

Kings Langley School



Health and Safety Policy

Authors:

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Agreed by Governors:

March 2017

Review:

September 2017

**(Impact Assessment Review September 2017)
(LoTC attached as separate document)**

Signed:

Chair of Governors

Signed:

Headteacher

1. The Policy Statement

Policy Title

Kings Langley School Health and Safety Policy

Rationale

The Governing Body notes the provisions of the Health and Safety at Work Act 1974 (HASAWA 1974) and other Health and Safety Legislation. The Governing Body has a responsibility to **take all reasonably practical steps to secure the health and safety of students, staff and others using the school premises or participating in school sponsored activities.** The HASAWA 1974 states that it is the duty of every employer to conduct their business in such a way to ensure, as far as it is reasonably practicable, that persons who are not in their employment, but who may be affected by it, are not exposed to risk to their health and safety. The Governing Body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its students. The Governing Body also appreciates its responsibilities under the 1988 Education Act.

This policy exists to provide a framework for supporting our stated aim of “ensuring the happiness of every individual in our community”, to promote a climate which enables all students to flourish, regardless of ability or special needs, and supports our desired outcomes of developing “strong character”.

Character Development: Commitment to Equality and Diversity

This school is founded on a set of fundamental values designed to enable all students and adults connected with our community to flourish and succeed, regardless of background or circumstances. We are determined to be open to people, places, methods and ideas—and as such, equality and diversity are at the heart of everything we do. Our continued dedication to social justice and equality of opportunity is embodied in everything we do.

We are creating an **inclusive** school community where:

- People are treated with dignity and respect.
- Inequalities are challenged.
- We anticipate, and respond positively to, different needs and circumstances so that everyone can achieve their potential.
- We value diversity and we recognise that different people bring different perspectives, ideas, knowledge and culture, and that this difference brings great strength.
- We believe that discrimination or exclusion based on individual characteristics and circumstances, such as age; disability; caring or dependency responsibilities; gender or gender identity; marriage and civil partnership status; political opinion; pregnancy and maternity; race, colour, caste, nationality, ethnic or national origin; religion or belief; sexual orientation; socio-economic background; trade union

membership status or other distinctions, represents a waste of talent and a denial of opportunity for self-fulfilment.

- We recognise that patterns of under achievement at any level and differences in outcomes can be challenged through positive intervention activities designed to bridge gaps.
- We respect the rights of individuals, including the right to hold different views and beliefs. We will not allow these differences to be manifested in a way that is hostile or degrading to others.
- We expect commitment and involvement from all our staff, students, partners and providers of goods and services in working towards the achievement of our vision.

Purpose

The purpose of this policy is to **provide a safe and healthy working and learning environment for students, staff and visitors.** The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body will **take all reasonable steps to identify and reduce hazards to a minimum**, but all staff and students must appreciate that their own safety, and that of others, also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Refer to DfE health and safety advice for schools. Details of how these areas of risk will be addressed are given in the arrangement section.

This policy statement supplements:

HCC's General Statement of Health and Safety at Work Policy
LoTC, Behaviour Policy and all related SEN Policies

2. ORGANISATION

Responsibilities of the Governing Body:

The Governing Body is responsible for:

1. The Governing Body is responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school.
2. As a minimum these management systems should comply with the Local Authority Health and Safety policy, procedures and standards as detailed in the Education Health and Safety Manual.
3. A Health & Safety Governor, the Chair of the Resources Committee, has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.
4. The Governing body will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.
5. Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with.
6. The Governing body / Trust as the employer provides access to competent H&S advice via HCC's Health and Safety Team, Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk, as required by the Health and Safety at Work etc. Act 1974.

Responsibilities of the Headteacher:

Overall responsibility for the day to day management of health and safety in accordance with the Governing Body's health and safety policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the EFA any significant risks which cannot be rectified within the establishment's budget.

- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions.

