

HORNSEA BURTON PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

INTRODUCTION

The policy of this school is to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for all employees and other persons to provide such information, training and supervision as is necessary to achieve this aim.

The promotion of the Safety, Health and Welfare of staff and pupils is considered to be a mutual objective for the L.A., Governors and staff. It is therefore the school's policy so far as reasonably practicable to take the necessary steps to ensure the Safety, Health and Welfare of its staff and pupils and also the public and visitors.

This is a statement of Organisation and Arrangements for Hornsea Burton Primary School. This does not replace the Authority's Health and Safety policy but is in addition to it for the benefit of teaching and non-teaching staff and pupils, parents, visitors, contractors and all those on the school site.

The policy will be reviewed on an annual basis or when changes in legislation so warrant.

AIMS

It is the aim of Hornsea Burton Primary School to try to ensure that all reasonably practicable steps are taken to secure the Safety, Health and Welfare of all persons using the premises:

- (a) To establish and maintain a safe and healthy environment throughout the school.
- (b) To establish, promote and maintain safe working procedures for employees and other persons.
- (c) To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- (d) To ensure the provision of sufficient information, instruction, training and supervision.
- (e) To maintain a safe and healthy place of work and safe access and egress from it.
- (f) To produce effective evacuation procedures.

- (g) To produce adequate accident reporting procedures.
- (h) To provide and maintain adequate welfare facilities.
- (i) To make special arrangements, if necessary, to ensure the health and safety of any disabled person using the premises.

ORGANISATION

The Director of CFS will issue and review, as necessary, the Children and Family Services Safety policy, which is based upon the Corporate Safety Policy. The school's arrangements should be read in conjunction with the CFS Policy and Corporate Safety Policy. Safe systems of work and other documents will be drawn to the attention of every employee.

RESPONSIBILITIES

The Local Authority retains overall responsibility for health, safety and welfare within educational establishments.

GOVERNING BODY

The Governing Body has responsibility for ensuring that any health and safety directions issued by the Local Authority are complied with and that there is a regular oversight of health and safety issues within the school.

The duties of the Governors are to:

- a) monitor (including the consideration of inspection reports);
- b) prioritise actions where resources are required;
- c) ensure actions are taken;
- d) include health and safety on Governors' meeting agenda;
- e) discuss and implement the Head teacher's health and safety report;
- f) consider and ratify the health and safety policy and guidelines for the school premises; (The annual review of this policy will be undertaken by the head teacher and the governor's sub-committee on health and safety)
- g) act as client under Construction (Design and Management) Regulations (CDM) where building projects are not funded by the Council; if the school funds a construction project with no financial input from the authority then the governors have responsibility for ensuring

compliance with the Construction (Design and Management) Regulations. In this situation the cost of any training required to become conversant with the regulations will have to be borne by the school.

- h) monitor and manage, in conjunction with Head teachers, all minor building/contract work not subject to The Construction (Design and Management) Regulations authorised by the school but not executed or supervised by the Council. **Governors' attention is drawn to 2.7h in the host policy (CFS Health & Safety Policy).**

HEADTEACHER

The Head teacher undertakes the day to day management of health and safety within the school and ensures inspections are undertaken in accordance with LA policy.

The duties of the Head teacher are to:

- a) manage on a day-to-day basis all health and safety matters in the school in accordance with the LA policy and this health and safety policy;
- b) arrange for risk assessments to be carried out and to undertake an annual review;
- c) act as or appoint a competent Safety Supervisor to co-ordinate and distribute health and safety information to all staff employed or working at the school;
- d) ensure regular inspections of the whole school are carried out;
- e) submit inspection reports to Governors
- f) ensure action is taken regarding health, safety and welfare issues;
- g) prepare an annual health and safety report for governors;
- h) pass on information received on health, safety and welfare matters to appropriate people;

- i) ensure that all accidents are recorded and investigated and promptly in accordance with the council's accident reporting procedures;
- j) arrange for staff training needs to be addressed;
- k) consult with Governors and/or Local Authority on policy issues and any problems in implementing the health and safety policy;
- l) co-operate with and provide the necessary facilities for trades unions' safety representatives and representatives for employees' safety;
- m) in conjunction with governors, monitor and manage all minor building/contract work not subject to Construction (Design and Management) Regulations 1 authorised by the school but not executed or supervised by the Council.

