



*St Anne's Catholic  
Primary School*

**Policy Document**

Health and Safety  
Policy

**Next Review Sept 2026**

## School Mission Statement

Our Mission at St. Anne's is Live, love learn with Christ.

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## Health & Safety Policy Statement

We recognise the importance of ensuring the health, safety and welfare of our staff and students and fully accept our obligations both to employees and others who may be affected by our activities.

To meet these obligations we will:

- ensure that health & safety is embedded into all our activities and that effective health & safety management systems, including a health & safety plan, are in place;
- ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health;
- consult our employees on matters affecting their health & safety;
- promote a positive health & safety culture where employees and their representatives are able to raise health & safety issues and are empowered to work safely;
- provide information, instruction and supervision for employees to enable them to do their work safely;
- ensure all employees are competent to do their tasks, and are given adequate training;
- provide and maintain safe plant & equipment and ensure that substances are handled and used safely;
- provide an environment in which staff can work without fear of violence, intimidation or threats; and
- regularly review our health & safety performance by monitoring and auditing.

We are committed to continuous improvement in health & safety and will develop policies, systems and procedures to achieve this aim. We are also committed to providing a safe and healthy environment for staff and pupils; this will be achieved by:

- effective leadership by governors, the Headteacher and senior staff;
- participation of all employees; and
- open and responsive communication.

The successful implementation of this policy requires total commitment at all levels. Every employee will be made aware of this statement; copies will be displayed on staff notice boards and it will be available on the intranet. It will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes.

## Contents

Health & safety policy statement .....	1
Legal Framework.....	3
Organisation/responsibilities.....	3
Responsibilities.....	3
Governing Body.....	3
Headteacher .....	4
Senior Leadership Team.....	5
Educational Visits Coordinator (EVC).....	5
All employees .....	6
Organisation – Health & Safety Management System .....	6
Policy development.....	6
Cooperation, consultation and communication .....	7
Competent advice.....	7
Planning & prioritising .....	7
Measuring health & safety performance.....	7
Auditing/inspecting health & safety performance.....	7
Reviewing health & safety performance .....	8
Local Arrangements .....	9
Accidents and aggressive incidents .....	9
Asbestos management (for premises built before 2000).....	9
Control of contractors .....	10
Control of Substances Hazardous to Health (COSHH).....	10
Display screen equipment (DSE) .....	11
Emergency Planning and Business Continuity .....	11
Fire & evacuation procedures .....	11
First Aid and supporting pupil's medical needs.....	12
Legionella (water safety).....	12
Manual handling .....	12
Occupational health and work related stress.....	13
Off-Site Visits.....	13
Premises, plant and equipment – maintenance, servicing and inspection.....	13
Risk assessment .....	13
School security .....	13
Slips & trips .....	14
Training .....	14
Vehicle movements on site.....	14
Violence and aggression/lone working.....	14
Work at heights.....	15
Bomb Threat Procedures.....	15
Evacuation.....	15
Smoking.....	16
Severe Weather.....	16

## **Legal Framework**

This policy has due regard to statutory legislation including, but not limited to, the following:

Health and Safety at Work etc. Act 1974

Workplace (Health, Safety and Welfare) Regulations 1992

Management of Health and Safety at Work Regulations 1999

Control of Substances Hazardous to Health Regulations 2002

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

This policy has due regard to national guidance including, but not limited to, the following:

- DfE 'Health and safety: advice on legal duties and powers' 2014
- DfE 'Health and safety for school children' 2015
- DfE 'Keeping children safe in education' 2020
- HSE 'Sensible health and safety management in schools' 2014

## **Organisation/Responsibilities**

This section of the health & safety policy sets out lines of communication and how duties are delegated and tasks allocated. It includes an outline of the roles of the Governors, Headteacher and senior leadership team, along with more specialist roles such as Educational Visits Co-ordinator, Office Manager and Caretaker. It also details the role of our competent advisors - Walsall Council's health & safety team.

In addition it outlines the health & safety management system we have in place.

## **Responsibilities**

### **Governing Body**

The Governing body will require paid officers within the school management structure to comply with the school's safety management system and be aware of their responsibilities.

Additionally the Governing body will in consultation with the headteacher:

The governing body, in consultation with the headteacher, will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

The governing body endeavours to provide:

- A safe place for all users of the site including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

## **Headteacher**

The Headteacher will ensure that those duties detailed within health & safety policy are carried out and will ensure that relevant staff are made aware of the council's Safety Management Standards (SMS) as appropriate.

