HEALTH & SAFETY POLICY

Review by 9.26

Approved by Full Governing Body by 11.26

Contents:

1. Health & Safety Policy – including Risk Assessments
2. Fire Policy & Procedure
3. Bomb Threat Procedure
4. Medical policy/ Medication Policy
5. School Security & Personal Safety Policy
6. Accident & Emergency Policy & Procedures

Health & Safety Policy

Contents:	Page
Declaration of Intent	3
Organisation and Responsibilities for Health and safety in the School	3
Consultation	8
Training	8
Policy and Procedures	9
APPENDIX 1 – Risk Assessments	
APPENDIX 2 - Fire Policy and Procedure	
APPENDIX 2 - Bomb Threat Procedure	
APPENDIX 3 - Medical Policy	
APPENDIX 4 - Medication Policy	
APPENDX 5 - School Security and Personal Safety Policy	
APPENDIX 6 - Accident and Emergency Policy (school Site)	
APPENDIX 7 - Accident & Emergency Policy (school visit)	
APPENDIX 8 - L.A. Visits and Journeys Emergency procedures Guidelines	

Holmwood School Health and Safety Policy

This policy complements (and should be read in conjunction with) the Middlesbrough Council Corporate Health and Safety Policy and CFL Health and Safety Policy

The purpose of the Health and Safety Policy for Holmwood and Space for Sport and the Arts (S4S&A) is to define how the premises will comply with its health and safety duties. It concerns all activities conducted by members of staff involving pupils, students, members of the public and other persons. It also concerns all activities conducted by leaders of other community groups or organisations using the facility.

The School will comply with the Local Authority's and the Education Department's Health and Safety standards, policies and instructions, guidance and codes of practice

The Governing Body have duties as persons who are concerned with premises (under Section 4 of the Health and Safety at Work etc. Act, 1974) to ensure that the premises are safe and there are no risks to health. The Head Teacher, all members of staff and all community users are responsible for the policy being followed at all times. The Governing Body and Head Teacher will ensure that rules, regulations and Codes of Practice on health and safety are monitored, reviewed and updated as necessary. The detailed responsibilities of the Governing Body, the Head Teacher and members of staff for health and safety are given in paragraph 2 of this policy statement.

The Sport Hall is managed by the Governing Body of Holmwood School, and is fully included in the school Health & Safety requirements and regulations by virtue of it belonging to Holmwood School and its situation within the school premises.

ORGANISATION AND RESPONSIBILITIES FOR HEALTH AND SAFETY

Holmwood School health and safety policy sets out in detail the responsibilities for health, safety and welfare for all levels of management and employees.

The Governing Body
David Branson - Health and Safety Governor

'The Governing Body is responsible for: -

1. Developing and implementing a health and safety policy statement which gives details of how health and safety will be managed in the School premises and reviewing and updating the policy on a regular basis;
2. Ensuring that the school implements an effective management system for health and safety by adopting policies and procedures for the premises and reviewing and updating the policies and procedures on a regular basis;

3. Ensuring that the school has systems to monitor the need for non-structural repairs on the premises, to deal with potential hazards and to authorise the necessary work to achieve this.
4. Advising the Authority of any observed structural defects that could adversely affect the health and safety of staff, pupils and the public;
5. Ensuring that the school has systems for the safe condition, storage and maintenance of all equipment on the premises and for ensuring that such equipment can be used safely in the normal running of school and Sports Hall;
6. Ensuring that the premises are effectively managed to ensure that the means of access and exit are safe and without risks to health;
7. Ensuring that the plant, substances and equipment in the premises are safe and without risks to health;
8. Ensuring that the school has systems to deal with potential hazards to health and safety and that contact is made, where appropriate, with representatives of the Authority and contracting organisation;
9. Having a standard item relating to health and safety at work on the agenda of every Governing Body ordinary meeting and receiving, a report at the meeting on health and safety from the Head Teacher:
10. Ensuring that safety rules, concerning the use of premises and equipment, are displayed in appropriate locations within the premises and are enforced; ensuring that safe working practices are adopted by staff, pupils, other users, and by contractors when on site;
11. Taking all reasonable action to ensure that health and safety considerations (including safe storage and condition of equipment) are taken into account by outside contractors. Where a contractor chosen by the school is not on the Authority's approved list, the adequacy of the contractor's insurance cover must be established, in accordance with the Authority's requirements.
12. Ensure that every pupil who poses a risk to themselves or others has an individual Care Plan detailing potential risks and avoidance / de-escalation strategies.

The Governing Body and school staff note that Inspectors from the Health and Safety Executive or appropriate Officers of the Authority can at any reasonable time, or immediately if there is potential danger, enter the premises to carry out their duties.

The Governing Body recognise that if they fail to comply with the Authority's Health and Safety Policy or do not implement the Codes of Practice on health and safety of those who attend, work or visit the premises, its members may incur liability under Health and Safety at Work legislation. In the event that omissions or actions by the Governing Body in such matters require the Authority to incur expenditure to rectify the position, the school's delegated budget may be charged with the costs.

David Branson, as the representative of the Governing Body will have an over view of all Health and Safety issues and ensuring the school is fully complying with the Health and Safety Policy.