The Head teacher has the overall responsibility for the application of the school safety policy.

ALL EMPLOYEES

Employees have a duty to look after their own health and safety and that of others and comply with the employer's instructions regarding health and safety. Employees must tell the Head teacher of any shortcoming in health and safety arrangements.

The responsibilities of teaching and non- teaching staff are set out in the following sections.

All members of staff have a duty to ensure their own safety and the safety of those around them including colleagues, visitors and pupils. This means that their actions should not place themselves, or others, at risk and that they will report immediately any defect in buildings, equipment or procedures to the member of staff responsible, i.e. the Head teacher.

The Health and Safety at Work Act (HASAWA) 1974 states:

"It shall be the duty of every employee while at work:

- (a) to take responsible care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work, and

- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with".

The Act also states that:

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out **all** employees are expected:

- (a) know the special safety measures and arrangements to be adopted in their working areas and to ensure they are applied;
- (b) observe standards of dress consistent with safety and/or hygiene (for example tying hair back and wearing suitable sporting clothes and footwear when teaching or participating in PE, wearing an apron and having hair tied back when teaching food technology etc);
- (c) exercise good standards of housekeeping and cleanliness;
- (d) know and apply the emergency procedures in respect of fire and first aid;
- (e) use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others;
- (f) co-operate with other employees in promoting improved safety measures in the school;
- (g) co-operate with the appointed safety representative.

The duties of all other school-based employees are to:

- a) conduct their work in accordance with the health and safety policy;
- b) check classrooms/work areas daily to ensure they are safe and report any defects to the head teacher;
- c) check equipment is safe before use and report any defects to the head teacher;
- d) ensure safe procedures are followed at all times;

- e) ensure protective equipment is used, where appropriate;
- f) participate in inspections if appropriate;
- g) bring problems to the attention of the head teacher;
- h) **Review the Risk Assessment/COSHH shared area on at least an annual basis and in the event of need.**

For more details regarding responsibilities refer to the host policy.

For children, good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play which could include Science, English or Technology, and the involvement of outside agencies such as the Police, Fire Brigade, Road Safety Officer Etc. It might also be through a health related topic such as smoking.

At Hornsea Burton children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc.

A positive policy for healthy eating is maintained at school and encouragement of healthy break-time snacks.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment e.g. scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations e.g. a pond, pollution, soil studies
- When on educational visits

For any physical activity, children change into shorts and T shirts. They are expected to be bare footed for indoor activities as bare feet grip better, and to wear pumps or trainers for outside activities.

We have a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc.

In accordance with L.A. safety regulations, educational visits are carefully planned in advance, with staff visits made if possible. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult: child ratio is always followed, and a first aid kit and list of emergency phone numbers taken.

Items Children Should Not Move

- Computers - monitors can easily fall off trolleys, or wires get caught
- Piano - although on wheels, it can tip, and feet or fingers become trapped
- Cooker - too heavy and awkward
- Paper cutters - sharp blade although on wheels, can tip

Arrangements for Safety.

For the following items reference must be made to any guidelines issued by the Local Authority.

Display Screen Equipment Regulations 1992. (SBM)

All DSE work stations must comply with the Authority's 'User' assessment form. Users of DSE will be entitled to eye and eyesight tests and provided with spectacles if deemed necessary in accordance with the Council's Policy. Further information is available from the Occupational Health Unit.

Manual Handling Operations Regulations 1992. (The head teacher)

Assessments for the manual handling of loads, persons and animals will be undertaken by the head teacher in consultation with the relevant Trade Union Representative and the person(s) carrying out the activities. Staff will be informed of the findings and actions required. The assessments will be retained by the head teacher.

