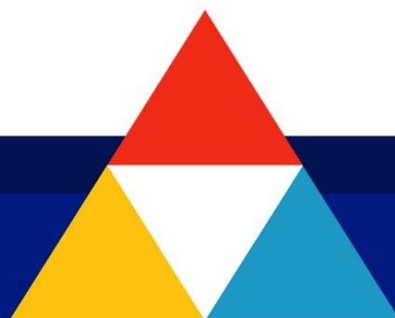


Health and Safety Policy

Date of Policy	October 2023
Date of Next Review	October 2024
Governor/School Policy	HR and School
Statutory	Yes
Staff Responsible	HT and SBM



Barnwood Park

HEALTH & SAFETY POLICY DOCUMENT

PART 1

STATEMENT OF INTENT

This policy statement is the local supplement to Gloucestershire County Council Corporate Health & Safety Policy Document.

The school's Governing Body and Headteacher recognise and accept their responsibilities both under law and also under Gloucestershire County Council delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Governing Body and Headteacher.

In particular the Governing Body and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- minimising the risks of accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- Ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, students, contractors, etc, or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and Headteacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headteacher are committed to the arrangements stated in this Policy Document and all staff are required to comply. They are encouraged to support the Governing Body and Headteacher's commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at last annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

Signed:	Signed:
Headteacher's name:	Chair of Governors' name:
Date:	Proposed review date:

PART 2 ORGANISATION

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PART 2 – ORGANISATION

Organisation – Introduction.

In order to achieve compliance with the Governing Body and Headteacher's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this H&S Policy Document.

The school's Governing Body and Leadership Group recognise and accept their responsibilities under law. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

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<p>The Duties of the Governing Body</p> <p>The Governing body has overall responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.</p>	<p>In the discharge of its duty, the Governing Body, in consultation with the Headteacher, will use its reasonable endeavours to:</p> <ul style="list-style-type: none"> ▪ Make itself familiar with the Local Authority's Safety Policy and follow the advice and guidance provided by the LA (via the SHE unit); ▪ Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school; ▪ Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made; ▪ To ensure the Identification and evaluation of risks relating to; <ul style="list-style-type: none"> • the premises • school activities • educational visits • school-sponsored events ▪ To ensure the identification and evaluation of risk control measures in order to ensure selection of the most appropriate means of minimising risk to staff, students and others; ▪ Create and monitor the management structure to enable the implementation of health and safety. <p>In Particular the Governing Body will use its reasonable endeavours to ensure the provision of:</p> <ul style="list-style-type: none"> ▪ a safe place for staff and students to work including safe means of entry and exits ▪ plant equipment and systems of work which are safe ▪ safe arrangements for the handling, storage and transport of articles and substances ▪ safe and healthy working conditions which take into account all appropriate, statutory requirements, codes of practice, guidance ▪ Supervision, training and instruction so that all governors, staff and students can perform their school-related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities so that they may carry out their duties in a safe manner without placing themselves or others at risk ▪ Information to students will receive information and as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated ▪ the required safety and protective equipment and clothing together with information on its use ▪ adequate welfare facilities <p>So far as is reasonably practicable, the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:</p> <ul style="list-style-type: none"> ▪ this policy; ▪ other relevant health and safety matters;
<p>The Duties of the Headteacher</p> <p>The Headteacher has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Governors the Headteacher will</p>	<p>As well as the general duties which all members of staff have, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, ancillary staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable</p>

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ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

steps to achieve this end through liaison with the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Headteacher will, on a day-to-day basis, be responsible for ensuring:

- safe working conditions of the school premises and facilities;
- that at all times, the health, safety and welfare of staff, students and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
- safe working practices and procedures throughout the school so that all risks are controlled;
- that arrangements for systems of risk assessment allow for the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and the LA are made aware of the findings;
- the training needs of staff and students are identified and ensure, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe in a timescale commensurate with the risk as decided/assessed by the Headteacher
- that accident and incident information is collated and, when necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence;
- that there is monitoring of the standards of health and safety throughout the school, including all school-based activities;
- That the management structure is monitored, in consultation with the governors; consult with members of staff, including Safety Representatives, on health and safety issues; and encourage staff and others to promote health and safety.

