



LIPSON VALE  
PRIMARY SCHOOL

# Health & Safety

(Including Emergency Plan)



INVESTOR IN PEOPLE



**Reviewed - Autumn 2017**

**Next Review - Autumn 2020**

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## 1.0 GENERAL

- 1.1 The governing body notes the provisions of the **Health and Safety at Work, etc Act 1974** (s.2(1)), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, and (s.3(1)) which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.2 The aim of the governing body is "To provide a safe and healthy working and learning environment for staff, pupils and visitors."
- 1.3 The arrangements outlined in this statement and the various other safety provisions made by the governing body cannot prevent accidents or ensure safe and healthy working conditions. The governing body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The governing body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

## 2.0 THE DUTIES OF THE GOVERNING BODY

- 2.1 In the discharge of its duty the governing body, in consultation with the Head, will:
- (a) make itself familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the **Management of Health and Safety at Work Regulations 1999** (SI 1999 No. 3242)
  - (b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
  - (c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made
  - (d) identify and evaluate all risks relating to:
    - (i) accidents
    - (ii) health
    - (iii) school-sponsored activities (including work experience)

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- (e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- (f) create and monitor the management structure.

### 2.2 In particular the governing body undertakes to provide:

- (a) a safe place for staff and pupils to work including safe means of entry and exit
- (b) plant, equipment and systems of work which are safe
- (c) safe arrangements for the handling, storage and transport of articles and substances
- (d) safe and healthy working conditions which take account of all appropriate:
  - (i) statutory requirements
  - (ii) codes of practice whether statutory or advisory
  - (iii) guidance whether statutory or advisory
- (e) supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the governing body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities, which they are carrying out. All training will be regularly updated
- (f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- (g) adequate welfare facilities.

### 2.3 So far as is reasonably practicable the governing body, through the Head, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- (a) this policy
- (b) all other relevant health and safety matters
- (c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

## 3.0 THE DUTIES OF THE HEAD

### 3.1 As well as the general duties which all members of staff have (see 5.0), the Head has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all

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reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

- 3.2 The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- 3.3 In particular, the Head will:
- (a) be aware of the basic requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practices relevant to the work of the school
  - (b) ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
  - (c) ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities
  - (d) ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled
  - (e) consult with members of staff, including the safety representatives, on health and safety issues
  - (f) arrange systems of risk assessment to allow the prompt identification of potential hazards
  - (g) carry out periodic reviews and safety audits on the findings of the risk assessment
  - (h) identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
  - (i) encourage staff, pupils and others to promote health and safety
  - (j) ensure that any defects in the premises, its plant, equipment or facilities, which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
  - (k) encourage all employees to suggest ways and means of reducing risks collate accident and incident information and, when necessary, carry out accident and incident investigations
  - (m) monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
  - (n) monitor first aid and welfare provision
  - (o) monitor the management structure, along with the governors.

#### 4.0 THE DUTIES OF SUPERVISORY STAFF

- 4.1 All supervisory staff (e.g. heads of departments, co-ordinators, science technicians) will make themselves familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
- 4.2 In addition to the general duties which all members of staff have (see 5.0), they will be directly responsible to the Head or the member of staff nominated by the Head to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.
- 4.3 They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.
- 4.4 As part of their day-to-day responsibilities they will ensure that:
- (a) safe methods of working exist and are implemented throughout their department
  - (b) health and safety regulations, rules, procedures and codes of practice are being applied effectively
  - (c) staff, pupils and others under their jurisdiction are instructed in safe working practices
  - (d) new employees working within their department are given instruction in safe working practices
  - (e) regular safety inspections are made of their area of responsibility as required by the Head or as necessary
  - (f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
  - (g) all plant, machinery and equipment in the department in which they work is adequately guarded
  - (h) all plant, machinery and equipment in the department in which they work is in good and safe working order
  - (i) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
  - (j) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
  - (k) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
  - (l) they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
  - (m) all the signs used meet the statutory requirements
  - (n) all health and safety information is communicated to the relevant persons

- (o) they report, as appropriate, any health and safety concerns to the appropriate individual.

## 5.0 THE DUTIES OF ALL MEMBERS OF STAFF

5.1 All staff will make themselves familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice, which are relevant to the work of the department in which they work. They should:

- (a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- (b) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

5.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

5.3 In particular all members of staff will:

- (a) be familiar with the safety policy and any and all safety regulations as laid down by the governing body
- (b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- (c) see that all plant, machinery and equipment is adequately guarded
- (d) see that all plant, machinery and equipment is in good and safe working order
- (e) not make unauthorised or improper use of plant, machinery and equipment
- (f) use the correct equipment and tools for the job and any protective equipment or safety devices, which may be supplied
- (g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- (h) report any defects in the premises, plant, equipment and facilities, which they observe
- (i) take an active interest in promoting health and safety and suggest ways of reducing risks.

## 6.0 HIRERS, CONTRACTORS AND OTHERS

6.1 When the premises are used for purposes not under the direction of the Head then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document.

