



# Health and Safety Policy for Mulberry Wood Wharf Primary

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*This policy has been adopted by the Mulberry Schools Trust and will be applied to Mulberry Wood Wharf Primary. All schools within the Trust are required to have their own Health and Safety Policy.*

## **Context**

1. As the employer of staff, the Mulberry Schools Trust (MST) has the overall responsibility for the health, safety and welfare of all staff and pupils in its schools. The MST Health and Safety Policy provides a framework for fulfilling this responsibility, meeting the requirements of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and other Regulations, Approved Codes of Practice, Guidance, etc made under this legislation.
2. Mulberry Wood Wharf Primary adopts Mulberry Schools Trust Health and Safety Policy in full. All MWW staff with particular responsibilities for aspects of Health and Safety must read and adhere to its requirements.
3. This policy sets out the operational detail pertinent to Mulberry Wood Wharf (MWW) and the general responsibilities all staff hold for Health and Safety.
4. This policy applies to all employees, pupils and contractors at, and visitors to, Mulberry Wood Wharf Primary.
5. This policy should be read in conjunction with:
  - MST Health and Safety Policy
  - MWW Site Security and CCTV Policy
  - MWW Safeguarding Policy
  - MWW First Aid Policy
  - MWW Medical Needs Policy
  - MWW Trips and Visits Policy
  - MWW Critical Incident Planand is consistent with guidance:
  - DfE (2013) Health and safety: advice for schools
  - DfE (2013) Health and safety: responsibilities and duties for schools
6. This policy meets the requirements of:
  - Health and Safety at Work Act 1974
  - Management of Health and Safety at Work regulations 1999
  - Regulatory Reform (Fire Safety) Order 2005
  - Corporate Manslaughter and Corporate Homicide Act 2007

## **Aims**

7. Mulberry Wood Wharf aims to provide a consistently healthy and safe working and learning environment for all staff, pupils, visitors and contractors.

## **Principles**

8. MST's Health and Safety Policy requires all Trust schools to adhere to the following principles:
  - a. Providing a safe and healthy learning and working environment.
  - b. Preventing accidents and work related ill health.
  - c. Compliance with statutory requirements as a minimum.
  - d. Assessing and controlling risks from curriculum and non-curriculum work activities.
  - e. Ensuring safe working methods and providing safe working equipment.
  - f. Providing effective information, instruction and training.
  - g. Consulting with employees and their representatives on health and safety matters.
  - h. Monitoring and reviewing systems and prevention measures to ensure they are effective
  - i. Setting targets and objectives to develop a culture of continuous improvement
  - j. Ensuring adequate welfare facilities exist throughout the organisation
  - k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

## **Implementation**

### **HEALTH AND SAFETY REPRESENTATIVES**

9. Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed and, where this is the case, the school will consult with that representative on health and safety matters.
10. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The school will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. The school will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their function effectively.

### **THE SCHOOL HEALTH AND SAFETY COMMITTEE**

11. The school's Health and Safety Committee will report to the Local Governing Body and the MST Health and Safety Committee. The Health and Safety Committee enables senior leaders and trade union representatives to work together to ensure compliance with the law and to develop a positive health and safety culture within the workplace. The school recognises that when employees are pro-actively engaged in health and safety, workplaces have lower accident rates.
12. The Health and Safety Committee consists of:
  - leadership representatives with the necessary knowledge, expertise and management authority to play a full role;
  - other employee representatives, including accredited health and safety representatives from recognised trade unions.

The number of leadership representatives should not exceed the number of other employee representatives. The Link Governors for Health and Safety attends for items of particular interest to the LGB or when invited.

13. The Health and Safety Committee has the following functions:
  - enabling senior leaders, employees and trade union representatives to work together to ensure compliance with the law and to develop a positive health and safety culture within the workplace.
  - considering Health and Safety monitoring evidence and identifying improvements to procedures and areas of concern that should be looked at across the Trust;
  - participating in periodical inspections and monitoring action taken following inspections;
  - monitoring the effectiveness of the safety content of employee training;
  - developing policies and arrangements that will safeguard the health and safety of persons other than employees such as pupils, pupils, visitors and contractors;
  - assisting in the development of safety guidance and safe systems of work;
  - analysing accident and absence statistics (including absence due to stress), in order to identify unsafe conditions and practices and consider how to eliminate the hazard and/or reduce the risk;
  - responding to Trust Health and Safety objectives.

## REPORTING OF ACCIDENTS/INCIDENTS/NEAR MISS

14. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences to staff, pupils, on site contractors, visitors and all members of the public when on school premises, arising out of, or in connection with work.
15. All details of what has to be reported, when, by whom and the associated procedures are included in the MST Health and Safety Policy, available in the school's shared drive. The school adheres to these procedures in full.

## TRAINING/INDUCTION

16. The Health and Safety at Work Act 1974 places a duty on the employer to provide information, instruction, training and supervision. All employees are required to cooperate with the school and MST in undertaking their legal duties.
17. The HSE describes competence as "the combination of training, skills, experience and knowledge that a person has and their ability to apply this to perform a task safely". Other factors, such as attitude and physical ability, can also affect someone's competence. Someone's level of competence only needs to be proportionate to their job and place of work. The school will provide the training that is required in order for someone to complete "so far as is reasonable" their tasks in a safe manner.
18. Induction for new staff, given by the line manager at the beginning of their employment, will include:
  - the location of the Health and Safety Law Poster
  - Health and Safety responsibilities included in their job description
  - how they can access Health and Safety policies and information?
  - who can they talk to about any Health and Safety concerns or issues they may have?
  - *First Aid Provision*
    - First Aid boxes
    - First Aiders
  - *Accident/Incident/Near Miss reporting*
    - Location of Accident/incident/near miss forms
    - Reporting procedures
  - *Fire and Emergency Procedures*
    - What to do in an emergency
    - What does the fire alarm sound like e.g., continuous or intermittent sound?
    - A walk around the fire escape routes, final fire doors and route(s)
    - Location of assembly points
  - *Welfare facilities*
    - Eating, drinking and rest arrangements
    - Toilet facilities
  - *Personal Protective Equipment (PPE)*
    - Relevant to the job-any PPE should be suitable and sufficient for the hazards identified in the risk assessment
    - Who is responsible for ordering supplies of PPE?
    - Safe storage of PPE
19. On completion of the health and safety induction, the employee will be required to sign the record form to say that they have been provided with, and understand the information provided.
20. All staff are required to complete mandatory on-line Health and Safety training within 8 weeks of starting employment (or within 8 weeks of the date of this policy if employment pre-dated this mandatory training). The training is certificated, and employees should retain certificates and pass copies to the School Business Manager. The training covers:
  - Fire awareness
  - COSHH Awareness
  - Manual Handling
  - Work at height (e.g., ladder, stepladders)
  - Slips, trips and falls
  - Health and Safety at Work