Whilst overall responsibility for health and safety cannot be delegated, the Headteacher may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on the site has been delegated by the Head to the School Manager and Premises Manager. Within Learning Areas this task is further delegated to the relevant Learning Area Leaders and Subject Leaders.

Responsibilities of other teaching staff / support staff holding posts of special responsibility as defined in individual job descriptions and role responsibilities.

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff refer to them, and inform the Head or School Manager of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, 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;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of employees

Under the Health and Safety at work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
 - Ensure that they only use equipment or machinery that they are competent / have been trained to use.
 - Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Other School Roles and Responsibilities

The School is also the lead agency of the Dacorum Schools Partnerships Extended Services. The Student and Family Services teams retain overall responsibility for Health and Safety. The local arrangements of this policy will therefore apply equally to this provision. The day to day management of Health and Safety within the facilities is the responsibility of the Student and Family Services Manager. Where it is deemed necessary to have alternative procedures in place e.g. for risk assessment, first aid provision etc. the Student and Family Services Manager will develop their own local health and safety arrangements to supplement those of the School. In the event of the school becoming a lead agency for any other educational initiative the same protocols would be applicable.

PART 3. ARRANGEMENTS

Detailed information on HCC expectations is given in the [Education Health and Safety Manual](#). K.L.S. is using HCC in an advisory capacity, following Academy conversion, so there will be some references to HCC and the LA in the text.

The following list of arrangements covers the key elements of a Health and Safety policy. Please add any others that you feel should be part of this document and/or delete those that do not apply to you. Also refer to the County and Education Health and Safety Manuals which cover many other risk areas, codes of practice and guidance notes.

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits and Learning Outside the Classroom
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Lone Working and Personal Safety
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Moving and Handling
- Appendix 13 - Contractors
- Appendix 14 - Work at Height
- Appendix 15 - Display Screen Equipment
- Appendix 16 - Vehicles
- Appendix 17 - Lettings
- Appendix 18 - Minibuses
- Appendix 19 - Stress
- Appendix 20 - Legionella
- Appendix 21 - Work Related Learning
- Appendix 22 - Personnel Security
- Appendix 23 - Lockdown Procedure

General Risk Assessments

The school risk assessments (for all activities, teaching and non teaching, premises and one off activities) will be co-ordinated by the following staff: Trips and Events Coordinator, Premises Manager and School Manager, following guidance contained in the [Education Health and Safety Manual](#). They are approved by the Headteacher and School Manager as appropriate.

These risk assessments are available for all staff to view and are held in Departments and on the Staff Area under Health and Safety.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

Proformas and Generic Risk Assessments

A recommended pro-forma for undertaking risk assessments is on the Staff Area. This is in accordance with H.S.E. guidance. Several Generic Assessments are available.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the relevant line manager, in consultation with the HSO or School Manager.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant Learning Area and Subject Leaders, Subject Teachers and Co-ordinators, using the relevant codes of practice and model risk assessments developed by national bodies.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in daily use, scheme of work, lesson plan, syllabus etc.

The school has a subscription to CLEAPSS and in science, art and DT their publications⁴ can be used as sources of model risk assessment. In addition the following publications are used as sources of model risk assessments:

Secondary schools

- [BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]
- [ASE, Safeguards in the school laboratory,2006 (11th Edition), <http://www.ase.org.uk/> ISBN 978-0-86357-408-5]
- [National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2016' Association of PE 'AfPE' <http://www.afpe.org.uk/>]
- ⁴ CLEAPSS www.cleapss.org.uk , secondary science should be using <http://science.cleapss.org.uk/>

OFFSITE VISITS

The LA has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits. All offsite visits will be planned following this guidance available via <http://www.hertsdirect.org/services/edlearn/schlfe/outside/offsitevisits>. School specific guidance can be found in the Health and Safety area and on Moodle in the Policy Collection.

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) who will check the documentation and planning of the trip, and if acceptable, initially approve the visit before referring to the Headteacher or School Manager. Basic guidelines are in the Staff Area.

A range of generic risk assessments and procedures is available.