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- 6.2 The Head or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 6.4 When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not without the prior consent of the governing body:
- (a) introduce equipment for use on the school premises
  - (b) alter fixed installations
  - (c) remove fire and safety notices or equipment
  - (d) take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the **Health and Safety at Work, etc Act 1974** and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the **Health and Safety at Work, etc Act 1974**.
- 6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head will take such actions as are necessary to prevent persons in his or her care from risk of injury.
- 6.7 The governing body draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the **Health and Safety at Work, etc Act 1974**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## 7.0 STAFF CONSULTATIVE ARRANGEMENTS

- 7.1 The governing body, through the Head, will make arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters into existing consultative groups. Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be offered a number of places on

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this committee and should decide amongst themselves, which individuals should sit on the committee.

## **8.0 CODES OF PRACTICE AND SAFETY RULES**

- 8.1 In consultation with the governing body (where appropriate) and taking into account the requirements of this statement the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in school.
- 8.2 From time to time the Department for Education (DfE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Head considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the governing body that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

## **9.0 RISK ASSESSMENT**

- 9.1 The Head will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the governing body.

\* Appendix – Risk Assessments (available on school site) & Residential visits refer to LA Handbook in keeping of Outdoor Education co-ordinator.

## **10.0 EMERGENCY PLANS**

- 10.1 The Head will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (a) save life
- (b) prevent injury
- (c) minimise loss.

This sequence will determine the priorities of the emergency plan.

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10.2 The plan will be agreed by the governing body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the governing body.

\* Emergency fire escape routes for whole school are available from the Site Manager.

### 11.0 FIRST AID

11.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents

11.2 The number of certificated first aiders will not, at any time, be less than the number required by law.

11.3 At the discretion of the governing body other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the governing body after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the governing body as that being sufficient to meet the needs of all foreseeable circumstances.

11.4 Supplies of first aid material will be held at various locations throughout the school. These locations will be determined by the Head. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

11.5 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

11.6 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

11.7 Refer to LVPS First Aid Policy reviewed annually.

### 12.0 RISK ASSESSMENT

#### 12.1 HEALTH AND SAFETY RISKS

Risk assessments will be undertaken by Health and Safety Rep, Site Manager

- The findings of the risk assessments will be reported to

The Headteacher

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Finance, Personnel and Premises Committee

- Action required to remove/control risks will be approved by Finance, Personnel and Premises Committee who will be responsible for ensuring the action required is implemented.

Health and Safety Rep and Site Manager will check that the implemented actions have removed/reduced the risks.

- Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

## **12.2 CONSULTATION WITH EMPLOYEES**

- Employee representative(s) are

Mrs Kate Timony

Consultation with employees is provided by Finance, Personnel and Premises Committee

## **12.1 SAFE PLANTS AND EQUIPMENT**

- Site Manager will be responsible for identifying all equipment/ plant needing maintenance.
- Site Manager will be responsible for ensuring effective maintenance procedures are drawn up.
- Site Manager will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to Site Manager  
Site Manager will be responsible

## **12.4 SAFE HANDLING AND USE OF SUBSTANCES**

- Site Manager, Health and Safety Rep and Head Teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. These assessments are held centrally.
- Site Manager will check that new substances can be used safely before they are purchased.

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- Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

## 13.0 INFORMATION, INSTRUCTION AND SUPERVISION

- The Health and Safety Law poster is displayed at/leaflets are issued by  
Health and Safety Rep
- Health and safety advice is available from Health and Safety Rep
- Supervision of young workers/trainees will be arranged/undertaken/monitored by  
Appropriate Line Manager who is responsible for ensuring that all employees  
working at locations under the control of other employers are given relevant  
health and safety information.

## 13.1 COMPETENCY FOR TASKS AND TRAINING

- Induction/training will be provided for all employees by  
Those competent to do as agreed by the SLT
- Job specific training will be provided by  
Site Manager/ Other approved trainers
- Specific jobs requiring special training are  
Manual handling  
Cleaning of school premises  
COSHH  
Fire Safety
- Training records are kept centrally
- Training will be identified, arranged and monitored by  
Finance, Personnel and Premises Committee

## 14.0 ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

- Health surveillance is required for employees doing the following jobs  
lifting cleaning
- Health surveillance will be arranged by Health and Safety Rep First Aid  
Co-ordinator
- Health surveillance records will be kept in the office
- Refer to First Aid Policy
- All accidents and cases of work-related ill health are to be recorded in the accident  
file. The file is kept in the Office
- First Aiders and Headteacher are responsible for reporting accidents, diseases and  
dangerous occurrences (RIDDOR) to the enforcing authority.
- Finance, Personnel and Premises committee to review accident book on a 6 monthly  
basis in the Spring Term (Term 2) and Summer Term (Term 3).

## 15.0 MONITORING

- To check our working conditions, and ensure our safe working practices are being  
followed, we will
- The Finance, Personnel and Premises Committee will make a termly inspection ( x3).  
  
The Staff Health and Safety Representative will make a termly inspection.
- The Head teacher and Site Manager will meet on a monthly basis to monitor and  
discuss the state of the site and the building.
- Head Teacher & Health and Safety Rep are responsible for investigating accidents
- Head Teacher and Union Representatives are responsible for investigating  
work-related causes of sickness absences.
- Finance, Personnel and Premises Committee is responsible for acting on investigation  
findings to prevent a recurrence.