21. Asbestos Awareness & Management Training (face to face delivery) is mandatory for the link Health and Safety Governor, Headteacher, School Business Manager and Site Manager, within 8 weeks of taking up post.
22. Specific job training will be provided, dependant on job role. The line manager of the employee will identify the training required e.g.risk management, risk assessment training. This could be face-to-face delivery, or on-line. Certificates and records of attendance should be kept by both the employee and the School Business Manager.

## ASBESTOS MANAGEMENT

23. The asbestos survey is held in the Premises Manager's Office and on the shared drive and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.
24. The Establishment's Asbestos Authorising Officers are the Premises Manager and Headteacher refresher training is required 3 yearly.
25. The Asbestos Management Plan is completed and managed/monitored by the Premises Manger, Iftekhhar Fahim and Executive Headteacher Sarah-Jane Bellerby.
26. A re-inspection on all identified asbestos/current asbestos management survey (and plan) will be completed every year, organised by the school staff Lee Hollingsworth and Sarah-Jane Bellerby.
27. The premises manager will review and manage all contractor/building works, and ensure inductions and shared information that includes the school asbestos survey and management plan before works commences.
28. The Head Teacher shall ensure:
  - The asbestos log is maintained and that any changes are notified to the asset management team
  - Ensure that all school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.
  - **All** work on the fabric of the building or fixed equipment is checked with the asbestos management plan and advise sought from the asset management team before any undertaking of work.
  - Ensure that an asbestos management survey has been completed and up to date via the annual repeat re-inspection process
  - An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.
  - An annual re-inspection is completed.
  - Will organise another survey in the event of potential building/construction works, before the works begin. It is noted, that the school's asbestos survey is a 'management survey' and there are other more intrusive surveys required for any building works.
29. Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.
30. **Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head teacher with reference being made to the school's asbestos management plan of knowing locations, actions required and control measures in place.**
31. Any damage to materials known or suspected to contain asbestos should be reported to the headteacher and premises manager who will implement immediate action.
32. Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to Iftekhhar Fahim or the headteacher.

## BOMB THREAT PROCEDURE

33. On receipt of a bomb threat or suspicious package(s), the caller should be asked the following questions, whether it is the police or direct:

- Where is it?
- In which building?
- On which floor?
- What time will it go off?
- What does it look like?
- Size?
- Colour of package?
- What kind of bomb is it (type of explosive)?
- Why are you doing this and do you have a code word?
- Who are you? Name .....
- Address .....
- Time of call.

34. The recipient of the call should try to write down exactly what the person said immediately as this might include a code word and is very important to the police. The person receiving the call should immediately contact the Headteacher and inform her of the answer to the questions. The Headteacher should alert the police and the Local Authority. The Headteacher will decide whether to evacuate the building.

35. In the case of evacuation, the following procedures will be followed:

- Inform the CEO, the CFO and Director of Estates of the situation (radios and mobile phones should **NOT** be used) and tell them to evacuate the school as per the fire drill, **except instruct them to:**
  - Leave doors and windows open (the area that contains the bomb or suspicious package should be sealed with windows and doors closed).
  - Ask staff and pupils to take all personal items with them (if left, these items would need to be searched thus wasting valuable time and effort).
- Ask staff and pupils to make their way to assembly areas (avoiding the area of the bomb/suspicious package).

Stage 1 – Assemble at the normal fire drill areas

Stage 2 – Move to the off-site assembly point, once the area has been cleared.

36. The security of the building during an incident is the responsibility of the site staff and should be carried out from a safe distance, out of the line of sight of any bomb/suspicious package(s). The site staff are to be positioned at all gates leading into the school (which are to be locked once the premises have been evacuated) and will remain there until advised by the emergency services.

37. The school will enact its Critical Incident Plan if necessary, which sets out in detail the response to a variety of types of emergency.

### **BUILDINGS SAFETY MANAGEMENT (BSM)**

38. The site is managed and monitored by MST Director of Estates. The BSM programme aims to maintain a working environment that is safe and without risk to health.

39. Details of the BSM, including site safety inspections, repair and maintenance checks, procedures for selecting and managing contractors, permits to work and vehicles on site are included in MST's Health and Safety Policy, available on the staff shared drive. The school adheres to these procedures in full.

## **CATERING**

40. The Catering Manager is responsible for the safe operation of the catering facilities. He/she must:
- be familiar with the school Health and Safety Policy
  - prepare risk assessments for all catering activities
  - ensure that all kitchen staff are instructed and informed to work in accordance with these documents
  - inform the School Business Manager or Headteacher of any potential hazards or defects
  - be familiar with the current Food Safety legislation and the implications so far as the school is concerned
41. School staff must not use the catering facilities and equipment without the prior agreement of the Catering Manager.

## **CLEANING & MAINTENANCE**

42. The school is responsible for ensuring the safe routine maintenance and cleaning of the premises and grounds in accordance with the contractual policies and procedures for maintenance.

