinity Ltd. Legionella Engineer. (On behalf of Wigan Council)	Name	NPS L8 Engineers
	Location	Norwich.
	Tel No.	.....
Water Hygiene Contractor. (Norse Infinity Ltd)	Name	J Mitchinson.....
	Location	Smithy Brook Road, Pemberton
	Tel No.	01942 610699.....

## **5.0 MANAGEMENT AND CONTROL OF THE LEGIONELLA RISK**

### **5.1 Methods of Prevention**

The higherachy of control for the prevention of a hazard starts with the elimination of the risk. If this is not possible, suitable control measures must be implemented to minimise the risk to the lowest level possible. It is therefore important to ensure that all control and prevention instructions contained within this document are adhered to.

It will be the responsibility of delegated personnel, be they Wigan Council's employees or Agents, to implement the necessary procedures for the prevention and control of Legionella bacteria within Council's buildings.

The following measures should therefore be taken:

- Where practicable the controller of the building should consider removing all taps and outlets and associated pipe work, which are not used or are used infrequently.

- Ensure that the hot water temperatures for Calorifiers and hot water storage vessels are maintained at a temperature at or above **60°C** and this temperature does not fall below **50°C** at any point within the circulation pipe-work. Wigan Council has elected to use temperature disinfection to control Legionella bacteria in their water systems.
- Ensure that all pipe-work carrying blended water at temperatures of between **38°C** and **46°C** are restricted to lengths that are “as short as is practically possible”.
- Avoid stagnation of water within the system.
- Maintain stringent cleanliness of water systems and ventilation systems.
- Introduce the correct level of maintenance to ensure correct and safe operation and compliance with statutory regulations.
- Reduce the amount of water stored to that which is necessary for operational use.
- Keep all water storage systems clean and sealed from extraneous matter and maintain temperatures below **20°C** for cold-water services.

The following items are known for their potential risk.

## **5.2 Air Conditioning Plant and Ductwork**

Within the air-handling unit, water pools can form from accumulations of water droplets being arrested on filter elements. This water is susceptible to contamination by particulates collected on the filter element or accumulation of water can occur at various points throughout the distribution ductwork, depending on weather conditions and the demands of the control system.

## **5.3 Humidifiers**

Humidification control within portable air cooling units and air conditioning systems requires the introduction of water vapour to the conditioned air. This is achieved by several methods, a number of which should be considered as potential risk sources. These are mainly the spray type air washer and atomising humidifiers, which utilise water from a storage reservoir within the critical temperature range. Routine checks for the correct operation of the equipment should be undertaken.

## **5.4 Showers and Spray Heads**

Showers are a potential source of infection by Legionella bacteria. The risk potential increases with a reduction in use. Water retained within the shower unit can remain within the ideal proliferation range until the next user operates the shower, thereby creating an aerosol spray from water, which may have remained stagnant.

Further consideration within the category of showers should be given to the equipment utilised in kitchens to pre-wash dirty dishes. This type of spray unit is invariably complete with a hand operated control valve linked by flexible or solid connections to the hot and cold water supplies, whose valves are left at pre-set positions to achieve the desired temperature blend. This may give an ideal breeding temperature for the bacteria when not in use, but can also cause cross-contamination between hot and cold systems as a result of pressure variations. In addition, within this category are spray taps attached to wash hand basins within toilet facilities. These taps again create the ideal spray to promote water aerosol.

## **5.5 Hydrotherapy and Swimming Pools**

Hydrotherapy/swimming pools have been linked with various infections including Legionnaires' disease. A specific programme of constant testing, cleaning and maintenance must be undertaken by a competent contractor to minimise any infection.

## **5.6 Contributing factors to the proliferation of Legionella bacteria**

The potential risk within hot and cold water systems can be increased by a number of indicators including: excess water storage capacities; inadequate sealing of water cistern by the missing or ill-fitting lids and inadequate or unsuitable thermal insulation.

Lack of circulation and flow in water cisterns created by unsuitable or incorrect positioning of water inlet and discharge connections resulting in stagnation should also be considered.

Temperature stagnation and sediment build up can occur in building water systems, calorifiers and heaters.

Hot water systems should supply water to all outlets at a temperature of 50°C or more. In some cases this may prove difficult to achieve because of inadequate insulation or poor circulation. In such cases a detailed inspection and assessment of these circuits and outlets must be made to determine appropriate action.

Pipe-work dead-legs have often contributed to the proliferation of Legionella in that they often contain sediment, sludge and scale, and in some instances where the outlet being served is infrequently used, water temperatures stabilise within the critical range. Positioning of drain cocks on distribution pipe-work should be given due consideration to prevent the creation of avoidable dead-legs.

## **5.7 Water Treatment Requirements**

To ensure that water installations within the Council's buildings are maintained to the requisite standards, a regime of water treatment will be adopted as recommended by the Water Hygiene Contractor. This regime will comply with the Approved Code of Practice (L8) and Technical Guidance. (HSG 274).

## **5.8 The Provision of Safe Hot Water and Surface Temperatures**

The Water Hygiene Contractor whilst undertaking the Legionella risk assessment will have reason to check the temperature of each hot water tap on baths, showers, bidets and wash hand basins in all areas to comply with the Approved Code of Practice (L8). These tests will serve a dual purpose, as they will enable you to note which, if any, are fitted with fail safe thermostatic mixing valves and are set to a maximum of 41°C for wash basins and 43°C for baths/showers, bidets must be set to 38°C to avoid scalding.

With the risk assessment completed, the priority for the fitting of thermostatic valves should be given to locations where the risk of scalding is high.

## **6.0 THE IDENTIFICATION OF RISK**

In preventing exposure to Legionella bacteria it is requirement of the ACOP and Guidance to identify the sources of possible infection where respirable water sprays or aerosols are created and there risk assessed.

### **6.1 The Risk Assessment**

The competent person for investigating the water system and carrying out this assessment is the Water Hygiene Contractor, taking into account of the following:-

- The source of the water supply, as well as the physical condition of the associated storage and distribution system;
- Assessment of risk, appraisal of general compliance, observations and recommendations will be identified and determined by the risk survey;
- The potential for creating breathable droplets or aerosol formation;
- Water temperatures and water usage;
- The number of persons that may be exposed to breathable droplets or aerosols; including those susceptible to infection. eg. Children and persons with healthcare issues;
- Means of preventing and controlling risk.

The Water Hygiene Contractor will recognise the “chain of causation” which must be present for Legionellosis to be contracted. The constituents of this chain are as follows:-

- An environmental reservoir;
- Opportunity for multiplication;
- A mechanism for dissemination;
- Virulence to the human host;
- Inoculation of an infectious dose;
- Host susceptibility.

The Water Hygiene Contractor will employ this hypothesis, so that the key preventative measures that may be applied are those, which break the chain of causation and will produce schematic drawings of all the water systems within the building. These drawings will show: -

- Layout and arrangement of all Calorifiers and pumps;
- Layout and arrangement of all cisterns, humidifiers and cooling towers;
- All other water systems, such as hydrotherapy pools, which may present a Legionellosis hazard;
- Dead-legs and blind ends.

The Water Hygiene Contractor shall then commence the physical inspection of the various water systems from the entry sources into the Council’s property to the various water outlets. They will action the following:-

- Carry out a water system overview, understanding its operation and the operational control and maintenance requirements;
- Trace all water pipe-work systems;
- Measure the time taken to achieve recommended temperatures at hot and cold-water outlets;
- Check layouts and arrangements of cisterns, calorifiers, pumps, humidifiers;
- Check that adequate precautions have been installed to avoid system contamination and confirm that existing control and operational measures including maintenance regimes are adequate;
- Measure water temperatures at all systems, calorifiers, humidifiers and all other strategic points to ensure and check compliance;
- Identify any redundant or little used outlets together with the associated pipe-work, which could be removed.

Upon completion of the risk assessment, produce an executive summary identifying the equipment and installation together with its associated risk level and priority for remedial action including weekly flushing requirements.

## **6.2 Periodic Review**

The assessment should be reviewed every two years or sooner if there is reason to suspect that the original assessment is no longer valid. Such circumstances would typically include:-

- Changes to plant or water systems or its use;
- Changes to the use of the building in which the water system is installed;
- New/revised information relating to risk or control measures;
- The results of checks indicating that control measures are no longer effective;
- A case of Legionnaires' disease / legionellosis is associated with the system.

## **6.3 Work Arising from the Risk Assessment**

On completion of the risk assessment your managing agent or NPS Northwest Ltd if you have purchased the Council's SLA will undertake the following within the premises:-

- Identify all non-compliances in order of risk and priority of work required;
- Identify work arising from the risk assessment to control or minimise the risk giving consideration to the risk, resources and cost;
- Request approval for the work required to be undertaken to reduce the risk;
- On receipt of approval, arrange for and manage the work to be carried out;
- Review the work arising from the risk assessment at yearly intervals;
- Record what work has been carried out to reduce the risk.

When implementing the prevention or control procedures and particularly when cleaning and disinfection work is carried out, it will be necessary for operatives to ensure that adequate safety precautions are taken, for themselves as well as staff, service users, visitors etc., and that suitable protective equipment is utilised as required, to comply with the Health and Safety at Work Act 1974 and daughter Regulations. The procedures laid down in the HSE Approved Code of Practice (L8) and Technical Guidance (HSG274) must be applied.

## **7.0 PREVENTION CONTROL PROCEDURES**

### **7.1 The Written Scheme of Work**

Where the Risk Assessment indicates that there is a reasonably foreseeable risk of exposure, then the use of equipment or systems that lead to exposure should be avoided as far as is reasonably practicable. Where this is not reasonably practicable, there should be a written scheme for controlling the risk of exposure. Such a scheme should include:-

- An up-to-date plan of the system showing layout, including parts temporarily out of use (A schematic plan is sufficient);
- Details of correct and safe operation of the system including any necessary precautions;
- Details of commissioning, shutdown and maintenance procedures relevant to the system;
- Details of the Management and Control Protocols, including Nominated Persons, Appointed Persons and Site Responsible Persons;
- Action to be taken (and frequency of checks) to ensure prevention or control procedures are effective, including an overview of existing site specific maintenance and control regimes;

- Actions to be taken if such prevention, control or maintenance procedures are not effective;
- Monthly monitoring of the precautions and control regimes;
- Identification of weekly flushing of infrequently used outlets;
- Records of the preventative measures taken and the results obtained;
- Emergency shutdown procedures and action plans in the event of an actual or suspected Legionella outbreak;
- Emergency contact details of nominated persons, Water Hygiene Contractor, etc;
- Training records of those involved in the operation or management of the water systems and their associated plant and controls.

Precautions should, where appropriate, include:-

- Controlling the release of water spray;
- Avoid water temperatures and conditions that favour proliferation of Legionella bacteria;
- Avoid water stagnation;
- Avoid using materials that harbour or provide nutrients for bacteria;
- Maintain the cleanliness of the water and the system it is in;
- Use of water treatment techniques to maintain water safety;
- Action to ensure the correct and safe operation and maintenance of water systems.

**The above will be recorded in site specific logbooks or via an electronic database which will be managed by the Water Hygiene Contractor. In regards your own managing agent, please agree with them your preferred method of maintaining records and providing access to the information at all times.**

## **8.0 SCHOOLS WHO OPTED NOT TO PURCHASE THE COUNCIL'S SLA**

Schools within the Authority may decide not to take advantage of Wigan Council's Managing Agents Legionella Service. You should be aware that in making your own arrangements for the management and monitoring of Legionella, you the Headteacher and Chair of Governors are accepting primary responsibility within the scope of the legislation to procure competent advice. Usually, this is to procure the services of a Water Hygiene Contractor to carry out all the requirements associated with the Code of Practice for Legionella.

In general, any works not undertaken in accordance with the appropriate legislation and or approved codes of practice may be subject to an inspection by the Health and Safety Executive (HSE) or other enforcing Authority. Non-compliance could lead to enforcement action being taken and in some cases this can lead to prosecution.

Where Wigan Council is the employer (Community, Voluntary Controlled, Community Special Schools and Maintained Nursery Schools.) we may give direction concerning the health and safety of persons, including pupils on the school premises. Under Section 29(5) of the Education Act 2002, Governing bodies of such schools must comply with any such direction from the Local Authority.

## **9.0 MONITORING AND AUDIT**

This policy will be subject to an in-house audit of the management systems and documentation to be undertaken by Officers of Wigan Council, to ensure the standards stated in the Approved Code of Practice (L8) and Technical Guidance (HSG 274) are being achieved and maintained.

Externally this policy and arrangements for the management of Legionella are subject to audit and/or investigation by the Health and Safety Executive at any time.

It is a responsibility of the Senior Responsible Person of the premises to ensure they monitor the scheme of work and documentation relevant to their premises.

**Further Reading:**

- Thermostatic Mixing Valve. Code of Practice for Safe Water Temperature. 03/00 Issue 1.
- BS 7942: 2000 Thermostatic Valves for use in Care Establishments.
- Wigan Council Briefing Document. [Portable Air Cooling Units](#)

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

Detailed technical guidance - HSG 274 The Control of Legionella Bacteria has been published in three parts:

- Part 2 : Hot and Cold Water Systems.
- Part 3 : Other Risk Systems. (Spa Pools. Water Features and Fire Suppression Systems.)