## 16.0 EMERGENCY PROCEDURES – FIRE AND EVACUATION

- Finance, Personnel and Premises Committee is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by Site Manager & Sites and Buildings- every term
- Fire extinguishers are maintained and checked by Site Manager & contractor
- Alarms are tested by Contractor
- Emergency evacuation will be tested every Term

## 17.0 LIPSON VALE PRIMARY SCHOOL POLICY STATEMENT ON MANAGING STRESS

The Governing Body of this school recognises that stress is a legitimate occupational health concern and not an indication of individual weakness, incompetence or laziness. It will therefore seek to alleviate stress in the workplace so far, as is reasonable practicable.

### **Specifically the school will:**

1. Recognise that proactive and constructive prevention and management of stress is an ongoing and integral part of management practice and ensures that school managers receive appropriate training for this.
2. Ensure that risk assessments are carried out in consultation with staff, when potential causes of stress or stressful situations are identified, so that appropriate control mechanisms are developed and adopted.
3. Ensure that a supportive culture is engendered in the school so that all staff feels able to raise concerns on stress at staff and management meetings and receive a supportive response.
4. Ensure that all staff have agreed, clearly defined, reasonable and realistic objectives and responsibilities and that potential stress is considered whenever changes are made to these.
5. Identify an appropriate forum within the school to focus on stress and stress management issues, within the control of the school, raise awareness and develop strategies to alleviate stress. One of the tasks of this forum will be to determine the training requirements of the school in relation to this issue.

6. Identify channels of support for members of staff in potentially stressful situations and ensure that staff are aware of these.
7. Ensure that school managers and staff recognise the effect that their behaviour can have on the stress of colleagues and accept this responsibility in avoiding causing unnecessary stress in others.
8. Encourage staff to recognise that health and safety responsibilities include a responsibility of individual employees to contribute to development and implementation of strategies for reducing stress. This includes a personal responsibility to seek assistance at an early stage.

## **18.0 SECURITY POLICY FOR LIPSON VALE PRIMARY SCHOOL**

### **1. GENERAL STATEMENT OF POLICY**

This policy is part of, and should be read in conjunction with, the school Health and safety Policy. The main aim is to ensure that quality learning and teaching takes place in a safe and secure environment.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, to ensure this, the policy and the way in which it has operated will be reviewed every year by the school governors.

### **2. ORGANISATION**

#### **2.1 Governors**

The school governors are responsible for:

- a) ensuring that they are organised to exercise their responsibilities. To do this the Finance, Personnel and Premises Committee of the Governing Body is responsible.
- b) Arranging to consult and inform all staff about security;
- c) Resource allocation and approving training for security in consultation with the Headteacher
- d) Arranging to monitor and review the policy, annually and the reports from the Headteacher in Spring Term (Term 2) and Summer Term (Term 3).
- e) Ensuring that security is included within the Health and Safety section of the Annual Reports to Parents;
- f) Identifying their own training needs to enable them to understand their responsibility for managing security.

## 2.2 Headteacher

The Headteacher is responsible for:

- a) ensuring that this policy works, is understood by all staff and is revised annually;
- b) ensuring that this policy is monitored as required by the Governing Body;
- c) identifying training needs and arranging for training (see 3.3 below)
- d) ensuring that regular routine security checks and annual/periodic survey/risk assessments take place;
- e) raising awareness of pupils to security and personal safety issues (see 2.5 below);
- f) developing and encouraging close links with others (see 2.4 below).

## 2.3 Delegation of Responsibility

### a) Deputy Head Teacher

The following are delegated by the Headteacher to **Christine Marsh**

**In addition the responsible person will**

- i) familiarise themselves with the necessary rules, advice and literature to ensure that they are able to perform the above duties;
- ii) ensure that advice, support and information is obtained from the Department for Lifelong Learning in particular the Department's Health and Safety Officer.
- iii) Ensure that, in planning and providing new/improved accommodation, full regard is taken to security in the planning and design stages.

### b) Individual staff members

**All staff members have a responsibility for ensuring**

- i) the safety of the pupils in their care by not exposing them to unacceptable risks, protecting them from hazards, guarding them against assaults;
- ii) that property is safeguarded;
- iii) that they know when to contact the police
- iv) how to implement the school's emergency plan;
- v) their own actions do not expose themselves or colleagues to unacceptable risks.

## **2.3 Involvement of Other Groups**

The Headteacher is responsible for the development of strategies for ensuring that parents, police and the community are fully involved and consulted about security issues; and as appropriate receive a copy of this policy.

## **2.4 Pupils**

The Headteacher is responsible for ensuring the raising of pupils' awareness in relation to:

- a) their own personal safety and welfare and the safety of others in and out of school ( e.g. swimming, personal survival programmes, cycling/proficiency training, first aid courses, drug and health programmes);
- b) the safe use of the accommodation (e.g. anti-bullying campaigns, school councils);
- c) the appropriate parts of this policy and the expectations the school has for the pupils to take responsibility and action

## **2.5 Information**

The Headteacher will ensure that the following key documents are available to all staff:

1. A copy of this policy.
2. Improving Security in Schools, Guide four in the Managing School Facilities series from the DfEE, 1996
3. Plymouth Education Service's Health and Safety Manual.
4. Education Service Advisory Committee 'Violence to staff in the Education Sector HSC ISBN 0-11-99558-1.
5. Reducing the risk for schools - The solution for personal safety of staff in school Roger G Mayne.