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

43. The COSHH Regulations 2002 require employers to control substances hazardous to health and to put in place control measures to prevent or reduce employees' exposure to such substances. All reasonable steps will be taken to substitute substances for safer alternatives, as is reasonably practicable, and to ensure that employees, pupils and visitors are not exposed to substances hazardous to health.
44. Using chemicals or other hazardous substances at work can put people's health at risk. Even within seemingly low risk environments people can encounter a range of substances capable of being hazardous to health.
45. Class teachers, where such substances are used are responsible for ensuring action is taken to evaluate and control risks, including:
- completing an inventory identifying all hazardous substances used on the school premises and obtaining material safety data sheets;
  - wherever possible replace hazardous substances with safer alternatives;
  - hazard symbols are appropriately used;
  - a risk assessment is completed for the use of any substances, which present a significant health risk;
  - ensuring that any equipment required for controlling risk is being adequately maintained;
  - ensuring all staff have received information, instruction and training where required;
  - ensuring records of assessments are being kept on the premises and made available on request to any relevant people;
  - ensuring that the exposure of personnel to substances hazardous to health is either prevented or adequately controlled;
  - ensuring that any equipment provided to control the risk e.g., local exhaust ventilation, fume cupboards, personal protective equipment (PPE) is adequately maintained.

46. Classified substances can be identified by their warning labels and carry the pictograms below. Such substances may be hazardous through inhalation, ingestion, absorption or contact through the skin.

Old CHIP Symbol	New CLP symbol (Pictogram)	Illustration
		Toxic
		Harmful
		Oxidising
		Explosive
		Flammable
		Serious health hazard (Symbol: health hazard) Carcinogenic and respiratory sensitization
		Gas under pressure (Symbol: Gas cylinder)

47. Material Safety Data Sheets are obtained from the manufacturer/supplier. Data sheets are not by themselves suitable and sufficient COSHH risk assessment. The information in the data sheet must be compared to the particular task and circumstances in which the substance is to be used and a decision made about the measures necessary to adequately control exposure.

48. Health surveillance is required in certain circumstances and is dependent on individual circumstances. Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of employees, this should be carried out.

49. Advice must be sought from the MST Director of Estates prior to initiating health surveillance. Advice should also be sought from Occupational Health if there is any uncertainty regarding the need for health surveillance. Records relating to named individuals must be kept for 40 years.

### **CURRICULUM SAFETY**

50. Risk Assessments are in place for all curriculum activities where there is a potential risk to staff and/or pupils. The risk assessments are made known to all appropriate teaching and support staff and reviewed regularly. Guidance from CLEAPSS, BAALPE and other lead bodies is adopted as appropriate.
51. The Risk Assessments are drawn up by class teachers and stored in an agreed area of their faculty shared drive, so that they can be monitored by the Senior Leader with responsibility for Health and Safety.
52. All risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with physical disabilities. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable. Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Headteacher.
53. Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or pupils under supervision. These will include such items as:
- spirit based marker pens
  - corrective fluid
  - aerosol paints
  - adhesives
- All the above should be used in a well-ventilated area.
54. Dust and fumes in the practical curriculum areas are controlled by specialist equipment e.g. fume cupboards, extractor fans. No member of staff or pupil should be at risk through exposure to hazardous substances used or created in the practical curriculum.

### **DISPLAY SCREEN EQUIPMENT (DSE)**

55. The Health and Safety (Display Screen Equipment) Regulations 1992 explains that the employer needs to protect employees from risks associated with DSE i.e., computers and laptops.
56. A user is defined in the regulations as “an employee who habitually uses display screen equipment as a significant part of his/her normal work”. This is usually interpreted as continuous period of an hour or more on most days of the week.
57. All DSE users must complete on-line DSE training and assessment which will provide a workstation assessment and provide information and training. Records must be kept of training completed.
58. Some DSE users may experience fatigue, eyestrain, upper limb problems or backache from overuse or improper use of DSE. Changes in activity may help users, the following is advised:
- stretch and change position
  - look into the distance from time to time and blink often
  - change activity before you get tired rather than recover
  - short frequent breaks are better than longer, infrequent ones
59. These problems can also result from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a number of factors. The employee should report any concerns to their line manager.
60. Upon request of the DSE user, identified by their line manager, the school will pay for a test to be carried out by a qualified optician. Only “users” are entitled to receive corrective appliances paid for by the school. “Normal” corrective appliances are at the users’ own expense, but users needing “special” corrective appliances will be prescribed a special pair of spectacles for display work only. The school liability for the cost of these is restricted to payment of the cost of a basic appliance, i.e. of a type and quality adequate for the user’s work.
61. There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue.

## **EDUCATIONAL TRIPS, VISITS AND JOURNEYS**

62. The Headteacher and the trip organiser are responsible for ensuring that all trips are managed in accordance with the school's Trips and Visits Policy. All teachers must be familiar with this policy.

## **ELECTRICAL SAFETY**

63. The Health and Safety at Work Act 1974 imposes general duties on employers to ensure the health and safety of employees and others. The Electricity at Work Regulations 1989 also set out specific requirements on electrical safety. All of these apply in schools.
64. All details regarding the inspection, testing, maintenance and repair of electrical equipment and risk assessments, preventative measures and associated procedures are included in the MST Health and Safety Policy, available in the school's shared drive.

## **FIRST AID**

65. The Health and Safety (First-Aid) Regulations 1981 require employers to provide "adequate and appropriate" provision to ensure their employees receive immediate attention if they are injured or taken ill at work.
66. The school has a separate First Aid Policy, available on the website on the staff shared drive.