**Revocation.**

This policy supersedes the following Corporate Safety Procedures;  
Legionella. Health 9. Issue 1. 02/2005

Control of Legionella Bacteria in Water Systems. Health 11. Issue 3. 04/2010

## MONITORING CHECKLIST FOR HOT AND COLD WATER SYSTEMS.

### Extract from the Technical Guidance HSG 274

Service	Action to Take	Frequency
<b>Infrequently used outlets</b>	Outlets such as taps, showers etc. not used within the last seven days to be flushed and water purged to drain	<b>Weekly</b>
<b>Calorifiers</b>	Inspect internally by removing the inspection hatch. Clean by draining the vessel.	<b>Annually</b> or as indicated by the rate of fouling
	Check calorifier flow temperatures. Thermostat set at 60°C. Return Temp not below 50°C	<b>Monthly</b>
<b>Hot Water Services</b>	Non-circulating system - Take temp at the sentinel points (Nearest and furthest outlets) Minimum temp 50°C within one minute	<b>Monthly</b>
	Circulating system Take temp at return sentinel point. Minimum Temp 50°C	<b>Monthly</b>
	Circulating system – Take temp at the return legs on the surface of the pipe. Greater than 50°C	<b>Quarterly</b> on a rolling monthly rota.
	All HWS – Representative selection of other points. Minimum temp of 50°C	
<b>Cold Water Tank</b>	Inspect cold water storage tank and carry out remedial work	<b>Annually</b>
	Check the tank water temp remote from the ball valve and the incoming mains temp	<b>Annually</b> (Summer)
<b>Cold Water Services</b>	Check temps at sentinel taps. (Nearest and furthest from the cold water tank) Outlets to be below 20°C within two min of running tap.	<b>Monthly</b>
	Take temp's of other points. Temp below 20°C.	Consider on rotational basis
	Check thermal insulation to ensure it is intact.	<b>Annually</b>
<b>Shower and spray taps</b>	Dismantle, clean and descale removable parts, heads, inserts and hoses	<b>Quarterly</b> or as indicated by the rate of fouling
<b>TVM's</b>	Risk assess if the TMV is required. Where needed, inspect, clean, descale and disinfect any strainers or filters associated with TVM's	<b>Annually</b> or on a frequency defined by the risk assessment

Refer to Table 2 of HSG 274 Part 2 for further details.

## EMERGENCY ACTION PLAN

### Wigan Council

## EMERGENCY ACTION PLAN

### In the event of a positive Legionella bacteria result.

Legionella bacteria may be found in your water system by the Water Hygiene Contractor taking microbiological samples on behalf of your managing agent/NPS Northwest Ltd. for Wigan Council. The guidance contained in the Approved Code of Practice (L8) 4<sup>th</sup> Edition relating to microbiological monitoring (clauses 65 – 69) will be complied with.

Actions to be taken in the unlikely event of Legionella bacteria being detected in a water system that requires additional action to the ACOP are described in Actions 1 – 9 below.

The responsibility for taking action could be identified as one or more of the following persons/groups, i.e. Site Personnel, Water Hygiene Contractor, Your managing agent/NPS Northwest Ltd. and/or Wigan Council. However, it does not mean that only these people can take the most effective responsive action.

It is stressed that this action plan is only for the response to the “Detection” of the bacteria and not a plan in the event of an “Outbreak” of Legionnaires’ disease.

*(In the event of an “Outbreak”, contact the Business Compliance Investigation Team (01942 404364) of Wigan Council’s Places Directorate who will contact the appropriate persons named in this Policy Document, identified in Appendix 3 of this document.)*

### Actions

1. On notification of the presence of Legionella bacteria, the **Site Responsible Person** and / or the **Deputy Site Responsible Person** must ensure that the water system identified is isolated to prevent its use by others.
2. *It is strongly advised that the **Site Responsible Person** and **Deputy Site Responsible Person** familiarise themselves with the location and operation of the main isolating valves within their property.*
3. It is more than likely that your managing agent/NPS Northwest Ltd, and / or Wigan Council will have been notified at the same time as the Site Responsible person but assume nothing and contact your managing agent/NPS Northwest Ltd. and report the incident to one of the Responsible Officers from the Appointed Persons Communication Register.
4. Your maintenance agent/Water Hygiene Contractor will attend site and satisfy themselves that the affected water systems have been isolated and trace the pipe-work to ensure the integrity of the isolation.
5. The Water Hygiene Contractor may, under instruction from the maintenance agent take further microbiological samples of the system.

6. The risk assessment together with the monitoring regime will be examined for any indications of failure. A visual examination of the water system shall be undertaken by your managing agent and/or Wigan Council.
7. The water system shall be drained down and any modifications deemed necessary shall be carried out. The system will then be refilled and a full chemical disinfection undertaken.
8. Further microbiological samples shall be taken after the disinfection process and only if found clear will the system be brought back into use.
9. A weekly microbiological testing programme may be introduced and if continually found clear shall be reduced progressively until deemed unnecessary by the Water Hygiene Contractor, your managing agent and Wigan Council.

Appropriate officers named in this policy document will solicit advice / guidance from the Council's Business Compliance Investigation Team; (01942 404364) Health Protection Agency; Water Hygiene Contractor, etc. with regard to the best action to take in relation to the potential contamination of users and what, if any, monitoring of the users health may be required. This will be undertaken with due deference to the level of bacteria identified, the type of property in which it was found and the system and environment in which the bacteria was identified.

## **ACTION TO BE TAKEN IN THE EVENT OF A SUSPECTED OUTBREAK**

### **Wigan Council**

#### **ACTION TO BE TAKEN IN THE EVENT OF A SUSPECTED OUTBREAK or SPORADIC INCIDENT(S) OF LEGIONNAIRES' DISEASE IMPLICATING WIGAN COUNCIL BUILDINGS**

As soon as an outbreak is suspected among the building occupants, or those who have been in the vicinity, a team of specialists including staff from the Business Compliance Investigation Team and the Public Health Laboratory Service will begin an investigation. This will be aimed at identifying the source and those likely to be affected, and ensuring the contaminated water system is treated as quickly as possible.

All staff are to fully co-operate with the investigation team, provide any information requested, appropriate access to records, plans, schematic drawings, data etc. that are requested in regards to the incidents of suspected or confirmed Legionella infection linked to the outbreak.

The Police and the HSE will also be involved and any breach of the regulations for the safety of staff, visitors and/or the public may result in enforcement or prosecution action being taken.

The source of infection may be the employers building or another building nearby, however all precautions must be taken as follows;

- As part of the outbreak investigation and control, the Building Manager and the Legionella Engineer, to co-operate with and follow the instructions of the investigating officer, (usually a Consultant in Communicable Disease Control (CCDC)) providing all relevant information and documentation requested.

- Shut down any process likely to create water droplets.
- The Investigation Officer or if directed the Water Hygiene Contractor to take water samples before any emergency disinfection is taken, from storage tanks and outlets to identify the possible source.
- The CCDC/Legionella Engineer to notify neighbours of the suspected outbreak.
- The Water Hygiene Contractor will start water treatment by implementing the recommended control measures to eliminate the bacterium from the system.
- The Senior Management in consultation with the Investigating Officer/Legionella Engineer to consider closing the building. If this is done, staff should be given non-alarmist literature explaining the symptoms and what to do if they are concerned.
- Do not open the building again until test results show bacteria readings have dropped to a safe level.

The Legionella Engineer in consultation with the Water Hygiene Contractor to revise and implement appropriate measures to maintain safe operation of the system.

## APPENDIX 9 – Lone Workers

The School is committed to providing a safe working environment and ensuring the health and safety of all staff, to include those working alone. Training is offered to managers and staff to develop an understanding of when and how risk to personal safety might occur, through the use of risk assessment, and the steps that can be taken to mitigate risk.

### Definition of a lone worker:

A lone worker, for the purpose of this guidance, is defined as a member of staff who, for significant periods of their working time, is engaged in activities which places them in a situation without direct contact with other staff, or without direct supervision. Some examples of this include:

- Only one person on the premises, e.g. Caretaker or Cleaner.
- People working separately from others, e.g. Teaching & Support Staff working in buildings on their own.

Working alone in an office and receiving visitors– in particular, where the office is not linked to a reception or suite of offices. People working outside normal hours, e.g. Night time Staff, Caretakers, Cleaners, etc. Mobile workers working away from their fixed base, e.g. parental appointments, work experience visits, off site meetings, field trips, national and international travel, etc. A member of staff, who requests to work at home rather than remain in their normal workplace (and consequently may be on their own) does not meet the definition of a lone worker.

### Responsibilities:

The School has a general duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of employees which includes providing safe systems, a safe place of work and suitable arrangements for employees' welfare.

### Managers Responsibilities:

- To ensure safe systems of work for lone workers, managers are required to:
- Undertake, periodically, a risk assessment to include the physical working environment and work activities in order to determine whether or not such activities can safely be carried out by a single person.
- Ensure, through Occupational Health, that staff are medically fit and suited to working alone on identified activities.
- Train staff to understand the risks involved and how to respond to hazardous situations that might occur, e.g. injury to themselves, outbreak of fire, violence from students or members of the public.
- Advise staff who may be called upon to give students/ parents difficult news, to familiarise themselves with the dealing with difficult situations sensitively.
- Provide facilities, systems and equipment to enable lone workers to deal with hazardous/emergency situations, e.g. first aid kits, fire fighting equipment.
- Put in place appropriate arrangements for communicating with lone workers, including procedures for when a lone workers return to base/contact is overdue.
- Regularly monitor reported accidents and consult staff on related preventative measures.

In developing safe systems of work, managers are also required to:

- Give consideration to the greater risks to expectant mothers, disabled persons and inexperienced staff. Involve staff (or representative groups of staff wherever

practicable) who are working alone in the risk assessment process and in the development of safe working practices.

- Ensure all staff are aware of 'Incident Reporting Procedures' and that all accidents and incidents (including near misses) are reported in a timely manner.
- Ensure all staff are advised of the School's health and safety arrangements as part of local induction.

Staff Responsibilities:

Staff working alone are required to follow the safe working arrangements developed and put in place by the School as well as taking reasonable steps to ensure their own safety, including informing their manager/supervisor of any incidents or safety concerns.

# APPENDIX 10a – COSHH Statement

## **COSHH Statement**

The COSHH Regulations are intended to prevent workplace disease resulting from exposure to hazardous substances for all persons at work and others who may be affected by such work. Basic occupational hygiene principles are followed by the Regulations which introduce a control framework by requiring an adequate assessment of the risks to health arising from work activities associated with hazardous substances.

- the introduction of adequate control measures
- maintenance of the measures and equipment associated with them
- monitoring the effectiveness of the measure and the health of employees.

Using hazardous substances can put people's health at risk. The level of harm may range from minor irritation to death. They can include: substances used directly in work activities e.g. cleaning agents, chemicals, glues, paints and naturally occurring substances e.g. blood and bacteria. For the vast majority of commercial chemicals, the presence (or not) of a warning label will indicate whether COSHH is relevant. For example, household washing up liquid doesn't have a warning label but bleach does - so COSHH applies to bleach but not washing up liquid when used at work. However a COSHH assessment may still be undertaken if considered necessary by the person undertaking the assessment.

It is important that all staff follow health and safety advice and procedures such as keeping cleaning materials/ chemicals out of the reach of pupils and storing them in secured storage units. It is also important that doors to areas containing chemicals/ cleaning materials are kept closed and locked (i.e. secured units and storerooms). When handling chemicals/ cleaning materials gloves should be worn. When administering first aid or dealing with body fluids staff must wear appropriate clothing (i.e. aprons and gloves). Staff need to inform the Site Manager of any adverse reaction to any substances used, so that alternative chemicals can be sourced or the manufacturers informed.

## **Individual COSHH Risk assessments**

COSHH Regulations require an assessment of risk to be undertaken for hazardous substances. These will be done by the appropriate member of staff (i.e. Site Manager or Senior Caretaker, Lead Cleaner, Senior Science Technician, etc.) Records will be maintained and kept on file in the appropriate area for inspection.

## **Training**

Staff will be informed during their induction process of the correct procedure for handling chemicals/ cleaning products and doing dealing with pupils. Staff may also undergo Health and Safety formal training sessions.