The Head Teacher – Dennis Ley

The Head Teacher is responsible for ensuring the school meets its statutory

duties as an employer for health and safety at work

The Governing Body of the School recognise that the Health and Safety at Work etc. Act 1974 places duties on all Managers to ensure that the work of all employees under their control is carried out as safely as is reasonably practicable. In order to achieve this objective the Head Teacher has responsibility for the organisation of health and safety in the school premises that includes the following: -

1. Setting the health and safety standards for the school in consultation with the Governing Body and staff in line with the standards of the Borough Council and the LA.
2. Monitoring on behalf of the Governing Body the implementation of the LA and school health and safety standards.
3. Ensuring that all health and safety policies are fully implemented and all staff and community group leaders follow the procedures.
4. Reporting to the Governing Body and Health and Safety working party on the progress being made towards achieving the health and safety standards that have been set and the implementation of policies and procedures on the school premises.
5. An awareness of the risks identified by the Risk Assessments carried out by Site Manager and the measures necessary to reduce or remove such risks.
6. Ensuring that all members of staff receive all information, instructions and guidance relating to Health and Safety issued to the school by the Corporate Director of Education, the Borough Safety Adviser, the Department for Education, the Health and Safety Executive or any other responsible source.
7. Ensuring that members of staff are trained, retrained and supervised in order for them to take reasonable care for their own health and safety and for the health and safety of other employees, pupils and other persons. This includes health and safety induction programmes for all new starters.
8. Nominating, as and when appropriate, members of staff to be responsible for specific aspects of Health and Safety and ensuring that all staff are made aware of any such delegation.

Health and Safety Co-ordinator – Dennis Ley

It is the responsibility of the Head Teacher to ensure and oversee effective implementation of the Health and Safety Policy:

1. Being responsible for health and safety as outlined in the school Health and Safety Policy.

2. Reviewing the School Health and Safety Policy periodically and recommending changes as they become evident
3. Organising operations of work so that a satisfactory standard of health and safety results in minimal risk to persons, equipment and materials.
4. Ensuring all necessary risk assessments are carried out and that all necessary control measures identified are implemented and maintained and that risk assessments are reviewed annually.
5. Ensuring all employees are aware of the control measures outlined in the risk assessments are appropriate to their activities.
6. Ensuring all maintenance issues are actioned particularly when they have a bearing on Health and Safety matters.
7. Maintaining own and site manager's training programme and accurate Health and Safety training records are maintained
8. Ensuring employees follow Health and Safety procedures and instigating disciplinary procedures where appropriate.

School Curriculum Co-ordinators

Curriculum co-ordinators are responsible for work activities related to their curriculum subject under their direct control. In order to achieve this objective the responsibility of staff includes the following: -

In consultation with the Head Teacher and the Health and Safety Co-ordinator, setting the health and safety standards for their area of responsibility.
Ensuring that all health and safety policies are fully implemented and all staff and community users follow the procedures.
Ensuring that all members of staff and community users receive all health and safety instructions and guidance relating to their work or activities
Ensuring that all staff acting under their directions are aware of the health and safety precautions to be taken when undertaking potentially hazardous procedures.
Ensuring that any curriculum, sport or other activities under their control include instructions on the correct and safe methods of carrying out potentially hazardous procedures.
Ensuring that all risk assessments are carried out and risk assessments are carried out on new and modified work before the work commences.
Ensuring that all risk assessments are reviewed at periodic intervals.
Ensuring that curriculum, sport, or other activities under their control do not involve staff and pupils in procedures likely to cause accidents.
Ensuring that the LA and school reporting procedures for accidents, dangerous occurrences and near misses are followed and that all accidents, dangerous occurrences, potential hazards to safety and near misses are reported to the Head Teacher and/or the Health and Safety Working Party.

Ensuring that any equipment or machinery under the control known to need repair is not used until the necessary repairs have been carried out.
Ensuring that all members of staff and community users implement school premises processes and procedures relating to health and safety.

Site Manager – Anne Fawcett

The Site Manager is responsible for:

1. Acting as site monitoring officer in respect of the cleaning operations and ensuring that the employees observe and conform with the health and safety requirements of the contract and the premises of the school are safe and there are no risks to health.
2. The security of the premises, the lighting and heating of the premises and ensuring that the premises are open for use as and when required.
3. Implementing all health and safety policies, instructions and procedures for her area of responsibility and issuing them to all staff (including new starters) who are responsible to the Site Manager.
4. Ensuring that she and her work colleagues take reasonable care to avoid accidents or injury to themselves, other members of staff, pupils, and members of the general public or members of the general public, by their work activities.
5. Ensuring that any equipment or machinery under their control, which is known to need repair, is not used until the necessary repairs have been carried out.
6. Following the school reporting procedures for accidents, dangerous occurrences and near misses and that all accidents, dangerous occurrences, potential hazards to safety and near misses are reported to the Head Teacher and, /or the Health and Safety Co-ordinator.

Risk Assessors –Nanette Bird, Anne Fawcett and Dennis Ley

Nanette Bird and Anne Fawcett are responsible for: -

1. Identifying all tasks that require to be assessed and agree a priority rating for carrying out risk assessments with the H&S working party.
2. Together with the H&S working party agree timescales for carrying out the risk assessments.
3. Conduct risk assessments to the best of their ability. Recognise where their limit of experience lies and ensure that their Head Teacher is informed when additional assistance is required.

All Teaching Staff, Non-Teaching Staff and Community Users

The Health and Safety at Work etc. Act 1974 places duties on all staff and leaders of community groups to ensure the health and safety of themselves and others affected by their work activities. In order to achieve this objective, all members of staff and community users are responsible for: -

1. Participating in setting the health and safety standards for their work in consultation with the Head Teacher, School Co-ordinator, and the Health and Safety working party.
2. Receiving all health and safety policies, instructions and procedures for their work. (All staff are required to sign annually to say they are fully

aware of and will comply with the School Health and Safety Policy and Risk Assessments)

3. Fully implementing and following all health and safety policies, instructions and procedures which have been issued to them by the Head Teacher, School Co-ordinator, or the Health and Safety working party.

Consultation

It is recognised that the participation by all members of staff and community users is essential in order to maintain and improve the working environment of the school and premises. Consultation on health and safety matters will be through the recognised channels and the active participation and support of all employees and community users at the school premises will be encouraged to maintain good communications.