The Duties of Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health & Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

As part of their day-to-day responsibilities they will ensure that:

- Safe methods of working exist and are implemented throughout their area of responsibility;
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- Staff, students and others under their jurisdiction are instructed in safe working practices;
- Regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others;
- All plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- Hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- They monitor the standard of health and safety throughout the department in which they work and encourage staff, students and others to achieve the highest practicable standards of health and safety;
- All health and safety information is communicated to the relevant persons and they report any health and safety concerns to the Headteacher.

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Duties of All Employees [including temporary and volunteers]

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific H&S training received.
- Report all accidents in accordance with current procedure.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.

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	<ul style="list-style-type: none"> • Inform their Line Manager of any shortcomings they consider being in the School's health and safety arrangements. • Exercise good standards of housekeeping and cleanliness. • Know and apply the procedures in respect of fire, first aid and other emergencies. • Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive. <p>All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered; and</p> <p>Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The employee's immediate line manager must approve such re-assignments.</p>
<p>Students, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.</p>	<ul style="list-style-type: none"> • Students know the procedures in respect of fire, first aid and other emergencies, and how to carry them out. • Students understand that all plant, machinery and equipment in the area in which they work is in safe working order and use is restricted to authorised persons only • All relevant aspects of safety is integrated for students into the • teaching process and where necessary, special lessons on health and safety in line with National Curriculum requirements for safety education is given • Students require the use of protective clothing and guards where necessary
<p>School Safety Representatives</p> <p>The Governing Body and Headteacher recognise the role of Safety Representatives. Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Safety Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.</p>	<p>School have a service level agreement with GCC traded services and take the SHE unit advice, guidance and audit services. Utilising the EVisit software for trips and visits and the SHE assure software for RIDDOR and incidents. The SHE unit are allowed access and information as required to investigate accidents, claims and potential hazards.</p>
Temporary Staff	

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<p>Temporary staff are provided with information and guidance which includes the Health & Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Headteacher whilst on the school site.</p>	<p>Temporary Staff are required to comply with the Duties of Employees</p>
<p>Teaching Staff</p> <p>Teaching Staff have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the students in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.</p>	<p>Teaching staff are expected to:</p> <ul style="list-style-type: none"> • Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out. • Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice e.g. the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) to ensure that they are applied. • Give clear oral and written instructions and warnings to students where necessary. • personally follow safe working procedures • Use protective clothing and guards where necessary. • Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery. • integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education • avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation; and • report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department • be able to identify and take appropriate action for any students who represent a danger to themselves and/or the other students/staff <p>Departmental Policies/Curriculum Safety</p> <p>Specific departments within the school environment carry special risks as an inherent part of their function:-</p> <p>Design and Technology to include Art, Textiles and Food</p> <p>Science</p> <p>Dance, Drama</p> <p>PE and Sport</p> <p>Student Support and Internal Suspension</p> <p>The Governing Body, through the Headteacher and Subject Leaders will ensure that relevant Health and Safety practices are adopted and practiced within these departments.</p>
<p>Teaching Assistants</p>	

Barnwood Park School - Health & Safety Policy

Teaching assistants have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.	
The Duties of Off Site Visit Coordinators (OVC) The Offsite Visit Coordinator (OVC) ensures that standards for off-site activities and educational visits are followed. The OVC works with trip leaders to ensure the aim of the educational visit is achievable and in line with those of the school. The school refers to the Off-Site Visits Manual on the SHE webpages.	EVisit package used to manage the safety of school visits.
The Duties of the Business Manager and Network & Estates Manager The Business Manager has a day to day responsibility for ensuring compliance with the school Health & Safety Policy Document, supported by the Network & Estates Manager. Effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.	The Business Manager alongside the Network & Estates Manager are responsible for addressing H&S issues.
Volunteer and Parent Helpers Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.	