Personal Protective Equipment Regulations 1992. (*The School Caretaker*)

The provision of personal protective equipment will be determined by the appropriate member of staff and agreed with the head teacher. Advice can be obtained from the L.A.'s Safety Services Unit.

Safety Services Unit

The Council's Safety Services Unit employs a number of qualified Safety Officers, one of whom is dedicated to providing advice and support to the Education Authority. They also have the authority to enquire into, investigate, and stop work practices if, in their opinion, the activity is giving rise to a possible risk to the health, safety or welfare of pupils, staff, contractors or to members of the public.

The work activity will not be allowed to re-start until such time as the cause of the potential danger is removed or rectified.

Provision and Use of Work Equipment Regulations 1992 (*The School Caretaker*)

Any equipment provided for use at the school will be purchased to meet an appropriate (Conformite' European) mark or relevant British Standard, in line with the Guidelines Relating to the Provision and Use of Work Equipment and inspected.

Risk Assessments (*The School Caretaker/head teacher/SBM*)

In line with the Management of Health and Safety at Work Regulations (MHASAW) assessments are undertaken to determine any significant risk to staff, children or any other persons on the site. Risk Assessment Sheets are used to record any significant findings and consequent action is taken to reduce the level of risk.

The Risk Assessment should identify the hazards present and evaluate the extent of the risk. Any significant high levels of risk are discussed between the Head teacher, the caretaker and the governor's Premises Committee (further reference being made to the Safety Services Unit if necessary) and the risks reduced to an acceptable level before work commences.

All risk assessments will be reviewed whenever there is a change in the work activity, which may increase the risks to health and safety and in any event at least once each year and communicated to all staff

Inspections

To monitor health and safety in the school the caretaker/head teacher/SBM will carry out inspections once every term. Any findings from these inspections will be discussed with the head teacher and should any areas of risk be identified immediate action to reduce the level of risk will be taken. There may be occasions when further action may be required to reduce the risk and insufficient funding is available and this will be reflected in the schools action plan. This will be reported to the head teacher and Governors and the work activity will cease until appropriate funding is made available. The matter will then be brought to the attention of the Governors. Copies of the health and safety inspections will be kept in a file. This information along with any subsequent action will be disseminated to all relevant members of staff either on staff shared area or hard copies in a file.

First Aid (*The designated First Aider-Mrs Marsh*)

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff. A fully equipped first aid box is kept in the school's office as is the school's accident register, accident forms and a list of any allergies children have. First aid boxes are also kept in classrooms. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for.

Parents are informed of bumps to the head by letter, whenever they are reported as having happened.

Accident forms are filled in for any accident requiring professional medical attention, or caused by any defect in the school or its equipment.

The First Aid procedures and contents of the First aid box will be in accordance with the First Aid Safety Guidance Document.

The head teacher will ensure that there is a recognised first aider on site, properly trained to meet current and future needs. First aiders will take part in practical refresher sessions to be held at regular intervals.

Those trained in first aid will have access to adequate first aid facilities and be supplied with the prescribed equipment. First aid coverage must be maintained throughout the normal working hours. At the current time, all staff are trained in First Aid.

First Aid boxes will contain the prescribed items. Replenishment of used items is the responsibility of the school's designated first aider who will place an official order with the supplier.

A record of treatment will be maintained and shall be used in conjunction with the accident reporting and investigation procedure as a means of accident prevention. Good records of initial treatment may be valuable if further medical attention is required or if legal action is considered by those involved in an accident.

Accidents and Reporting of Incidents. (SBM)

The School's Accident Record Book will be completed for every accident or injury, however minor. Near miss accidents that do not result in injury will also be recorded in the accident book and will be reported to the SBM/School Admin Officer.

Accidents arising out of or in connection with a work activity due to an associated school activity or a hazard caused by the building, will be recorded and reported in accordance with the council's accident and incident reporting procedures, using form AIF where necessary, to ensure compliance with RIDDOR. Investigations will be carried out in line with the council's guidance document Accident Incident Investigation safety Guidance Document.