Additionally, the Headteacher will:

- establish health & safety objectives and develop plans to achieve them
- ensure that appropriate resources are available to meet health & safety objectives
- ensure that detailed local arrangements and procedures to protect the health & safety of staff, pupils and others are in place
- ensure that suitable risk assessments and controls are in place
- promote a positive health & safety culture and lead by example
- ensure that there is effective health & safety communication and consultation with staff
- monitor and review health & safety performance
- monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents
- seek professional advice as necessary

Signed

Headteacher.....

Date.....

Signed Chair of

Governors.....

Date.....

## **Senior Leadership Team**

The Senior Leadership Team will support the Headteacher and carry out the duties detailed in the health & safety policy.

Additionally the Senior Leadership Team will:

- support the Headteacher and carry out the duties detailed above in their absence
- develop and implement local arrangements and procedures to protect the health & safety of staff, pupils and others
- undertake risk assessments, as appropriate, and ensure that suitable controls are in place
- put forward suggestions to improve health & safety controls to the Health and Safety Co-ordinator.

## **Educational Visits Coordinator (EVC)**

Our trained Educational Visits Coordinator (EVC) will ensure that we follow Walsall Council's off-site activities guidance. Their responsibilities include:

- supporting the Headteacher and Governing Body with approval decisions for offsite visits
- informing the Headteacher of all non-routine visits
- ensuring that staff involved in educational visits are aware of their responsibilities regarding educational visits and have access to the educational visits policy.
- ensuring the competence of staff and volunteers to lead or otherwise supervise a visit
- ensuring that emergency arrangements are in place and emergency contacts are known for each visit
- ensuring that the Emergency Planning Unit at Walsall Council are informed of all residential or high risk activities

## **Office Manager/Administrators**

The Office Manager/administrators will assist the Senior Leadership Team and will:

- Assist the Health and Safety Co-ordinator.
- Provide information to the Headteacher and the Governing Body as and when required.
- Ensure risk assessments are in place and reviewed regularly.
- Liaise with the Local Authority to ensure compliance with Health and Safety legislation.
- Investigate accidents and incidents, as required by and reported to the Headteacher.
- Provide advice and guidance to staff, students and others.

## **Caretaker**

The Caretaker will:

- ensure that statutory testing of plant and equipment is carried out at the required intervals by competent contractors/persons
- ensure that the fire logbook is completed and kept up to date
- ensure regular water temperature checks and other measures to control water safety are carried out by Nant..
- carry out regular visual checks of any asbestos containing materials

- carry out daily site inspections
- deal with contractors on a day to day basis
- ensure the building is secured at night
- Ensure hazard notification documents are completed with contractors prior to beginning work and control contractors whilst on site.

## **All Employees**

All employees will ensure that they:

- take reasonable care of themselves - this includes having a tidy and safe working area;
- do not put their colleagues at risk;
- co-operate with their manager on health & safety matters – including attending any health & safety training appropriate to their role;
- follow/adhere to safe working procedures - including following risk assessments and using any safety equipment or personal protective equipment provided;
- follow all verbal and written instructions they are given regarding safe working;
- do not interfere with or misuse anything provided for health & safety purposes (guards on machines, signs on the wall, etc.); and
- inform their manager about any health & safety problems or loss/damage to safety equipment.
- Operate securely around the site ensuring that all gates are locked after opening.

In addition they should:

- report any accident, incident, or near miss to their manager immediately; and
- not carry out any work unless they are competent to do so - this is particularly important when dealing with dangerous equipment or hazardous chemicals.

## **Pupils**

Pupils will:

Exercise personal responsibility for the health and safety of themselves and others.  
 Dress in a manner that is consistent with safety and hygiene standards.  
 Respond to the instruction of staff given in an emergency.  
 Observe the health and safety rules of the school.  
 Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

## **Organisation – Health & Safety Management System**

This section of the policy explains the school's health & safety management system.

### **Policy Development**

Walsall Council has a Health & Safety Policy and topic specific Safety Management Standards (SMS) that are kept under regular review. The school will ensure that we meet the requirements of the policy and standards as appropriate to the school.

In addition we will keep our health & safety policy including organisation/responsibilities and local arrangements under regular review to ensure they remain current and effective.

will be removed from general circulation.