HEALTH AND SAFETY MONITORING AND INSPECTION

The site is inspected regularly, and the Headteacher will be advised if the general and learning hazards are not being controlled. Responsibility for following up items referred to the Headteacher rests with the School Manager, Premises Manager or relevant members of the SLT.

Monitoring inspections of individual departments are carried out through the schemes of work and start of year checks.

Governors from the Resources Committee will undertake a physical inspection on an annual basis and report back to both the relevant sub-committee and full governing body meetings. This governor monitoring will also cover management systems in addition to inspecting the premises. The Governors Management Check List is reviewed on a termly basis.

Advice and pro-forma inspection checklists can be found in the [Education Health and Safety Manual](#).

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#).

The fire risk assessment is located in the Fire Log book and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the establishments induction process. This training is supported by regular fire drills.

An outline of evacuation procedures is made available to all contractors / visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the Fire Log, on the H&S board in the staffroom, and in the Staff Handbook. Individual copies of the guidance are given to staff. Details of the current procedures are in the Staff Area. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the School Manager and updated via Solero upon review.

Fire Drills

- Fire drills will be undertaken termly, and a record kept in the fire log book.

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire. Staff are made aware of the type and location of portable firefighting equipment. If they are unsure of its operation, they should consult the Premises Team.
- **Details of service isolation points** (i.e. gas, water, electricity) are located in the Premises and Interserve Facilities Management Teams offices.
- **Details of chemicals and flammable substances on site.** An inventory of these will be kept by the Premises Team, the School Manager and Learning Area Leader/Subject Leader as appropriate, for reference.

FIRE PREVENTION TESTING OF EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Premises team and a record kept in the fire log book. This test will normally occur on Monday mornings.

Any defects on the system will be reported immediately to the Interserve Helpdesk.

A fire alarm maintenance contract is in place and the system tested annually (or more frequently if needed), as arranged by Interserve.

INSPECTION OF FIRE FIGHTING EQUIPMENT

Interserve undertakes an annual maintenance service of all firefighting equipment and deals with any interim problems.

All staff check weekly that all firefighting equipment is available for use and operational, and that there is no evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to Interserve via the Premises team.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly, in house, by the Premises team, and annually by the contractors as arranged by Interserve.

Test records are located in the site's fire log book.

MEANS OF ESCAPE

All staff check daily for any obstructions on exit routes, and the Premises team ensures all final exit doors are operational and available for use.

FIRST AID AND MEDICATION

FIRST AID BOXES are located at the points indicated on the First Aid information sheet in the staff area.

Users are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

THE STAFF THAT ARE AVAILABLE TO PROVIDE FIRST AID are detailed on the staff area and the H&S board, with a note of retraining dates.

First Aid qualifications remain valid for three years. The person responsible for staff training is currently the Principal Deputy Headteacher, she will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

Users will check that any vehicles are properly equipped with first aid boxes before they are used.

AEDs (automated external defibrillators) **ARE LOCATED AT THE FOLLOWING POINTS: Main Office in the red emergency kit bag.**

TRANSPORT TO HOSPITAL: If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents, Guardians or carers will be notified immediately of all major injuries to students, and informed as soon as possible of any incident requiring a student's attendance at hospital. No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Where there is any doubt about the appropriate course of action, the first aider will consult with the NHS helpline 111 and, in the case of a student with the parents/carers.

The school will follow the procedure for completion of incident/accident records in accordance with HCC guidance.

ADMINISTRATION OF MEDICINES

All medication will be administered to pupils in accordance with the DfE document

[Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in a separate policy.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

The Senior First Aiders are responsible for accepting medication and checking all relevant information has been provided by parents / carers.

Records of administration will be kept in the main office by the Senior First Aiders.

All non-emergency medication kept in school is securely stored in a lockable cupboard in the school office, refrigerated meds kept in clearly labelled container within fridge in the medical room with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in the main office, and clearly labelled.