Emergency Procedures

In any school there is always the potential risk of a fire and to a much lesser degree a bomb threat.

The head teacher will ensure that Health and Safety Inspections (which include the precautions against fire) are carried out as required.

Copies of the inspections will be kept available on the school site. The Fire Authority is the enforcing body under these regulations and has the power to serve prohibition and enforcement notices.

The head teacher will ensure that all users of the school building are aware of and understand the emergency evacuation procedures. . All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure. [see Appendix 1]

Asbestos

Our school will manage asbestos in line with the council's Asbestos Policy.

Electrical Safety. (SBM)

Portable Electrical Equipment

All portable electrical equipment will be examined on an annual basis by a competent contractor. The SBM will organise the annual safety check of portable electrical equipment.

The use of personal electrical appliances on site is prohibited unless evidence is produced to show a test/examination or arrangements are made for such test/examination.

The use of personal electrical equipment will only be allowed provided it has been examined and tested in accordance with the above and that any costs incurred remain the responsibility of the individual concerned or the school.

Unsafe electrical equipment must be taken out of use immediately and arrangements made for its repair or disposal. Repaired equipment must be checked prior to use.

Electrical equipment offered for disposal to another user must have been tested annually and must carry the date of the last test, as identified by the Infrastructure and Facilities or other competent adviser.

Fixed Electrical Wiring

The BMP Solutions or Wally Mays will carry out the examination of the fixed installations from the socket outlet to the main board.

DEFECTIVE EQUIPMENT

Repair, Maintenance and Upkeep of the School Building

Where Infrastructure and Facilities are requested to carry out work on the site they will be responsible for ensuring that it meets all the appropriate regulations and is carried out to a satisfactory standard and in a safe manner.

This role has been amended in a number of schools as a result of the introduction of Local Management of Schools (LMS) where schools may order works through the Self-Help Scheme. Common sense must be exercised in noting any obvious dangers to staff, pupils, students, clients or others. Governors and Head teachers are advised to follow the following procedure:-

- a) The head teacher will follow the Council's standing orders and any relevant health and safety legislation (HASAWA, MHASAW, CDM etc.) when using a self-help Scheme.
- b) The head teacher will discuss and agree the method(s) of carrying out the work and have regular updates to resolve any problems with the contractor on site before work is allowed to continue.
- c) Contractors will report to the head teacher to sign in and agree the work to be carried out before commencing.
- d) Staff must have the approval of the head teacher before giving any instructions to the contractor as this may result in additional costs being created which it may not be possible to meet within the budgeted figure for the job.
- e) If the contractor is not on site and there is imminent danger due to the contractors work then the head teacher will take all reasonable steps deemed necessary to ensure persons are not put at risk.
- f) The contractor will be informed what has been identified as dangerous and what action has been taken.

- g) Where work has been ordered by the Infrastructure and Facilities the matter will be reported to the appropriate Surveyor.
- h) Advice can be obtained from the Infrastructure and Facilities and the Safety Services Unit if this is necessary.
- i) The appropriate Surveyor must always be consulted or notified of the identified danger and what action has been taken by the head teacher and/or contractor to avoid it.
- j) Co-ordination and co-operation between all parties is necessary to ensure the safety of everyone on school premises.
- k) However, if Governors and Head teachers authorise work through self-help schemes then they will be responsible for the appointment of a competent person appropriately qualified to undertake monitoring and managing the full extent of the work.

Governors and Head teachers will work in accordance with the provision of the Construction (Design and Management) Regulations. Guidance can be obtained from the Infrastructure and Facilities.

- l) Where Governors through self-help schemes commission work which falls under the Construction (Design and Management) Regulations then they will act as the Client.

Control of Substances hazardous to Health (COSHH) (The School Caretaker)

All members of staff, under the COSHH regulations, have a duty to prevent or control exposure of adults and children to substances hazardous to health. The COSHH regulations apply to all potentially hazardous substances such as dusts, printing products, pesticides, bleach fumes etc.