## **Cooperation, Consultation and Communication**

We will consult with staff and appropriate trade unions representatives in the development and monitoring of our health & safety systems, policies, procedures and risk assessments

Our policies, procedures and assessments will be made available to staff via the school's shared network in a health and safety folder and a printed copy will be provided on request. Staff will be made aware of any policy/assessment appropriate to their post.

Guidance for Walsall schools is also available on the council's intranet:

<http://inside.walsall.gov.uk/index/hrd/shaw/>.

## **Competent Advice**

Key health & safety competencies required within the school will be determined by the schools CPD specific needs or priorities. Staff will be trained in accordance with these as appropriate.

In addition to competent and trained staff, we receive expert guidance and advice from Walsall Children's Services health & safety team.

## **Planning & Prioritising**

We will ensure that health & safety is embedded into all our activities and that effective health & safety management systems, including a health & safety self-evaluation and school improvement plan that covers health & safety activities are in place.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes, allocation of resources and assignment of tasks.

We will ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health.

## **Measuring Health & Safety Performance**

We will undertake a range of **active** and **reactive** monitoring of our health & safety performance.

**Active monitoring** – will include regular inspections of the workplace/self auditing by the Caretaker, Office Manager, Senior Leadership team and Health and Safety Governor to ensure our premises and systems of work are safe.

**Reactive monitoring** – will include reviewing of our accident, near misses, aggressive incidents and hazard reports by the Office Manager to ensure appropriate remedial action is taken to help prevent recurrence.

## **Auditing/inspecting Health & Safety Performance**

As part of our active monitoring, we will carry out regular health & safety inspections/self audits annually or before if circumstances dictate.

**External audits of our health & safety management systems will also be carried out by Walsall Council every two years (or as agreed with the auditor).**

## **Reviewing Health & Safety Performance**

Our health & safety performance, including progress on our health and safety plan, active and reactive monitoring outcomes and any policy or procedure reviews will be evaluated by our

## Local Arrangements

### Accidents and aggressive incidents

- All staff are made aware of the need to report and record all accidents and aggressive incidents as part of their induction.
- Any incident subject to RIDDOR<sup>1</sup> (i.e. fatality, major injury, over-seven-day injury, hospitalised public and specified diseases/dangerous occurrences) will be reported to HSE's Incident Control Centre without delay. The Office Manager is responsible for reporting all incidents subject to RIDDOR.
  - The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>
    - The HSE no longer accept written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above link/web address).
- Other, non-RIDDOR, incidents will also be recorded locally.
- All incidents will receive an appropriate level of investigation by line managers who have attended accident reporting and investigation training.
- Serious incidents will be investigated by the Headteacher.
- The level of investigation and support input will be in accordance with the "Incident Investigation Responsibilities" matrix produced by Walsall Council.
- The school will follow Walsall Council's accidents/aggressive incidents guidance and send copies of any incident forms (excluding "rough and tumble" incidents) to the health & safety team at Walsall Council.
- Accident and aggressive incidents will be monitored and reported to the Governing Body each term in order to identify issues/trends and put in place measures to reduce the number of incidents.
- Additional advice and guidance regarding what is reportable under RIDDOR, along with support in investigating serious incidents is available from Walsall Council health & safety team if required.

### Asbestos Management

- An asbestos management survey has been carried out by a competent, asbestos surveyor and an asbestos register is in place showing the location of known asbestos containing materials (ACMs). Areas that were not surveyed are presumed to contain ACMs and managed accordingly.
- The survey/register is reviewed annually by the Caretaker to ensure that it has been kept up to date (e.g. when ACMs have been removed).
- A risk assessment has been carried out and an asbestos management plan has been produced. ACMs in poor condition will be removed; those in good repair will be left in place and monitored for damage/deterioration by suitably trained staff. All monitoring is recorded.
- Any removal of, or work on, ACMs is carried out by licensed asbestos removal contractors, unless the work is low risk work and covered by exceptions.
- When ACMs are removed, our asbestos register is updated and evidence of air testing is kept to show that the area was safe for reoccupation.
- Our Caretaker has been nominated to manage any ACMs on site and has attended asbestos awareness training. Other staff who deal with ACMs or who may accidentally come into contact with them will also receive training.

- Before contractors are allowed to work on our buildings, they are made aware of any ACMs they could potentially disturb and the precautions they should follow. All liaison/sharing of information is via the Caretaker.
- A refurbishment/demolition survey will be carried out prior to any major work, e.g. extensive refurbishment or demolition, to identify any hidden or inaccessible ACMs.
- If ACMs are accidentally damaged, we will: evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination; ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate; and, arrange for further air tests after cleaning to prove the area is safe for reoccupation.