## **3. ARRANGEMENTS**

### **3.1 Risk Assessment**

The Headteacher will ensure that a formal security risk assessment takes place annually (and at any time a significant change occurs) and the current one to be attached as part of this policy. The outcome of the assessment should be recorded as an action plan, presented to the School Governors for approval and attached to this policy.

### 3.2 Incident Reporting

All security incidents should be reported to the Headteacher and recorded on the attached log (Appendix 1) which will be kept in the school office. These records should be kept until the pupil reaches age 21.

All staff should ensure that the security incidents to be recorded include trespass, vandalism, theft and burglary, fire, attacks on staff or pupils, and drug and solvent abuse.

In addition the Headteacher will ensure that the appropriate accident report form is completed. Particular attention should be given to the completion of Plymouth City Council's 'Violence at Work - Incident Report Form'.

### 3.3 Training

As part of his/her responsibility for training the Headteacher will ensure that opportunities will be provided for:

- a) specific training on security issues within the school's overall development plan priorities; and
- b) training of new staff including supply and temporary staff.

This is a restatement of the commitment contained within the schools Health and Safety Policy.

### 3.4 Personal Security

The Headteacher and governors will review measure for combating violence to staff and pupils.

They will include:

- i) ensuring priority is given to personal security training;
- ii) fully co-operate and notify all assaults to the police, including full co-operation with the police in the exercise of their legal powers;
- iii) ensuring appropriate legal advice is obtained from the County Solicitors following incidents in which the police will not prosecute;
- iv) sending formal letters to people making threats or verbally abusing staff as appropriate;
- v) fully supporting staff who have been assaulted or suffered verbal abuse; and facilitate access to the City Council Counselling Service and other supporting counselling services;
- vi) ensuring appropriate investigation of all incidents of violence that take place.

**4. GENERAL**

No security policy will attain its desired end unless those whom it concerns are themselves committed to the need for positive care in their own work and instil into pupils and students a similar sense of responsibility for their own safety and that of others.

Signed: .....Headteacher

.....Chair of Governors

Date .....

Review Date: .....

**Lipson Vale Primary School  
SECURITY INCIDENT LOG**

Date	Time	Exact Location on Site	Nature of Incident e.g. trespass, arson, personal assault, burglary, vandalism, intruder with brief details	Discovered by	Estimated cost to put right	State if equipment damaged or lost (E) or premises damaged(P) or Personal injury (A) and give details	Reported to police Yes/No	Community Police informed Yes/No	Culprits known (K) Culprits unknown(U) Culprits arrested (A)

LIPSON VALE PRIMARY SCHOOL  
SCHOOL EMERGENCY MANAGEMENT PLAN

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- Administrative Assistants

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## **Definition**

'An event – or events – usually sudden, which involves experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures and which is likely to have emotional and organisational consequences.

## **AIMS**

### **To:-**

1. Create an awareness of the need for planned arrangements to be made.
2. Provide re-assurance of the practical help that is available from the Local Authority and other agencies, at short notice.
3. Recommending the need for each school to develop complementary emergency arrangements, in line with the enclosed draft plan.
4. Pass on advice based upon previous experiences.
5. Give guidance on other source of information and help.

## **SCOPE OF THE PLAN**

### **In School**

- A deliberate act of violence, such as the use of a knife or firearm
- A school fire or laboratory explosion
- A pupil or teacher being taken hostage
- The destruction or serious vandalism of part of the school

### **Outside**

- The death of a pupil or member of staff through natural causes or accidents
- A transport-related accident involving pupils and/or members of staff
- A more widespread disaster in the community
- Death or injuries on school journeys or excursions
- Civil disturbances and terrorism

In respect of school trips and visits guidance is available from the DfES good practice guide Health and Safety of Pupils on Educational Visits.

# Lipson Vale Primary School - Health & Safety (including Emergency Plan)

## The Local Authority Support Team

### Activation

In the event of a School related emergency the proposed Arrangements are outlined here:

#### **INCIDENT OCCURS**

Diggory Vowles or Chris Marsh is notified

**Diggory Vowles rings an Assistant Director for Children's Services on 307464/307465**

#### **OUT OF HOURS - Central Control Contacts a**

Designated Senior Officer from the 'LA EMERGENCY SUPPORT TEAM' on 668000 who will co-ordinate the Educational Psychology, Health & Safety, Asset Management and Communications Officer as appropriate

#### **The Senior Officer Activiated:**

- Establishes contact with Diggory Vowles or Christine Marsh
- Activiates 'First Response Officers' as per contact list, to attend the school (e.g. Communications Experts, Public Relations and an LA Team Co-ordinator)

<b>LA Team Co-ordinator</b>	<b>Senior Officer</b>	<b>Headteacher or Nominee</b>
Puts support team officers on standby	Attends site to:	Nominates on-site Co-ordinator
Attends site	Assist/advise Headteacher/Nominee	Identifies on-site facilities
Mobilises Supports Team Officers as required	Determines full needs	Mobilises on-site Team* (if appropriate)
	Takes action accordingly	

