



**Kings Langley School**

Unlocking Potential for Life

# Health and Safety Policy

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**Signed:**

**Chair of Governors**

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## Statement of Intent

The Governing Body of Kings Langley School will strive to achieve the highest standards of health, safety, and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all members of staff, a reference copy is kept on the Staff Handbook.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements: Hertfordshire County Council's (HCC) Health and Safety Policy.

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



## Organisation

### Responsibilities of the Governing Body:

The Governing Body is responsible for:

1. The Governing Body are 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 adhere to the LA's health and safety policy, procedures and standards as detailed on the H&S pages of the Hertfordshire Grid and follow the HSE's 'Managing for health and safety' (HSG65) ([hse.gov.uk](http://hse.gov.uk)), namely:
  - **Plan**-set the strategic direction for effective H&S management.
  - **Do**-ensure management systems deal with risks sensibly, responsibly and proportionately.
  - **Check**-monitoring and reporting processes are in place to ensure the school is compliant.
  - **Act**-undertake a formal review of health and safety performance.
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](mailto: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 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.

## Arrangements

Further detailed information and guidance on the LA's expectations are provided via [Health and safety - Hertfordshire Grid for Learning \(thegrid.org.uk\)](https://thegrid.org.uk)

K.L.S. is using HCC in an advisory capacity, following Academy conversion, so there will be some references to HCC and the LA on these pages.

The following list of arrangements covers the key elements of a Health and Safety Policy. Also refer to the County and Education Health and Safety Manuals which cover many other risk areas, codes of practice and guidance notes.

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## **APPENDIX 1**

### **General Risk Assessments**

The school conducts and documents 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 H&S pages of the Hertfordshire Grid. 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 SharePoint 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.

As part of the review process previous versions of risk assessments are clearly dated and securely kept. Risk assessment records will be kept for a minimum of 5 years (any relevant risk assessments linked to pupil incidents and subsequent investigations will be retained for a minimum of 3 years after their 18<sup>th</sup> Birthday).

### **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 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 their publications are used as sources of model risk assessment within Science, Art and DT, refer to the below:

- CLEAPSS technology site <http://dt.cleapss.org.uk/>;
- CLEAPSS science site <http://science.cleapss.org.uk/>



In addition, the following publications are used as sources of model risk assessments:

### **Secondary schools**

- [BS 4163:2021 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]
- ASE, Safeguards in the school laboratory,2006 (12<sup>th</sup> Edition), <http://www.ase.org.uk/> ISBN 978-0-86357-464-1]
- [ASE, Safeguards in the school laboratory,2006 (11<sup>th</sup> Edition), <http://www.ase.org.uk/> ] ISBN 978-0-86357-408-5]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2024' Association of PE 'AfPE' <http://www.afpe.org.uk/> ]



## APPENDIX 2

### OFFSITE VISITS

HCC has adopted the Outdoor Education Advisory Panel's (OEAP) national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <https://oeapng.info/>

School specific guidance can be found in the Shared Staff Health and Safety.

Responsibilities of key roles are outlined by the OEAP here:

Visit leader

EVC

Headteacher

The LA policy for the management of Learning outside the classroom and offsite visits is available here the management of Learning outside the classroom and offsite visits

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.

Evolve is used for the planning and approval of offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required. The school also have their own set of standard operating procedures and risk assessments for local learning areas for routine / low risk activities taking place near the school.

The member of staff planning the trip (visit leader) 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 for approval. Basic guidelines are in the Staff Shared Area.

Please refer to the school policy for learning outside the classroom.



## APPENDIX 3

### HEALTH AND SAFETY MONITORING AND INSPECTION

The site is inspected regularly, and the Headteacher will be advised if the general teaching 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 on the LA Health and Safety pages at [Health and safety - Hertfordshire Grid for Learning \(thegrid.org.uk\)](http://thegrid.org.uk)

## APPENDIX 4

### FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the fire risk assessment is undertaken by a competent person and implemented following guidance contained in the [Fire safety risk assessment; Educational premises](#) and 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, and in the Staff Handbook. Individual copies of the guidance are emailed to staff. Details of the current procedures are in the Staff Area. These procedures will be reviewed at least annually and are made available to all staff as part of the induction process. This training is supported by regular termly drills.