The Health and Safety working party is responsible for monitoring and promoting Health and Safety in the school

Training

Health and Safety training is accepted as a major part of the School's training policies. This will include areas such as Induction, Staff Development and New Legislation. Each employee will receive training as appropriate, with periodic retraining sufficient for them to be well versed in safe methods of work, behaviour management, handling and use of materials e.g. on COSHH, equipment and the correct type and use of safety equipment and personal protective equipment appropriate to the school environment. No person will be employed on work in the school unless he/she has been trained and periodically retrained to understand the hazards involved in the precautions to be taken. Community users are responsible to ensure that their own training, and that of any other leaders working with them or for them is up to date and meets current regulatory standards for their particular activity.

The members of the staff who are responsible for safety training in the school are:

Mr. Dennis Ley	(All staff)
Mr Dennis Ley	Health and Safety and Safeguarding
Mr Dennis Ley	Education Visits
Mrs. Isobel Callaghan	(Therapeutic Physical Intervention)
Mr Dennis Ley	
Miss Bethan Horne	

Admissions:
There is an established protocol for collecting information about new pupils to ensure all safety needs are met regarding medication and allergies etc.

Procedures and Arrangements:

Introduction
The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of intent

RISK ASSESSMENTS

1. Risk Assessment (see Appendix 1)
   General Risk Assessment will be carried out and co-ordinated by Nanette Bird and Anne Fawcett following compliance with the Governing Body's Statement of Intent. COVID Risk Assessments have been completed by Dennis Ley.
2. Fire Assessments (see Appendix 1)
   A Fire Risk Assessment is carried out by Anne Fawcett following guidance contained in the CFL Health and Safety Manual and the Fire and Safety Policy and Procedure Manual.
3. Manual Handling Risk Assessments (see Appendix 1)
   Manual Handling Risk Assessments will be carried out by Anne Fawcett following guidance contained in the CFL Health and Safety Manual.
4. Computers and Workstations
   VDU Risk Assessments will be carried out by Dennis Ley,
   Assessments of the risks of violence to staff will be carried out by Therapeutic Physical Intervention Trainers: - Isobel Callaghan, Dennis Ley, Bethan Horne following guidance contained in the CFL Health and Safety Manual and TEAM TEACH Training procedures.
5. Stress Management
   The Head Teacher and Health and Safety Working Party are responsible for ensuring that measures in place to manage stress in the workplace are maintained, and that employees under their control are made fully aware of them. A Workload and Well-Being working group has also recently been formed in school to discuss and develop strategies to support the mental health and well being of the children and staff in school.

They must also:

- Monitor the nature and complexity of work carried out and ensure staff have received the necessary instruction and training to enable them to perform their duties effectively.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking
- Monitor holidays to ensure that staff are taking their full entitlement.
- Be aware of the signs and symptoms of stress, the HSE's seven broad categories of risk factors, and attend training in stress awareness and good management practice if necessary.
- Ensure that bullying and harassment is not tolerated within the work areas under their control.

- Be vigilant and offer support as appropriate to a member of staff known to be experiencing stress outside work e.g. bereavement or separation.

In line with recommendations of Middlesbrough Council's Policy and EPMs' for Managing Stress in the Workplace.

EMERGENCY PROCEDURES

1. **Fire and Evacuation** (see Appendix 2)
   Fire and Evacuation procedures are detailed in the Fire and Safety Policy and Procedure Manual.

2. **Bomb Threat**
   Bomb threat procedures are detailed in the Bomb Threat Policy in Appendix 3

3. **First Aid**
   First Aid boxes are provided in the Medical Room, the Staff Room, he Community Room, the Sports Hall and the minibus and are regularly maintained by Jessica Gummersall.

In the event of first aid assistance, either:-
Locate the nearest first aider or phone the office for assistance, who will locate first aider.

4. **Incident Reporting** (Appendix 7)

All incidents will be reported by the Head Teacher or Deputy Head Teachers in accordance with Middlesbrough Councils accident and reporting procedures as detailed in the CFL Health and Safety manual.

5. **Gas Leaks**

Any member of staff discovering a suspected gas leak should immediately report to the office area and an informed judgement should be made on how strong the smell is s to whether they immediately evacuate the building and telephone Transco (gas emergency service) on 0800 111 999. If there is a slight smell of gas, the first action should be to check all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

HEALTH AND SAFETY TRAINING

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work, this will cover basics such as first aid and fire safety. A full health and safety refresher awareness session is delivered to all staff on the first day of term in the Autumn. Specific on the job and job specific health and safety training will also be provided.

INSPECTION AND TESTING OF PLANT AND PLAY EQUIPMENT

Statutory Inspections

All plant and equipment requiring statutory inspection and testing will be undertaken by competent contractors e.g. boilers, fire fighting equipment, fire alarm systems, security system, local exhaust ventilations systems etc

Equipment	**Maintenance undertaken by**	
	School	**Sports Hall**
Gas Boilers	Ingleby Property Services	Ingleby Property Services
Gas Appliances	Ingleby Property Services	Ingleby Property Services
Portable appliance Testing	AJM	AJM
Fixed Electrical Wiring Instillation	Corners Electrical	Corners Electrical
Legionella	Hartlepool B C	Hartlepool B C
Fire Fighting Equipment	Safe and Sure	Safe and Sure
Fire Alarm System	Corners Electrical	Corners Electrical
Emergency Lighting	Corners Electrical	Corners Electrical
Lightening Conductors	Lightening Protection	Lightening Protection
Powered Pedestrian Doors	N/A	N/A
Security Systems	Initial Security	Initial Security
Mini- buses	MBC/Belgrave Garage	MBC/Belgrave Garage
Sports Equipment	Continental Sports	Continental Sports
Playground Equipment	HD Play Equipment	--

Portable Electrical Appliances

Inspection and testing of electrical appliances will be carried out following guidance contained in the CFL Health and Safety Manual.
This will be carried out by AJM annually in July and August.