\* This team should comprise: Up to 4 senior members of staff, together with office staff

Emergency action list

**ACTION BY:-** Diggory Vowles (or Christine Marsh)

**Stage 1 - Initial Actions**

- Ensure the safety of self and those present at the scene of the crisis
- Call emergency services 999
- Open and continue to maintain, a personal log of all factual information received, actions taken, and the time of those events.
- Make every attempt to clarify exactly what has happened.
- Then consider whether Incident required involvement of 'Local Authority Support Team' NB it is requested that initial contact be always made with the Local Authority in emergencies in case they have wider significance.
- If so, contact one of the single point contact numbers listed on page .
- Establish whom they will contact. Check this includes the portfolio holder for Children's Services .

**If during term time**

- Unless there is overwhelming pressure, avoid closing the school & endeavour to maintain normal routines and timetables.
- Decision to be made to evacuate to Lipson Community College (Muse Theatre) if necessary.

**If outside term time (or outside school hours)**

- Arrange for:-
  - the Site Manager to open parts of the school as appropriate and to be available (and responsive) to requests.
  - Immediate School Administration support.
- Think about what you are wearing when you go into school, in case you are unavoidably drawn into a TV interview.
- If the Incident does attract Media attention, you are likely to be inundated with requests for interviews and statements. Try to postpone Media comment until after the LA's PR Officer arrived (who will be part of the

Lipson Vale Primary School – Health & Safety (including Emergency Plan)  
'Local Authority Support Team'). If you cannot, see Appendix 2 for some key points to remember.

**NB:** It is especially important that if names of those who may have been involved in the incident are known DO NOT release – or confirm – them to anyone, before those identities are formally agreed and parents are informed.

- If deputising for the Headteacher, try if possible to contact and brief him/her.
- Inform Chair of Governors -
- o Of Incident and, if appropriate, of involvement of 'Local Authority Support Team'.
- o They should standby to be available for interview by the Media.
- Call in the designated staff members to form the 'School Emergency Management Team', and nominate one as the On-Site Coordinator to oversee that Team on your behalf.
- Be prepared to receive many telephone calls.
- Recognise the relevance of multi-cultural and multi-faith factors in the response.

## **Stage 2 – Once established**

Brief Staff Member acting as On-Site Co-ordinator to oversee the following:-

- o If 'Local Authority Support Team' has been activated, arrange for On-Site facilities for the Team.
- o Consider confiscating all mobile phones
- o Agree appropriate identification of staff by using badges and high visibility jackets.
- o Expect to see identification of Local Authority Support Team Officers.
- o Set up arrangements to enable accurate information to flow into and out of the school and for telephones calls, by ensuring-
- o Sufficient help is available to answer the many calls that could be received (The Local Authority Support Team will be able to assist with a 'Help-Line').
- o Staff maintain records of all calls received.
- o Brief, but up-to-date prepared statements are available to staff answering phones.
- o Media calls are directed to the LA's Communication Officer
- o Care is taken when answering telephone calls

## Lipson Vale Primary School – Health & Safety (including Emergency Plan)

- An independent telephone is made available for outgoing calls only – a mobile phone can be useful – but remember such message can be readily intercepted.
- Telephone staff are reminded that some calls can be bogus
- To arrange for all staff – not just teaching staff – to be called in and, if necessary, briefed at an early stage. (Subsequent briefings say 2 x per day for 10 minutes, should be arranged.
- To be aware of how colleagues are coping
- To arrange for all pupils to be told, in simple terms, at an early stage (ideally in small groups and initially by class teachers, wherever possible).
- To brief Team to discourage staff and pupils from speaking to the Media.
- To arrange, if appropriate, for Team members to each have a copy of the Next -of- Kin list(from office).

### Parents:

- If pupils are involved, the contacting of parents will be an important early task (remember if it is a major Incident, the parents may well have already heard). It may be appropriate to ask the parents to come to the school for a briefing and support. This will need to be done with the utmost care.
- Maintain regular contact with parents.
- If Incident away from school seek Police advice whether parents should travel to the scene, or whether children should be taken home.

### Staff:

- Remember to have regular breaks, and advise others to do so.
- Maintain regular contact with staff (Teachers and office staff). Make a point of seeing that all staff involved know each other's roles and responsibilities.
- Always try to think of something positive to say to staff and respond positively to ideas and suggestions.
- Be available to see staff when required
- Remember some members of staff may be so affected, that they will not be able to help in supporting children

## Lipson Vale Primary School – Health & Safety (including Emergency Plan)

- Recognise also that if the burden of dealing with the situation falls disproportionately on a small number of staff, they too could need professional support.
- If Incident is away from school, dissuade shocked staff from driving parents to the scene.

### **'Local Authority Support Team'**

- Maintain liaison with 'Local Authority Support Team' Senior Officer for duration of Incident.

### **Stage 3 – Period following the close of the incident**

- When appropriate, seek advice from 'Local Authority Support Team' and local clergy contact on special assemblies/funeral/memorial services.
- Prepare joint report with named Senior Officer, for Director of Education.
- Arrange for a member of staff to make contact with any pupils either at home or in hospital.
- Make sensitive arrangements for the return to school (as appropriate).