INDIVIDUAL HEALTH CARE PLANS (IHCP)

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

IHCPs are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the SENCO.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the SENCO Office. Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

ACCIDENT REPORTING PROCEDURES

Accidents to Employees

All employee accidents, no matter how minor, must be reported to the LA using the online accident reporting system hosted on Solero.

Accidents to pupils and other non-employees (members of public / visitors to site etc.)

A local accident book (spreadsheet) in the Main Office is used to record all minor incidents to non-employees. More significant incidents as detailed below must also be reported to the LA using the online accident reporting system hosted on Solero.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the Headteacher and the Resources Committee. Parents / carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923 and the Education Health and Safety team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A student or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

Any incident notified to the HSE must also be reported to the LA's Health and Safety Team.

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Resources Committee meets half termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Communication of Information

Detailed information on how to comply with LA's health and safety policy is given in the [Education Health and Safety Manual](#), which is available for reference via the Grid. The School continues to use the LA as an advisor since Academy conversion.

The Health and Safety Law poster is displayed in the Staff Room and in the medical room.

The Governing Body/Trust as the employer provides access to competent H&S advice via the LA Education Health and Safety Team, Tel: 01992 556478 as required by the Health and Safety at Work etc. Act 1974.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by the Health and Safety Trips and Events Coordinator.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- a copy of and induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) refresher training where required.

Any new instructions or restrictions will be communicated to all staff in writing, via staff meetings and recorded in minutes and highlighted as part of the standard cycle of policy review.

Training records are held centrally and on individual staff files. A member of the SLT, in consultation with the Premises Manager and School Manager is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's / Line Managers' attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

LONE WORKING AND PERSONAL SAFETY

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Headteacher. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the students and staff feel safe.

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Staff working outside of normal school hours must obtain permission from the Headteacher/Senior Member of Staff or Line Manager and register with site staff as well as checking in and out of the school premises.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. They should ensure mobile phone contact and notify a colleague of visit details. Where there are known risks which may affect staff safety, staff should not visit alone. [staff undertaking home visits should obtain as much background information as possible about the child/family being visited]
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

The key holder service 'Arena' is currently contracted to the school, and should be contacted in the first instance.

- Report any incidents or situations where they may have felt "uncomfortable".

PREMISES AND WORK EQUIPMENT

Statutory inspections

Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the Premises Manager. (Key areas for compliance are outlined on the [Grid](#))

The Premises Manager is also, in co-operation with Learning Area Leaders, responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is detailed in the register and labelled accordingly.

All staff are required to report to Learning Areas Leaders and the Premises Manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Curriculum Areas

Heads of Department must be aware of ongoing maintenance requirements for equipment in their areas. Responsibility for all maintenance contracts lies with the Premises Manager.

Electrical Safety

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Premises Manager.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by a contractor. Frequency of inspection and testing will be arranged by the Premises Manager.

The Premises Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by Interserve on a 5 year cycle.

FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful substances which fall under the “***Control of Substances Hazardous to Health Regulations 2002***” (the COSHH Regulations).

Within curriculum areas (in particular Science and DT) the heads of department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas, the establishment's nominated person(s) responsible for substances hazardous to health are the Premises Manager, the Site Supervisor and Technicians, as appropriate, under the supervision of the School Manager.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- if required full COSHH risk assessments are conducted and communicated to staff exposed to the product or substance.
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and is available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, the Premises Manager is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.*).

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in 'Managing Ionising radiatlons and Radioactive sources in schools' 2013 Edition.

- HCC's Radiation Protection Officer is the Curriculum Advisor for Science
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for the School (K.L.S.)
- The member of staff in charge of radioactive sources (RPS) is Rob McKeown. He is responsible for ensuring all records pertaining to radioactive source history and use log are kept up to date, and that a leak test is conducted and recorded annually.

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely. It is the responsibility of staff not to lift items that they consider too heavy.

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the School and Premises Managers and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor, organised by the Premises Manager.

CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to Reception where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The School Manager and Premises Manager are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School Managed Projects

The [Construction \(Design and Management\) Regulations 2015](#)⁸ applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations. These are managed by The School and Premises Managers who will ensure that landlords' consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. Details can be found at <http://www.thegrid.org.uk/info/premises/property.shtml>. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Where non registered contractors are used the School or Premises Managers or the appointed surveying practice will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience, to do the job safely, the degree of competence required will depend on the work to be done

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

⁸ Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the schools behalf.

WORK AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff and students must not climb onto chairs etc. They should liaise with the Caretakers about any work at height, requiring more than a kick stool.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders <http://www.hse.gov.uk/pubns/indg455.htm>.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual role e.g. site staff, drama, ICT technician etc.

The establishment's nominated person(s) responsible for work at height is/are the School and Premises Managers and the Site Supervisor.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- any risk from fragile surfaces is properly controlled.

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) should refer to the generic risk assessment for this activity. It is the responsibility of the individual to organise a separate and specific Risk Assessment (in conjunction with the School Manager) taking into account individual and pertinent circumstances e.g. earlier back problems, visual requirements etc.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the Education Health and Safety Manual and available to staff through the School Manager.

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff, some senior students and visitors only. It is not for general use by parents / guardians when bringing children to school or collecting them, other than during external lettings, out of school hours.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. The gates will be monitored at the beginning and end of the school day and at lunchtimes. There is detailed guidance in place for boarding coaches. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

APPENDIX 17

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Premises and School Managers.

Details of any specific restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, emergency lighting, public entertainment license etc. are discussed and set out in the lettings agreements, which are held by the Premises Manager and implemented by the Premises Assistants.

APPENDIX 18

MINIBUSES

The Premises Manager maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence.¹

All minibus drivers should receive training by the HCC Road Safety Unit; drivers will be issued with a copy of the County Guidance at the training sessions. Drivers are re-assessed at 5-yearly intervals to maintain safe standards of operation. This will be monitored by the Premises Manager.

The Premises Manager is responsible for arranging for the undertaking of regular checks on the vehicles, and ensuring that the schools operation of minibuses follows County Guidance.

When drivers use the Minibus it is their responsibility to ensure checks are carried out prior to departing from the school site.

APPENDIX 19

STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and HCC's management standards.

The School has in place a detailed and effective Stress Management Policy to which staff can refer, and which provides a range of guidance and support.

¹ All drivers must hold a full Category B (car) licence, non-employees must have held this for at least two years. Employees who first obtained a Category B (car) licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the [Education Health and Safety Manual](#).

A water risk assessment of the school has been completed on 26 January 2017 by Aquatech Environmental Services Ltd. The Premises Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the water log book. The operational water testing is carried out by site premises team. The risk assessment will be reviewed where significant changes have occurred to the water system and/or building footprint

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded:

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water).
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods).
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from the calorifier(s))
- Quarterly disinfection/descaling of showers
- Stored cold water tanks are inspected for compliance and safety on an annual basis by Aquatech Environmental Services Ltd and tank water temperature recorded.

WORK RELATED LEARNING

Where students are involved in 'non-qualification' activities as part of their study programme e.g. work experience or other work related learning, enterprise activities, study visits etc. then the school retains a duty of care for all students undertaking such activities. The school is responsible for managing and co-ordinating such activities. Work shadowing and work experience placements should be suitable and thus proportionate checks on health and safety and suitable insurance cover will be conducted.

Work Experience and Extended Work Experience Placements

- All students are briefed before taking part in work experience on a supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks. The LA's 'preferred' supplier Youth Connexions Hertfordshire will be used for assessing the suitability of all placements. No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by a competent person(s)²
- Where work placements form part of the vocational qualification offered by an FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser and Headteacher at the earliest possible opportunity.

² In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. IOSH (The Institute of Occupational Safety and Health) Managing Safely qualification. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction, agriculture, equestrian etc.