PART THREE – GENERAL ARRANGEMENTS

Arrangements The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.		
Communication The school recognises the importance of communication to such as staff, visitors, students, parents, volunteers, contractors etc:		<ul style="list-style-type: none"> • All staff meetings will have “Health & Safety” as an agenda item and any significant issues will be fed back to the Leadership Group • All staff have access to the Staff Handbook, this is available and updated on the Staff Shared area (w) /Staff Handbook which includes H&S procedures • An information leaflet at reception will provide guidance to visitors on action in an emergency. • It is the responsibility of the staff host to ensure that their guest(s) are made familiar with emergency procedures
Consultation with Employees The school recognises the importance of consulting with employees on health and safety matters.		This is done via staff meetings and “as and when required”

Section 1 - RISK ASSESSMENT		
Risk Assessment The school uses GCC risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPSS/AfPE etc. Risk assessment is the responsibility of the schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.		<p>Premises and Site risk assessments are undertaken by the Network & Estates Manager and Business Manager.</p> <p>Curriculum area risks are assessed by the department leaders.</p> <p>Further references to risks and their controls can be found in relevant sections of this policy.</p>

School Trips/Offsite Visits The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on GCC guidance.		Finance team act as Off-Site Visits Co-ordinators and is responsible for : Supporting the Head and Governors with approval and other decisions Reviewing systems and monitoring practice Ensuring the School Visits procedures are followed:- EDUCATIONAL OFFSITE VISITS INFORMATION Visits ideally need to be planned at the start of the academic year so that we can give notice to parents.
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	<p>All offsite Activities and Trips need to follow these procedures and it is essential that they are planned well in advance. 2 months' notice is required for residential or adventurous activities. ALL paperwork for trips abroad, including student lists, are needed 28 days before the trip. Duke of Edinburgh trips are treated the same as trips abroad.</p> <p>The procedures are detailed in the Staff Handbook – and all other documents are saved in the Staff Shared Area (W) / News & Information / Offsite Visits</p>
<p>Working at Height The risks associated with working at height are identified through risk assessment using SHE/G073Working at Height. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>	<p>The Estates Team are responsible for carrying out periodic documented ladder checks and the arrangements to manage risks e.g. simple briefing on safe working areas within the school where ladders are used and stored etc All relevant staff undertake working at heights training. Relevant Contractors are checked for Insurance and RAMS.</p>
<p>Noise The school is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.</p>	<p>These should be identified and addressed within Department Risk Assessments.</p>
<p>Violence to Staff The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process. All reported incidents of violence are recorded on the SHE Assure system.</p>	<p>This will be identified and addressed within Department Risk Assessments.</p> <p>Incidents involving students are recorded on CPoms (this includes First aid and student incidents).</p> <p>Incidents involving external entities are recorded on SHE Assure</p>
<p>Security Arrangements Including Dealing with Intruders Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.</p>	<p>The Network & Estates Manager manages the security in and around the site. Glevum Security are on standby for out of hours support. CCTV covers external areas of the site. Lockdown buttons are located behind reception and in Business Manager office. Network & Estates Manager is the emergency contact. This to be replaced with LG rota?</p>