### **Stage 4 – Longer term issues**

The effects of some Incidents can continue for years. Thought will need to be given to:-

- Work with staff to monitor pupils informally
- Clarify procedures for referring pupils for individual help
- Be aware that some staff may also need help in the longer term
- Recognise and if appropriate, marking anniversaries
- Remember to make any new staff aware of which pupils were affected and how they were affected.
- Remember that legal processes, inquiries and even news stories may bring back distressing memories and cause temporary upset within the school
- Remember if the incident does attract Media attention, it is likely that interest will continue for many weeks.

Lipson Vale Primary School - Health & Safety (including Emergency Plan)  
**Emergency Action List**

**ACTION BY: - EMERGENCY MANAGEMENT TEAM\***

**Stage 1 - Initial Actions**

- Obtain full facts of Incident from Diggory Vowles
- Open and continue to maintain a personal log of information received, actions taken and the time of those events.
- Assist, where appropriate, in assessing the emotional needs of the staff and pupils. Co-ordinate rapid action to sensitively inform staff and pupils to provide appropriate support.
- Assist class teachers who will undertake classroom briefings.
- Arrange special groupings for very distressed pupils.

**Stage 2 - Once Established**

- Under guidance from School On-Site Co-ordinator, assist Diggory Vowles ( or Christine Marsh)
- Work with LA Support Team , Diggory Vowles ( or Christine Marsh) and School On-Site Co-ordinator as directed.

**Stage 3 - Period Following Close of the Incident**

- As above

**ACTION BY: - ADMINISTRATIVE ASSISTANTS**

**Stage 1 - Initial Actions**

- Obtain full facts of Incident from Headteacher
- Open and continue to maintain a personal log of information received, actions taken and the time of those events.
- If coming in from home, remember to bring useful items, such as any keys needed.

**Stage 2 - Once Established**

- Under guidance from School On-Site Co-ordinator, assist the Headteacher ( or nominee)
- Work with LA Support Team, the Headteacher (or nominee) and School On-Site Co-ordinator as directed

### Lipson Vale Primary School - Health & Safety (including Emergency Plan)

- Remember the School Office is likely to be the first point of contact for visitors so exercise caution in making comments.
- Concerning incoming telephone calls
- Take especial care when answering telephone calls early on
- Maintain a record of calls received
- Only give out information from prepared statements that will be made available.
- Remember that some calls could be bogus

### **Stage 3 - Period Following Close of Incident**

- As above

### Points to note with media interviews

- Have another person with you, if possible, to monitor the interview. If possible, agree an interview format i.e. establish what the interviewer wants to ask.
- Be prepared to think on your feet, but try to decide beforehand what you want to say. Do not read it out.
- Remember you could be quoted on anything you say to a journalist, even if it is not part of the formal interview.
- Be prepared to say you cannot comment
- Don't over-elaborate your answers
- Refuse requests for photos or school work of children/staff involved
- Try to keep a grip on your emotions during interviews - especially if it is TV
- Most journalists are responsible, but check where interview/camera team go, when interview is over.

### FIRE DRILL INSTRUCTIONS

1. Children line up in single file at the fire exit door.
2. Teacher to close all windows and doors.
3. Children to walk in single file via the FIRE doors and line up on the INFANT playground in silence
4. Teacher to call register (to be distributed by administration staff if p.m\*)
5. Check for missing persons. Maintain silence in case anyone is trapped and calling for help.
6. If anyone is not with their appropriate class when the alarm sounds they should leave the building by the quickest/safest route to join their class on the playground

### DO NOT USE THE LIFT

- **A.M. REGISTERS ARE IN THE CLASSROOMS**

(If alarm sounds and the class are not in the classroom then evacuate as above and assemble at designated point. Registration will be done using dinner register/late form brought out by administration).

### NB

**Fire Wardens;** Check designated toilets, corridors/rooms, doors & windows and make way as quickly and safely to evacuation/ muster point.

**All groups/ clubs;** Responsibility lies with the adult running the club. Follow guidelines above.

Name of Warden	Area to be checked
Amanda Searle Ami Cooper -	1G, 1BH & shared conservatory, 2T, 2B Girls & Boys toilets. PSA Room.
Amanda Smart	3H, 3F, 5K and 5P. Y2 Toilets and the disabled toilet.
Kerry Collins	4C, 4M and Lower Junior corridor, nurture room and the Base.
Rebekah Jones	Main Office, Kates Timony's room, double ladies toilets, head teacher's room and reprographics room.
Di Pope	Foundation, office, pods & lobby, sensory gardens, PE Cupboards, Toilets.
Anna Renouf	Hall, Kitchen, cupboard and toilet and shower.
Pam Renouf - 6W	6W, 6AW, Resources room, Greenroom and toilets.

NB: Nick Gilbert is the nominated senior Fire Warden (DV or CM if absent).  
All Fire wardens must report to NG once area has been checked. If a fire warden is not in school then NG will decide whether it is safe to send another warden to check the area.