Kings Langley School



Personnel Security Policy

(Guidance and Procedures)

A Policy Title: Personnel Security Policy

B Rationale

The Governors of Kings Langley School (KLS) have a duty to provide a safe and healthy environment for both its students and those members of staff employed on the site. Kings Langley School is committed to providing a quality service and achieving the highest standards of conduct (and has adopted these commitments as school values). This policy exists to provide a framework for supporting our stated aim of "ensuring the happiness of every individual in our community", to promote a climate which enables all students to flourish, regardless of ability or special needs, and supports our desired outcomes of developing "strong character".

One of the ways in which we can continue to improve the service we offer our community is by listening and responding to the views of our students, parents, staff and others involved with our community. However if by doing so an occasion arises where unreasonable behaviour be it violent or aggressive is encountered on the school site the school has a responsibility to ensure the matter is dealt with if it is contrary to the school's aims in providing an environment in which the students and staff feel safe.

C Purpose

- This policy aims to outline clearly the procedures that should be followed when dealing with an incident of violent or aggressive behaviour by a parent/member of the public. It is our intention that: We protect the staff and students from potentially violent or aggressive incidents.
- We ensure there is guidance to be followed should an incident occur.
- We respond to an incident in a timely manner to prevent any further anxieties to either a member of staff or to any student/s, and seek to solve the root causes leading to the incident.

D Guidelines

All incidents will be dealt with on an individual basis taking into account a range of contributing factors to the incident. It is hoped through good communication, understanding and sensible flexibility that many situations will be resolved satisfactorily. However, it is accepted that in some situations the school will need to pursue a more formal approach.

- A letter will be sent on the day of the incident to the parent/member of the public warning them that if the behaviour is repeated they will be banned from the school site (See letter in Appendix 1). This letter will be accompanied by a copy of the school Complaints Policy.
- If a further incident then occurs a second letter is sent on the same day to the parent/member of the public stating that they have been warned and are now banned from entering the school premises (See letter in Appendix 2). This letter will be accompanied by a copy of the school Complaints Policy.
- If an incident is deemed sufficiently serious that the parent/member of the public is to be banned from the site with immediate effect, the Police will be informed and a letter will be sent the same day to this effect without a warning letter (See letter in Appendix 3). This letter will be accompanied by a copy of the school Complaints Policy.
- Site security is of paramount importance and when a member of staff leaves the employment of Kings Langley School they must complete the attached leaving form which is to be handed to the Finance Manager on departure. (See appendix 4).
- This policy should be read in conjunction with the Health & Safety Policy, Behaviour & Code of Conduct Policy and Complaints Policy.

Appendix 1

Address

Insert date

Dear

The Governors of Kings Langley School have a duty to provide a safe and healthy environment for both its students and those members of staff employed on the site. Your conduct on (*Date.....* compromised this responsibility and was contrary to the School's aims in providing an environment in which the students and staff feel safe. On (*Date.....*) you (*Description of behaviour.....*). The purpose of this letter is to formally warn you of the consequence of the continuation of such behaviour.

I must inform you that should a further incident of a similar nature occur in the future, I would have no alternative other than to ban you from the premises of Kings Langley School.

You may wish to make representations on the incident, in which case I refer you to the attached copy of the Schools' Complaints Policy, which sets out the process which you should follow in making your response.

I am sorry that the school has had to take this step as we value contact with you, and other parents, and know that this plays an important part in the educational progress of a child. The school has always maintained that a child's education should be a partnership between the school and parents.

I would hope we could put this behind us and work together in the future.

Yours sincerely

Mr Gary Lewis
Headteacher

Appendix 2

Address

Insert Date

Dear

You will recall that I wrote to you on (*date of 1st Letter*) in connection with your conduct on (*date of 1st incident*). I stated in the letter my concerns about your behaviour at school and that should a further incident of a similar nature occur, the Governing Body would have no alternative other than to consider banning you from the school premises.