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	The school also has a lockdown procedure in place.
Personal Security/Lone Working The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.	A Lone Working Risk Assessment is in place. Risks from home visits are to be assessed to identify any additional measures we can adopt to protect staff personal safety. SHE Guidance G068 Violence & Personal Safety.
Hazardous Substances (Control of Substances Hazardous to Health CoSHH) Where hazardous substances are used risk assessments are undertaken and a hierarchy of control measures adopted which seeks to eliminate or substitute the substance concerned. Where necessary this H&S Policy Document is supplemented by a local Departmental Policy (e.g. in D&T and Science) relating to the specific activities of the Department or area.	This will be identified and addressed within Department Policies and risks assessments.
Personal Protective Equipment (PPE) Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.	Line managers will assess on the basis of risk assessment and COSHH assessments the need for PPE.
School Transport The school uses the SHE guidance on occupational driving as a basis to ensure safe transportation of students for activities such as offsite visits and sports fixtures. Risks associated with driving are evaluated within assessments for activities.	School Minibuses The finance team, through the Business Manager, will ensure that the school minibuses comply with all safety and technical regulations. The site team ensure that the school minibus booking/procedure and checklist are followed by all staff.
Manual Handling (typical loads and handling students) The school refers to the SHE/G048 Manual Handling and risks of manual handling are communicated within general risk assessment. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Headteacher, Business Manager and / or the Network & Estates Manager are responsible for assessing the appropriate	The Network & Estates Manager is responsible for assessing the appropriate approach to handling tasks for the Estates team and arranges training and seeks professional advice from SHE as necessary.

Barnwood Park School - Health & Safety Policy

approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.		
Curriculum Safety (including extended schools activity/study support) Heds of Departments ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as CLEAPSS, AfPE, Design And Technology Association DATA and SHE guidance etc. For any activity falling outside these areas n a risk assessment is carried out. An inventory of all equipment is kept by the departmental head and all tools/equipment/machinery are checked, maintained and stored correctly.		This will be identified and addressed within Department Policies and risks assessments.
Work Experience Placements The school undertakes workplace re-assurance checks in the absence of a provider and Work Experience Coordinators follow the working practices outlined in GCC SHE Work Experience Information Sheet 10 Employers Questionnaire and Risk Guidance SHE/G072. The school also takes into account the safeguarding of its students whilst commencing a work placement.		GCC A Work Experience procedures and Risk Assessments are in place
Display Screen Equipment The majority of staff within the school are not considered to be DSE users. The school refers to SHE/G007 – Working with Display Screen Equipment. Headteachers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.		Links to DSE safe working practices have been made available to all staff and are available on the W: Drive/News and Information/H&S. Regular habitual users (75% of role) will sign to say they have completed the DSE self-assessment.
Parent Teacher Association Currently inactive.		Currently inactive
Section 2 – PREMISES		

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<p>Mechanical and Electrical (fixed and portable)</p> <p>The school takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.</p> <p>Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the Network & Estates Managers office. .</p> <p>Fixed wiring periodical tests and inspection are carried out in accordance with SHE and Health & Safety Executive (HSE) advice</p>	<p>The Network & Estates Manager manages the PAT testing and the records are held in the site office.</p> <p>Relevant staff continue to update their professional development by attending suitable courses e.g. PAT</p>
<p>Maintenance of Machinery and Equipment</p> <p>The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment. Guidance issued by Asset Management & Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.</p>	<p>The Network & Estates Manager maintains the records, which are held in the site office.</p>
<p>Asbestos</p> <p>To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:</p> <ul style="list-style-type: none"> complying with all regulations and GCC practices concerning the control of asbestos; removing asbestos containing materials where the risk to building users is unacceptable; having a named officer who has responsibility for implementing the Asbestos Management Plan in compliance with The Management of Asbestos in County Council Occupied Premises Guidance. <p>Where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.</p>	<p>The Property Care team advise on the compliance.</p> <p>The Business Manager and Network & Estates Manager make arrangements for the inspections and an Asbestos Management plan is in place.</p>

Service Contractors, Hirers, Lettings & Others

Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.

Building Contractors

This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.

Small Scale Building Works

This includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place.

Lettings (shared working – playgroups etc)

The school follows Asset Management & Property Services (AMPS) guidance and casual hiring agreement form. The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirers'/tenants' claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.