## APPENDIX 10b – Radiation Audit

Ionising Radiation in Schools Management Audit 2022				
<b>School</b>	St Peters RC High (4614)			
<b>Inspection Date</b>	18-02-22	<b>Audit Officer</b>	Mr M McCarthy. (LA RPO)	
<b>School Radiation Protection Supervisor</b>		Head of Science - Mr. Lee Humphries Science Tech – Mrs Kathryn Watson		
Email: <a href="mailto:HUMPHREYSL@saintpetershigh.wigan.sch.uk">HUMPHREYSL@saintpetershigh.wigan.sch.uk</a> <a href="mailto:WATSONK@saintpetershigh.wigan.sch.uk">WATSONK@saintpetershigh.wigan.sch.uk</a>		(This is the person responsible for the radioactive material held at the school)		
<b>Identifier</b>	<b>Nuclide</b>	<b>Activity</b>	<b>Leak Test Bq</b>	<b>Result</b>
Red	Radium <sup>226</sup>	5uCi	1	P
Brown	Americium <sup>241</sup>	5uCi	1.5	P
Note: <i>Leak Test is passed if less than 200Bq on wipe.</i>				
<b>Other Items Containing Radioactive Material</b>		<b>Y/N</b>	<b>Item</b>	
• Rock Samples.		N		
• Smoke Detector		N		
• Thorium <sup>232</sup> Generator		N		
• Ra <sup>226</sup> Cloud Chamber Source		N		
• Spinthariscopes		N		
<b>Storage of Materials.</b>		<b>Y/N</b>	<b>Comments/Recommendations</b>	
Secure storage provided with controlled access		Y	Safe secured to the cupboard in the Prep Storeroom. Restricted access.	
Small Fireproof Cabinet (Attached to a wall/bench)		Y	Metal safe cabinet with key access. (1hr FP)	
Radiation warning sign on safe door		Y	Compliant	
All radioactive material kept in store.		Y	Compliant – Key Lock. Located in the Prep Room	
Stored separate from flammable materials.		Y	Techs Lab Handbook Sect 7.3b refer. Compliant	
Radiation Trefoil warning sign to BS on Philips box/containers.		Y	Compliant	
<b>Management</b>		<b>Y/N</b>		
RPS formally appointed. (Letter)		Y	Letter dated 16 02 17 Copy placed in file	
Sch RPS /Tech received Training		Y	Certificate dated 12 June 2018 Copy placed in File	
School Registered with the HSE		Y	HSE Ref IRR00008819 Copy in file	
<b>Accounting Records</b>		<b>Y/N</b>	<b>Remarks</b>	

Full inventory of all radioactive materials up to date.	Y	Compliant with the Local Rules
Book in/out records	Y	Used x 9 times in the previous 12 months. Includes room location of use
Inventory checked once per month	Y	Compliant with the Local Rules
Authority of use record – signed	Y	Completed in compliance with the local rules 07-20
Confirmation of information received by staff - Signed	Y	Completed in Sept 2021 re safe handling of sealed sources
<b>Local Rules</b>		
Copy of local rules readily available.	Y	Copy 7/20 in use Previous inspection records retained
<b>Use of Unsealed (Open) Sources/Equipment</b>		
Unsealed (Open) sources available.	N	
Details of Equipment.	N	
Suitable facilities provided for use	N/A	
Note: If No. recommend <b>Disposal</b> of materials and contact the <b>RPA</b> for advice		
The storage of sealed sources and radioactive material comply with the guidance stated in the CLEAPSS publication “Managing Ionising Radiations and Radioactive Sources in Schools.” L93. Further advice can be taken from the LA’s Radiation Protection Officer or Radiation Protection Advisor.		
<b>Comments from this Visit</b>		
Sources issued and returned to staff on 9 times in the last twelve months. The date and location of use is recorded.		
I am pleased to record that the management of radioactive sources is compliant with the Policy and CLEAPSS publication L93		
Please retain this inspection record in your school Radiation Management File.		
Officer completing this Audit Check:	Mr. Mike McCarthy. Tel: 01942 827857	

## **APPENDIX 11 – Main Utility Service feeds and locations**

### **Main Services Feeds and Intakes**

**The school site is provided with mains fed water, electricity and gas.**

#### **Gas**

**Gas is fed to site via a mains system. The main shut off point for the whole school is in the small brick like shed located to the left of the top car park. The key for this shed is in the caretakers office.**

**Each boiler house has its own gas isolation valve as does each science classroom and the food tech room. These classroom valves should be locked off when not in use.**

#### **Water**

**Water is fed to school via a mains system. The main stop tap and water meter is located on the path which runs down the West side of the school perimeter. This is not ideal as is it easily accessible and could be open to abuse. Various stop taps are located around the site with a main one being boxed in in the Learning Support Suite.**

#### **Electricity**

**Electricity is fed to school via the national grid. There are two main feeds on site. One in the cupboard in M6 and one in the cupboard on the technology corridor.**

EAST

SOUTH



NORTH

# APPENDIX 12– Display Screen Equipment

The School has a general duty to assess the risks to the health and safety of their employees and to anyone else who may be affected by their activity, so that necessary preventative measures can be identified and actioned. As part of this general assessment, work with display screen equipment (DSE) must be assessed against the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002).

The Health and Safety at Work Act 1974 states that employees have a duty to take reasonable care for the health and safety of themselves and therefore as a result of this the employee should bring to the attention of their line manager any problems that they may be experiencing while working on DSE, the act also states that the employee is to cooperate with the School and others to enable them to fulfil their legal obligation.

## Application

This policy applies to all workstations used in the undertaking of School purposes and all users.

## Display Screen Assessment

All DSE workstations must be assessed to ensure compliance with the Regulations. Assessments will be undertaken by competent assessors (i.e. Network Manager). Where the assessment demonstrates that the workstation is below the standard required then the line manager must take remedial action to correct the deficiencies identified. Assessments should be undertaken on commencement of employment and a re-assessment undertaken if the:

- workstation conditions alter (change in location, office layout changed);
- work practices or software significantly change;
- equipment is changed;
- user is referred to Occupation Health for DSE related health issues;
- assessment is older than 3 years.

## Eye and Eyesight Testing

The School will offer eye and eyesight tests to all users in accordance with the DSE Regulations. The cost of the test will be borne by the School.

## Training

DSE Assessors will be trained to provide assistance and advice in the assessment of the suitability of workstation equipment, the adjustments required to make best use of the equipment and in identifying and reducing the health effects associated with DSE work.

## Definitions

**'Display Screen Equipment'**:: means any alphanumeric or graphic display screen, regardless of the display process involved. This includes CCTV, etc

**'Workstation'**: means an assembly comprising:

- DSE, with keyboard or another input device,
- any accessories: disk drive, telephone, modem, printer, document holder, work chair, work surface,
- immediate work environment around the DSE.

**'User'**: means an employee who habitually uses DSE as a significant part of their normal work.

## Guidance for Managers

Line managers must:

- plan the activity so as to reduce the workload at the workstation.
- ensure that all workstations and users are assessed.
- take the required remedial action if deficiencies are reported to them.
- ensure that a record of the assessment and any remedial action taken is kept and that School/Unit records are amended accordingly.
- upon request from a user make arrangements for an eye and eyesight test.

### **Reporting Injuries associated with DSE**

DSE users must report injuries to their line manager. Anyone reporting to Occupational Health for the above should arrange for an accident/incident report to be completed. If informed by a user that they have sustained an injury or suffer a health problem that might be associated with DSE work, the manager must report this to the Business Manager immediately.

# APPENDIX 13 - Guidance to Contractors Working on Site.

## **Aim of this Guidance:**

To ensure that contractors are competent, are aware of site risks and do not create a risk to staff, pupils and members of the public or the intended continuity of business at the school.

## **Procedure:**

Governors at St Peters Catholic High School recognise the need to protect its staff and others from the dangers of work undertaken by contractors and sub-contractors on school premises by:

- Complying with all statutory regulations and code of practice relevant to their profession.
- Undertaking such work to a standard not less than that set out in the approved code of practice.
- Taking all reasonable steps to employ competent contractors to ensure they undertake the work without risk to staff, others or any potential damage to the school premises.

For the purpose of this procedure a contractor is defined as anyone who undertakes work on behalf of the School.

For the purpose of this procedure Governors may delegate responsibility to the Headteacher and Senior Leadership Team to act and appoint contractors on their behalf.

It is a basic principle of Safety Management that the school cannot transfer its legal duty to a third party, i.e. a contractor. Section 2 and 3 of the Health and Safety at work act 1974 will still apply and the HSE may seek to prosecute both the management of the school and the contractor when there is a breach of duty. If the school employs contractors directly it must ensure that they are competent and meet the required standards set out in this procedure. It is not an option to assume that just because a contractor may be on an approved list, they will work in a safe and competent manner. The Governors are duty bound under current legislation to inform the contractor of the hazards and risks which they may be exposed when carrying out work in the premises, i.e. the presence of asbestos.

## **Governors Responsibilities:**

- To provide a safe place of work for staff, pupils/young people and the contractor.
- To ensure that staff and others are not at risk from the actions of the contractor whilst working on the site, i.e. to isolate the working area, etc.
- To ensure staff do not act in such a way that they endanger the safety of contractors.
- To provide the contractor with information on known hazards and other risks relating to the workplace and area being worked.
- Provide access to the premises asbestos register prior to the start of work.
- To monitor the contractors activities whilst on site, i.e. working safely as agreed.
- To ensure the contractor signs in and out and provide a basic induction to familiarise them with the site safety rules.

## As a minimum contractors must be provided with the following information;

- A copy of the site safety rules and the emergency evacuation procedure.
- A basic site safety induction, including the details of the fire alarm, assembly point(s) and the name of their contact point.
- Details of what personal protective equipment is required.

- Details of any substance hazardous to their health, including asbestos material, chemicals, etc.
- The location of the first aid equipment and first aid personnel.

### **Selecting the Contractor:**

Governors when selecting a contractor need to consider the health and safety implications of the work required. The level of risk will depend on the nature of the work and will require a risk assessment to be undertaken. The questions to be addressed are;

What level of competency/ documentation is required by the contractor?

- Licensing/affiliations to professional bodies.
- Examples of work/ references from similar work to determine a satisfactory standard.
- Copy of Public Liability Insurance Certificate.
- Copy of Employers Liability Insurance Certificate.
- Copy of any relevant risk and COSHH assessments applicable to the type of work undertaken.
- Current copy of test certificates for equipment, including Portable Appliance Test records. These documents to be accessible for inspection to the Responsible Person and Officers of the Authority.
- Copy of any Safety Method Statements for the type of work undertaken, including evidence of the competency of the contractor's employees.
- Details of the person responsible for Health and Safety of the contractor's employees.
- Any other information relevant to the work being undertaken, i.e. Gas Safe registration or copy of accreditation's to professional bodies such as NICEIC or SELECT.

The minimum level of public liability insurance, required of a contractor working at the school £5m. This level may rise depending on the type and complexity of work to be undertaken, e.g. Major Roof Work. Use of Bitumen Heaters, etc.

Before work is to commence, the contractor must be given such information as required to enable him to develop his method of work. This includes having free access to the buildings safety file where such a file exists. Asbestos registers, etc.

The method statement is a description of how the work will be carried out. It includes such information as what resources will be employed, who will carry out the work and in what sequence. The contractor must be able to demonstrate how they will monitor the standard of work and the precautions they are employing.

### **Minimum Standards for Contractors**

The following items are the minimum standards expected of contractors working on school premises:

- Sign in and out, or report in and out to the responsible person, on every visit, (where a group is working together as a team then it would be acceptable for the person in charge of the group to report in and out).
- Check the premises asbestos register prior to starting work and at each change or deviation of the agreed work, to ensure appropriate work methods are used.
- Do not interfere or obstruct access and exit points with equipment, materials, skips or vehicles.
- Store equipment and materials in a safe manner so as not to obstruct corridors, stairs and general access routes.
- Follow all security arrangements for the premises, don't leave external doors open when unattended.
- Ensure work area does not create hazards for premises users.

- Understand and obey the fire procedures for the premises.
- When undertaking hot work, suitable and adequate fire extinguishing appliances are provided at the point of use. As a minimum, a nine-litre water or a two-Kilogram multi-purpose fire extinguisher should be provided.
- Don't wedge fire doors open unless it is to handle objects etc, then close them after that part of the work is complete
- Do not store flammable materials or substances on the premises unless a risk assessment has been completed and the storage precautions agreed.
- Cap off smoke detectors when any drilling is taking place that may create dust and on completion of the activity to uncap and return the smoke detector to operational status.
- Any wall that is breached for installing cabling or pipe-work must be in-filled with intumescent foam/material and reinstated to maintain the fire compartmentation of the room.
- Only low voltage equipment to be used, i.e. 110v or battery Operated.
- All hot work to be done under a permit to work issued by or on behalf of the responsible person for the premises.
- Only proprietary access equipment to be used that meet the requirements of the Work at Height Regulations 2005.
- Comply with the School's policy of **no smoking**.
- All accidents, incidents and near misses shall be brought to the attention of the responsible person and the School's accident report form should be completed, (this is additional to any contractor company requirements).
- Where work involves breaking surfaces, i.e. drilling, cutting, ensure site asbestos register has been consulted (unless work notes make reference to where asbestos is)
- Expect to be audited by either the School's Safety Officers or the LA's Health and Wellbeing Team. A copy of the questions will be available in advance of the audit.

#### **Monitoring:**

It is important for the responsible person to monitor high-risk activities. The responsible person will never assume because the work is of a short duration or the value of the contract is small, that there is no requirement to monitor. The level of the risk must always be the deciding factor, the higher the risk the greater the level of monitoring/supervision. The frequency of the monitoring will relate to the level of risk.