COSHH assessments will be carried out where there are significant risks from hazardous substances and COSHH assessments must be brought to the attention of all relevant members of staff.

They are held on the staff shared area and paper copies in a file and reviewed annually or as needed.

All COSHH assessments will be reviewed on a regular basis or whenever there is a change in circumstances concerning use.

All staff, including the caretaker, will check on a termly basis their existing stocks of hazardous substances kept in the school. Lists will be kept and arrangements made for the disposal of all substances no longer required.

All hazardous substances and containers will be labelled, adequately sealed and stored in the correct manner.

Defects in Buildings. *(The head teacher)*

Any member of staff or school Governor discovering a building defect must report the matter to the head teacher. The head teacher will ensure the area is rendered safe or made out of bounds and report to the Building Surveyor for further action.

Training in Health and Safety. *(The head teacher)*

Training will be arranged for any staff members to meet the needs of their work. All members of staff will have access to relevant information, instruction, training and be supervised to enable them to work safely, efficiently and effectively. All members of staff have opportunity to contribute to the health and safety culture of the school at weekly staff meetings. Staff who attend health and safety training courses will disseminate information back to the head teacher and, if appropriate, to the rest of the staff at the next staff meeting.

Contractors and Visitors

All contractors and visitors must sign in the visitor's book, which is located by the main door. A visitor's badge will be issued and visitors are expected to wear the badge at all times whilst on site. They must report to the head teacher or admin staff before being allowed to have access to the school. Whilst on site, they must be aware of and observe any site safety rules. On departure they must deposit the badge and sign out in the same book. Information regarding risks and control measures that each party needs to be aware of will be shared prior to the commencement of any work.

Contractors on Site

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Headteacher / Teacher-in-charge / Caretaker.

- All contractors must report to the general office. The Headteacher / Teacher-in-charge /Caretaker, will then be informed of their arrival
- Contractors will work under close supervision of the Headteacher / Teacher-in-charge /Caretaker, so as not to endanger the health and safety of children or adults in school
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children
- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area
- All work will be monitored by the the Headteacher / Teacher-in-charge /Caretaker. They may wish to take the matter forward and report the shared concerns with the contractor concerned and the appropriate department at the L.A.

Car Parking

Car parking is a concern at Hornsea Burton as it is a hazard for those who use the school. Parents wanting to use the School Car Park for disability or other reasons need to apply in writing to the Headteacher and permits will be given which should then be displayed when using the car park.

Drivers parking cars at the school, near it or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community.

Visitors parking at the school should leave a note of their car registration number with the school office in case the car has to be moved etc.

There is regular contact with Traffic Police and the Road Safety Officer who will talk to parents and children and provide Leaflets and posters to display and send out.

Letters to parents will emphasise that when trips/visits are organised, coach times will be passed on to parents, if the trip/visit is to take place before or after the school day commences/finishes. [i.e. before 8.45am or after 3.20 p.m.]

Personal contact will be made with any adult who parks in an obstructive way by the Headteacher / teacher in charge.

All comments by parents or neighbours will be followed up.

Infectious Disease (SBM)

Information and advice about infectious disease can be obtained from the Occupational Health Unit at County Hall.

The Unit will also be the contact for guidance on the provision of health surveillance for members of staff.

External Visits

When arranging external visits the school will follow the latest L.A.'s Educational Visits Safety Guidelines and any relevant bulletins the L.A. periodically issue.

Security of the Premises

The Head teacher and Caretaker are the designated key holders and are responsible for the security of the building. The caretaker from Hornsea Children's Centre is an additional named key holder in case of absences or alarm calls when our caretaker not available.

Class teacher

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

Site Supervision

It is the responsibility of the Headteacher/Teacher-in-charge/Caretaker to check that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

Before Leaving the premises, to check:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

This Health and Safety Policy is not a finite statement and cannot include all items necessary to achieve safe working conditions.

It is the responsibility of all members of staff to comply with statutory requirements and internal arrangements to help achieve and secure a safe and healthy place for everyone.