Slips/Trips/Falls

The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure

The school follows the guidance issued by GCC Corporate Building Services as outlined in the property log book for the selection, appointment and monitoring anyone undertaking works. These include:

- Checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, or a combination taking into consideration nature and scale of the works required).
- examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions, etc
- having clearly identified personnel who are points of contact for contractors and visiting workers
- Having all significant and unusual hazards and risks on site clearly identified.
- exchanging information on hazards and risks

Arrangements for monitoring and controlling works in progress. Key areas to focus attention are:

- segregation of traffic and pedestrians
- segregation of contractors and occupants of the school (where possible)
- safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled
- implications on fire precautions due to possible increased risk and interference with fire alarm
- system and routes of evacuation

Communication – the school recognises the need to ensure that there is adequate and appropriate communication with all contractors, visitors and staff relating to all premises works.

The Headteacher or the Business Manager will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times, including ensuring that hirers hold current Public Liability Insurance, provide written risk assessments and confirm DBS clearance for adults (18+) who supervise children upon the schools premises.

The Headteacher or Business Manager will ensure that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence.

Issues are reported and dealt with by the Business Manager or the Network & Estates Manager and reported to SHE / RIDDOR as required.

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that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.	
Cleaning A cleaning schedule is in place which is monitored by the Headteacher/responsible person. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.	Direct Cleaning Safecontractors certificate, EL, COSHH and Risk Assessments stored on site, held in the Main cleaning cupboard. .
Transport Arrangements (on-site) The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.	Risks are controlled e.g. locking gates at certain times and deliveries during certain hours Parents are asked to park at Coney Hill Rugby Club. Details are included in the student induction packs. The school travel plan and action has made improvements to the site safety and transport arrangements.
Bus Duties (supervision of students boarding school buses)	Not applicable
Caretaking and Grounds Maintenance (and grounds safety) The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the SHE/G004 Caretaking Duties Risk Assessment Toolkit.	All relevant documents (e.g. log books, maintenance logs) relating to caretaking are held in the Network & Estates Manager's office and overseen by the Business Manager An annual audit is undertaken in liaison with GCC Property Services.
Gas and Electrical Appliances Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.	Schedules are maintained by the Network & Estates Manager
Glass and Glazing A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with ACoP/British Standard or	All replacement glass is to be of safety standard. Review of the school premises will identify any areas where glass may be of low standard. This will be covered in plastic film or if in a high risk area replaced.

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has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.		
Water Supply/Legionella An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The Network & Estates Manager and site team have a clear understanding of their duty, and have undertaken training in water system management and have the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.		The site staff have a clear understanding of their duty, A legionella risk assessment (via GCC) has been documented and the site log book is used.
Snow and Ice Gritting Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, on site and a sufficient supply of grit/salt is available.		The site staff deal with the gritting. Grit bin setup in carpark to assist with this.
Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS		
Infectious Diseases The school follows the guidance produced by the Public Health Agency, which is summarised on the poster, Guidance on infection Control in Schools and other Child Care Settings. COVID 19 – Following DfE; Public Health England; Health Protection Team and LA advice		The poster is available in reception and the Sports Hall reception area, the guidance is followed. See Appendix B for full risk assessment
Dealing with Medical Conditions The school accommodates students with medical needs wherever practicable and makes reference to DfE circular - Supporting Students with Medical Needs in School which sets		Health car assistant maintains records of medical conditions and liaise with the SEN departments, details are logged in IHPs