Contractor's safety performance will be checked as well as the quality of work, then cross-reference to the contractor's method statement and the safety criteria agreed before work starts. This will ensure that the contractor knows exactly what standard is expected of them, i.e. placement of guards, demarcation of the working area, use of access equipment, etc.

If work is deemed unsafe, work will be stopped to prevent an accident, until the proper safeguards are in place.

#### **Precautions to be taken when carrying Out Hot Work:**

Hot work is defined as any welding, cutting, grinding, use of LPG fuelled blow torch, acetylene torch, use of a tar boiler or any other activity involving open flames, sparks or other ignition sources which may cause smoke or fire, or which may trigger the detection system.

#### **The general safety precautions are:**

- The responsible person will issue a Hot Work Permit to Work to the named contractor before the work is to commence. See attached example Permit.

- Smoke detectors in the vicinity of the work area, that are likely to be activated by fumes and smoke must be isolated. On completion of the job, they are to be brought back into full operational use.
- Reserved gas cylinders are to be stored away from the work area.
- A second person (provided by the contractor) must act as watcher in the general area for the presence of fire, particularly during any welding and cutting operations within the definition stated above.
- Spent welding rods are to be placed in a metal container after use.
- Where heat is likely to be transferred to an adjacent room/working area, a second person (provided by the contractor) should provide a fire watch during the period of hot work and for at least one hour after completion.
- Heat producing equipment and Bitumen Heaters are to be attended at all times whilst in operation and only used in accordance with the manufacturer's instructions by a trained and experienced worker.

Within 2m of the work area:

- Combustible materials should be removed or protected with a non-flammable cover.
- All flammable liquids should be removed from the room, unless effectively protected.
- Sweep floors clean.
- Combustible floors and coverings should be covered with overlapping sheets of non-combustible material or wetted and liberally covered with sand.
- Openings and holes in walls, floors and ceilings through which sparks could pass should be protected.
- Where heat is likely to be transferred to an adjacent room/area via an RSJ or beam, have all combustible materials removed from the area likely to be affected.
- Confined space working – The space should be emptied and tested, or be free of flammable concentrations of fumes and/or dust. A separate Confined Space Permit to Work should be issued.

Fire Watch:

After hot work has been completed, there is a risk that a smouldering fire could go unnoticed. It is necessary, therefore to inspect the working area one-hour after the hot work has ceased. This includes both the immediate working area and adjacent areas where sparks and heat may have spread, (including the floors above and below and on opposite sides of the walls) have been inspected by the responsible person and contractor. When this inspection has taken place, the section "Fire Watch" on the permit card must be initialled.

Equipment:

- Equipment to be used for hot work must be in good working order and be in-date for any checks/tests required.
- Gas cylinders must to be secured in an upright position and clear of any moving objects and direct heat source.
- Gas welding equipment is to be fitted with a flash back arrester.

If all of the above precautions cannot be met, Hot Work is not permitted to be undertaken.

**Further Information:**

HSE Free Publications	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>
DfE	<a href="http://www.education.gov.uk">www.education.gov.uk</a>
Liverpool Archdiocese	0151 5221034
Wigan Council	01942 827857/ 827825
School Safety Officer	01942 747693

# **Severe Winter Weather Guidance (Schools)**

## Contents

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## INTRODUCTION

Schools provide essential services to the community and employees are therefore required to make all reasonable efforts to attend work during periods of severe weather. Whilst the school has a responsibility to ensure that essential services are delivered, it is also committed to protecting the health, safety and well-being of its employees and pupils.

Severe weather is classified as weather conditions which have an impact on service delivery. This weather may be heavy snow, black ice, fog, floods or strong winds.

These guidelines are not exhaustive, but are designed to cover the key actions which employees and Headteachers/senior managers should take in the event of severe weather, and to outline arrangements which will apply where the school is disrupted because of weather conditions.

## HR GUIDANCE

### Getting Prepared

All staff have a responsibility to anticipate problems due to severe weather conditions and make arrangements as early as possible to deal with the situation. It is equally important that the management ensure that arrangements are in place, so that staff can communicate with the school, and vice versa, about any problems they may be having due to severe weather. Preparations may be as follows:

- **Contact telephone numbers** – Headteachers should ensure that contact details for employees are up to date, and staff should ensure that they have contact telephone numbers for school so that they can communicate as soon as possible any problems which will affect their ability to attend work or attend work on time.
- **Travelling to and from work** – extra care should be taken when travelling to and from work in severe weather, and it is advisable to look at weather forecast information, transport and travel information and general tips for driving in severe conditions, before travelling. It may be appropriate to consider using public transport if this is operating and is accessible, rather than driving. In some circumstances, staff may be able to walk to work, if they live within a reasonable distance and are fit and able to do so; or it may be feasible to car share – for example, it may be possible to travel with colleagues who have vehicles which are easier to drive in bad weather.
- **Caring responsibilities** – in the event of severe weather, schools, nurseries and other childcare providers may be closed or inaccessible, so employees may need to plan alternative childcare arrangements. Similarly, those who care for vulnerable people may be affected if, for example, day centres are closed, and so they will need to think how this care will be provided in the event that their normal arrangements are disrupted due to severe weather.
- **Homeworking** – whilst it is unlikely that school based employees will be able to undertake work from home on a long-term basis, depending on job role, it may be possible for staff to work at home for the odd day or so, in the event that they cannot attend work due to severe weather conditions. The Headteacher will be responsible for deciding whether this is possible, and, if so, will agree appropriate arrangements with the staff concerned.

## **Arriving Late and Leaving Early**

The school understands that employees may be late for work in severe weather conditions particularly when there are disruptions to public transport services or travel routes. Employees who are going to be late for work need to inform the school/ Headteacher as soon as possible and give an indication of what time they anticipate they may arrive. This will assist the Headteacher to make alternative arrangements to cover roles where necessary.

It is recognised that weather conditions may deteriorate during the day. If this happens, and staff are concerned that they may have a problem getting home, they should raise the matter with their manager. Headteachers will consider the circumstances, taking account of operational matters within the school, and factors such as the following, and decide whether it is appropriate for employees to leave early:

- distance between work and home;
- the mode of transport of the staff concerned, and the transport situation generally; and
- any caring responsibilities which the staff member has.

Some support staff in schools may work flexi-time; they should record the actual number of hours worked on the day that they arrive late or leave early. Flexi - credit will not be given for time which has not been worked due to late arrivals/early finishes. This ensures fairness to those employees that work their full contractual hours during severe weather.

Those who normally work fixed hours and arrive late or leave early will be required to work the time lost at a later date.

## **Closure of school**

It is for the Headteacher to decide whether a school should close, taking into account relevant information and advice, such as that available from or provided by the Local Authority, Health and Safety, the Met Office, local transport providers etc, as well as the situation at the school site itself, such as safe access, any weather damage, loss of power or water supply etc.

In the event that the school is closed, the Headteacher will decide whether staff can work from an alternative base. If this is not possible, staff will be paid as normal. Staff will not be required to take annual leave, flexi or time off in lieu to cover the time lost due to the school being closed and the unavailability of an alternative base.

(In line with usual practice, the Headteacher would need to inform the Local Authority if the school is closed.)

## **Authorised Absence**

Staff who are unable to attend work due to severe weather must notify the school as soon as possible and give an indication of when you are likely to be back at work. The Headteacher will discuss with the staff member which of the following options will be used to cover the absence; not all these options are available to all school employees (for example, teaching staff or term-time only staff will not be able to use annual leave), so only those which are relevant to an individual's particular circumstances can be applied:

- **Time off in lieu (TOIL)** – either use existing accrued TOIL, or the Headteacher allows the hours to be worked at a later date.
- **Unpaid leave** – the Headteacher authorises unpaid leave for the period concerned. Each case will be considered on the grounds of reasonableness.
- **Annual leave** – if an employee does not have enough annual leave left, then the Headteacher may allow some of next year's leave to be brought forward.
- **Flexi leave** – for staff who normally work flexi-time, the Headteacher, depending on the needs of the service, may allow a greater deficit of hours to be carried into the next flexi period, or allow an extra day or half day's flexi leave to be taken in the current flexi period.

It should be noted that in the event that an employee makes false representation of their ability to attend work, disciplinary action may be taken against them.

### **Unauthorised Absence**

An employee who is absent from work and fails to notify the Headteacher, will have their absence recorded as unauthorised and pay will be deducted. Disciplinary action may also be taken against them.

### **Further Information**

Appendix one contains details of a number of sources that provide useful information on the weather, travel and dealing with severe weather conditions.

In addition to this, further advice and support is available from the following:

- Health, Safety and Wellbeing Team on 01942 827857 (internal 2857)
- Human Resources and Organisational Development Services, via schools dedicated HR contacts, or on 01942 404030 (internal 4030)

## **WINTER SAFETY GUIDANCE.**

The winter season in the UK is unpredictable but generally wet, windy and damp with unpredictable possible severe winter snow/icy conditions. Now is the time to review your emergency plans, check your quantity of rock salt, plus the availability of equipment and manpower to clear access routes, etc.

For the safety of all staff it is vital to remain vigilant at all times and use caution when travelling and/or working in cold weather conditions

- **Slip Trips and Falls** – walking to and from car parks or between buildings during cold and icy weather requires a higher level of attention to avoid slipping and falling. Slips and falls are the most frequent types of injuries during the winter months. Avoid boots or shoes with smooth soles and heels, such as plastic and leather soles but instead wear a pair of well insulated boots/shoes with good rubber treads and walk slowly, taking shorted steps when on an icy surface.
- **General Travel** – when travelling to work, leave extra time for your journey and ensure your car is prepared for the winter.
- **Parking** – where possible park in a safe and well-lit area within a short walking distance of your workplace or destination

- **Clothing and Footwear** – ensure that you have ample extra clothing and suitable footwear for ice and snow conditions.
- **Traveling Home** – when leaving your workplace in bad weather, make sure you have a fully charged mobile phone, plenty of fuel and that you are aware of the local weather conditions. Public transport service updates and information on disruptions are available on rail and bus websites.

To assist the management in developing your priority for snow clearance, it is suggested that the following external areas are cleared, subject to the resources available to you;

- The area immediately around the pedestrian and vehicle access gates.
- A designated pedestrian route from the main entrance gate to the school building.
- Pedestrian footpaths between occupied buildings within the school grounds.
- Establish a footpath from the edge of the car park to the school building and possibly the central driving line within the car park. (The general area of the car park is of a lower priority to be completed subject to the availability of time and resources.)
- Fire exit points and evacuation route away from the buildings.
- In the first stages of a heavy snow fall, the school playgrounds should be left as they are. Such large areas can be cleared when additional resources become available. For safety reasons, a wet play programme should be considered.

To managing severe winter weather, a common sense approach would go a long way to maintaining the safety of pupil's, staff and visitors. The following points should be considered. (See appendix 2 for further details)

- Check now, that you have a reasonable amount of rock salt based on previous year's usage.
- Review and update your school "Snow/Severe Weather" risk assessment and local procedure. (An example of a generic assessment is at Appendix 3 as a guide to make your own.)
- The minimum width of a cleared footpath should be one meter wide. This will allow suitable access for pedestrians and pushchairs/wheelchairs users.
- Designate and make known to staff/pupils, one or two entrance points onto the school property. This will enable your site staff to provide and maintain safe access within your manpower resources. Other access gates could be temporarily closed.
- Information should be communicated to staff and parents as soon as possible once the projected weather conditions are known. Information to include, the location of entrance points, Suitable clothing to keep warm and the use of footwear. (No ballet shoes) Keep a record of the information provided.
- The first time it snows, record how long it takes to clear each priority area within your school. This information will allow you to make adjustments to your procedure. Remember, your Site Manager/Caretaker will also have additional jobs to complete, prior to the start of the school day.
- When moving snow, ensure it doesn't block other access points and drains.
- If possible have a member of staff positioned at the main entrance gate to direct the pupils into the school building and not onto the playground. Due to the low temperatures, a change of staff would be recommended every 20 minutes.

- If you require assistance in clearing snow or undertaking repairs, contact your property management agent.
- If you decide the school is not safe to open because of a lack of power to maintain heating or you have no water, etc. due to the adverse weather conditions you should follow the LA's advice for the temporary closure of your school.

## **LA ARRANGEMENTS FOR SCHOOLS**

### **Forward planning**

Attached the Council's Highway Winter Service. 10 Top Tips on Snow Clearance in School Grounds' which you may find useful and advise that you review your gritting plan now to ensure the most efficient use of resources once the winter weather sets in.

### **Procedure for reporting School Closures.**

**The decision to close remains with school management.** Your school is responsible for informing and updating pupils and parents on closure dates via your own school web page and messaging system to ensure that all parents receive consistent information.

If you decide that you need to close your school due to adverse weather conditions we advise you to:

- Update your school website.
- Text parents and carers.
- Update your social media channels if you use them. (There is no password for contacting the local radio stations to broadcast school closures.)

Please also inform the LA on 01942 486026 if you do take the decision to close the school. However, the message issued on the council's website and social media channels will be to advise residents to check with their school direct / check their websites.