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



The school has arrangements in place for the evacuation of people with specific needs and where required the SENCO is responsible for completing Personal Emergency Evacuation Plans (PEEPs) which are reviewed annually / sooner in the event of any significant changes.

### **Fire Drills**

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

### **Fire Fighting**

- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- 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 fire fighting equipment.
- Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use at induction. 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 Mitie 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.

## **APPENDIX 5**

|                                                               |
|---------------------------------------------------------------|
| <h3><b>INSPECTION/MAINTENANCE OF EMERGENCY EQUIPMENT</b></h3> |
|---------------------------------------------------------------|

The Premises Manager is responsible for ensuring that the school's fire log is kept up to date and that following inspection/maintenance is undertaken and recorded in the fire log book located in the Premises Office.

### **TESTING OF THE FIRE ALARM SYSTEM**

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

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

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

### **INSPECTION OF FIRE FIGHTING EQUIPMENT**

Weekly in-house checks are undertaken to ensure that all fire fighting equipment remains available for use and operational.

Ablaze undertakes an annual maintenance service of all fire fighting equipment and deals with any interim problems.



Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to Mitie 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 Mitie.

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

Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by Mitie's contractor.

## **MEANS OF ESCAPE**

Daily checks are undertaken for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

## **APPENDIX 6**

### **FIRST AID AND MEDICATION**

**FIRST AID BOXES are located at the points indicated on the First Aid information sheet in the staff shared 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 with a note of retraining dates.**

First Aid qualifications remain valid for three years. The person responsible for staff training is currently the Deputy Headteacher, who 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: on the wall in an accessible cabinet outside of the medical room.** The Admin office checks the AED on a monthly basis.

## **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/carers will be notified immediately of all major



injuries to students. No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

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.

### **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 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.

The school have chosen to hold an emergency Adrenaline auto injector (AAI) e.g. EpiPen for emergency use on students who have been prescribed one and for whom parental consent for its use has been obtained. This emergency AAI would be used where their own device is unavailable or not working.

In the event of a possible severe allergic reaction in a pupil without a prescribed device / parental consent emergency services (999) would be contacted and advice sought as to whether administration of the emergency AAI is appropriate.

### **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 students with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the student (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 SENDCO.



All staff are made aware of any relevant health care needs and copies of health care plans are available in the SENDCO Office and on SIMS.

Staff will receive appropriate training related to health conditions of students and the administration of medicines by a health professional **as appropriate**.

#### **BSACI allergy action plans**

All children at risk of anaphylaxis should have an allergy action plan completed by the child's health professional. These support the care plan / risk assessment process and staff training by summarising emergency procedures.



## APPENDIX 7

### 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 students 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.

Parents / carers will be notified immediately of all major injuries.

Student accident forms are to be retained for a minimum of 3 years after their 18<sup>th</sup> birthday.

All major incidents will be reported to the Headteacher and the Resources Committee.

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. Any relevant learning points will be communicated to relevant staff and students.

#### **Reporting to the Health and Safety Executive (HSE)**

The Headteacher is responsible for ensuring all RIDDOR reportable incidents are reported.

Incidents involving a fatality or major injury (to employees, see specified reportable injuries from HSE) 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. within 10 days of the incident occurring.
- 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) within 15 days of the incident occurring.

See the HSE information sheet '[Incident reporting in schools](#)' EDIS1 REV 3

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



## APPENDIX 8

### HEALTH AND SAFETY INFORMATION & TRAINING

#### **Consultation**

Employees and/or their representatives will be consulted on all matters that affect their health, safety and welfare.

The Resources Committee meets half-termly to discuss health, safety and welfare issues affecting staff, students or visitors; this is a standing agenda item. There is a staff representative at these meetings and they are able to table any staff H&S matters during these meetings. Action points from meetings are brought forward for review by school management.