## **FIRE SAFETY**

67. The Regulatory Reform (Fire Safety) Order 2005 places a duty on the "Responsible Person" to ensure that their fire safety management and in particular, fire equipment, fire notices and fire drills are in place and up-to-date. The "Responsible Person" at the school is the Headteacher.
68. The school employs Juniper to support with updates and reviews detailed fire procedures, and procedures for other emergency situations, in conjunction with the school. The school is responsible for training all fire wardens, and other officers, who perform a function under the procedures and any training for all staff required by the procedures and statutory provisions. All staff are required to take mandatory fire awareness training.
69. The school trains staff in the use of the fire evacuation chairs and maintains a list of trained Fire Wardens and Evacuation Chair operators.
70. The role of the Fire Wardens is to:
- perform a supervisory/managing role in any fire situation
  - assist those on the premises to leave
  - check the premises to ensure everyone has left
  - use fire-fighting equipment if safe to do so
  - shut down vital or dangerous equipment
71. See Appendix A for the school's Fire Evacuation Procedures, including preventative measures. The school's assembly point is the main playground.
72. The school arranges termly fire evacuation drills, in accordance with the fire procedures and statutory provisions. The rationale for drills, how to prepare, the procedures and how to monitor are detailed in MST's Health and Safety Policy, available on the staff shared drive. The school adheres to these procedures in full. All drills are reported on and lessons learnt applied to fire safety procedures.
73. Daily Fire Safety Management (FSM) Checks are made and recorded to reduce the risk of fire at the school. They include:
- Escape routes
  - Fire Warning systems
  - Escape lighting
  - Fire-fighting equipment
- These checks are prioritised for service and maintenance requirements.
74. The school's Fire Risk Assessment is reviewed at least annually through the school's SLA with the Local Authority. A fire risk assessment is an organised and methodical look at the premises, the activities

carried out there and the likelihood that a fire could start and cause harm to those in and around the premises. The fire risk assessment should demonstrate that, as far as is reasonable, the needs of all relevant persons, including those with disabilities have been identified.

## **GAS SAFETY**

75. The Gas Safety (Installation and Use) Regulations 1998 requires employers to ensure that any gas appliance, installation, pipework or flue installed at any place of work under their control is maintained in a safe condition, so as to prevent risk of injury to any persons.
76. Details of procedures adopted in relation to maintenance, competence, gas work and monitoring are included in MST's Health and Safety Policy, available on the school's shared drive. The school fully adheres to these procedures.
77. **If you suspect a gas leak**, turn off the supply and immediately call the National Gas Emergency Service on 0800 111 999. Do not turn a gas supply back on until a leak has been dealt with by a Gas Safe Registered Engineer. Contact the appropriate MST personnel nominated on the MST Incidents Reporting form.

## **INVACUATION**

78. On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside or to prevent access into the school building from its grounds. This is to ensure that, as far as possible, pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.
79. An invacuation requires all pupils, staff and visitors to stay where they are, quietly and as far as possible out of any line of site.
80. The school's Invacuation procedures are in Appendix B.
81. The school will conduct an Invacuation Drill no more than twice a year. All drills are reported on and lessons learnt applied to invacuation procedures.

## **LEGIONELLA CONTROL**

82. Gem services are employed by the school to manage legionella control measures in the school. Details of the control scheme are included in MST's Health and Safety Policy, available on the staff shared drive. The school adheres to this scheme in full.

## **LONE WORKING**

83. Lone workers can be defined as anyone who works by themselves without close or direct supervision. Premises staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal the school hours or during holiday times.
84. Lone workers should not undertake any activities which present a significant risk of injury .If you can, avoid working alone in isolated parts of the building especially outside normal working hours or during holidays.
85. If it is necessary and you are required to work early in the morning or after normal working hours at night, you will need to gain permission to do so:
  - give prior notice to the headteacher if you intend working late and indicate you will be in the building;
  - make sure your colleagues know;
  - check where they are likely to be in the building;
  - make sure suitable precautions have been taken to prevent intruders entering the area where you are working;
  - if possible, take a telephone into the room in which you are working;
  - if you are alone, consider locking yourself in;
  - report your departure when you leave the premises.

## **MANUAL HANDLING**

86. The Manual Handling Operations Regulations 1992 (MHOR), (as amended in 2002) apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The MHOR establish a clear hierarchy of measures for dealing with risks from manual handling:
- avoid hazardous manual handling operations, “so far as is reasonably practicable”
  - assess any hazardous manual handling operations that cannot be avoided
  - reduce the risk of injury, so far as is reasonably practicable
87. Details of procedures for risk assessments, guidelines for lifting limits and the Trust’s training commitment are included in MST’s Health and Safety Policy, available on the staff shared drive. The school adheres to these procedures in full.

### **MANAGING MEDICINES AND DRUGS**

88. Information on the school’s procedures for managing medicines and drugs is available in the school’s Medical Needs Policy. No pupil is allowed to bring medication on site without a letter of consent from his/her parent/carer. This information is recorded on SIMs.
89. Staff must notify the Headteacher if they believe a pupil to be carrying any unauthorised medicines/drugs.

### **SECURITY**

90. Details of school procedures and staff responsibilities relating to site security and CCTV are included in the school’s Site Security and CCTV Policy.

### **SEVERE WEATHER CONDITIONS**

91. In the event of severe weather conditions, it is the responsibility of the Headteacher to make a decision on school closure on grounds of health and safety. In the event of a decision to close on these grounds, the Chair of the Local Governing Body will be informed.

### **SMOKING**

92. The Trust and Headteacher have adopted a no smoking policy throughout the school premises. All school staff and parents will be informed and signs will be on display at main entrances to the school buildings.

### **STRESS MANAGEMENT**

93. Where appropriate a risk assessment of stress in the workplace will be carried out under the Management of Health and Safety at Work regulations 1999.
94. Symptoms of stress include: problems sleeping; dietary problem; mood swings; lethargy; inability to concentrate; fatigue; emotionalism; chest pains; palpitations; sweating and racing heart. If you suffer from these symptoms, you are advised to consult your GP without delay.
95. If a member of staff considers they may be suffering from stress for reasons connected with work environment or workload, they should approach their line manager, HR or the School Business Manager who will deal with the issue promptly and in the strictest confidence and make all reasonable efforts to reduce work-related stress. Formal stress counselling may be arranged where appropriate.
96. On return to work for any period of stress-related illness, the school will take account of medical advice and the needs of the school when determining which duties are most appropriate.