### **Snow clearance and repairs**

If you require assistance in clearing snow, gritting and repairing burst pipes:

- Contact your property maintenance agent for assistance.
- If you have purchased the services of the Council's management agent - Contact NPS, on 01942 610699. Should you require assistance outside office hours, contact Neil Holding 07881837439 or Stuart Jones 07917215237
- NPS will arrange with local contractors and the Council's Highway Winter Service to undertake any required works, subject to their availability. Charges arising from any work will be borne by the school.

If weather conditions become very severe and many schools require assistance, schools will be prioritized in the same way as previous years:

- 1 Secondary schools.
- 2 Special schools. (subject to the availability of pupils' transport)
- 3 Larger primary schools. (two form entry or more)
- 4 Primary schools.

## **Attendance Statistics for Pupils**

With regard to attendance statistics for pupils, the Department for Education advises that when a pupil cannot attend because of severe weather, the school can use absence code 'Y', which means that the absence will not affect absence statistics. Further details are on the DfE website via the link at the end of Appendix One.

## **FURTHER GUIDANCE/SUPPORTING INFORMATION:**

### **Internal**

Wigan Council - Schools Home Page -

<http://thehub/Schools/index.aspx>

[Schools Employment Handbook](#)

## **USEFUL INFORMATION FOR SEVER WEATHER CONDITIONS**

### **Travel**

1. [National Rail enquiries](#) – train times and service information
2. <http://www.nationalrail.co.uk/>
3. [North West train information](#) – train times and service information
4. <http://www.tfgm.com/Pages/default.aspx> - Greater Manchester Transport information
5. [Merseytravel - timetables and news items](#) – Bus and train timetables for the Liverpool region
6. <http://www.merseytravel.gov.uk/>

### **Weather**

7. <http://www.bbc.co.uk/weather/2633948> - BBC weather forecast - Wigan area
8. [Metoffice Weather - North West England](#)
9. [http://www.metoffice.gov.uk/weather/uk/nw/nw\\_forecast\\_weather.html](http://www.metoffice.gov.uk/weather/uk/nw/nw_forecast_weather.html)
10. <http://www.metoffice.gov.uk/guide/weather/severe-weather-advice>

### **Dealing with adverse weather**

11. <http://www.wigan.gov.uk/Council/Winter/Winter-Services.aspx>
12. [ROSPA - winter driving tips](#)
13. <http://www.rospa.com/roadsafety/adviceandinformation/driving/winter-driving-tips.aspx>
14. <http://www.trafficengland.com> then select Central North
15. [Safe driving in adverse weather conditions](#)
16. [How to take care in snow and ice](#)

17. <http://www.metoffice.gov.uk/weather/uk/advice/snow.html>

### **DfE advice on severe weather conditions**

18. <https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings>

### **Winter '10 Top Tips' on Snow Clearance in School Grounds**

To ensure the safety of staff, visitors and pupils at schools and the provision of a safe working environment, these 10 tips are based on best practice and offer guidance to managers of schools on a common sense approach to the clearance of snow and ice during periods of severe weather.

1. A formal snow clearance/gritting risk assessment should be carried out in advance of bad weather. Your risk assessment should include reference to manual handling issues, personal protective equipment for staff and how the school will communicate with staff, parents & visitors the appropriate access routes to use during bad weather.
2. List the areas of the school grounds that need to be cleared of snow and ice in order of priority e.g. pathways for pupils, staff and parents and any other accesses for emergency or delivery vehicles.
3. Ensure you have adequate ice and snow removal equipment available. For example shovels, salt bins and an adequate supply of salt stock. (N.B Schools are able to purchase salt stocks through the Council's contract to take advantage of a negotiated beneficial rate.)
4. Carry out gritting whenever there is a risk of air temperatures dropping sufficiently to create ice/freezing conditions. A good indication of these conditions is when the Council's Highways vehicles are out gritting the roads. You should also check local weather reports. Once an area has been gritted, it should continue to be treated on a regular basis until the risk of ice has passed. To gain the most economical and environmental solution the minimum amount of salt should be used, as a guide a good handful is sufficient to treat 1 square metre of pathway.
5. In the event of snow and in accordance with your priority list, pathways should be cleared at least one metre wide. This will allow suitable access for pedestrians and pushchairs/wheelchairs. With this in mind it may be necessary for some entrances/areas to be temporarily closed. This could be achieved by taping off areas that continue to be a slip hazard as long as consideration has been given to the maintenance of emergency escape routes. This information should be communicated to staff & parents as soon as possible.
6. Begin early the first time it snows and record how long it takes you to clear each area on your priority list. This will help you determine what time you will need to start if it snows overnight so that the school grounds can be cleared of snow and safe before pupils, staff and parents begin arriving. Also it is easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it. If you remove the top layer of snow in the morning, any sunshine during the day will help melt any ice beneath. You can then cover the path with salt before nightfall

to stop it refreezing overnight. Remember to pay extra attention to clear snow and ice from steps and steep pathways, you might need to use more salt on these areas.

7. Take care where you move the snow. When you're shovelling snow, ensure it doesn't block other access points or drains. Make sure you make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides.
8. Snow and ice should be completely removed using a suitable snow scraper or shovel. Snow and ice should not be brushed, or dissolved using hot water, as this will make surfaces more hazardous. Once the path has been cleared rock salt should be used to assist in providing extra grip. There is no advantage in gritting/salting deep snow; this should be cleared from the path first. Paths should be regularly checked throughout the day to ensure freezing or further snow coverage has not occurred.
9. Pathways across car parks may be cleared if resources permit, but generally it is suggested that attempts are not made to clear car parking areas/spaces themselves, unless snow is so heavy that essential vehicles (e.g. emergency vehicles, delivery lorries etc.) are unable to gain access to the school.
10. If you are able to plan and draft volunteers from the local community to clear snow and ice from school grounds it should be perfectly acceptable as the Health and Safety Executive clarified in a statement:

*"I would like to make it clear that under health and safety legislation nobody who volunteers to support their community by clearing pavements during icy conditions should feel they are in danger of being sued.*

*The Health and Safety Executive (HSE) encourages a common sense approach to health and safety. We think it is ridiculous that people should feel prevented from helping others, through a fear of being held responsible for an accident."*

If you need any further advice or information on the above please phone 01942 404364 or Email: [eshelpline@wigan.gov.uk](mailto:eshelpline@wigan.gov.uk)

## Generic Risk Assessment.

**Location:** All Schools, Children's Homes and Building controlled by the Council

**Assessor:** M McCarthy

**Signed:** .....

**Date of Assessment:** September 2017

**Review Date:** OPEN

**Activity:** Severe Winter Weather

Hazard	Risk	Individuals at risk	Risk – Low, Medium or High	Control Measures (Current)	Control Measures (Additional – Proposed)
Management of possible ice/snow conditions	Slip, trips and falls.  Personal Injury – Sprains and strains	Staff and pupils of the school.		<p>Update staff on the advice received via the Local Authority in regards winter conditions.</p> <p>Maintain contact details of staff and parents in preparation of issuing warnings in regards any late changes to the operation of the school.</p> <p>All staff to be mindful of the environmental conditions at the place of work and take suitable measures to ensure your own safety. (Sturdy footwear, warm clothing, etc.)</p> <p>The school management and Caretaker to review and where possible, purchase a suitable quantity of rock salt for school use.</p> <p>Re-read the schools snow and ice policy/procedures.</p>	<p>Staff to ensure they listen to the local weather forecasts issued by the TV, Radio, Internet, Apps, etc. and takes suitable precautions for themselves and others whilst travelling to and from work.</p> <p><a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a> <a href="http://www.bbc.co.uk/weather/">www.bbc.co.uk/weather/</a></p> <p>Be ready to support the school management in maintaining a safe working environment.</p> <p>If circumstances dictate, the final safety management option may be to temporarily close the school.</p>

Heavy and/or packed snow or ice floor conditions	Slipping and falls.  Personal Injury – Sprains and strains	Staff and pupils of the school.  Visitors	L-M	<p>Listen to the local warning published on the TV. Radio. Weather service via the Council. Action accordingly.</p> <p><u>Priority Gritting Plan.</u> A pedestrian access route from the main gate entrance to the school building. Pedestrian footpaths where established to and from the buildings within the school grounds. Central area of a car park and established access footpath. In the first stages of heavy snow fall, the playgrounds to be left until suitable a time and manpower is available to clear the ground. Final Fire Exits and footpath to the assembly point.</p> <p>School building to be open for pupils to access on arrival at the school.</p>	<p>Advice letter to schools from the People's Directorate (Children Services) and/or advice from the Council's Safety Advisor refers.</p> <p>If available and if it is safe to do so, a member of staff to be positioned at the entrance gate to warn pupils/staff of the icy conditions. Alternatively, display a warning notice.</p> <p>Footpaths to have a cleared minimum width of 1 metre.</p>
Snow Clearance	Upper Limb injury. Sprain /strain. Slip and fall	Caretaker and other staff of the school		<p>Caretaker to contact and update the Headteacher/Deputy on the weather conditions after first arrival at the school premises.</p> <p>Use of grit/rock salt – from bags weighting up to 25kg.</p> <p>Storage of rock salt – Boiler House or external storeroom.</p> <p>Equipment available for use – Trolley. Snow shovel. Gloves. Hat. Hi-Vis jacket and suitable footwear. Manual Spreader.</p>	<p>Complete a manual handling risk assessment of the task taking into consideration the area of the school site.</p> <p>Consider a partnership with other schools to hire a digger to remove heavy/compact snow/ice to create an access path.</p>
RTA on the premises due to packed ice road conditions	Impact injury to a person  Impact damage to the vehicle	Staff and pupils of the school.  Visitors	L-M	<p>Where possible the pedestrian access to be separate from the vehicle access point.</p> <p>Staff to be made aware of the prioritization of the areas to be gritted and that car parks may not be gritted at the time of their arrival.</p> <p>All accidents to be recorded using the Corporate incident reporting system and investigated by the school management of identify possible improvements to the gritting policy.</p>	<p>Rock salt has a limited working temperature and will require time to dissolve packed ice and snow.</p> <p>Consider restricting vehicle access onto the school property during peak periods of pedestrian access or until the ground conditions are reasonably free from ice.</p>
Pupils playing on untreated surfaces	Slip and falls	Pupils of the school.  Visitors	Low	<p>The fresh snow fall will limit the potential for sliding until it has been packed to form an ice sheet.</p> <p>All pupils to be directed to enter the school building on arrival at the school.</p>	<p>Wet weather play procedure implemented. Pupils to be supervised by school staff in designated areas of the school building.</p>

Mechanical Aide to snow Clearance	Upper Limb injury	Staff and pupils of the school.  Visitors		Mechanical devices will reduce the potential for an injury but their use would be subject to time cost and trouble in obtaining and use of such devices. A separate assessment may be required to identify their suitability.	Devices available maybe : Manually operated grit spreaders. Snow shovels for light snow fall Tractor with a plough for heavy packed snow conditions.
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**Notes.**

This document is a generic assessment of a potential severe winter weather situation. It should be remembered that each period of severe winter weather will be unique to the environmental conditions, availability of staff and other resources including rock salt and equipment to provide a safe workplace for staff and visitors. It is at this time that the assessment becomes dynamic to achieve the outcome. This means that you are able to become flexible in prioritizing your resources and the method of work. After the event and subject to the availability of time I would recommend you document the measures taken. Anyone suffering from thermal fatigue must take a break, go indoors for a short rest and keep warm.

**ADDITIONAL INFORMATION:**

Contact points.

- School 01942 747693
- Risk Management and CCTV Services (Central Watch) 01942 404040
- Police Fire and Rescue 999
- Health and Wellbeing Team 01942 827857
- NPS/Managing Agent 01942 610699

# **School Security Guidance (Schools)**

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## **Introduction.**

During 2016 and in 2017 a number of callus acts were carried out in the name of terrorism on innocent people of all ages, both in Europe and the United Kingdom.

Terrorism is a worldwide threat to the way we live. Increasingly such individuals and groups look for easy targets that are not well protected, but provide major media coverage, which they would hope will influence how we go about our daily lives. This does not mean we have to stay at home, not go to work or that you cannot plan and take part in educational visits at home or abroad.

The reality is that across the UK the chance of being caught up in such events is still a Low Risk, but we still need to be prepared to minimise the potential for injury to people and damage to property. To put this into context you are still more likely to be involved in a road traffic accident or be confronted by an over excited parent attending the school.

## **Purpose.**

The following guidance has been compiled to support the senior management of schools in the discharge of their responsibilities by ensuring the development and implementation of suitable procedures. In particular, maintaining the security of the premises in response to potential threats to the staff and pupils of the school. School plans should reflect the range of emergency situations that may occur, including potential situations such as;

- Major Intrusion onto the premises during the school day by unknown person(s).
- Before and after the school day and summer clubs
- A bomb threat to cause damage or disrupt the running of the school
- School visits and journeys.
- Events immediately outside of the school gates
- Events within the local community that initially are not within your control but may disrupt the normal running of the school.