#### **Communication of Information**

Information and guidance on how to comply with LA's health and safety policy is given via the Health and Safety pages of the grid. The School continues to use the LA as an advisor.

The Health and Safety Law poster is displayed 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, as required by the Health and Safety at Work etc. Act 1974.

#### **Health and Safety Training**

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 School Manager and Premises 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 and ensuring staff are competent to undertake their duties.

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.



## APPENDIX 9

### 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 their Line Manager/Headteacher. These incidents will also be reported to the Governing Body.

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 Security' 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".



## APPENDIX 10

### PREMISES AND WORK EQUIPMENT

All staff are required to report to Learning Areas Leaders and the Premises Manager any problems found with the premises or plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal. Where premises defects are identified a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

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.

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.

#### **Planned Maintenance / Inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the Mitie's Facilities Management Office (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the Grid and the DfE's Good Estate Management for schools )

#### **Curriculum Areas**

Learning Area Leaders/Subject Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

#### **Electrical Safety**

The Electricity at Work Regulations 1989 require electrical equipment in the workplace to be maintained, regardless of ownership (e.g. employee-owned, leased or hired). All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Damaged/Defective equipment must not be used and 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 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 Mitie's contractor on a maximum of a 5 year cycle/an annual inspection and 20% physical test of wiring will be undertaken in order to provide a full set of results over a 5 year period. Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely manner.

### **PE equipment**

PE and Play equipment are also subject to an annual inspection by a competent person and these works are carried out by John Harrison from JH Gym Inspections.

Any equipment with serious defect will not be used and will be made inaccessible until removed or repaired.

## **APPENDIX 11**

### **COSHH 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 Learning Area Leaders 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 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.

Records of exposure to hazardous substances in the workplace should be kept for up to 40 years

## **PPE**

All staff required to wear PPE will be provided with suitable information, instruction and training in its use and will use PPE provided accordingly, reporting any defects to their manager.

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 radiations and Radioactive substances in schools and colleges' Feb 2024 minor revisions Oct 24.

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.

## **APPENDIX 12**

|                             |
|-----------------------------|
| <b>LIFTING AND HANDLING</b> |
|-----------------------------|

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 students 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 Mitie.

## **APPENDIX 13**

|                    |
|--------------------|
| <b>CONTRACTORS</b> |
|--------------------|

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 students and checking whether expected controls are in place and working effectively.

### **School Managed Projects**

The Construction (Design and Management) Regulations 2015<sup>7</sup> 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.

<sup>7</sup> 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.

## **APPENDIX 14**

### **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 Premises team 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. See also [LA455 - The Ladder Association](#)

The establishment's nominated persons responsible for work at height are the School and Premises Managers and the Premises Assistant.

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 with any defective equipment taken out of use until repaired/replaced;
- any risks from fragile surfaces is properly controlled.

## **APPENDIX 15**

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

All staff who use computers daily, as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour or more at a time) e.g., admin / office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use). Please contact Diane Bell for further information.

Advice on the use of DSE is available via the Grid.

## **APPENDIX 16**

### **VEHICLES ON SITE**

Vehicular access to the school is restricted to school staff, some senior students and visitors only. Parents / carers can access the site when bringing children to school or collecting them.

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

The vehicle access gate must not normally be used for pedestrian access, there are separate vehicle and pedestrian gates. 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.

A risk assessment is in place for pedestrian/vehicle segregation.



## APPENDIX 17

### LETTINGS / SHARED USE OF PREMISES

Lettings are managed by an external contractor Vivify, the contract is monitored by the Premises and School Managers. Vivify will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. Relevant public liability cover must be in place and checked by Vivify.

Vivify will provide hirers with a site induction to ensure they are clear on emergency procedures and any specific risks or restrictions relating to the use of the site.

## 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 via the DVLA.

<sup>1</sup>

On an annual basis individual staff will be required obtain a check code from the DVLA and provide this to the Premises Manager in order that the school can see what vehicles they can drive and any penalty points or disqualifications on their licence.

All minibus drivers should hold a valid HCC minibus permit (valid for 3 years), issued by the HCC Road Safety Unit.