## **VISITORS – HEALTH & SAFETY**

97. Under the provisions of the Health & Safety at Work Act 1974, the school has a duty of care to all its visitors. Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of the school they intend to visit. They are to obey all displayed warning notices and verbal instructions. There are five categories of visitors to the school:

### *VIPS/EDUCATIONAL VISITORS*

98. Such visits need careful managing, if the benefits of showing our work to visitors are not to be overshadowed by negative feelings of disruption, distraction and dislocation to our central aim of delivering a high-quality curriculum to our pupils.

99. All incoming requests for visits to the school should be cleared by individual members of the support and teaching staff who are approached through the Headteacher or Deputy Headteacher. When the Headteacher has authorised a visit to the school, the initial welcome will be made on the day of arrival by the Headteacher, who should be briefed in advance by the individual member of the support or teaching staff who has been the initial point of contact.

100. The volume of visitors will be continually monitored. It may become necessary to sort requests for visits to the school into various categories and accord them varying levels of priority. Requests by colleagues from other schools in the Trust would normally be given high priority, as would visits by members of the Board.

### *CASUAL VISITORS*

101. As with all busy work places, there is a high level of casual visitors to the school during the course of a normal working day. These could be parents visiting the Pupil Information Desk or engineers or commercial representatives going to particular areas within the school. Sometimes they are expected, more often than not, their visit is unplanned.

102. If the visit is expected by a member of staff, their name should be provided to Reception so that the Receptionist is aware of the visit and will be able to greet the person accordingly on arrival. The visitor will then be asked to wait in the Reception Area, while the person expecting the visitor can be located. The member of staff will come to Reception to collect their visitor.

103. The school's safeguarding procedures are applied to all visitors and the school operates a red/green lanyard system fully detailed in the school's Site Security and CCTV Policy. Red

104. Lanyards indicate the visitor must be supervised at all times; green indicates they may move freely around the school.

105. For reasons of safety for staff and pupils, unknown visitors should on no account be allowed to wander through the school. Notices are displayed at all entrances requesting all visitors to report to the front Reception to obtain a Visitor's Badge and sign the Visitor's Book.

### *EX-PUPILS*

Often ex-pupils make social calls to the school. The Headteacher should be contacted and permission granted for the visitor to come onto the premises. Once permission is given and they have signed the Visitor's Book, a Visitor's Badge is issued and the visitor can proceed.

106. In all the above cases, it is imperative that the visitor completes the Visitor's Book and is issued with a Visitor's Badge (details of any vehicles should also be entered into the Visitor's Book).

### *INTRUDERS*

107. All staff are asked to take careful note of the following advice, which may help you to handle any difficult situations if you are confronted by an intruder or intruders on our premises.

- Always aim to be welcoming and polite to all our visitors.
- If you see anyone that you think should not be on the school premises, do not approach them directly on your own but inform the Front Reception Desk immediately and ask the Headteacher to be called.

- It may be possible to keep them on site by telephoning the Front Reception Desk or by sending a note with a pupil, rather than by reporting in person. When you have identified the intruders to the Headteacher, please remain present whilst the Headteacher asks them in a friendly way their reasons for being on site.
- The Headteacher will guard against questioning someone on the basis of stereotyped assumptions about people based on their appearance. If satisfied that they are on legitimate business, please accompany them to Reception to collect a Visitor's Pass and sign the Visitor's Book.
- To distinguish between intruders and authorised visitors, notices informing "visitors" of the need to report to the main reception desk and obtain a visitor's identity tag are displayed at the school' entrance. If the person is unable to offer an acceptable reason for remaining, the Headteacher will politely ask them to leave in a clear and firm way.
- **NEVER** touch the intruder, even lightly, as this can be misinterpreted and provoke hostile reactions. If they refuse to leave, the Headteacher should not attempt to force them to leave but dial 999 to call the police or press the panic button if these are available in the school. In this situation, try to remain calm and avoid raising your voice or being drawn into an argument.
- If the police are called as a result of a physical assault, in serious cases they have the power to arrest the assailant and take legal proceedings directly.
- Take a note of the description of any intruders and any conversation which you might have had with them, even when they leave the premises on your request or where they might have refused to leave initially but then leave before the police arrive. In the unfortunate event of any injuries being sustained, a separate report should be made on the Standard Accident/Injury Form and returned to the School Business Manager
- Some "Intruders" are ex-pupils, merely making a social call. Help them to obtain an official Visitor's pass, available from Reception.
- **REMEMBER**, MST will provide the fullest support legally possible to staff in connection with alleged assaults, threats or criminal damage arising in the course of or out of the performance of their duties.

#### TROUBLEMAKERS

108. Guidance, "School Security: Dealing with Troublemakers", was issued by the DCSF on 16 December 1997 to all Academies/UTCs in England. The guidance spells out the powers of the police and the criminal justice system to deal with troublemakers in and around academies/UTCs.
109. The guidance also covers section 4 of the Offensive Weapons Act 1996. It is an offence under the Offensive Weapons Act 1996 to carry, without reason or authority, a knife or offensive weapon in or around Academies. This applies to all knives, other than folding pen knives, with a three inch or smaller blade. However, the school has banned all knives, regardless of the length of the blade.
110. The MST Board has authorised the Headteacher (or nominee), in exercising day to day management of the school, to determine who should have access to the premises. The MST has determined that nobody (including governors, staff, pupils or parents) has an unrestricted right of access to the school except those with a statutory right to do so. During the day parents should act as visitors, complying with appropriate arrangements. They should present themselves to the main reception desk, following a route to other defined parts of the school as determined by the Headteacher (or nominee).
111. Suppliers, contractors and commercial deliveries must follow separate arrangements as determined by the School Business Manager.
112. The school building and its grounds are private places and anyone entering without authority (including pupils, ex-pupils and parents) is trespassing and may be asked to leave by the Headteacher (or nominee). Causing harassment, alarm or distress to staff or pupils, threatening, abusing or insulting staff, on or off school premises, could be an offence. The Headteacher (or nominee) will exercise professional judgement in deciding whether to involve police in incidents of this nature.
113. The Headteacher has a right to bar parents or visitors to the school where despite warnings threatening or abusive behaviour has continued, with the following considerations.