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<p>out the legal framework for the health and safety of students and staff. Responsibility for students' safety is clearly defined within individual care plans where necessary and each person involved with students with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those students with special needs.</p>	
<p>Drug Administration The school accommodates students with medical needs wherever practicable and makes reference to DfE Guidance Managing Medicines in Schools and Early Years Settings. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.</p>	<p>Emergency First Aid and Drug administration procedures are detailed in the Staff Handbook and available to all staff</p>
<p>First Aid The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The guidance issued by the DfE on first aid for schools SHE/G036 First Aid is followed.</p>	<p>Emergency First Aid and Drug administration procedures are detailed in the Staff Handbook and available to all staff</p>
<p>Reporting of Accidents, Hazards, Near Misses The school report and investigate all accidents, incidents and near misses and adhere to SHE/G025 Accident Reporting and Investigation. In line with the SHE procedure, all staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence. All completed accident/incident/near miss forms are reported electronically using the SHE Assure accident database.</p>	<p>RIDDOR reporting procedures are detailed in the Staff Handbook and available to all staff In the case of an accident involving a student the Investigation Report must be completed by the member of staff who was supervising the lesson or the person who witnessed the incident/accident. These should be given to Reception who enter them on a database and file the record sheet. Health and Safety records need to be kept until the child reaches age 25.</p>
<p>Fire Safety and Emergency Evacuation The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place.</p>	<p>Fire Procedures are detailed in the Staff Handbook and available to all staff</p> <p>Fire alarm is rang once per week in school time to make all aware of its sound. All staff to make their way via the shortest/safest route to the fire assembly point – On the School field area behind the Jubilee Block.</p> <p>The Staff Handbook and Room plans details the responsibilities of:-</p>

	<p>-Site Management</p> <p>-All staff/students and visitors – Safe evacuation is the priority</p> <p>-Fire Marshalls</p> <ul style="list-style-type: none"> • Will be designated an area of the building to sweep • Searches to include – Scan rooms through the door glass panel (no need to enter room); If a door is locked do not enter; If fire is discovered, break the nearest fire glass and evacuate. • Area searches are to last no longer than 1 minute. • Provide back-up should an assisted escape procedure be required for PEEPs • Report to Administration team whether designated areas have been searched or not. <p>-Pastoral Leaders / Assistant Pastoral Leaders / -Form Teachers / -Assistant Heads / -Administration Staff /-Visitors</p> <p>The Headteacher, in liaison with the Business Manager will, ensure the following:-</p> <ul style="list-style-type: none"> • detailing of any significant findings from the fire risk assessment and any action taken • testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices • testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person • recording of false alarms • testing and maintenance of emergency lighting systems • Testing and maintenance of fire extinguishers, hose reels and fire blankets etc. • testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems • recording and training of relevant people and fire evacuation drills • planning, organising, policy and implementation, monitoring, audit and review • maintenance & audit of any systems that are provided to help the fire & rescue service; • all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors <p>LOCKDOWN PROCEDURE</p> <p>In case of intruders on site an emergency Lockdown procedure has been put into place. See appendix A. School staff have been informed. Following GCC SHE advise a staff table top exercise or briefing will take place to run through scenarios that could invoke the lockdown procedure prior to any physical lockdown drill involving students.</p>
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<p>Crisis and Emergency Management</p> <p>A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.</p>	<p>The Business Continuity and Risk Register are reviewed by the Business Manager discussed with the school Governors.</p>
<p>Section 4 - MONITORING AND REVIEW</p>	
<p>Monitoring</p> <p>Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, students, contractors and other visitors.</p>	<p>Internal meetings include Health & Safety as a recurring agenda item. Including Governors and LG meetings. Any concerns are passed onto the Business Manager. Incident log book are held by reception and the Business Manager to record incidents, these are reported back to the Head Teacher. Heads of Departments completed their own Risk Assessments to develop a safety awareness and culture.</p>
<p>Inspections</p> <p>Regular safety inspections are carried out by the nominated person(s) (using the format found in the Good Stewardship Guide and the SHE Governors Guide - Workplace Inspections [or state format used]) of premises/departments/furnishings and fittings and grounds are also carried out on a regular basis. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>	<p>In addition Heads of Departments completed their own classroom check list to record any concerns within their departments. The departmental inspection sheets issues are recorded on Every for action by the Site Team or the Business Manager. The budgets allow for departments to consider their H&S requirements including highlighting maintenance and repair.</p>
<p>Review</p> <p>The school has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various ad hoc and unplanned checks and inspections.</p>	<p>The school also has arrangements in place to check all health and safety documentation including risk assessments, policies and procedures etc. Accident trends and the presentation of safety performance report will be made available to Governors which includes a statistical breakdown of accidents and a review of risk assessments etc. The Business Manager reports any site and H&S issues to Governors. The Health & Safety Policy Document will be reviewed annually and approved by the Governors.</p>