## **School Premises Security.**

The starting point for the management of security within a school environment is to carry out a Security Survey/Assessment. The assessment tool in "Appendix 1" enables a balanced view to be taken of those measures that you need to consider for the safety of your staff and pupils. The aim of this guidance is to protect staff, pupils and visitors whilst promoting your working environment as a welcoming and safe place of learning.

Good security can be viewed in three distinct layers. Each providing an obstacle to the intruder;

### External Perimeter.

The first line of defence;

- Site Boundary fence to be constructed of Close metal Weldmesh or Diamex with a height of at least 1.8m. This type of fencing is visually aesthetic and allows the inner area to be overlooked by residents but for an intruder it is difficult to climb.
- Gates as part of their design to be fitted with secured hinges and a blanking plate to the outside to eliminate climbing points using the gate furniture.

- A mixture of manual and PIR lighting units positioned to illuminate car parks, footpaths and access points into the building so that it is visible as a deterrent.
- Waste Bins. – To reduce the fire risk to the building, wheelie bins & skips to have lockable lids and be located 8m away from the building, secured within a lockable compound. Refuse to be collected weekly.
- Ground foliage such as prickly plants (Hawthorn/Blackthorn) can blend into the surrounding environment and break up the lower areas of the fence as well as providing a barrier for the intruder to cross on their escape.
- CCTV coverage which has a 28 day recordable storage can provide evidence of intrusion/vandalism or assist in identifying intruders.

#### Inner Circulation Areas, Gates and Fencing.

The second line of defence;

- Designed to control movement and provide secure play/activity areas for the pupils. Again the use of weldmesh or Diamex fencing is pleasing and reliable.
- All inner gates to be lockable using a quality padlock based on the Best-Lock key system. Keys to be restricted to named members of staff only.
- All external areas, fixtures and fittings to be inspected regularly and maintained.
- Regularly inspect and maintain all gates, fences and security systems.
- Identify a single access point for visitors with clearly displayed directional signs.
- Eliminate all climbing points such as drainpipes which can be enclosed with a guard and low walls and window sills to be sloped at a 45° angle to eliminate a foot step.

#### Internal Building security.

This is your last line of defence but in some ways easiest to control;

- All visitors after the start of the school day to sign in / out at the office and if in contact with the pupil's, to be accompanied around the school.
- During close down periods such as after school, weekends and holidays internal doors can be secured using Mag-Lock technology linked to the fire alarm to prevent unauthorised access through the school. Doors will fail to safe on activation of the alarm. (Note: The areas of the building being occupied must maintain a safe fire exit route to a final fire exit.)
- Relocate the "Alarm Activation Point! (Red Break-Glass) from the visitors holding area to the corridor side of the inner door.
- Additional locks on secured storage, Offices, Caretakers rooms, etc.
- Intruder alarm to be installed linked to a 24/7 monitoring station.
- For the safety of lone working staff and/or as protection against an intruder, install a panic alarm in isolated areas of the building(s)
- Maintain good housekeeping and put away all attractive items when not in use.
- Use of CCTV to monitor movement and behaviour of pupils and visitors.

## **Intruder.**

Situations relating to an intrusion onto the school premises or access by tailgating into the building can vary widely. This may be a lost or confused member of the public, an excited parent or a determined intruder focused on causing disruption, damage or assault on staff or pupils. It may not be terrorism related. If you have any concerns, particularly if the person(s) are not cooperating follow the procedure at "Appendix 2" and implement your emergency procedure for a Lock-Down of the premises.

## **Lockdown.**

The Lock-Down procedure is designed to withdraw all pupils and staff working outside back into the building and those working or moving internally around the school to return to a place of safety and secure the entrances and internal doors to the rooms in use. Guidance to follow is at "Appendix 3.1" and "3.2"

## **Suspect Package and Bomb Threats.**

The easiest way to disrupt the schools routine and spread anxiety and confusion is to make a malicious threat of a bomb or leave a suspect package on the premises.

### **Assessing the credibility of bomb threats**

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

- is the threat part of a series? If so, what has happened elsewhere or previously?
- can the location of the claimed bomb(s) be known with precision? If so, is a bomb or suspicious package visible at the location identified? If a suspect device or package is visible, dial 999 and then proceed with implementation of evacuation procedures in cooperation with emergency services and police.
- considering a hoaxer's desire to influence behavior, is there any reason to believe their words?
- if the threat is imprecise, could an **external** evacuation inadvertently move people closer to the hazard? In this case, a dynamic assessment of the situation is needed to determine the most appropriate course of action. Your response will be based on the facts known to you at that time as the incident occurs.

In the event of a suspect package being found see the advice at "Appendix 4"

### **Actions to consider**

Responsibility for the initial decision making remains with the senior management of the school being threatened. Do not delay your decision making process waiting for the arrival of police. Police will assess the credibility of the threat at the earliest opportunity. All bomb threats should be reported to the police and their subsequent advice followed accordingly. It is essential that appropriate plans are in place, plans should be **event** and **location** specific.

The decision to evacuate the building or stay within the building should be based on the initial threat information. The general rule is that if the device is within the building you should evacuate, but if the device is outside of the building it may be safer to stay inside.

Options to manage the risk include:

### External evacuation

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

It is important to appoint people, familiar with the evacuation and assembly points, to act as marshals and assist with this procedure where possible. At least two assembly points should be identified in opposing directions, and at least 500 metres from the suspicious item, incident or location. Where possible **the assembly point should not be a car park**. You may wish to seek specialist advice to help identify suitable assembly points and alternative options as part of your planning. It is essential that evacuation plans exist; they should be event and location specific. The police will establish cordons depending upon the size of an identified suspect device. Always follow police directions and avoid assembly close to a police cordon.

### Internal or inwards evacuation ('invacuation')

There are occasions when it is safer to remain inside a building. Staying in your school and moving people away from external windows/walls on the effective face of the building (if known) is relevant when it is known that a bomb is not within or immediately adjacent to your building.

If the suspect device is outside your school, people may be exposed to greater danger if the evacuation route inadvertently takes them past the device. A safer alternative may be the use of internal protected spaces but this type of inwards evacuation needs significant pre-planning and will require expert structural advice to help identify an internal safe area within your building. These locations should be included in your plans. If the location of the device threatened is unknown, evacuation represents a credible and justifiable course of action.

### Decision not to evacuate or to inwardly evacuate

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

## **Checking your building(s) for suspicious items - Search Considerations**

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

To that end:

- ensure plans are in place to carry out an effective search in response to a bomb threat
- senior management will need to identify the most appropriate person(s) to coordinate and take responsibility for conducting searches
- initiate a search using communications by the most appropriate practicable means, for example, over a public address system (coded messages avoid unnecessary disruption and alarm), by text message, radio, telephone cascade or IT systems.
- divide your venue into areas of a manageable size for 1 or 2 searchers; ideally staff should follow a search plan and search in pairs to ensure nothing is missed (fire sweep procedures might be used to capture all areas)
- ensure those conducting searches are familiar with their areas of responsibility. Those who regularly work in an area are best placed to spot unusual or suspicious items; consider fire wardens for their own respective sweep areas

- focus on areas that are open to the public; enclosed areas (e.g. meeting rooms, cloakrooms, stairs, corridors, lifts etc.) evacuation routes and assembly points, car parks, other external areas such as sports facilities.
- develop appropriate techniques for staff to be able to routinely search public areas without alarming any pupils or visitors present
- **under no circumstances should any suspicious item be touched or moved in any way. Immediately start evacuation and dial 999**
- ensure all visitors and staff know who to report a suspicious item to and have the confidence to report suspicious behaviour; consider signage that outlines instruction for unattended items.

### **Pupils Under Test / Exam Conditions.**

Schools throughout the year will carry out formal tests and exams as part of the curriculum. At such times the stress on both pupils and staff can be increased with a major concern in regards what action to take whilst the exam is in progress. Guidance to assist you in reaching a decision is at "Appendix 6"

### **Instruction and training**

All staff and pupils must be provided with suitable and sufficient information, instruction and training in respect of emergency arrangements for dealing with an intrusion, suspect package or bomb threats.

It is vital that regular training which is age appropriate is carried out in support of the emergency to ensure all are familiar with the procedures, evacuation arrangements and assembly points. Disabled staff and pupils should already have a personal emergency evacuation plans (PEEPs) and be individually briefed on their evacuation procedures. Similarly all visitors should be briefed to remain with the member of staff they are visiting and follow their instructions.

Familiarising through testing and exercising will increase the likelihood of an effective response to an evacuation and aid the decision making process, i.e., when not to evacuate/invacuate.

### **Communication and Media**

During or after a security incident all staff must not discuss the situation or the schools response with any medial request or on face-book, etc. Communications will be via a senior manager only. Following the actual threat or event that results in an evacuation of a building, a management de-brief would be completed.

All staff must avoid revealing details about specific incidents to the media or through social media. Do not provide details of the threat, the decision making process relating to evacuation (internal or external) or why a decision not to evacuate was taken.

Releasing details of the circumstances may:

- be an objective of the hoaxer and provide them with a perceived credibility
- cause unnecessary alarm to others
- be used by those planning to target other venues
- elicit copycat incidents
- may adversely affect a subsequent police investigation.

## **The Threat from Terrorism on School Trips.**

Government advice is often limited in regards school visits. However the following principles should be implemented when taking part in any visit or activity away from your school.

- In planning your visit, consider where and when what else is happening that day. You may want to consider an alternative venue or the date of the visit.
- Have a “Plan B” and make it known to staff.
- Check with the hotel and/or venues emergence procedure and inform all staff who are supporting the pupils prior to the visit
- During the visit remain vigilant and stay together as a group
- If you suspect anything is amiss or suspicious, inform the local security guard or the police
- Follow the instructions given by the emergency services and move quickly under control to the designated safe area
- Remember during the visit, if you have any concerns, withdraw and go onto the next activity or venue
- If you are split into small groups, ensure all staff have access to a mobile phone and the numbers of both your school, the Councils Central Watch (01942 404040) and other group members.

In reality, the UK is a large area with many public venues of interest providing both social and educational activities and places of interest. To put it into perspective, the overall risk to you as an individual being caught up in an incident is small, but not impossible. You are however at a greater risk of being involved in a RTA when travelling to or from the venue.

The final choice whether to go on a planned visit remains with the Senior Management and Governors of the school. The LA can assist in monitoring all visits and offer advice and information to assist you in making an informed decision. The most effective way we can support you before and during the visit, is by all visits being recorded on the EVOLVE system (This is an on-line system for the planning, approval and management of educational visits and curriculum activities) to notify heads and the EVC's of any advice released via the Government.

### **Further Information.**

You can watch a YouTube video about 'Run, Hide and Tell' at the following link:

<https://www.youtube.com/watch?v=Gkj8AQRKLD4>

More information can be found on the National Police Chief's Council at [www.npcc.police.uk](http://www.npcc.police.uk)<<http://www.npcc.police.uk>>

National Counter Terrorism Security Office [www.nactso.gov.uk](http://www.nactso.gov.uk)

PREMISES SECURITY PROCEDURE.

<b>Premises</b>		<b>Inspection date</b>	
<b>Address</b>		<b>Inspector by</b>	
	<b>Very Low Risk</b>	1 2 3 4 5 6	<b>High Risk</b>
<b>Part 1 : Incidence of Crime in the Last 12 months</b>			
<b>1</b>	<b>Trespass</b>		
	No cases of trespass onto school grounds		Trespassers commonly present in school grounds
<b>2</b>	<b>Vandalism</b>		
	No cases of vandalism reported		Frequent vandalism to school buildings/grounds
<b>3</b>	<b>Theft/Burglary</b>		
	No cases of theft or burglary		Frequent theft or burglary
<b>4</b>	<b>Fire</b>		
	No arson attacks in the locality		Schools in the locality have suffered from arson attacks
<b>5</b>	<b>Safety Attacks on Staff or Pupils</b>		
	No attacks or threats reported		Attacks inside school or in the vicinity of the school
<b>6</b>	<b>Drug/Solvent Abuse</b>		
	No problems reported		School or locality experience drug or solvent abuse
<b>Part 2: Environment and Buildings</b>			
<b>1</b>	<b>Incidence of Crime in Surrounding Area</b>		
	Locality has a low crime rate		Locality has a high crime rate as reported to the Police
<b>2</b>	<b>School Overlooked from Roads and /or Housing</b>		
	Grounds clearly visible to the public passing by the school.		Areas Unobserved
<b>3</b>	<b>Boundaries Fencing and Gates</b>		
	Boundaries are well defined with fences and gates to limit intrusion		No fences or gates preventing unauthorised access
<b>4</b>	<b>Public Footpaths/Rights of Way Through School Grounds</b>		
	No footpath and grounds not used by the Community		Footpath passing through the school grounds & open fields policy
<b>5</b>	<b>Clearly Defined Entrances</b>		
	Entrance with signage directing visitors to the Reception Office		No clear entrance or signage
<b>6</b>	<b>Well Organised Reception Holding Area and Visitors Control</b>		
	Pass system in operation with badges issued to visitors		No system of recording visitors
<b>7</b>	<b>Car Parking</b>		
	Car Parks well-lit and overlooked		No safe place to park, Car parks unlit and not overlooked
<b>8</b>	<b>Condition and Appearance of Buildings</b>		
	Buildings maintained in good repair, No graffiti/vandalism		Buildings in a state of disrepair and vandalism present
<b>9</b>	<b>Detached and Temporary Buildings</b>		
	No building detached from main block		Detached buildings including Temporary mobiles
<b>10</b>	<b>Recesses and Internal Courtyards</b>		