## **FIRE DRILL INSTRUCTIONS for LUNCHTIMES**

1. All children to walk in single file through the nearest fire exit door to the evacuation point in the Infant Playground in silence (Junior Playground if appropriate - await instructions from Headteacher/ Fire warden).
2. All groups/clubs are the responsibility of the adult running the club. Evacuate as instructed above.
3. Registration of the children will be done by the class teacher or nominated representative.

### **4. DO NOT USE THE LIFT**

- **A.M. REGISTERS ARE IN THE CLASSROOMS**

(If alarm sounds and the class are not in the classroom then evacuate as above and assemble at designated pint. Registration will be done using dinner register/late form brought out by administrator if normal register is unavailable).

### **NB**

**Fire Wardens:** Check designated toilets, corridors/ rooms, doors & windows and make way as quickly and safely to evacuation/ muster point.

**Do not place yourself at risk at any point during your check!**

All groups/clubs; Responsibility lies with the adult running the club. Follow guidelines above.

Lunch Time Fire wardens are:

Name of Warden	Area to be checked
Ami Cooper	1G, 1BH & shared conservatory, 2T, 2B, Girls & Boys toilets. PSA Room.
Amanda Smart	3H, 3F, 5P and 5K. Y2 Toilets and the disabled toilet.
Esther Dallaway & Kate Timony	4C, 4M and Lower Junior corridor
Di Pope	Foundation, toilets and PE cupboard
Jenny Green	Hall, Kitchen, cupboard and toilet and shower.
Pam Renouf	6W,6AW, Resources Room, Greenroom and toilets

## BOMB ALERT WARNING AND EVACUATION PROCEDURES

### 1. RECEIVING A BOMB THREAT

If you receive a bomb warning telephone call:

- Endeavour to obtain full details as to where in the school the bomb has been placed;
  - When it is due to explode;
  - Taking note of the callers accent and unusual words or phrases he/she uses;
  - Also if there are any background noise e.g. traffic noises, office noise;

After receiving a bomb warning or if you find a suspicious article, you must **immediately inform the Head Teacher**.

The Headteacher will take the necessary action to inform the emergency services. The resultant effect (of this telephone call/incident) will be to initiate a 'bomb alert'

### 2. BOMB ALERT

- Do not tamper with any suspicious objects that are in the area
- Immediately **SWITCH OFF** mobile phones and/or radios
- Open all windows and remain in your classroom or places of work
- When told to evacuate the building, follow the Head teacher instructions and adopt procedures as for a fire evacuation.
- If the Head teacher permits, staff and pupils should take personal items with them, as they may not be allowed to re-enter the building until it has been declared safe.
- Staff hosting visitors should escort them to the assembly area.

Lipson Vale Primary School - Health & Safety (including Emergency Plan)  
NO SMOKING POLICY

## INTRODUCTION

Second-hand smoking, breathing in other people's tobacco smoke has been shown to cause cancers, heart and respiratory disease in non-smokers.

The Health and Safety at Work Act 1974 places duty on employers to provide a working environment that is:

"Safe, Without Risks to Health"

Lipson Vale Primary School acknowledges that second-hand tobacco smoke is both a public and work place health hazard and have therefore adopted this no No-Smoking policy.

## AIMS OF THE POLICY

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, children and visitors.
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke.
- To comply with Health and Safety Legislation and Employment Law.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who smoke and to support those who wish to stop.

## RESTRICTIONS ON SMOKING

Smoking is not permitted in any part of the school premises, entrances or grounds at any time, by any person regardless of their status or business with Lipson Vale Primary School.

## VISITORS

All visitors, contractors and deliverers are required to abide by the no-smoking policy. Staff members are expected to inform customers or visitors of the no-policy policy. However they are not expected to enter into any confrontation which may put their personal safety at risk.

## VEHICLES

Smoking is not permitted in company vehicles or any vehicles being used on school business.

## SUPPORT FOR SMOKERS

Information on Stop Smoking Advice can be obtained from The Smoking Advice Service, telephone 01752 314040.

## DISCIPLINARY ACTION

Staff who disregard this policy will face disciplinary action in line with the schools discipline policy.

## MONITORING REVIEWING

This policy will be review annually by the Sites & Building Committee to ensure it continues to meet the aims of this policy.

Comments related to the maintenance of this policy should be directed to the Headteacher or Chair of Governors.

A. GUIDANCE FOR STAFF IFA CRITICAL INCIDENT OCCURS ON SITE

Follow the actions below, as appropriate to the incident:

Administer first aid where appropriate

Safeguard other persons present

Call emergency services as appropriate

Initiate the planned response

Obtain facts and information, but do not move anything at the scene except to assist casualties

Record events and actions on incident log sheet

Account for all pupils, staff and visitors

Keep a record of witnesses

Call meeting to brief staff, discuss planning, form incident team and allocate tasks.

Inform the rest of the school in classes or groups

Inform and liaise with:

- Police
- Chair of Governors who can arrange for governors to be informed
- LA (Children's Services) who will initiate critical incident

procedures:

- Plymouth City Council Communications Officers/manager
- Civil Protection Unit, who will support schools and Children's

Services and co-

ordinate other agencies

- Families (those affected should be dealt with in conjunction with the Police, those not directly affected can be contacted direct)

2.4 Liaise with the Communications Officer/Manager and the Police regarding media

statements. Decide who is to speak and beware of rumour. Pupils should not talk to the media. Consider confiscating mobile phones.