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<p>Auditing</p> <p>As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.</p>	<p>The GCC SHE unit carry out annual H&S audit. A two part audit was completed to include the new Sports Hall and refurbishment areas. The SHE advice and risk assessments will be reviewed and updated by the Business Manager and Network & Estates Manager.</p>
<p>Section 5 –TRAINING</p>	
<p>Staff Health & Safety Training/Competence</p> <p>The school is committed to ensure staff are competent to undertake the roles expected of them. The Headteacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the performance management process consider health and safety performance and address areas of concern with employees.</p>	<p>The school is committed to ensure staff are competent to undertake the roles expected of them.</p> <p>The annual Performance Management appraisals will identify and ensure that staff are competent to undertake their roles.</p> <p>Where there are changes in health and safety legislation training and competency issues the Business Manager &/or Facilities Service Manager with ensure that the line managers/heads of department address this as a matter of priority.</p> <p>The school uses the National College Training bundle which includes H&S courses.</p>
<p>Supply and Student Teachers</p> <p>The school's expectations are made clear to any supply and student teacher through the provision of Supply/Student Teacher/Staff Handbook. Teachers on supply and student teachers are given a copy of the Staff Handbook, Health & Safety Policy Document and other relevant policies. The Headteacher is responsible for liaising with the supply/student teacher on general school organisation and routines. When supply and student teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.</p>	<p>Expectations and procedures are detailed in the Staff Handbook and issued to all staff.</p> <p>The Deputy Headteacher is responsible for liaising with the supply/student teacher on general school organisation and routines.</p> <p>When supply and student teachers attend the school to cover for staff absence at short notice the Deputy Headteacher/Cover Administrator gives guidance on the work to be covered.</p>
<p>Volunteer and Parent Helpers</p> <p>Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors badge at</p>	<p>DBS and ID is requested on arrival in reception and regular helpers are recorded on the Single Central Record.</p>




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all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.		
Section 6 - HEALTH AND WELLBEING		
Pregnant Members of Staff . Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to SHE guidance.		Risk assessments are carried out by the Business Manager &/or Heads PA
Health and Well Being Including Absence Management The school refers to EPM Stress Management documents and has carried out a risk assessment based on the Health & Safety Executive's Management Standards for Work-Related Stress. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.		Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means within GCC and EPM to manage stress and assist staff. Managers will guide staff to appropriate guidance (further information available on W: Drive/News and Information) The school subscribe to GCC OH service to implement a robust absence management plan and procedure to reduce stress and improve well-being. In addition we pay into GCC OH Employee Assistance Programme. Reflective supervision is offered to pastoral, safeguarding and leadership teams. The Assistant Head works with Gloucestershire trailblazers mental health awareness teams and delivers strategies throughout school.
Smoking and Vaping on Site		No smoking or vaping on the school site.
Section 7 - ENVIRONMENTAL MANAGEMENT		
Environmental Compliance The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.		Appropriate suppliers will be sought for safe disposal
Disposal of Waste All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.		