- Schools can bar someone from the premises if they feel that their aggressive, abusive or insulting behaviour or language is a risk to staff or pupils. It's enough for a member of staff or a pupil to feel threatened.
- The school should tell an individual that they've been temporarily barred or they intend to bar them, in writing (Appendix 1 provides a template letter for use by schools in MST).
- Letters should usually be signed by the Headteacher.
- The individual must be allowed to present their side (this is made clear in the barring letter at Appendix 1).

114. The school can either:

- bar the individual temporarily, until the individual has had the opportunity to formally present their side; or
- tell the individual they intend to bar them and invite them to present their side by a set deadline.

115. After the individual's side has been heard, the school can decide whether to continue with barring them. A letter to confirm the decision including the reasons should be issued to the individual. The decision letter should include information about when the decision will be reviewed (which must be within a reasonable time) and that the individual will have the opportunity to make written submissions. The School may also wish to hold some form of reintegration meeting before lifting the bar.

116. In the event of continued or persistent troublemaking by the person who is barred from the school the matter shall be referred to the MST CEO and the MST Board for further action to be considered. Further action may include referring the matter to the Police or investigation any legal avenues open to the school in consultation with the Trusts legal advisers.

#### **GENERAL PRECAUTIONS**

117. Any members of staff going off site must ensure that they sign out at the main office. On their return they must be sure to sign back in again.

118. All visitors to the school must sign in and sign out in the Visitors book, so that a list of visitors in the building is available at any time.

119. Any events, which use the premises out of working hours, especially where visitors to the MST are involved, will be subject to particular procedures for the specific event. The key individual organising the event, will check procedures with the School Business Manager.

#### **WORKING AT HEIGHT**

1. The school follows the principles of the HSE guidance 'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401). Details of procedures to be followed are included in MST's Health and Safety Policy, available on the school's shared drive. The school fully adheres to these procedures.

#### **WORK EXPERIENCE PLACEMENTS – PUPILS**

2. All pupil work experience placements are risk assessed through an SLA with the Local Authority.
3. In the event of an incident or situation that puts pupils at risk whilst on Work Experience, the Work Placement Co-ordinator will contact the work placement. The purpose of the call is to ensure that the employer makes arrangements for the pupils' safety and their safe return home. In the absence of the Work Experience Co-ordinator, the Year Learning Coordinator will ensure contact is made with Work Experience pupils and/or providers, to ensure their safety. If a pupil cannot be contacted, the Work Experience Co-ordinator will make initial contact with the parents. The school maintains pupil mobile phone numbers, where possible, on the database for Work Experience.
4. For safety reasons, pupils must contact the school if they do not attend a placement.

## Responsibilities

5. **All staff** have a personal responsibility under the Health and Safety at Work, etc, Act 1974 for their own safety and for the safety of anyone who may be affected by their acts or omissions at work. They also have the responsibility to co-operate with colleagues and all levels of management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
6. All staff must read this policy and follow all procedures included, or referenced, within it.
7. All staff have a duty to report any concerns about the environment, building, premises, furniture, equipment, cleaning, particularly those that may impact on staff or pupil Health and Safety. Staff make use of the Helpdesk ticketing system via <http://mulberryschoolstrust.wave-ba.co.uk>
8. The **Local Governing Body**, whilst not an employer of staff, ensures the school is effectively run and that good health and safety management is promoted. Their responsibilities are to ensure that:
  - suitable and sufficient risk assessments of buildings and work activities are undertaken, a written record of the assessments is kept and appropriate control measures are implemented so far as is practicable;
  - sufficient funding is allocated for health and safety e.g. in respect of training, protective equipment, minor works;
  - termly safety inspections are undertaken;
  - inspection reports, including those from MST or trade union health and safety representatives, are considered and acted upon;
  - a link governors for Health and Safety is appointed and Health and Safety is a standing item on all LGB agendas;
  - an annual health and safety report is published;
  - a positive health and safety culture is established and maintained.
9. The **Headteacher** is responsible for the day-to-day health and safety of staff and pupils in line with the scheme of delegation and as guided by the Local Governing Body. She oversees the implementation of this policy and MST's Health and Safety Policy. they will:
  - make themselves familiar with any documentation and/or instruction referring to the Health and Safety arrangements for staff, building maintenance or operation of the school and make available to all staff via the shared area all policies and procedures required for the operation of all the school's facilities and Health and Safety obligations;
  - work with and facilitate trade union and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties;
  - ensure health and safety policies, procedures, action plan and risk management programme are implemented as an integral part of business, operational planning and service delivery
  - take appropriate action to remove any hazard or risk to health and safety of any persons under her control;
  - ensure those who receive delegated responsibilities are competent; their responsibilities are clearly defined; they have received appropriate training and are provided with equipment or other resources in order to fulfil such duties;
  - ensure staff have been provided with appropriate training, equipment and other resources to enable their work to be undertaken safely;
  - ensures that, for high-risk activities, safe systems of work are identified via a risk assessment;
  - liaise with the Governing Body to undertake monitoring and ensure the provision of adequate resources to achieve compliance;

- co-operate with MST in meeting its legal requirements in respect of monitoring of health and safety practices and procedures;
  - ensure that local procedures for the selection and monitoring of contractors are in place;
  - take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures;
  - ensure the school has access to competent health and safety advice.
10. In addition to their statutory duties, the Headteacher and teachers have a common law duty of care for pupils which stems from their position in law as “in loco parentis”.
11. The Headteacher delegates some of her responsibilities to a **named Senior Leader with responsibility for Health and Safety**. This Senior Leader:
- leads the school’s Health and Safety Committee and ensures the Committee responds to Trust Health and Safety objectives;
  - represents the school on the Trust’s Health and Safety Committee, which has a remit to monitor and scrutinise that Health and Safety issues across the Trust are being actively managed and rectified where necessary so that all aspects of Health and Safety Compliance are being met;
  - monitors the implementation of this policy and of the school’s Site Security and CCTV Policy;
  - conducts and reports to the Headteacher and MST Director of Estates on termly Health and Safety inspections in the school, accompanied by trade union representatives if appropriate;
  - maintains the school’s risk register and monitors and quality assures risk assessments for curricular and extra-curricular activities, trips, work experience and other pupil/staff activities and ensures assessments are reviewed annually or upon change of circumstances;
  - ensures information and advice on health and safety is acted upon and circulated to staff and Governors;
  - ensures that Accidents/Incidents/Near Misses are reported as required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
  - ensures Accident/Incident/Near Miss investigations are completed where appropriate and resulting actions to eliminate/reduce risks are implemented;
  - prepares an annual Health and Safety report for the Local Governing Body.