The Minibus driver is responsible for undertaking a safety check of the vehicle before use.

The Premises Manager is responsible for the school's operation of minibuses, that vehicles are properly maintained and records of annual MOT, regular servicing and safety inspections are in place<sup>2</sup>

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<sup>1</sup> 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.

<sup>2</sup> Where section 19 permits are in place safety inspections are to be carried out every 6-13 weeks see the [DVSA Guide to Maintaining Roadworthiness](#) for more information.



## APPENDIX 19

### STRESS / WELLBEING

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

The school has signed up to the DfE's education staff wellbeing charter, which sets out commitments to the wellbeing and mental health of everyone working in education.

[Education staff wellbeing charter - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/education-staff-wellbeing-charter)

## APPENDIX 20

### LEGIONELLA

A water risk assessment of the school has been completed in May 2022 by Mitie Water Services Ltd. The Premises Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the waterlog book.

This 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 a school holiday periods).
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from the calorifiers).
- 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.

All records relating to the management of Legionella must be kept for 5 years.



## APPENDIX 21

### 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 supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks. The school utilise Youth Connexions Hertfordshire to assess the suitability of the placement and relevant supporting documentation. 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)<sup>3</sup>
- 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.
- Any incidents involving students on work placement activities will be reported to the placement organiser/school employer at the earliest possible opportunity.

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<sup>3</sup> 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.



## APPENDIX 22

### INFECTION CONTROL

The school follows UKHSA guidance 'Health protection in education and childcare settings' and the recommended exclusion periods for specific infectious diseases detailed in this guidance.

Risks for new and expectant mothers will be assessed and reviewed frequently, they will be notified of any known cases of infectious diseases that they may have been in contact with and that can affect pregnancy e.g., chickenpox, measles, rubella, slapped cheek etc. in order they can seek medical advice.

In the event of an outbreak the school will review and reinforce existing baseline infection prevention and control measures.

This will include:

- encouraging all staff and students who are unwell not to attend the setting.
- ensuring all eligible groups are enabled and supported to take up the offer of national immunisation programmes including coronavirus (COVID-19) and flu
- ensuring occupied spaces are well ventilated and let fresh air in
- reinforcing good hygiene practices such as frequent cleaning
- considering communications to raise awareness among parents and carers of the outbreak or incident and to reinforce key messages, including the use of clear hand and respiratory hygiene measures within the setting such as E-Bug

Specialist advice from UKHSA East of England Health Protection Team will be sought in the event of any outbreak or serious or unusual illness as listed in Chapter 4 of 'Health protection in education and childcare settings' for example

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting
- evidence of severe disease due to an infection, for example if a pupil, student, child, or staff member is admitted to hospital
- more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever



**APPENDIX 23**

# **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 D Fisher

Headteacher

## **Appendix 2**

Address

Insert Date

Dear

You will recall that I wrote to you on (*date of 1<sup>st</sup> Letter*) in connection with your conduct on (date of 1<sup>st</sup> 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

Mr D Fisher

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

Mr D Fisher

Headteacher



## Appendix 4

**STAFF NAME:**

**DATE LEAVING:**

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

| <b>CHECKLIST FOR LEAVERS</b>                                                                                                 | <b>Signed</b> |
|------------------------------------------------------------------------------------------------------------------------------|---------------|
| ID Badge, Keys, staffroom pedestal key (if applicable) 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                                                            |               |
| If you receive childcare vouchers please ensure you have removed Kings Langley School as your employer.                      |               |

**Please return the completed form to the Deputy Head (School Manager) on the date you are leaving.**



**Appendix 23**

# **Kings Langley School**



## **Lockdown Policy and Procedures**

Agreed by Governors: September 2026

Review: September 2027



## **KINGS LANGLEY SCHOOL**

### **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 serious security risk of 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 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 monitors and manages 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 and the tannoy system is pressed to play the long bell. 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 the building, 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/Main Office Staff 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.