HEALTH AND SAFETY MONITORING

Inspection of premises

The council's Health and Safety Unit will undertake an annual inspection of the premises

CONSULTATION AND COMMUNICATION INFORMATION

The Health and Safety Working Party meets termly to discuss health, safety and welfare issues affecting staff pupils or visitors. Action points from the meeting re brought forward for a review by school management and reported to the Governing Body.

The Health and Safety Law poster is displayed in the staff room.

Health and Safety advice is available from the Authority Health and Safety Unit on 727414.

PREMISES MANAGEMENT

1. Security and Visitors

All visitors must report to reception where they will be asked to sign in on the electronic signing in system and wear an identification badge and familiarise themselves with the school 'Safeguarding 5' guidelines for visitors.

2. Control of Contractors

All contractors must report to reception where they will be asked to sign in on the electronic signing in system and wear an identification badge. Unless there are exceptional circumstances all Contractors will be asked to only visit where no pupils are present on the premises. Contractors will be informed of fire procedures, local site management arrangements and vehicle movement restrictions.

Nanette Bird and Anne Fawcett are responsible for monitoring areas where contractor's work may directly affect staff and pupils and for keeping records of all contractors work.

3. Asbestos

The asbestos register is held in the Office Manager's office and is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials may be identified. The corporate Asbestos Management procedures contained in the Health and Safety Manual.

4. **Managing Medication** (see Appendix 4)

Prescribed medication will be administered to pupils following guidance contained within the CFL Health and Safety Manual.

5. Educational Visits

Educational Visits will be organised following guidance contained in DfES (DCSF) documentation and Educational Visits requests arecompleted online Educational Visits requests through EVOLVE. The Educational Visits Co-ordinator is Helen Miller. All forms must be completed and returned to Dennis Ley or Helen Miller 2 weeks before the visit

6. **Mini-buses** (see Appendix 6)

Operation of the school mini-bus will be carried out by named staff at the discretion of the Head Teacher following guidance contained in the Health and Safety Manual.

7. Lone Working

People working alone or in isolation from others may be at particular risk either because of circumstances of their day to day working or because an emergency may occur. They are at extra risk if they are not in regular contact with others and are not kept informed of any changes that may affect them. Lone workers should not be at more risk than other employees. This may require extra risk control measures. Precautions should take account of

normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. Please refer to the Lone Working Policy

MONITORING AND REVIEW OF THE POLICY STATEMENT
This policy statement will be reviewed and mended periodically by the Governing Body and the Head and Assistant Head Teacher. It may be supplemented by further guidance on specific issue.

Appendix 1

Please see attached form

Appendix 2

Fire Precautions:
Staff are reminded to take great care in ensuring that all combustible materials for teaching, display and storage do not constitute a fire hazard.
Such materials should be stored safely in appropriate cupboards.
All doorways must be kept clear for full access at all times.

IF YOU DISCOVER A FIRE
1. IMMEDIATELY operate the nearest fire alarm.
2. EVACUATE everyone to the ASSEMBLY POINT
3. Attack the fire, if possible and feasible but WITHOUT TAKING PERSONAL RISK. SAFETY OF EVERYONE IS OF PARAMOUNT IMPORTANCE, AND MUST TAKE PRECEDENCE OVER EVERYTHING ELSE.

ASSEMBLY POINTS:
Everyone in the school must proceed to the MAIN PLAYGROUND.
Everyone in the S4S&A must proceed to the MAIN CAR PARK.
If your access to the ASSEMBLY POINT is obstructed or unsafe, then detour to the most appropriate ASSEMBLY POINT.
Except in an EMERGENCY, doorways should be the usual exit routs.
In an EMERGENCY, all the window in the school can be opened fully by pressing the 2 catches on the sides of the window frames.
It would be prudent to throw soft furnishings, cushions, clothing, etc out of the window first to create a soft landing area.
Use chairs and desks, etc to help everyone climb up and through the windows.

FIRE EVACUATION PROCEDURE

If the FIRE ALARM goes off (one continuous siren), then:

1. Quietly and calmly line up the children in your care.
2. Ensure that no children are left in the toilet, etc.
3. Do NOT stop to collect any belongings, etc.
4. In an orderly manner walk to the ASSEMBLY POINT.
5. If your way is blocked or unsafe, use an alternative route.
6. Where you are the last person to leave a room, please close all doors behind you.
7. When outside, line the children up quietly and calmly.
8. At the first available opportunity make a head-count as an initial surveillance tactic.
9. Comfort any distressed children.
10. The registers will be brought out for a roll call to be made.
11. Any knowledge of anyone in a different area on the site must be reported to the member of staff in charge.
12. No one is allowed to leave or move away from the playground until a senior member of staff has given the “All Clear”.
13. During lunchtimes everyone in the dining areas will be under the direct supervision of the teacher on duty.

ROUTINE FOR PUPILS WHEN FIRE ALARM SOUNDS.

1. STOP what you are doing immediately.
2. LISTEN to your teacher or instructor carefully. Do as you are asked.
3. WALK out of school or the Sports Hall sensibly. Go to the ASSEMBLY POINT as directed by the staff.
4. LINE UP in your class group.
5. REGISTERS will be called to check that no-one is missing.

All staff are made aware of any classes out on EDUCATIONAL VISTS on the day. Anyone else leaving the school site during the school day MUST inform another member of staff with an indication of the expected length of time off site and sign themselves out .