Section 8 - CATERING AND FOOD HYGIENE		
Catering and Food Hygiene All catering contractors have in place a food hygiene management system and competent health and safety advice.		Aspens Caters attended the H&S audit and all compliance matters had been addressed. Gloucester City Council awarded the school with food hygiene highest rating of 5.
Section 9 – HEALTH AND SAFETY ADVICE		
Information Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350 she@gloucestershire.gov.uk www.gloucestershire.gov.uk/she		



BARNWOOD PARK – FIRE & LOCKDOWN PROCEDURES						
FIRE EVACUATION SIGNAL TO EVACUATE: Continual rings of the bells SIGNAL TO RE-ENTER BUILDING: Bells will go silent once it is safe and await instruction to re-enter						
FIRE EVACUATION AREA – SCHOOL FIELD – BEHIND JUBILEE BLOCK Huts / Cycle sheds Jubilee Block Sports Hall						
<div style="border: 1px solid black; padding: 5px; text-align: center;"> Control Point Headteacher / Authorised Person / Fire Marshals </div>						
<div style="border: 1px solid black; padding: 5px; text-align: center;"> Visitors & Contractors </div>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Staff A-F G-K L-P Q-Z </div>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Year 7 Tutor PL/APL ASPIRE </div>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Year 8 Tutor PL/APL ASPIRE </div>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Year 9 Tutor PL/APL ASPIRE </div>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Year 10 Tutor PL/APL ASPIRE </div>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Year 11 Tutor PL/APL ASPIRE </div>
EXIT USING THE MOST DIRECT AND SAFEST ROUTE YEAR GROUPS TO LINE UP WITH SOCIAL DISTANCE						
WEDNESDAY FIRE ALARM TESTS The fire alarm will be tested weekly on a Wednesday morning at 11am - this will consist of a short burst of the alarm bell. No action is required						
WHEN FIRE ALARM SOUNDS - Class teachers to accompany class to the school field in a safe and orderly manner and form teachers; PL; APL and forms to line up in pastoral year groups as indicated above						
FIRE PROCEDURE: All staff/students and visitors – Safe evacuation is the priority <ul style="list-style-type: none"> ➢ Fire alarm is denoted by the continuous ringing of school bell ➢ All to make their way via the most direct & safest route to the fire assembly line up point- School Field behind Jubilee block. ➢ Teachers to accompany class to the assembly point ensuring that students move quickly and in an orderly manner ➢ All staff to advise Control Point should assisted escape procedure be required. Site Team, Fire Marshals to provide back-up. ➢ All staff will ensure that disabled students and staff are evacuated in accordance with their Personal Emergency Evacuation Plan (PEEP). ➢ Once at the assembly line up point students to line up in registration groups, see diagram ➢ Teachers without form responsibilities to report their presence to the Administration Team ➢ All support staff to report to Administration Team ➢ Once clear of the building DO NOT re-enter unless permission given by Headteacher or authorised person 						

EMERGENCY LOCKDOWN PROCEDURE	
SIGNAL FOR LOCKDOWN: Short burst rings of bells SIGNAL FOR ALL CLEAR: Bells will go silent, then 5 short rings. Remain in room and await instructions	
 RUN RUN to a place of safety	Rooms most suitable for lockdown Immediately direct all students, staff, and visitors into the nearest classroom or secured space. Move outside classes to the nearest and safest available indoor area i.e. Jubilee classroom.
 HIDE HIDE to improve safety	Keep calm It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Entrance points (e.g. doors, windows) should be secured to prevent the intruder(s) entering the building. DO NOT lock external doors if intruder(s) are inside the building.
 TELL	Communication arrangement <ul style="list-style-type: none"> • Dial 999 to alert emergency services (Sent out by Reception, LG, Site or IT) • Internal email • School comms text to staff • Mobile phones (Set up LG group on phone)
In the rare event that a lockdown procedure is necessary e.g. there is an intruder, firearm, or weapons event: DO NOT respond to anyone at the door until "all clear" is announced. Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> • Block access points (e.g. move furniture to obstruct doorways) • Sit on the floor, under tables or against a wall. Remain quiet • Keep out of sight • Draw curtains / blinds, turn off lights • Stay away from windows and doors. Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method. DO NOT allow students to use mobile phones Teachers should prepare to take the attendance list with them once they are directed to leave the classroom.	

HEALTH & SAFETY POLICY APPENDIX.

Appendix B – Barnwood Park Site & Fire Evacuation Map

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