	No place for intruders to hide and/or break-in unobserved		Places for intruders to hide unobserved
<b>11</b>	<b>Secure Exit Doors</b>		
	Exit door other than final fire exits secured		Doors easily forced, Inadequate locks fitted
<b>12</b>	<b>Secure Windows and Roof-lights</b>		
	Windows and roof-lights protected against intrusion		Windows and roof-lights have easy access
<b>13</b>	<b>Valuable Equipment that is Secured</b>		
	Computers/TV's equipment stored in a secure store		Equipment left unsecured
<b>14</b>	<b>Community Ethos and Support for the School</b>		
	Strong community & parental support		Insignificant community & parent involvement
<b>15</b>	<b>Out of Hours Use of School Facilities</b>		
	No reported problems and/or security issues for clubs		Security issues due to out of hours use. Community facility
<b>Part 3: Security Measures</b>			
<b>1</b>	<b>School Watch Scheme</b>		
	System established for reporting suspicious incidents		No scheme in operation
<b>2</b>	<b>Pupil Involvement</b>		
	Successful youth action group or school Council		No involvement in Security
<b>3</b>	<b>Security Lighting</b>		
	Floodlighting of all entrances, footpaths and building facades		None or ineffective lighting
<b>4</b>	<b>Intruder Alarm</b>		
	Full protection and level 1 police response		No system installed
<b>5</b>	<b>Fire Detection / Sprinkler System</b>		
	Full automatic fire detection linked to a Central Watch station		No Automatic detection
<b>6</b>	<b>Property Marking</b>		
	All valuable property marked and kept in a secure store.		No marking of property
<b>7</b>	<b>Internal Fencing &amp; Gates to control Movement</b>		
	Movement restricted around the site.		No restriction on movement
<b>8</b>	<b>Internal doors are able to be secured</b>		
	Internal doors secured when not in use.		Free access throughout the school building(s)
<b>9</b>	<b>Cash Handling/Safekeeping</b>		
	Secure methods in operation		Procedures lacking and/or enforced
<b>10</b>	<b>CCTV</b>		
	Total surveillance & monitoring in place		No CCTV or monitoring of the premises
<b>Security Risk</b>			
	Part 1 – Crime		(0 – 36)
	Part 2 – Environment/Buildings		(0 – 90)
	Part 3 – Security Measures		(0 – 60)
	<b>Grand Total</b>		(0 – 186)
		<b>Risk</b>	
<b>Risk Response</b>			
Low = 1 – 62		Monitor	

<b>Medium – 63 – 124</b>		Implement action plan within resources available	
<b>High = 125 - 186</b>		Immediate action required	
<b>General Observations/Comments</b>			
<b>Recommendations/Improvements</b>			
<b>Conclusions</b>			
<b>Name</b>			<b>Date</b>

## INTRUDER THREAT PROCEDURE

### **Actions of School Staff in the event of a Serious Intruder Threat.**

In the event of an armed intruder threat, always follow these three steps:

- **Run**
- **Hide**
- **Tell**

**DO NOT** activate the fire alarm for an armed intruder threat. Activation would result in staff evacuating via designated escape routes and potentially into harm, depending on the location of the intruder(s).

#### **RUN**

- Run to a place of safety. This is a far better option than to surrender or negotiate:
- Escape if you can – If possible use emergency (fire) exit doors
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

#### **HIDE**

- It's better to hide, if possible, than to confront. If you cannot RUN then HIDE:
- Find cover from gunfire, or other threat
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork or heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone and turn off vibrate
- Lock and barricade yourself in
- Move away from the door – Sit or lie down on the floor

#### **TELL**

- When safe to do so, call 999 - What do the police need to know? If you cannot speak or make a noise, listen to the instructions given to you by the police:
- Location - Where are the suspects?

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

### **ARMED POLICE RESPONSE**

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

### **ARMED OFFICERS MAY**

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

### **REMEMBER to take precautionary steps to help reduce the risk of an attack:**

#### **Every day**

- Be alert to what is going on around you
- Report anything suspicious at the earliest opportunity - tell your manager but don't delay in reporting to either the police on 999 or to the Anti-Terrorist Hotline on 0800 789 321
- Ensure that your social media security settings are set to private and be mindful of what information you are sharing.

#### **While you're at work**

- Always wear your work pass when you're in an official building, and be mindful of anyone not wearing theirs - get comfortable asking them for proof of their permission to be there.
- Be mindful of tailgating. If somebody attempts to follow you through a secure door or gate which requires a pass or code to gain access, whether on foot or in a vehicle, always ensure that person is authorised to access the area.

#### **You must STAY SAFE:**

- What are your plans? Think about what you would do if there was an incident.

- Consider local arrangements, including personal emergency evacuation plans; are there people that might need assistance with escape?

## SCHOOL NAME (Primary / Special)

### Emergency Lock-Down Procedures.

**(Please read as part of our school safety and security policy)**

The lock down procedures could be triggered by a number of situations including:

- A stray animal on site.
- An incident in the local community.
- An unauthorised person on site.
- An instruction given by the Emergency Services in the response to a local situation.

If one of these instances occurs it is prudent to ask staff and children to stay in the room where they are until a senior member of staff can ascertain the level of risk, if any. As such, we will action the lock down procedures below. We will ensure we remain as calm as possible to ensure the children are emotionally supported.

**Alert Sound:** The below prompts will indicate the lock down procedures should be actioned immediately.

(Change to own procedures) e.g. **A senior member of staff ONLY** will activate the school bell sounding 3 short blasts of two seconds each a five second pause and again 3 short blasts.

If possible the school office and senior management to have known to them all mobile phone numbers to staff and insert them into the fast-dial facility of their phones.

**Action:** The action below must be implemented once the Lock-Down alert has been activated.

- All pupils and staff should with immediate effect remain in their classroom and lock both the classroom entrance and close the fire exit (If provided) door.
- Any staff or children out of their room should return to their relevant classroom or the nearest safe room.
- All window blinds to be closed and lights turned off.
- **STAY CALM. Pupils can continue with the lesson or other activity**
- Staff in offices should remain in the office which they are based.
- All authorised visitors working within the building to make their way to the staff room and await further instructions.
- If it is safe to do so - A named person to lock the front entrance door and inner door to the building reception holding area
- (Change as required) e.g. A senior manager to evaluate the incident, to ascertain the next actions required.

- (Change as required) e.g. Kitchen staff to lock the outer kitchen door then await further instructions from a senior manager.
- **Call 999** and ask for police assistance, stating your school name and address.
  - (School Name: .....)
  - (Address:.....)
  - (Contact Number: .....)
  - **Provide a brief description of the situation**
- Follow the instruction given by the Police.
- If it is safe to do so, inform the LA's Director of Children's Services of your situation.

**End of Incident:**

(Change to own procedures) e.g. Once the situation is resolved, a senior member of staff **ONLY** will activate the school bell sounding 3 short blasts of two seconds each a five second pause and again 3 short blasts to notify staff that the lock down has been released.

- On completion of the incident inform the LA's Director of Children's Services of the situation and request any further support you may require. Tel: 01942 486000.

**Debrief:**

The senior manager to debrief all staff on the incident and inform all parents what had occurred, providing reassurance for the safety of all children and staff.

- Ofsted to be informed, if the situation relates to a safeguarding issue.
- Intruder/Lock-down procedure will be reviewed.
- Review any Personal Evacuation Plans for staff/pupils requiring assistance.

Date approved:	
Review Date:	
Headteacher's Signature :	

**Further Guidance;**

In planning and evaluating your procedure, look at the building from an intruders view point. Windows, doors, access controls, etc.

To instigate a lock-down, you must **not** use the building fire alarm as this will result in confusion and possibly lead to staff and pupils exiting the building and putting themselves at risk. If you do not have an electrical bell you could use one of the following methods.

- Manual operated rotary fire bell.
- Intercom, if phones or speakers are located throughout the school building.
- Manual operated Air Horn.

- School Whistle, as you would in a playground.
- If your IT server can be programmed, use a pop-up alert.

In place of sounding an alarm (Bell) you may wish to consider using a known phrase as part of a message to staff. This should not alert the intruder and may assist in the children remaining calm during the initial stages of a lock-down.

If you need to evacuate the building do so only under the instructions of the emergency services and all pupils and staff of the class to stay together.

On completion of your school procedure, bring it to the attention of all staff and complete a practice drill to evaluate the suitability of the procedure. You should also record such practice drills to demonstrate your management preparedness for the safeguarding of both the pupils and staff under your control.

Appendix 3.2

## SCHOOL NAME (Secondary)

### Emergency Lock-Down Procedures.

The lock-down procedures could be triggered by a number of situations including:-

- An incident in the local community.
- An unauthorised person on site.
- An instruction given by the emergency services in response to a local situation.

If one of these instances occurs it is prudent to ask staff and students to stay in the room where they are until a senior member of staff can ascertain the level of risk, if any. The procedure to be followed is below. It is important to remain as calm as possible to ensure that students are emotionally supported.

**Alert sound:** A senior member of staff **ONLY**, or the receptionist under the direction of a senior member of staff, will activate the school bell sounding 5 short blasts of 2 seconds each, a five second pause and a single blast lasting 5 seconds.

If your IT system is set up for alerts, a message will be sent to all staff computers and subject to the internal comms procedure of the school a second alert will be sent to staff to notify them of the incident. e.g. SchoolComms app, staff text notification, etc.

**Action:** The action below must be implemented once the lock-down alert has been activated.

- All students and staff should with immediate effect remain in their classroom and close all classroom doors. If the door has an internal 'thumb-turn', it should be locked.
- Any staff or pupils out of their room should return to their classroom or the nearest safe room.
- All window blinds should be closed and lights turned off.
- Staff and students should stay calm. It may be possible for pupils to continue with the lesson or activity.
- Staff in offices should remain in the office in which they are based.

- All authorised visitors working within the building should either remain with their host (e.g. if they are in a meeting), with their class (e.g. supply staff) or make their way to the staff room and await further instructions.
- If it is safe to do so the site manager or a senior member of staff will lock the front entrance door.
- Staff and students in the leisure centre or on the school field should immediately and quickly make their way back into school and assemble in the gym, ensuring that the leisure centre door is properly closed and the gates to the field are locked.
- The Headteacher or other member of SLT will evaluate the incident to ascertain the next actions required.
- Kitchen staff should lock the outer kitchen door and await further instructions from a senior member of staff.
- The person who has activated the lock-down will **call 999** and ask for police assistance, stating the school name and address and provide a brief description of the situation.
- Follow instructions given by the police and if possible inform the LA's Director of Children's Services of the situation and request on standby any support required.

**End of incident:** (*Change to own procedures*) e.g. Once the situation is resolved, a senior member of staff ONLY, or the receptionist under the direction of a senior member of staff, will activate the school bell or designated warning system sounding 5 short blasts of 2 seconds each, a five second pause and a single blast lasting 5 seconds to notify staff that the lock down has been released.

On completion of the incident, the Headteacher will inform the LA's Director of Children's Services of the situation and request any support that may be required. Tel: 01942 486000.

**Debrief:** The Headteacher will debrief all staff on the incident and inform all parents what has occurred, providing reassurance for the safety of all students and staff. If required other agencies will also be informed, as appropriate.

- The incident will be logged and a review of the procedures will be undertaken.
- PEEP's will be reviewed for students who require assistance with mobility.

Date approved:	
Review Date:	
Headteacher's Signature :	

On completion of your review of the procedure, bring any changes to the attention of all staff and at a time of your choosing complete a practice drill to evaluate the suitability of the change. You should also record such practice drills to demonstrate your management preparedness for the safeguarding of both the pupils and staff under your control

## SUSPECT PACKAGE PROCEDURE

### **Actions of school staff on discovery of suspect parcels, packages and other suspect unattended items.**

On finding a suspect package or an object that cannot be accounted for in any way:

**STAFF SHOULD NOT ATTEMPT TO TOUCH OR MOVE THE SUSPECT ITEM**

### **SUSPECT PACKAGES OR ITEMS DISCOVERED IN A BUILDING**

- Do not use a mobile phone or similar communication device within close vicinity of the package
- Contact the school office without delay (Land Line) Tel: 01942 ..... and tell them you have found a suspect item.
- Provide detail of the item including a description and the exact location found
- The Receptionist will escalate your call immediately through notification to the relevant senior manager and the police

### **POSTAL PACKAGES**

- Can be received in many forms that include envelopes, parcels, padded 'Jiffy' bags, etc.
- Can be delivered by post or by hand.
- Might be designed to explode when opened.