ROUTINE FOR WHEN FIRE ALARM (SIREN) SOUNDS

1. Due to the nature of the pupils in Holmwood school, we have FIRE PRACTICE REHEARSALS so that children with different Special Educational Needs become familiar with the routines without becoming fearful and panicking.
2. Staff are responsible for the class or group they are supervising when the Alarm goes off. Class to appoint member of staff to ‘sweep’ class, corridor. Toilets as appropriate.
3. Duty Receptionist is to telephone 999 immediately unless informed:
   - beforehand by the Head Teacher or Assistant Headteacher that there is to be a FIRE PRACTICE.
   - Immediately by a member of staff that there has been a FALSE ALARM due to an act of vandalism.
4. Where a FIRE ALARM is planned, the Duty Receptionist must ring the Council Office (01642 726050) beforehand to stall the FIRE BRIGADE call-out.
5. Where there has been FALSE ALARM and this has been formally verified by a senior member of staff, then the Council Office must be rung at the soonest time possible to try and divert the FIRE BRIGADE.
6. The Duty Receptionist is responsible for bringing out:
   - All the class REGISTERS
   - School VISITORS LOG
7. Where a FALSE ALARM has been activated maliciously, then the FIRE BRIGADE may claim the call-out costs. The school will support this.

8. Member of staff in Office Area to stand in car park to prevent people entering the building.

ALARM SIRENS are situated around the school and S4S&A
ALARM BUTTONS are situated at every exit from the buildings.
There are NO visual alarm signals in the school or S4S&A. There are currently no pupils or adults with a major hearing impairment using the premises. Visitors to the facilities must always be aware of this. If they are considering inviting anyone with a hearing imairment, they must be accompanied at all times in case the FIRE ALARM sounds
FIRE EXTINGUISHERS are at strategic sites around the school and S&S&A. There are additional FIRE EXTINGUISHERS in areas where there may be a greater degree of risk.

Appendix 3

BOMB THREAT PROCEDURE

In the event of a bomb threat the normal Fire Evacuation procedure will be followed. Where possible the police request that all bags and personal belongings are taken out by the children and that the staff take note of anything unusual, including packages or containers.

The police may ask staff to help in searching the building. Staff are free to decide about this, but any package that has been noticed must be reported.

The Chief Constable has given the following advice to anyone in receipt of a phone message involving a bomb threat:-

1. Maintain a calm and friendly conversational manner.
2. Ask the following questions:-

   i Which building is threatened?
   ii Where is the bomb located exactly?
   iii What size is the bomb and what type is it?
   iv What time is it due to explode?
   v Why have you done it?
   vi How much damage will be caused?

INFORM THE HEADTEACHER

If the call is extended, notes should be taken which may provide a clue to the whereabouts of the caller. By using the following checklist as a guide, note:-

a Whether tone pips were heard indicating use of a public call box;

b Exact words used;
c Manner of caller, whether drunk, sober, calm or excited, frivolous or determined;
d Whether the call is read from a script or appears spontaneous.

If a second line is available and the police can be informed whilst the original call is being made, this is most helpful in attempting to detect the caller.

PROCEDURE

1. Evacuate the school. Safety is the first consideration:-
   a If evacuation must be immediate. Ring the Fire Bell
   b If time allows, deliver a verbal message to all staff.
   i Operate Fire Evacuation procedure.
   ii Direct everyone to the safest assembly point (St Thomas Moore School field, if the threat covers all local schools, the Assembly point will be Stewart Park)
   iii Ask children and staff to take all bags and personal belongings from building
   iv Ask staff to note any unusual packages etc.

2. At the same time, contact the Police.
3. Notify the police of the location of any unusual packages.
4. Staff should reassure children and keep them calm.
5. The Headteacher will decide when it is safe to re-enter the building.

Appendix 4

MEDICAL POLICY

Policy for the care & support of pupils with medical needs.

Aim: To ensure that the school effectively supports:
(a) Long-term needs for pupils with chronic medical conditions
(b) Short-term needs for minor medical conditions.

Statement of intent:
In Holmwood School we are pro-active in enabling all pupils to attend school whenever possible. We are not a hospital and are not equipped with the wide range of medical facilities to support many medical conditions. However, the school is fully accessible by wheelchair users and we should be able to support all but the most extreme medical needs with appropriate advice and guidance from the School Nursing Sister and Parents / Carers.
Consequently we have been able to support pupils effectively with a range of medical needs and conditions.

Roles and Responsibilities:
The headteacher has overall responsibility for ensuring all pupils' medical needs are supported correctly and effectively.
The NHS has responsibility for advice and guidance, alongside liaison with the family and hospital / GP services.

The school has 1st Aiders who can be called upon to support medical needs and emergencies. The names of the current 1st Aiders are in the Medical Room, the Staff Room and in all classrooms.
All staff have a duty of care, and consequently should support pupils' medical needs as and when appropriate. Where individual medical needs have been assessed as extreme or life-threatening, identified staff are given specialised training. In some cases identified staff are given specific job descriptions tailored to support individual pupil needs.

Upon a pupils' admission to school, all parents / carers are asked to complete a form stating any medical conditions.
Where necessary a Medical Care Plan will be completed, led by the school NHS. This plan will specify condition, needs and treatment, with additional information and advice where appropriate. This Care Plan should be shared with all staff who have contact with the child.

Holmwood School has a dedicated Medical Room which is used by 1st Aiders, and Medication Administrators.
Please refer to:

- Medication Policy
- Accident & Emergency Policy

Appendix 4

MEDICATION POLICY

Policy for Administration of Drugs and Medicines to pupils within school.
Aim: To ensure that the school has effective protocols regarding pupil administration during the school day.