This policy was reviewed in May 2017.

APPENDIX 1

Fire Action Plan

In the event of a fire or the fire alarm sounding please leave the building by the nearest exit. **The priority is to evacuate the building.** Each room in the school has a plan to show the location of the room in relation to the rest of the rooms in the school and also where the nearest fire exit is. There is also a fire drill procedure notice for pupils on display to say where the normal fire exit is for this room and also an alternative exit should the normal one be unavailable. Staff are asked to check that the notices are in good order and report deficiencies to Mrs Inns who will organise replacements if necessary.

If staff discover smoke or flames, indicating a fire, they should immediately actuate the nearest glass call point located by each exit door to the building and then contact the office, if possible, and request that a **999** call is made (or use own mobile phone if on hand and dial directly) if this is not possible. Staff are not recommended to use fire extinguishers or fire hoses. Fire brigade assistance **must** be sought.

Office staff will be responsible for bringing out the school registers and also the signing in book to ensure all personnel can be accounted for. They will also telephone the fire brigade on hearing the alarm.

Response required to hearing the fire alarm (continuously sounding bell)

1) Upon the sounding of the fire alarm, each class should follow instructions given by staff to:

- A) walk quickly and quietly to the nearest available exit
- B) switch off lights and close windows if it is safe to do so
- C) close the room door before exiting the room if it is safe to do so
- D) walk quietly, under supervision, and without rushing or pushing to **the fire assembly point which is on the playground nearest to the play trail**

Do not stop to collect belongings or valuables

2) Staff who are not actually teaching when the siren sounds should help to ensure that all appropriate areas are cleared of pupils if it is safe to do so

3) When classes arrive at the fire assembly point, they should line up in registration groups, in an orderly single file. Class teachers (or Supply teacher in their absence) are asked to ensure pupils remain in a straight line and behave in a quiet, restrained manner

4) Registers will be taken out by the office staff and laminated class sheets by the teachers. Registers will be distributed to Class teachers (or Supply teacher) to check that pupils marked present are not missing

5) If pupils are found to be missing without satisfactory explanation, there is a presumption that they are still in the building. This must be reported immediately to the Head (or Assistant Head/Designate Head in the Head's absence) and passed to the emergency services on their arrival

6) After checking of pupils is complete, staff should report to the Head (or Assistant Head/Designate Head in the Head's absence)

In all instances, a member of the support staff from KS1 will check the corridor and hall, before leaving the building. Two members of the support staff from KS2 (one morning and one

afternoon) will check KS2 corridor, ICT suite, library, cloakroom and boys' and girls' toilets before leaving the building. Staff will exit via the fire exit near the main cloakroom unless it is clearly unsafe to do so. ***If the staff member is not in school then another staff member will be assigned by the administration team to undertake their role for that day.*** A list of people on fire duty that day will be highlighted on the 'signing in' sheet in the school office and on the whiteboard in the staffroom.

At no point should a pupil be in the medical or staffroom unless accompanied by an adult. If staff are occupied in these areas it is their responsibility to evacuate the building, along with any other person/s in the room, following the evacuation procedures

NURSERY ANNEX STAFF

In the event of a fire or the fire alarm sounding please follow the action plan above up to and including bullet point 6, and to include checking of the nursery toilets and corridor unless it is not safe to do so before exiting via the fire exit.

In all circumstances, do not re-enter the building until you have permission from the Headteacher (Designate Head) or Fire Brigade Service.