The following signs should alert you to the possibility that the package contains an explosive device:

- Grease marks on envelope or wrapping.
- An unusual odour such as marzipan or oil.
- Visible wiring or tin foil, especially if the package is damaged.
- Envelopes may feel very heavy for size.
- Uneven weight distribution.
- Contents may be rigid in a flexible envelope.
- Delivery by hand from an unknown source or posted from an unusual place.
- Excessive wrapping.
- Poor handwriting, spelling or typing.
- Might be incorrectly addressed.
- Includes too many stamps for the weight of the package.

**If one or more of the above is evident in an envelope or package, put it down gently and walk away.**

- Treat all suspect packages as a potential threat
- Do not place the item into anything (including water) and do not attempt to contain the item, do not put anything on top of it
- Establish if anyone is expecting the envelope or package
- Follow the procedure above for 'discovery of a suspect package or item' and be prepared to evacuate the immediate area
- If possible attempt to contact the sender of the suspect envelope or package
- It is most likely that the majority of packages are safe but it is always best to act on the side of caution.

In all cases, report any suspect item, either received by delivery or found left unattended, to a senior manager ASAP.

As time allows, contact the Director of Children's Services / LA, Tel; 01942 486000 and provide a summary of the incident and action taken.

Appendix 5.1

### **BOMB THREAT PROCEDURE**

#### **Actions of school staff on receiving bomb threat communications.**

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

- stay calm and listen carefully to the caller
- use the attached bomb threat checklist for key information that should be recorded
- if practical, keep the caller talking and alert a colleague to dial 999
- if displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended
- if the threat is a recorded message write down as much detail as possible
- If the threat is received via text message do not reply to, forward or delete the message. Note the number of the sender and follow police advice
- contact a member of the Senior Management Team without delay and tell them you have received a bomb threat
- **Activate the 'fire alarm' alerting others to evacuate the building.**

##### **If the threat is delivered face-to-face:**

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

possible.

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

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

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

- **do not** reply to, forward or delete the message
- note the sender's email address or username/user ID for social media applications
- **do not** delete anything; preserve all web log files to help the police investigation

**REMEMBER Dial 999 and follow police advice.**

In all cases, report any bomb threat to the Director of Children's Services as soon as possible, Tel: 01942 486000.

Appendix 5.2

**ACTION TO BE TAKEN ON RECEIPT OF A BOMB THREAT.**

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

(When. Where. What. How. Why. Time)

**ASK THOSE QUESTIONS & RECORD ANSWERS AS ACCURATELY AS POSSIBLE:**

- |    |                                      |  |
|----|--------------------------------------|--|
| 1. | Where exactly is the bomb right now? |  |
| 2. | When is it going to explode?         |  |
| 3. | What does it look like?              |  |
| 4. | What does the bomb contain?          |  |
| 5. | How will it be detonated?            |  |

6.	Did you place the bomb? If not you, who did?	
7.	What is your name?	
8.	What is your address?	
9.	What is your phone number?	
10.	Do you represent a group or are you acting alone?	
11.	Why have you placed the bomb?	
	Record time and call completed:	

**INFORM BUILDING SECURITY/COORDINATING MANAGER**

Name and telephone number of person informed:

**DIAL 999 AND INFORM POLICE**

Time Informed

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

Date and time of call:

Duration of call:

The telephone number that received the call

<b>ABOUT THE CALLER:</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Nationality <input style="width: 70px;" type="text"/>	Age <input style="width: 60px;" type="text"/>			
<b>THREAT LANGUAGE:</b>	Well-spoken <input type="checkbox"/>	Irrational <input type="checkbox"/>	Taped <input type="checkbox"/>	Foul <input type="checkbox"/>	Incoherent <input type="checkbox"/>		
<b>CALLER'S VOICE:</b>	Calm <input type="checkbox"/>	Crying <input type="checkbox"/>	Clearing Throat <input type="checkbox"/>	Angry <input type="checkbox"/>	Nasal <input type="checkbox"/>		
	Slurred <input type="checkbox"/>	Excited <input type="checkbox"/>	Stutter <input type="checkbox"/>	Disguised <input type="checkbox"/>	Slow <input type="checkbox"/>	Lisp <input type="checkbox"/>	Accent* <input type="checkbox"/>
	Rapid <input type="checkbox"/>	Deep <input type="checkbox"/>	Familiar** <input type="checkbox"/>	Laughter <input type="checkbox"/>	Hoarse <input type="checkbox"/>	Other (Specify) <input style="width: 100px;" type="text"/>	

What Accent

If the voice sounded familiar, who did it sound like?

	<b>Street Noises</b>	<b>House Noised</b>	<b>Animal Noises</b>	<b>Crockery</b>	<b>Motor</b>
	<input type="checkbox"/>				
<b>Clear</b>	<b>Voice</b>	<b>Static</b>	<b>PA System</b>	<b>Booth</b>	<b>Music</b>
<input type="checkbox"/>					
<b>Factory Machinery</b>	<b>Office Machinery</b>	<b>Other (Specify)</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			

REMARKS:

ADDITIONAL NOTES:

<b>Signature:</b>		<b>Print Name:</b>		<b>Date:</b>	
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**ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA**

1. **DO NOT** reply to, forward or delete the message
2. If sent via email, note the senders address.
3. If sent via social media, what application has been used and what is the username / ID
4. **Dial 999** and follow police guidance
5. Preserve all school web log files to assist with the police investigation. (As a guide – from seven (7) days prior to the threat message and for 48 hours after.)

<b>Signature:</b>		<b>Print Name:</b>		<b>Date:</b>	
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## GUIDANCE DURING TEST / EXAM CONDITIONS

- All candidates must be informed of the evacuation procedure before the exam starts.
- The attendance register for each room must be completed prior to the exam starting.
- In the event of the fire alarm sounding the exam must be stopped immediately.
- Candidates are to be kept under normal exam conditions in the gym/theatre/unit and await further instruction from ..... or in his/her absence..... Contact will be made with the invigilator in the exam room via the radio.
- If candidates are in a separate exam room they must be brought to a designated place by the invigilator.
- Should an evacuation be necessary the assembly point will be given to all present. All candidates must remain together during the evacuation.
- All exam stationary and personal belongings must be left in the exam room.
- Exam rooms to be made safe by the senior invigilator or designated member of staff.
- Complete security must be adhered to at all times.
- Once evacuated the candidates must not communicate with each other or by mobile phone.
- If evacuation is necessary there should be one invigilator nominated to a group of 30 candidates.
- Once allowed back into the exam room, the candidates should be reminded of rules and regulations and a line should be drawn on the answer sheet to show at what point the fire alarm sounded. A full report will be made to the exam board by a senior member of the school staff.
- If it is impossible for the exam to continue a senior member of staff will seek advice from the exam board.

## SCHOOL OFF SITE VISITS

The UK terrorist threat is set by the Joint Terrorism Analysis Centre and the Security Forces.

Due to the nature of terrorist acts the available advice published by the government is limited in regards to security information for tourism or school visits. I have therefore used the existing guidance published by the police as the general advice relevant to school visits.

There are no restrictions on where or when to visit places of interest or attractions in the UK. However, given the number and type of incidents that may occur it is good practice to regularly review your schools emergency response procedure.

### **When Visiting Attractions/Venues**

- Ensure you have available a fully charged mobile phone for emergency use.
- Be alert to what is going on around you.
- Report anything suspicious at the earliest opportunity - tell your Group Leader but don't delay in reporting to either to police on 999 or to the Anti-Terrorist - Hotline on 0800 789 321.
- Be mindful of what information you are discussing in regards your itinerary.
- Be mindful of tailgating. If somebody attempts to follow you through a secure door or gate which requires a pass to gain access.

In the event of a firearms or weapons attack, always follow these three steps:

- **Run**
- Stay together and run to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go then...
  - **Hide**
  - It's better to hide, if possible, than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it's safe to do so...
- **Tell**
- Tell the police by calling 999 or for non-emergencies 101

[Follow the instructions given by the Emergency Services.](#)

Keep your school management informed of any incidents and the action you have taken.

The school management to inform and keep updated the Director of Children's Services to enable any additional support to be made available.



# Appendix 15 – Terms of Reference for the Governor’s Premises Health & Safety Committee

## Terms of Reference

The Committee has delegated approval and will be responsible for:

- The specific responsibilities of Governors with regard to the school’s premises and shall inform the appropriate body of any matters for which it has responsibility.
- Noting and responding to any recommendations resulting from LA condition surveys.
- Monitoring delegated funds in respect of Devolved Formula Capital spending, and ensures value for money through established criteria for procurement.
- Overseeing the preparation and implementation of building development contracts within limits identified by the Governing Body and with the assistance of the Site Manager and Business Manager.
- Inspecting the premises and grounds annually on a rota basis and through the School’s officers, review and implement a prioritized programme of maintenance and development which deliver improved environmental performance, subject to the financial limits specified by the Governing Body.
- Undertaking an annual safety audit of the schools premises and through the school’s officers, review priorities and implement appropriate action to remedy any serious concerns for which the Governing Body will have responsibility.
- Ensuring that the school complies with relevant Health and Safety regulations.
- Considering appropriate requests and associated risk assessments for Residential Trips subject to appropriate approvals and comments from the Headteacher, Business Manager and the LA (or equivalent).
- Formulating, reviewing and approving the School’s Health and Safety Policy.
- Formulating, reviewing and approving the School’s lettings and charging policy. (Summer Term).
- Examining any presented safety inspection reports and implementing any appropriate remedial actions required.
- To implement appropriate measures to deal with Premises Health and Safety issues raised by the DfE, LA, Archdiocese and HSE.
- Monitor and reviewing the use of energy within the school and implementing viable proposals or more effective management of energy use to deliver improved environmental performance.
- Monitoring, reviewing and agreeing the School’s Asset Management Plan and associated floor plan.
- Preparing, implementing and monitoring, where appropriate, building development proposals for inclusion within the wider School Improvement Plan.
- Ensuring the Governors’ responsibilities are discharged regarding litter under Part IV of the Environmental Protection Act 1990.
- To consider and agree write-offs of redundant school equipment.

## Administrative Responsibilities (Clerk)

- To ensure there are effective clerking arrangements for the Committee.
- To ensure the Committee receives relevant, accurate, timely and user friendly reports on the premises issues seven days prior to the meeting.
- To ensure minutes and decisions, including any changes are clearly recorded.
- To ensure that a register of pecuniary interest is maintained and reviewed annually and that any declarations of business interests are recorded at each meeting.
- To ensure Governors and particularly Committee members are aware of and receive appropriate training.

# Appendix 16 – Emergency Evacuation

## EMERGENCY EVACUATION

**ALARM: SIREN**

**SILENCE** MUST BE RIGIDLY ENFORCED THROUGHOUT THE EMERGENCY

**TEACHER IN CLASSROOM** To have windows closed, nominate two children to lead the line and indicate exit. Check all children have left, close the classroom door and immediately follow the class out of the building.

**OTHER STAFF** Close windows and doors: leave the building and proceed to assembly areas.

**PUPILS** To walk in single file on the right-hand side to yard position by nearest route and occupy positions shown on plan. Pupils can take with them their phones, coat and house keys if they have these items on them. Bags should be left in classrooms.

**OFFICE STAFF**

- Carry registers to Yards 1 & 2 and hand to teachers i/c yards
- Bring out "Educational Visit" list and hand to teachers i/c yards
- Check M.I. Room to see that sick children get to assembly yards
- Admin Staff to check non-teaching staff, peripatetic staff, ITT students and visitors. Staff, students and visitors must remain silent on assembly yard.

**FORM TEACHER** Collect registers from teacher i/c yard and check all children are present. Send a runner with the register to report all present or otherwise to HOY.

**HOY** Co-opt Form Teachers to replace any absent Form Teachers.

**TEACHER i/c YARD** Check all staff due to assemble on yard. On completion of register check inform Headteacher.

Return registers to Senior Administrative Officer.

**MR WARD** Check Mrs Watson is at rear entrance of school. Open rear gates if required.

**MR SHARPE** To prevent visitor access to school and ensure free entry for emergency vehicles – Main Entrance.

**MRS BAKER** To monitor evacuation via Art pathway and check the new build.

**MRS WATSON** To prevent visitor access to school and ensure free entry for emergency vehicles – Rear Entrance.

**TECH TECHNICIAN** To prevent access to rear of building.

**MR BRADDOCK** To source reason for alarm. To dial 999 if emergency established.

**MR ROBERTS**

### EMERGENCY EVACUATION ASSEMBLY AREAS

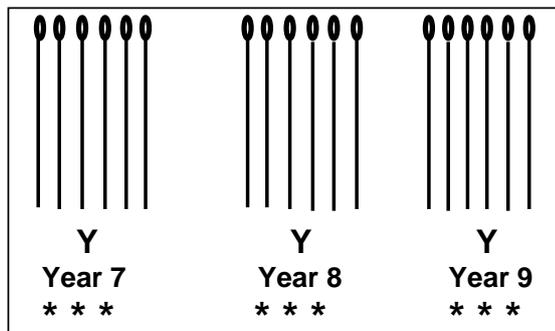
**KEY**

○ - Form Teacher

Y - Head of Year

\* - Non-Form Teacher

**Teacher i/c Yard – BRO / SAN**



**Teacher i/c Yard – ASH / POL**