## **Control of Contractors**

- We will ensure that any work done on our behalf by contractors is safe and does not put the health & safety of our staff or others using our premises at risk. We will also ensure that we inform contractors of any issues on site that might affect their health & safety.
- Where work is commissioned by the Diocese, school will ensure they have undertaken health & safety checks on the contractors. The Caretaker will monitor their performance, including supervision arrangements, on site.
- Where we commission work ourselves we will ensure that appropriate health & safety checks on the contractors take place. This includes checks on policies, method statements and monitoring of performance, including supervision arrangements, on site.
- For projects that last more than 30 days or involve 500 person days of construction work, we will ensure that a CDM co-coordinator and project manager is appointed to advise us on health & safety issues during the design and planning phases of construction work.
- Before contractors are allowed to start on site, they must submit risk assessments and method statements for all works they will carry out. The school will carry out its own risk assessment based on the information provided.
- A Contractor Job Registration Form describing the work; materials, equipment and services is used for any hazardous operations involved; hazards on site for all works carried out by contractors.
- High risk activities (e.g. hot work, work at heights) will be subject to a permit to work procedure.
- Contractors will be shown the Asbestos Register, where appropriate.
- Contractor must ensure that they share all relevant information with any sub-contractors they use.
- Regular site meetings will be held for larger projects.

## **Control of Substances Hazardous to Health (COSHH)**

- Wherever possible, we will use non-hazardous products in school.
- All hazardous substances used in the school will have a COSHH assessment undertaken before they are brought into use.
- Inventories will be kept to ensure that all hazardous substances used in the school have appropriate assessments that are reviewed regularly.
- All hazardous substances will be stored appropriately and securely when not in use.
- Staff will be informed how to use products safely and will receive training if appropriate.
- Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, staff must use it.
- Hazardous substances used in science and design & technology are covered by assessments and model procedures provided by CLEAPSS and British Standards.

- Hazardous substances used by the cleaners will have assessments undertaken by their employer, who will make the assessments available to the school.

### **Display Screen Equipment (DSE)**

- A DSE assessment will be carried out for all staff who use DSE (such as desktop computers and laptops), using DSE Self Assessment pro forma.
- The assessment will help determine if the person is classed as a user as defined by the regulations; users are entitled to assistance with eye and eyesight tests and with the purchase of any spectacles required for use with DSE.
- Any problems highlighted by the assessments or eyesight tests should be brought to the attention of the user's line manager so that suitable control measures can be put in place.

### **Emergency Planning and Business Continuity**

- The school has in place Emergency and Business continuity Plan
- Regular exercises will take place to ensure that details, including contact names and numbers, within the plans are kept up-to-date.

### **Fire & Evacuation Procedures**

- The school will ensure that a fire risk assessment is carried out on our premises by a suitably trained competent person.
- The assessment will be formally reviewed by a competent person at least every two years and annually by the school governors.
- Any actions identified by the fire risk assessment will be addressed by an appropriate Action Plan.
- Personal emergency evacuation plans (PEEPs) will be carried out for any staff or pupils requiring one due to disability or ill health.
- Firefighting equipment, fire alarms systems, emergency lighting and fire notices will be provided in accordance with the fire risk assessments.
- All checks identified by the fire risk assessment will be recorded in a Fire Log Book. In particular, there will be a weekly test of the fire alarm system and all firefighting equipment will be checked annually by a competent person.
- A Fire Evacuation Plan will be produced and appropriate staff will be appointed and suitably briefed to act as fire marshals.
- Fire safety drills will take place at least once per term.
- All staff receive an annual fire safety briefing; new staff must be briefed as part of their induction process
- Pupils will be briefed on the evacuation procedure at the start of the school year.
- Contractors will be given information on what to do in case of fire and staff will assist visitors to exit our premises should an emergency arise.