Objectives:

- To be accountable for all medication on the school site and on school outings.
- To provide an effective administration routine.
- To provide an environment where pupils can start to understand about the proper use of their own medication.
- To ensure that all staff are fully aware of medical conditions currently in school and are up to date with current treatment and management of medical conditions i.e. Asthma, Epilepsy, Diabetes, Anaphylactic shock as a result of allergy.

Roles & Responsibilities:
The Headteacher has overall responsibility for the control of medication within the school.
The NHS is responsible for advice and guidance as well as support and family links.
The First Aider is responsible for supporting injuries and ailments
The Medication Administrators are responsible for ensuring medication is stored and administered appropriately.

Confidentiality:
There needs to be a sensitivity for pupils needs with the obligation to inform appropriate agencies of any intentional misuse of medication.

Storage of Medication
All medication is stored in a locked cabinet with information on the door
There are separate containers for pupils and staff medication
The cabinet is locked at all times
There are two keys held by Medical Administrators within school at all times
These keys are locked away at night
Medical Administrators have back up Administrators
Administrators names are displayed on the Medical Cabinet
An emergency 3rd key will be locked in the school safe

Administration of Medication
All parents are given consent forms.
Consent forms contain all the information of administration of medication
Protocol is established for receiving, returning and disposing of medication
All medication administered is recorded on record sheet
Termly updating is requested from all families
Regular liaison with the NHS on use of current medication in school
** Please also refer to Accident & Emergency Policy**

ADMINISTRATION OF MEDICATION IN EDUCATIONAL ESTABLISHMENTS

Please note: where more than one type of medication is prescribed, a new sheet must be completed for each different medication.
Please ask the school for extra sheets.

I request that _____ (name of child in full) be given the following medication, which has been prescribed by a registered medical practitioner:-

Name of Medicine _____

Dosage(s) _____

Methods of administering the medicine _____

at the following times during the school day (eg before dinner/after dinner)

_____

_____

_____

I understand that the medicines must be delivered personally or handed to a bus escort and that this is a service which is subject to agreement with the school.

(School can only store up to one week's supply of medication. Please send medication to school each Monday)

Signed _____ (Parent/Guardian)

Date _____

Address _____

_____

NOTES

1. Medication will not be administered by the school unless this authorisation is completed and signed by the parent/guardian of the pupil
2. The Governors and Headteacher of Holmwood School reserve the right to withdraw this service.

REC**EIVING, RETURNING & DISPOSING OF MEDICATION**

Date received	Child's name:	Prescription	Amount received	Signed	Date returned	Amount returned home	Amount passed to NHS for disposal	signed

RECORD SHEET FOR ADMINISTARTION OF MEDICATION

Child's Name	Dose & Times	Monday		Tuesday		Wednesday		Thursday		Friday	

Please note that all medication procedures must be counter-signed.

Please note any changes here:

Appendix 6

School Security & Personal Safety Policy

Precautions:

Staff are reminded to make all reasonable attempts to ensure the security of the school site at all times. Procedures should include:

1. **Always** check that doors have closed properly when leaving the building.
2. Always use entry protocol when admitting people into the school buildings.
3. Inform a senior member of staff immediately if you have any concerns regarding people, packages, systems, or anything else that might constitute a security or safety threat. If in doubt, inform!
4. Wherever a member of staff feels vulnerable because of verbal or physical threats or aggression, they must immediately call for assistance, or move away to a safe area.

School Entry Protocol:

Whenever someone asks for admission to school, the following procedures must be followed.

1. Only open the door for someone you feel comfortable in admitting. If you have any concern whatsoever, call for a senior member of staff to support.
2. As soon as someone is admitted into the school building, ask how we can help.
3. When business is confirmed and official, welcome them and ask them to sign in at reception usng the electronic signing in system. When required ask for proof of identification, DBS etc.
4. Hand over a School Visitor Badge, and ask them to wear it in a prominent place.
5. Ring for any staff who have made arrangements for meetings, etc.
6. Where visitors come un-announced, it is usual to politely turn them away and ask them to make an appointment. This would not be necessary where the head-teacher was available in such circumstances as a distressed parent.
7. Visitors should be asked to wait in the reception area until a member of staff arrives.
8. Where visitors are known to the school, e.g.parents, they can be asked to wait in the staff room.
9. Contractors must always be handed a ‘Contractors’ Comprehensive Information Sheet’. This must be signed by all contractors and a photocopy given back for them to keep before any work is allowed to take place on site.
10. In the event that someone enters the entrance in a threatening manner the Office Receptionist can use her judgement to press a security button to ‘lock’ the doorway through into the hall and classroom areas. Headteacher and Senior Leaders will be made aware immendiately and the police called if necessary.

Staff Safety:

1. All staff are trained in self defence as part of their Continuous Professional Development. Although this is designed for protection against pupils, the same principles apply with adults.
2. All staff have a ‘duty of care’ and as such must support children who may be out of control. Staff are trained in supporting a child who is out of control in a therapeutic way with minimum restriction and maximum care. Staff are trained using the Team

Teach or PRICE programme.Team Teach or PRICE approaches are allowed to be used. Staff safety and welfare is of paramount concern.

Pupil Safety:

- We have 2 representatives on the school Health & Safety Committee whose duty is to consider the Health & Safety of pupils.
- Pupils' safety and welfare is documented within the Behaviour Policy.
- All staff and visitors are fully aware of the vulnerable nature of many of the children in Holmwood School. Information is given to all students and visitors who work with the children.
- Where pupils put themselves at risk, all reasonable efforts must be made to make them safe. In every potentially risky situation a RISK ASSESSMENT must be made mentally asking such questions as:

1. Do I need additional staff support?
2. Can I resolve this safely on my own?
3. Does this pupil have a Care Plan, and if so, what guidance does it have?
4. Would the help of other pupils make things better or worse?
5. Should I move any furniture?
6. Do I/we need to call the Police?