As a result of an incident on where you (*Describe behaviour....*) I must tell you that you are no longer allowed on the premises of Kings Langley School.

The decision does not alter the school's legal obligation to keep you informed of your child's educational progress. School reports will be forwarded to you and if you have any queries regarding your child's educational progress, you should telephone the school to speak with me.

As your permission to enter the school premises has been withdrawn, to enter the premises would constitute trespass. Under section 547 of the Education Act 1996, it is a criminal offence to trespass upon the school premises and to cause a nuisance or disturbance. On conviction, you could be subject to a fine of up to £500.

You may wish to make representations upon the action taken by the school as a result of your behaviour. If you wish to do so, please refer to the attached copy of the School's Complaints Policy, which sets out the process for your response.

Your ban will be reconsidered by myself and the Governors (at the end of term or a subsequent date).

I am sorry that the school have had to take this step.

Yours sincerely

Gary Lewis
Headteacher

Appendix 3

Address

Insert date

Dear

The Governors of Kings Langley School have a duty to provide a safe and healthy environment for both its students and those members of staff employed on the site. Your conduct on (*Date.....*) compromised this responsibility and was contrary to the School's aims in providing an environment in which the students and staff feel safe.

As a result of an incident on where you (*Describe behaviour....*) I must tell you that you are no longer allowed on the premises of Kings Langley School. Please also be aware that the Police have also been informed of this incident.

The decision does not alter the school's legal obligation to keep you informed of your child's educational progress. School reports will be forwarded to you and if you have any queries regarding your child's educational progress, you should telephone the school to speak with me.

As your permission to enter the school premises has been withdrawn, to enter the premises would constitute trespass. Under section 547 of the Education Act 1996, it is a criminal offence to trespass upon the school premises and to cause a nuisance or disturbance. On conviction, you could be subject to a fine of up to £500.

You may wish to make representations upon the action taken by the school as a result of your behaviour. If you wish to do so, please refer to the attached copy of the School's Complaints Policy, which sets out the process for your response.

Your ban will be reconsidered by myself and the Governors (at the end of term or a subsequent date).

I am sorry that the school have had to take this step.

Yours sincerely

Gary Lewis
Headteacher

Appendix 4

STAFF NAME:

DATE LEAVING:

Please ensure the below checklist is completed and each item is signed by the relevant designated signatory.

CHECKLIST FOR LEAVERS	Signed
Keys and parking permit to be returned to the School Manager (Diane Bell).	
Laptop, hard drive, Ipad etc. to be Returned to Jason Leek (ICT).	
Portable Projector to be returned to Jason Leek (ICT)	
Mobile Telephone to be returned to Finance Manager (Sally Fenemore)	
All expenses/other monies claimed Finance Manager (Sally Fenemore)	
Learning area resources returned to relevant Learning Area Leader	

Please return the completed form to the Finance Manager on the date you are leaving.

Kings Langley School



Lockdown Policy and Procedures

REVIEW DATE: September 2017

Policy Title: Lockdown Policy and Procedures

Rationale

As part of our Health & Safety Policy and Procedures the school has a Lockdown policy

On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that students, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there is a serious security risk on the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site. It covers the procedures and personnel responsibilities if and when the school is required to go to lockdown. Copies of this policy will be disseminated via the Staff handbook and it is available on the school website and other appropriate areas in the school.

Aims

- To provide a safe and secure environment for our students, Staff and wider school community.
- To establish protocols and procedures that effectively monitor and manage a potentially dangerous situation.

Roles and Responsibilities

If any member of staff recognises a situation that calls for lockdown, they must alert the Headteacher or member of the Senior Leadership Team immediately.

Notification of Lockdown

Staff will be notified that lock down procedures are to immediately take place on hearing the security alarm (this sounds outside of the building and is a different sound to the fire alarm), which is activated when the panic button on the reception desk is pressed. Further communications to staff will be via tannoy announcements.