**12. Senior and middle leaders and line managers** are responsible for:

- applying this policy to their own department or area of work. Developing, publishing and sharing with members of the team, specific Health and Safety procedures for high-risk activities within their department, such as Science, Design and Technology, PE and Art;
- maintaining or having access to an up-to-date library of relevant published health and safety guidance from sources including CLEAPSS2, AfPE3 and ensuring that all staff are aware of and make use of such guidance;
- ensuring regular health and safety risk assessments are undertaken for the activities / trips for which they are responsible and that control measures are implemented and shared with all staff;
- ensuring that, where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented;
- resolving any health and safety or welfare problems members of staff refer to them, informing the Headteacher of any problems for which a satisfactory solution cannot be achieved with the resources available to them;
- carrying out and recording regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe. Reporting any defects via the Premises helpdesk or directly to the Headteacher where required;

- checking the adequacy of fire precautions and procedures in liaison with the Headteacher. Ensuring that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible;
- ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility;
- developing a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available;
- ensuring that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate procedures.

### **Disseminating the Policy**

13. This policy is available on the school's website.
14. It is also available to staff electronically on the shared drive and called to their attention at the start of each academic year. It is included in the induction programme for new staff. Staff members are notified of any changes made to this policy.
15. Pupils' responsibilities with respect to Health and Safety are made clear during their induction. New parents are made aware of this policy at their induction meeting.

### **Monitoring and Quality Assurance**

16. The Senior Leader responsible for Health and Safety monitors the implementation of this policy, discussing his/her findings with the school's Health and Safety Committee and raising any concerns with the Trust's Health and Safety Committee. The monitoring programme includes:
  - observing Health and Safety procedures in operation;
  - conducting inspections with Trade Union representatives s appropriate;
  - reviewing findings from all inspections
  - gathering feedback from staff and pupils;
  - reviewing the log of concerns with the Director of Estates;
  - reviewing the use and effectiveness of emergency procedures.
17. Health and Safety monitoring reports are presented for review to the school Health and Safety Committee, the Trust Health and Safety Committee and the Local Governing Body.

### **Policy review**

18. This policy is reviewed every two years by the school's Health and Safety Committee, in the light of monitoring evidence.
19. The revised policy is presented to the Local Governing Body for approval.

## **Appendix A: Mulberry Wood Wharf Fire Evacuation Procedures**

A fire routine is based on a critical sequence of events:

A fire routine is based on a critical sequence of events:

### **Fire alarm operation**

Anyone discovering an outbreak of fire must, without hesitation, sound the fire alarm by actuating the nearest fire alarm call point.

If the electronic fire alarm system fails, the member of staff who discovers the fire should raise the alarm by alerting all staff and the Facilities Management staff.

### **Calling the Fire Brigade**

All outbreaks of fire or any suspected fire, however small, should be reported immediately to the Fire Brigade by the quickest means available, by calling 999. This task is the responsibility of the school office as a telephone will be readily available at that location or via a mobile phone held by a senior leader.

### **Evacuation**

- On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to a Predetermined Fire Assembly Point – Harbord Gardens – unless otherwise directed
- Specific arrangements must be made for pupils with disabilities to ensure that they are assisted during evacuation
- No running is to be permitted to avoid panic
- On staircases everyone must descend in single file. Overtaking of classes or individuals must not be permitted
- Anyone who is not in class when the fire alarm sounds must go immediately to the fire assembly point
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, or, in the case of a fire evacuation drill, the senior leader in charge

### **Evacuation of disabled pupils or visitors**

- PEEPs in place for children as needed
- Fire Marshall to inform fire brigade if they are not out of the building
- Any visitor who may need support in the case of fire to inform the office, individual PEEP to be completed and evac-chair-trained personnel informed

### **Fire Assembly Point**

- An area outside the school premises is designated as a fire assembly point – Harbord Gardens
- It must be clearly marked and easily identified by any person who must be expected to be in the school premises
- The fire assembly point must be far enough away from the school premises to afford protection from the heat and smoke in a fire situation at least 10 metres away from any building
- The fire assembly point must be in a position that does not put pupils and staff at risk by emergency vehicles responding to the incident
- If the school were unable to assemble in the designated fire assembly point, then go to the secondary assembly point, Cubitt Town Primary School, Manchester Road, London E14 3NE. If the school has to go to the secondary assembly point, the Receptionist will call Cubitt Town primary School to alert them on 020 7987 4362.

### **Roll call**

- The senior leader in charge of the school at that time is nominated as the Fire Marshal who will have overall control and responsibility during the evacuation. The Fire Marshal will ensure that a roll call is conducted in the event of evacuation of the premises.
- Immediately after classes have assembled at the fire assembly point, a roll call or count must be made to ascertain that no one remains unaccounted for
- Any visitors or contractors in the premises at that time must be included
- The count at the assembly point must be checked with the attendance registers and visitors book to verify that everyone is out of the building
- Attendance registers and visitors book should be held at a central point and must be brought to the assembly point when the alarm sounds
- Each teacher must report to the nominated person in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of the number of persons missing

### Meeting the Fire Brigade

- The person in charge of the roll call must identify him/herself to the Fire Brigade on their arrival. In doing so vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Brigade

### What information does the Fire Brigade need?

- Is everyone accounted for?
- Is anyone missing: if so, how many?
- Where are they usually located? Where were they last seen?
- Where is the fire? What is on fire? (It may not be apparent)
- Are there any hazardous substances involved in the fire or stored in the building? (i.e. Chemicals, Solvents, Liquefied Petroleum Gas or Acetylene Cylinders etc) (FM Team)

Please also read [Fire Marshall's Checklist](#) and [Fire Evacuation Route](#).