## **First Aid and Supporting Pupil's Medical Needs**

- The following staff members are trained first-aiders: Mrs A Turley, Mrs Miller, Mrs Padley,, Mrs Long and Miss Wallis.
- First aid boxes are located as follows, and Mrs Sandra Leach is responsible for their secure storage and use. Mrs Clifford monitors stocks in before & after school club.
- The Headteacher will ensure that all first aiders are suitably trained and that their certification is up to date using Walsall training matrix.
- First aiders will attend HSE approved initial and refresher first aid as required.
- First aiders will complete relevant documentation (e.g. incident report form, first aid record) following any first aid treatment given.
- First aiders will ensure that the first aid boxes are appropriately stocked (as per the contents list in the box) and that the contents are in date. They will also ensure that the boxes are stored appropriately.
- Appropriate signs will be prominently displayed around the school giving details of first aiders and the location of first aid boxes.
- All staff will make themselves familiar with details of their nearest first aider(s) and the location of first aid boxes. They must also be aware of emergency procedures and the requirement to report all incidents.
- We will adopt the medication policy, "Supporting Children with Medical Needs", produced by Walsall Council in conjunction with Walsall NHS.

## **Legionella (water safety)**

- A Legionella risk assessment has been carried out by a competent, suitably qualified contractor and will be reviewed regularly.
- Any remedial work identified by the risk assessments will be addressed.
- We have a written scheme to manage the risk from Legionella which includes the following controls:
  - Weekly flushing of little used outlets by site staff.
  - Monthly temperature checks by site staff/contractor.
  - Quarterly de-scaling of shower heads by site/cleaning staff.
  - Annual water sampling by contractor.
  - Annual service of any thermostatic mixer valves (TMVs) fitted to control scald risk.
  - Site staff will receive awareness training.

## **Manual Handling**

- Wherever reasonably practicable, we will avoid the need for hazardous manual handling activities.
- Where hazardous manual handling tasks can't be avoided, we will undertake an assessment of the risk of injury.
- Controls will be put in place to reduce the risk of injury so far as is reasonably practicable.
- Handling equipment, such as trolleys and pallet/sack trucks, will be made available.
- All staff will receive manual handling awareness training.
- Staff who are required to undertake hazardous manual handling tasks will receive specialist training such as CIEH Manual Handling Principles & Practice training.
- Staff involved in moving and handling of pupils will receive specialist training.

## Occupational Health and Work Related Stress

- All staff have access to the council's Employment Assistance Programme and in-house occupational health team. Details of these services are available on the shared network in school, accessible from home. Best Insurance provides access to 24 hour support phone line, details of which are displayed in the staffroom.
- Initiatives are in place to address work related stress; the Headteacher and other members of the Senior Leadership Team have an open door policy and workloads, etc., are discussed at regular staff "1:1" sessions.

## Off-Site Visits

- The school will adopt the Walsall Council off-site activities guidance
- The school has a trained Educational Visits Coordinator (EVC) who will check all trips are conforming to the guidance and standards.
- Pre-site visits will be carried out whenever possible.
- The school will ensure that Walsall Council's Resilience Unit (Emergency Planning) is made aware of any high risk activities that are undertaken.

## Electrical Testing/Carbon Monoxide detectors

- Periodic Mains testing is conducted in accordance with guidance by a competent engineer every 5 years and was last tested in February 2020 by Project Solver.
- PAT testing is conducted annually by an approved competent contractor.
- **Carbon monoxide detectors are installed in the boiler house and the kitchen.**
- **, Plant and Equipment – Maintenance, Servicing and Inspection**
  - All our plant and equipment is inspected and tested in accordance with statutory requirements and/or manufacturer's recommendations as appropriate.
  - Only competent persons/contractors (e.g. Gas Safe Registered for gas appliances) will be employed to carry out inspections/servicing of our plant and equipment.
  - All inspections/tests are recorded and inspection certificates retained.
  - The Caretaker ensures that all necessary maintenance and formal inspections are taking. Records are kept and are available. The Caretaker ensures that appropriate testing is carried out.
  - We have a defect reporting procedure for staff to report defects with premises, plant or equipment. The Caretaker will ensure that the fault is rectified, using approved contractors if necessary.

## Risk Assessment

- Risk assessments will be carried out to identify hazards in the workplace, evaluate the risks arising from those hazards and ensure that adequate precautions are in place to minimise the risk.
- Line managers will ensure that job and task specific risk assessments are in place for existing work and will also ensure that assessments are carried out before introducing new methods of work. Staff will be made aware of any assessments that affect them.
- Assessments will be reviewed regularly, especially following changes in methods of work; before introducing new equipment; and following any accidents or other serious incidents. As a minimum, assessments will be reviewed every two years.

## School Security

- The school has palisade fencing around the perimeter to deter trespassers and

unwanted visitors. A contractor will carry out regular grounds maintenance to control the risk from overhanging branches, etc., that may compromise security.