- Most situations are resolved using de-escalation techniques and showing pupils how much we care.
- Where a child has left the school premises extra care must be taken to prevent accidents from traffic, etc. Consequently there should be no chasing unless absolutely certain that the route is safe and 'capture' is certain.

Visitor Safety:

All visitors will be met and admitted on the basis of legitimate business only. Where identity or purpose of visit is unclear, then the headteacher or senior member of staff must be called, or the person should be politely and firmly turned away until an appointment has been made.
Students and Volunteers will be guided through a short induction programme.
All visitors should be advised on safety protocols, and especially in relation to the nature of some of our pupils who can become volotile. It should be made clear to all visitors that any potentially threatening situation must be left to staff to manage. On no account must visitors try to intervene unless asked asked to support (e.g. opening doors to let someone through). *See Visitor policy*

Additional Safety Issues:

- Any suspicious vehicles or people seen in the proximity of the school should be immediately reported to senior staff. Senior staff will ensure that such sightings will be reported to the police and information passed to other schools.
- Access to the Space for Sport & the Arts should be the same as the school site, but there will usually be no need for a Visitor Label.
- Use of mobile phones to be restricted to staff room only.

Appendix 7

Accident & Emergency Policy

On the school site:

Minor injuries:

Where children fall and hurt themselves, or receive minor injuries such as cuts, scratches, bumps etc. the child should be taken immediately by a member of staff to the medical room for attention.
For small scratches and cuts, the wound should be cleaned using medi-wipes.
It is not advised to cover the wound up unless it continues to bleed.
For a small slow bleed, it may be appropriate for a plaster to be put over the injury until it can be seen by the First Aider.
Where the injury does not appear to be healing and staff have any slight cause for concern, the First Aider must be called.
All treatment, however minor MUST be recorded in the 'Minor Accident Record Book', signed and dated.
A phone-call should be made home, or letter must be sent to parents the same day.
The letter should be photocopied with the copy put in the child's blue File.

Major injuries:

Whenever an accident or emergency arises the following protocol should be used.
Obviously, in the 'heat of the moment' staff may not be able to remember everything in detail, therefore it is expected that staff do the very best they can in the circumstances, using the people and resources they have immediately to their disposal, and following this policy to the best of their ability.
In most cases where an accident happens, an identified First Aider should be called immediately whilst everything possible is done to calm and re-assure the injured person. Unless it is obvious that no serious damage has occurred, the injured person should not be moved in case further complications arise from improper handling.
The injured person should be asked to keep still until help arrives.
Where the injury appears serious, such as a broken limb or concussion, a message must be sent to both the staffroom and the Reception to call for an ambulance. The most senior member of staff available must be called for.
When waiting for an ambulance, thought must be given to the best access route for the ambulance and the paramedics. Arrangements should be made to ensure the fastest possible access.
The First Aider should take charge of the injured person and should not be disturbed by anyone other than through the Senior member of staff.
The Senior member of staff should manage the rest of the situation including making decisions regarding:

- Access to the injured person
- Ensuring that the First Aider has everything that he / she needs
- Delegating duties and responsibilities to other staff
- Ensuring all other pupils are kept away and supported
- Immediate investigation of the accident including why or how it happened
- Contacting and informing parents

Accident & Emergency Policy

On a school visit:

It is the school policy that at least one member of staff must carry a mobile when on a school visit. This can be used to call for an ambulance if there is any doubt about the seriousness of an injury. It is a requirement that a Paediatric First Aider should always be present for any Foundation Stage visits.
A First Aid kit is kept in the School Mini Bus. A schedule is established for ensuring the contents are maintained.

Minor injuries:
Where children fall and hurt themselves, or receive minor injuries such as cuts, scratches, bumps etc. the child should be taken immediately by a member of staff to the mini-bus or a First Aid Station for attention.
For small scratches and cuts, the wound should be cleaned using medi-wipes.
It is not advised to cover the wound up unless it continues to bleed.
For a small slow bleed, it may be appropriate for a plaster to be put over the injury until it can be seen by a First Aider.
Where the injury does not appear to be healing and staff have any slight cause for concern, the First Aider must be informed immediately on return.
All treatment, however minor MUST be recorded in the 'Minor Accident Record Book', signed and dated on return.
A phone-call should be made home, or letter must be sent to parents the same day. The letter should be photocopied with the copy put in the child's blue File.

Major injuries:
In most cases where an accident happens, the first decision to take is:

- "Should we call an ambulance?"
- If in any doubt, dial 999 and call for one
- At the first opportunity contact the school and speak to the most senior member of staff.

Where possible, an identified First Aider should be called immediately whilst everything possible is done to calm and re-assure the injured person. Unless it is obvious that no serious damage has occurred, the injured person should not be moved in case further complications arise from improper handling.
The injured person should be asked to keep still until help arrives.
Where the injury appears serious, such as a broken limb or concussion, an ambulance must be called immediately.
When waiting for an ambulance, thought must be given to the best access route for the ambulance and the paramedics. Arrangements should be made to ensure the fastest possible access.
The First Aider should take charge of the injured person and should not be disturbed by anyone other than through the Senior member of staff. Where no First Aider is available, then the most competent person should be identified and asked to take care of the injured person.
The Senior member of staff should manage the rest of the situation including making decisions regarding:

- Access to the injured person
- Ensuring that the First Aider / carer has everything that he / she needs
- Delegating duties and responsibilities to other staff
- Ensuring all other pupils are kept away and supported
- Immediate investigation of the accident including why or how it happened

- Contacting and informing school
- Ensuring that a member of staff stays with the injured person when travelling by ambulance.
- Calling for additional staff to be sent to the scene where the injured person is a member of staff and there is any concern over meeting the needs of the pupils.