## Fire Wardens and their responsibilities

Name	Responsibilities
Reception Classes (X2) Marwah, Joe, Zaheeda, Rahena	Evacuate pupils Check pupil toilets X1 pupils with peeps Medical bags
Year 1 class Shireena and Samia	X1 pupils with peeps Evacuate pupils Check pupil toilets Medical bags
Year 1 Class Hafsa and Jamilla	X1 pupil with a peep Medical bags
Year 2 Class Kam and Zainah and verity SLT in charge – Fire Marshals	X1 pupil with Peep (1.1) Evacuate pupils Medical bags
Office Staff	Collect grab bag(s) from Office Check pupil and adult toilets Ensure all are out of the building Decide whether to call Fire Brigade Complete <a href="#">Evacuation Checklist</a> (once outside) Decide on when to return to the building with guidance from the Facilities Management Team
Office Staff	Charge school mobile phone monthly Update staffing list regularly Check First Aid kit full and in-date Bring visitor books (black and white) Take pack off Office wall Take school mobile phone Give register(s) to class teacher(s) Call 999 for Fire Brigade if so instructed by SLT
Ifty	To assist with the exit of the pupils, staff and visitors Ifty leaves the site at 3pm.
Verity/Ayesha/Jamilla	1:1 with child Medical bumbag(s) Check pupil and adult toilets To assist at the back of the class line
Midday meal staff	Evacuate pupils Check pupil and adult toilets Directed by SLT
Wraparound care staff	Exit building with pupils Check pupils against register SLT to carry out checks as detailed above.

## **Appendix B: Mulberry Wood Wharf Invacuation Procedures**

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside or to prevent access into the school building from its grounds. This is to ensure that, as far as possible, pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

An **invacuation** is implemented when there are serious security risks for the premises and its users due to, for example:

- nearby chemical spillage;
- proximity of dangerous dogs;
- serious weather conditions;
- attempted access by an unauthorised person/s possibly intent in causing harm/damage.

**An invacuation requires all pupils, staff and visitors to stay where they are, quietly and as far as possible out of any line of site.**

The headteacher will immediately investigate any unauthorised access and co-ordinate the response with the School's Invacuation Management Central co-ordination point. The CEO, CFO and Director of Estates will be informed.

### **Notification of Invacuation**

An Invacuation may be mobilised following the use of a panic buttons/alarms situated in various locations within the school.

Staff will be notified that Invacuation procedures are to take place immediately, by the google chat communication tool

### **Initial response (incident-appropriate responsibilities identified by SLT Invacuation Management)**

- Ensure all pupils are inside.
- Secure all entrance points to the school.
- Dial 999 for each emergency service that the incident requires.
- Ensure that staff members take action to increase protection from further danger.
- Block access points.
- Keep out of sight and close blinds to avoid detection.
- Put mobile phones on silent (if carried)
- Check for missing or injured staff members and pupils if it is safe to do so.
- Remain inside the classroom until the Invacuation tone/all clear signal has been silenced/given or unless told to evacuate by the emergency services.

The arrival of the Central response unit will immediately pass the on-site authority and management of the Invacuation to the highest-ranking or nominated officer. From this point all instructions/actions of the Invacuation policy will be suspended.

### **Procedures:**

Follow the **Secure space** procedure:

- Pupils or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when the Invacuation procedure is engaged.
- Close and lock the doors
- Close all windows and blinds
- Lights, Smart boards and computer monitors to be turned off. Mobile phones, if carried, must be put on silent mode.
- Move away from door vision panel sight lines
- Remain out of sight and minimise movement
- Stay completely silent and avoid drawing attention to the space
- Staff to support children in keeping calm and quiet
- Should the Fire alarm be activated during an Invacuation period it should be ignored. The emergency services form part of the co-ordinated Invacuation response protocol
- Be aware you may be in Invacuation for some time
- Staff to remain in Invacuation positions until informed by key staff e.g. Senior Leadership Team, Chair of Governors or Office Staff in person that there is an all clear.
- If practicable staff should notify the IMC cp ext 361 by telephone, Text or e-mail that they have entered Invacuation and identify those children not accounted for.

### **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

As soon as possible after the end of the Invacuation protocol, teachers must return to their classrooms, if necessary, and conduct a register notifying the headteacher immediately of any pupils not accounted for.

#### **Staff roles during Invacuation**

- Head of Invacuation control point should pick up Invacuation grab bag and proceed immediately to the Invacuation Management Central co-ordination point
- Head of Invacuation should ensure that the control point is secure
- Head of Invacuation must engage with the CEO and Director of Estates and such contact must be held in continuous operation until the Invacuation event is ended
- The headteacher will immediately investigate an unauthorised access and co-ordinate the response with the Invacuation Management Central co-ordination point

#### **Communication with parents**

Communication with parents is dependent on the type and severity of the incident and the availability or capability to contact parents externally. If necessary, parents will be notified as soon as it is practical to do so via the school's established communication network. Parents will be told:

***'The school is currently in Invacuation mode. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'***

- Parents may be asked not to collect their children from school as it may put them and their child at risk
- Pupils will not be released to parents during an Invacuation.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the Invacuation, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of the context of the Invacuation and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

**Invacuation drills**

Invacuation practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

**Invacuation Plan - Management and Control**

***Nominated person responsibility***

- Headteacher/Head of Invacuation - Initial contact with the emergency services
- Headteacher/Invacuation Leader - Liaison with parents
- Teachers/Support staff - Pupil control

**Signals**

- Signal for Invacuation - Agreed Teams chat
- Signal for all-clear - **Agreed Teams chat**

**Invacuation Detail/Enablers**

***Specified assembly points***

- Control Centre,
- Managed Classroom/s
- Offices, all as appropriate

***Communication arrangements***

- Telephone System
- Invacuation control phone
- Mobile phones