### **Notification of Lockdown**

A lockdown will be signalled by the security alarm being activated – a continuous sounding bell. This sounds inside and outside of the building and is a different sound to the fire alarm. A series of Tannoy announcements will follow and either staff or the emergency services walking through the building along with tannoy announcements signals the all clear.

### **What you should do?**

- All classes are to remain in classrooms, anyone in the corridors or grounds close to the school are to go to the nearest classroom. Please take known visitors with you as well. Staff in Offices should lock doors and hide.
- Please keep students quiet so that you can hear the announcements and so they do not draw attention to themselves.
- When in a classroom, close windows and blinds, switch off lights, lock the door with the plastic mechanism (located in the red circular contained on the wall near the door if you are able), barricade the door with the best possible means and position students on the floor against the wall adjacent to the door or in the most non visible positions. This procedure will need to be tailored for individual rooms.
- Do not allow students to use mobile phones.
- Do not answer the door under any circumstances.
- Remain in this position until the all clear is announced. This would either be the emergency services walking through the building or a series of Tannoy announcements.
- If the nature of the lockdown turns into a situation where we need everyone to leave the building, the fire alarm will be used, and the usual emergency evacuation procedures should be followed.

### **Main Office Staff**

- On hearing/sounding the alarm, do not admit the 'intruder' into reception or into the main building, lock the external medical room door and ensure all staff and students (that may have been in the medical room) are locked securely in one of the small finance offices.
- If there were any legitimate visitors waiting in reception, allow them to jump over the reception desk and join you in the finance office.
- The police should be called (999) immediately using a mobile or landline phone in the finance office.
- Mobile phones should be monitored in case a member of SLT call and the landline phone monitored in case the police call.
- On having the all clear announced by the police or a member of SLT, one person is to leave the finance office and give the relevant Tannoy announcements to rest of the school.

### **PE Classes Outside of the building (this includes possible other classes e.g. science)**

- Tennis courts – shut and lock the gates and position students against the furthest fence from the intruder (fence furthest from the school if you are unable to see an intruder)\*.



- Front field – shut and lock the gates and position students against the furthest fence from the intruder (fence furthest from the school if you are unable to see an intruder)\*.
- Astro – shut and lock the gates and position students against the furthest fence from the intruder (fence furthest from the school if you are unable to see an intruder)\*.
- Main field – move to the 'corner section' of the field, where the hedge bends away from the school (where the goalposts are located). Unlock the gate and be prepared to leave the school site to take refuge in a safe location e.g. a local house or a safe distance between yourself and potential threats.

*\*If the intruder starts to climb the fence to enter your area, unlock the gate and evacuate the students. Move to the closest location which you believe to be safe e.g. the school building and lock everyone inside a classroom, or exit the school grounds to create distance between yourself and potential threats.*

### **Main Hall**

On hearing the alarm, turn off the lights and projector screen, close the doors and fire exits, close the curtains in front of the fire exits and ensure everyone remains still and silent.

If the intruder enters the hall, open both fire exits and evacuate the hall as quickly as possible – sending everyone to the tennis courts

### **Line-Up**

Shut and lock the gates and position students against the furthest fence from the intruder (fence furthest from the school if you are unable to see an intruder).

If the intruder starts to climb the fence to enter your area, unlock the gate and evacuate the students. Move to the closest location which you believe to be safe e.g. the school building and lock everyone inside a classroom or exit the school grounds to create distance between yourself and potential threats.

### **Lunch and Break**

If it doesn't require students moving closer to the intruder, direct students and staff to their form room and then follow the protocols above.

If sending students to their form room moves them closer to danger, instruct them to enter the nearest classroom, ensuring there is a member of staff inside, and then to follow the protocols above.

For students outside of the building, instruct them to either enter their form room, the nearest classroom, or go to the bottom of the school field as far away from the building as possible.

### **School Trips**

If you find that any of the students are in potential danger due to the behaviour of another person, bring the group together, in a confined location e.g. a shop and liaise with the nearest security or the police as soon as possible. At a convenient time, contact the DSL or a member of SLT at school to inform them so a decision can be made about the remainder of the trip.