- The Headteacher or member of the Senior Leadership Team will contact the Police immediately. This person then assumes a lockdown position themselves in the main office, while maintaining phone contact with the police. Remaining in contact allows the police to be constantly updated on the situation. When police arrive they will make contact with the Headteacher or member of the Senior Leadership Team when the threat has been averted.
- In the event of a lockdown, it is mandatory that all students and adults remain in classrooms. Students and adults, who are outside but near buildings, are to move into the closest occupied classroom.
- Staff, who are not teaching at the start of a lockdown, should lock the Staffroom or if in the grounds, go to the nearest classroom. In doing so, Staff should check outside areas for students and direct them to the nearest classroom, and invite in known visitors. Known visitors are recognised by the wearing of a "Visitors Badge". If children, a class or an adult is caught outside the classroom when the alarm is sounded, they must immediately go to the closest room or building before that room is locked down, and join whoever is in that room.
- Close the curtains or blinds in the room if they are available. Position students on the floor against the wall adjacent to the door or in the most non-visible positions. This procedure must be tailored for the individual rooms being used.

- Do not allow students to use mobile phones.
- Insist that students and adults remain quiet.
- No one is to answer the door under any circumstances.
- Remain in this position until “all clear” is announced.

Parents Information

Information about the school’s lockdown procedures will be disseminated to all parents via the school’s website. On the very rare occasion a lockdown is called, Kings Langley School will endeavour to carry out the policy as stated. If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as students will not be released to parents during lockdown. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. Parents should not expect their child to call them nor should they call student mobiles, as the Lock-down situation requires silence in order not to alert an intruder to the presence of students and Staff in classrooms.

Please be assured in the event of a lockdown that the overriding consideration for the school is the safety and well-being of your child and school personnel.

Intruder Procedures:

- All visitors to school must first register at the main office, receive a “Visitors Badge” to be worn and clearly displayed. Any visitors without the school identification can be asked to leave the school premises and property immediately if they are unwilling to follow the school’s protocols.
From time to time, Staff may be confronted by an intruder in the school grounds, or may need to confront somebody who does not appear to have any legitimate reason for being on site. In such a case, they should use the following procedure:
- When alerted to the presence of an intruder, take another Staff member with you to help deal with them.
- Ask a third Staff member who is not involved to call the main office.
- Attempt to direct the intruder to the front of the school. Use casual conversation and/or body language to calmly direct the situation.
- If the intruder refuses to cooperate, do not escalate the situation. Leave and contact the Headteacher or member of the Senior Leadership Team to have the police called.
- If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon. At this point back away slowly and leave the area and as soon as is safe to do so, report the situation to the Headteacher or member of the Senior Leadership Team, to have the police called immediately.

Lockdown Overview

Signals	
Signal for Lockdown	Continuous Security Alarm and Tannoy Announcements
Signal for All Clear	Main Office Staff or emergency services to walk through the building to verbally advise as well as tannoy announcements.

Lockdown	
Rooms most suitable for lockdown	All classes to remain in classrooms and anyone in the grounds to go to the nearest classroom.
Entrance points (e.g. doors, windows) which should be secured	External Gates External doors Fire Doors Internal doors All windows
Communication arrangements	Classroom telephones where available. Mobile phones
Note	If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site but only if it is deemed safe to do so. Instructions will be issued by the emergency services.

Initial response - Lockdown Checklist		Tick/Time/Sign
1	Ensure all students and staff are inside the school building. Alternatively, ask students to hide or disperse if this will improve their safety. All staff responsible for students. If during unstructured time, staff to respond appropriately to where they are within the school environment.	
2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building. Premises staff and Senior Leadership Team.	
3	Dial 999. Headteacher or member of Senior Leadership Team.	
4	Ensure people take action to increase protection from attack: Block access points (e.g. move furniture to obstruct doorways) Sit on the floor, under tables or against a wall Keep out of sight Draw curtains / blinds Turn off lights Stay away from windows and doors All staff responsible.	
5	Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access. Emergency evacuation protocols.	
6	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	