- All external doors are code/key/electronically controlled.
- All visitors arriving at the school must sign the visitors' book and are issued with a visitors' badge.

Enhanced DBS checks are carried out for all visitors/contractors who regularly come on to our premises and may have contact with pupils.

- Money will be held in a safe and banked on a regular basis to ensure large amounts are not held on-site.
- Money will be counted in an appropriate location, such as the **school office**, and staff should not be placed at risk of robbery.
- Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.
- Thefts may be reported to the police and staff members are expected to assist police with their investigation.
- All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.
- Missing or believed stolen equipment will be reported immediately to a senior staff member

## **Slips & Trips**

- Risk assessments have been undertaken to help prevent slips and trips in the school, these include controls to help reduce water and other contaminants being brought into our buildings on people's shoes and measures to effectively clean any material that gets onto our floors. They also include an assessment of floor surfacing in high risk areas such as kitchens.
- Staff will clean any spillages when they occur or use hazard warning cones until such time as the spillage can be cleaned up. No floors will be left in a wet condition (including after cleaning).
- Good housekeeping is practised by all staff and designated walkways are kept free of obstacles (e.g. trailing wires).

## **Training**

- We will ensure that all staff, including temporary and agency staff, are competent and are given appropriate health & safety training to undertake their role safely and carry out duties assigned to them (e.g. risk assessments).
- All staff will receive a health & safety induction when they first start working at the school.

## **Vehicle Movements on Site**

- We will carry out a risk assessment and review of vehicle movements on site and the vehicle/pedestrian interface. Assessments will also cover school events and maintenance activities where vehicles may need to access vehicle restricted areas.
- Wherever practicable, there will be separate pedestrian and vehicle access on to site and all gates will be supervised during peak times (e.g. morning, lunch and close).
- Designated pathways will be provided with suitable barriers (e.g. fencing) where required

to protect pedestrians from vehicle movements.

## **Violence and Aggression/Lone working**

- We will ensure that risk assessments and suitable controls are in place to cover lone working or any circumstances where staff may be subject to aggressive incidents.
- New employees will be made aware of the schools lone working arrangements during their induction.
- Appropriate front line staff will receive conflict resolution training.
- All incidents of violence and aggression to staff will be reported (see Accidents and aggressive incidents, above) and investigated by managers so that suitable controls can be put in place to minimise the risk of recurrence. If appropriate, incidents will be reported to the police.

## **Work at Heights**

- A risk assessment will be carried out for any work at heights. Appropriate access equipment will be provided and properly maintained. Where appropriate, staff will be trained in safe work at height and safe use of access equipment.

## **Bomb Threat Procedure**

- All staff members fully understand and effectively implement the school's Bomb Threat Policy.
- In the event of an emergency, the procedures outlined in the Bomb Threat Policy and Lockdown Procedure will be followed.
- All staff members are trained in handling bomb threats and have easy access to instructions of the procedure.
- Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):

Where is it?

In which building is it and on what floor?

What time will the bomb go off?

What does the bomb look like and what colour is it?

What type of bomb is it and what type of explosive?

Who are you?

Why are you doing this?

Do you have a code word?

- The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not,
- Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.
- Staff should note the time of the call and write down exactly what was said by the person calling as this may be useful for the police.
- Where possible, recording devices will be used whilst receiving a bomb threat.
- The staff member receiving the call will contact the headteacher immediately, who will then alert the police and the LA.
- The headteacher will decide whether or not to evacuate the building.

## **Evacuation**

- St Anne's school will follow the procedure outlined in the Personal Emergency Evacuation Plan in the event of a crisis.
- In the event of a fire, the Fire Evacuation Plan will be implemented.
- If an evacuation is deemed necessary, the following procedure will take place:
- All senior staff will be informed of the situation in person. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:

Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned, this room should be sealed with all windows and doors closed).

Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).

Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.

Once the police have arrived, staff will await further instruction from the emergency services.

## **Smoking**

- The school is a non-smoking premises and no smoking or vaping will be permitted on the grounds.
- The school's Smoke Free Policy will be read, understood and adhered to by all staff.

## **Severe Weather**

- The headteacher, in liaison with the chair of governors, makes a decision on school closure on the grounds of health and safety.
- If a closure takes place, the governing body will be promptly informed.
- St Anne's will act in accordance with the Adverse Weather Policy at all times.