SOUNDING OF THE FIRE ALARM DURING BREAKTIME OR LUNCHTIME

In the event of the fire alarm sounding during break time or lunchtime, evacuation procedures will continue as normal, **UNLESS STAFF ARE OTHERWISE NOTIFIED IN ADVANCE**, with these additions:

- 1) If the children are in the school dinner hall when the alarm is raised, they will leave with the lunchtime supervisors via the double fire doors in the Hall and go to the assembly point. Kitchen staff will evacuate the building via the kitchen fire door
- 2) If the children are outside, the staff on duty will be responsible for assembling the children at the fire assembly point and the member of staff inside the cloakroom will check the cloakrooms and toilets before leaving the building unless it is unsafe to do so
- 3) If wet break, Break time/ Lunchtime supervisors will have responsibility for evacuating the children in their care in the designated parts of the school building
- 4) All staff should co-operate to the maximum extent to ensure that all registers/dinner registers are checked, in the possible absence of some staff who may be off-site at lunchtime
- 5) Nursery staff and other staff members occupying classroom facilities will follow the evacuation procedures above and meet at the assembly point

At assembly time, the children and any staff or visitors who are in the Hall will all leave via the double fire doors in the Hall and go to the fire assembly point

In all circumstances, do not re-enter the building until you have permission from the Headteacher (Designate Head) or Fire Brigade Service.

The official school record of evacuations will be completed by Mr Naylor (when fire drills) and appropriate comments added. This information will be passed on to the Head and the Governors Premises Committee. The keeping of accurate records is an essential part of Health and Safety Legislation.

Emergencies include the suspect package or bomb threats. (see separate policy as well as Critical Incident Plan)

Immediate actions in school hours

The following actions will be taken in the event of a bomb threat occurring during the school day:

1. Evacuate the School using the fire evacuation procedure. Any evacuation route should avoid passing the location of the suspect package. As soon as the roll call is complete, move the children to Hornsea Community Primary School which is in the middle of Hornsea and take critical incident box.
2. If the roll call is incomplete, one or two volunteer members of staff will search for the missing pupils or adults, whilst other staff will move the remainder of the children to Hornsea Community Primary School.
3. Ensure that **no** packages, bags or other possible bombs are removed during the evacuation **unless** staff are **positive** that the item has been in their **personal possession** since leaving home that morning.
4. Call the Police by dialing 999.

Give as many details as possible, using the aide memoir below.

5. Under no circumstances are children or staff to reenter the school once everyone has been accounted for until the Police confirm that it is safe to do so. If it becomes necessary to shelter the children indoors, possible options are Hornsea Community Primary School or Hornsea Secondary School.

Immediate actions out of school hours

If a key holder is made aware of a bomb threat then they must inform the Police immediately. Equally, if the Police are made aware of a possible threat to the school, they will inform one of the key holders. Under no circumstances should a key holder or staff member carry out a search.

APPENDIX 2

Policies, safety guidance documents and safety guidance notes on the following topics are available upon request from safety.services@eastriding.gov.uk or alternatively can be downloaded from the safety Services Insight Page <http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/>

Accident Investigation Guidance Document
Accidents and Incidents Reporting Guidance Document
Asbestos at Work Policy
Confined Spaces Safety Guidance Document
Construction, Design and Management (CDM) Safety Guidance Document
Control of Substances Hazardous to Health (COSHH) Safety Guidance Document
Corporate Health and Safety Policy
Display Screen Equipment Safety Guidance Document
Laptop Use Safety Guidance Note
Employee Personal Protection Safety Guidance Document
Events on Council Land Planning Pack
Fire Safety Guidance Document
Automatic Hold Open Devices Safety Guidance Note
Fire Safety & Maintenance Log Book and Inspections Safety Guidance Note
Capacity of Rooms and Other Spaces Safety Guidance Note
Personal Emergency Evacuation Plans (PEEPSs) Safety Guidance Note
First Aid Safety Guidance Document
Homeworking Safety Guidance Document
Infection Control Safety Guidance Document
Management of Health and Safety Guidance Document
New and Expectant Mothers Safety Guidance Document
Noise at Work Safety Guidance Document
Personal Protective Equipment Safety Guidance Document
Prevention and Management of Musculoskeletal Disorders (MSD's) Safety Guidance Document
Moving and Handling of Objects Safety Guidance Note
Moving and Handling of People Safety Guidance Note
Vibration at Work Safety Guidance Note
Working at Height Safety Guidance Document
Work Equipment (inc LOLER and PUWER) Safety Guidance Document