When there has been an accident during a school visit, the most senior member of staff in school must co-ordinate the situation, and act in the most appropriate way to:

- Ensure the rest of the party can get back to school quickly and safely
- Ensure that a member of staff stays with the injured person.
- Contact the parents / carers / next of kin and explain fully the details of the accident / incident.
- Ensure that there is a good reception for staff and pupils who may be in shock.
- Send immediate support to the scene where there may be any compromise in the safety of well-being of other pupils / staff.

HOLMWOOD SCHOOL -EMERGENCY INFORMATION

Holmwood School: 01642 819157
M'bro Council Switchboard: 01642 245432
James Cook Hospital: 01642 850850
James Cook A&E: 01642 854252
Middlesbrough Police Control: 01642 326326

BREAK-DOWNS
Contact School immediately.
Call FLEET MANAGEMENT 01642 728065/6

PUNCTURES:
Do NOT attempt to change the wheel.
Call the school. 01642 819157
Call Fleet Management Tel: 01642 728065/6
Or: Hi – Q Tyre Services. Tel: 01642 939990

Please refer to Middlesbrough LA
VISITS AND JOURNEYS EMERGENCY PROCEDURES GUIDELINES

VISITS and JOURNEYS
EMERGENCY PROCEDURES – GUIDELINES

Middlesbrough Council

The purpose of this document is to provide guidance for members of Middlesbrough Local Authority with regard to incidents and accidents involving young people/adults whilst on school journeys and visits.

Definition of an emergency

- An accident leading to a fatality of a young person or accompanying adult
- Serious illness or injury requiring the call out of medical assistance/emergency services or leading to serious disruption of the visit
- Hospitalisation of a member(s) of the party
- Circumstances where any party member might be at serious risk of harm e.g. child protection, missing persons
- Incidents where the police are involved
- Loss of transportation
- National disaster or security threat

In the first instance the party leader/deputy leader or appropriate person should instigate any necessary checks before contacting the appropriate member of the school/unit/ service senior management team – the member of the senior management team will then make contact with a senior member of the Local Authority; if outside office hours, at the weekend or on bank holidays this should be carried out by utilising the emergency number: 01642 726050

At no point in time should the media be provided with details relating to emergencies or other incidents – they should be referred to the Middlesbrough Press Office. They are aware that this is custom and practice and have access to the telephone number.

Flow chart following the death or serious injury/illness to a member of the party –

- Contact a member of the senior management team of the school/unit/service using the emergency contact number – they will then contact the Local Authority
- Take appropriate action to ensure the ongoing safety of the other members of the party - follow any guidance provided by the member of the senior management team and any subsequent advice and guidance provided by a bona fide member of the Local Authority
- Do not allow party members to use mobile phones (if allowed in the first instance)

Flow chart following the disappearance of a member of the party or failure to

appear at an agreed time –

- Check for relevant information from members of the party
- Where was the person last seen?
- Did they say anything that would link to their disappearance?
- Keep the remainder of the party together

- Ensure that members of the party do not use their mobile phones (if allowed them) – attempt contact by mobile phone if appropriate.
- Allocate any necessary roles and responsibilities.
- Return to the site of the last sighting.
- Check at any nearby first aid post or missing person's stations.
- Inform organisation/venue management where this is appropriate.
- Check toilets, food outlets etc.
- Phone local police where there is concern over a missing person and inform local emergency services
- Plan for contingencies if none of the above resolve the situation

Inform the school/unit/service of the situation.

Flow chart following coach/minibus breakdown/accident - this should be covered in the risk assessments related to the visit or journey -

- Breakdown of hired coach – in the first instance leave the situation to be managed by the driver – there are a variety of scenarios involving the type of road, the age and ability of pupils, day or night, the weather. In simplest terms the safety of the party members is paramount. Inform the emergency contact number of the school/unit/service that the coach has broken down/been involved in an accident so that they can implement the emergency procedure. Where necessary be guided by the member of the senior management team.
- Breakdown of mini bus – inform the school/service/unit emergency contact and be guided by the member of the senior management team.

IMMEDIATE ACTION FOR AN EMERGENCY

For use by the party leader and other staff – carry these procedures at all times. If the visit is residential carry the consent/medical forms for all members of the party.

1. **First response**
    - Contact appropriate emergency services for help and assistance
    - Ensure that all staff and participants are safe from further danger and that all non designated mobile phones are switched off
    - Ensure that all necessary steps are taken to provide – rescue, medical care and hospitalisation, a safe environment for all participants
    - Do not allow participants to use mobile phones until determined reasonable to do so by a member of the school/unit/service senior management team in consultation with a senior member of the Local Authority
2. **Further response**
    - Contact the appropriate member of the senior management team of the school/unit/service for further guidance and advice using the emergency number. Failing to make do this make contact with a senior member of the Local Authority or utilise the emergency number outside office hours, at weekends and on bank holidays……
    - Ensure that you provide a number(s) upon which you can be contacted
3. **Other advice**
    - Do not speak to the media - refer them to the Middlesbrough Press Office (they will have the number)
    - Keep a written record of everything that happens and the time

- Never admit liability of any sort
- Do not attempt to contact parents/carers this will be undertaken by the school/unit/service in consultation with the Local Authority
- Do not allow access to information about the group and the situation except authorised persons

Possible forms for use of member of MLA senior management team –

- Information for Initial press statement – what has happened, where the incident has taken place, when the incident happened, who is or has been affected by the incident, what is MLA doing to alleviate the effects or alleviate the situation
- Emergency Operations Log - date, time, contact, details

Dennis Ley Head Teacher