2.5 Brief school administration staff on the known facts, instruct them on what information

can be released or advise them to refer calls to the press office

2.6 Brief staff, including those not present, using cascade system with a specific message.

2.7 Update information as needed, reviewing and reassessing tasks

2.8 Liaise with the Local Authority to report accidents resulting in fatalities, major injuries and hospitalisation in accordance with procedures.

B. GUIDANCE FOR GROUP LEADERS IF A CRITICAL INCIDENT OCCURS DURING OUT-OF-SCHOOL ACTIVITIES

**Follow the actions below, as appropriate to the incident:**

**Staff at scene of accident/incident:**

1. Administer first aid where appropriate
2. Safeguard self and the rest of the group
3. Identify a member of staff to liaise with the Emergency Services. Call emergency services as appropriate with details as known
  - Request ambulance from other party staff
  - Party leader to move remainder of the group to safer location
  - Arrange for someone to travel with casualties to hospital where possible
  - Consider restricting the use of mobile phones.

**Party Leader/depending on seriousness of the incident.**

4. Account for all members of the group
5. Inform the school, who will initiate the school planned response, and liaise with LA to initiate critical incident procedures. The school will normally inform parents/carers/next of kin or will liaise with the police. If this is not possible or appropriate then contact parents/carers/next of kin directly.
6. Establish a contact point - consider a location at a residential base and phone contact
7. Make arrangements for non-casualties to return to base for briefing/ or alternative if they are on a remote activity.
8. Try to keep the no-casualties together. Support staff at the incident. Help them to record details and witnesses, but do not move anything at the scene except to assist casualties.
9. Record events and actions on incident log sheet and update the school
10. Liaise regularly and request assistance on site as necessary
11. Liaise with the Communications office and the police regarding media statements. Decide who is to speak and beware of rumour. Pupils should not talk to the media or use their mobile phones to inform or misinform friends or relations.
12. Do not discuss legal liability.

**Some suggestions for a trip overseas** (more detailed advice may be sought from the Outdoor Education Service)

13. If overseas, make arrangements for non-casualties to return home.  
Liaise with  
Insurance and travel company.

Lipson Vale Primary School – Health & Safety (including Emergency Plan)

14. Help with home travel arrangements for parents of casualties to visit their children and meet with group leaders.
15. Keep copies of student's E111 forms
16. Ensure next of kin details are readily available
17. Ensure all competent foreign language speakers are identified - those travelling with the party and those at home.
18. Inform and work with local police
19. Consider British Consulate support
20. It is the school's responsibility to liaise with and ensure that the parents and carers are informed. In the case of more serious incidents, where emergency services are involved, the police may assume this role. The school will then liaise with police to ensure appropriate information is cascaded to parents and carers.

**Additional information can be found in the following documents:**

'OUTDOOR EDUCATION VISITS AND OFFSITE ACTIVITIES' published by Plymouth City Council ( [www.plymouth.gov.uk](http://www.plymouth.gov.uk) from April 2007)  
'HEALTH AND SAFETY OF PUPILS ON EDUCATIONAL VISITS' published by the DfES ( [www.teachernet.gov.uk/visits](http://www.teachernet.gov.uk/visits))

In the event of an incident either abroad or at home the media will bombard you with requests for a copy of the class/group photograph for publicity. **Do not** give in to these requests no matter how strongly they are put.

It is , however , useful to have a class/group photograph to hand for use by the police for initial identification purposes.

Do not issue any material until authorised to do so by either the Headteacher or the Senior Local Education Manager in charge of the incident.

**C. GUIDANCE FOR SENIOR STAFF ON LEARNING OF A  
CRITICAL INCIDENT  
DURING OUT-OF-SCHOOL ACTIVITIES**

**Follow the actions below, as appropriate to the incident:**

1. Obtain facts and information
2. Ensure emergency assistance has been called
3. Confirm who is in charge at the scene - are back up staff available /required?
4. Initiate and manage planned school response
5. Record events and actions on incident log sheet
6. Inform and liaise with:
  - LA, who initiate critical incident procedures and call press officer
  - Chair of Governors who informs governors
  - Families
  - Other staff, who cascade information
  - Emergency Planning Unit, who co-ordinate other agencies where needed.
7. Liaise with Communications Officer regarding media statements. Decide who is to speak and beware of rumour. Pupils should be advised not to speak to the media and temporary confiscation of mobile phones should be considered: (Schools policy on using private mobile phones should include this)
7. Call a meeting to allocate tasks.
8. Set up a separate telephone line (with a different number) to liaise directly with those at the scene.
9. Brief school administration staff on the known facts. Instruct them on what information can be released or advise them to refer calls to the Communications Officer.
10. Consider taking legal action.

Lipson Vale Primary School - Health & Safety (including Emergency Plan)  
Lipson Vale Primary School Health and Safety Induction Checklist

Employee Name ..... Date .....

Job Title .....

I have been issued with a copy of the school's Health and Safety Policy

I have read and understood the following:

**Fire Safety Procedures**

- action on hearing the alarm
- location of emergency exits
- assembly points
- who to report to
- location and use of firefighting equipment

First Aid Policy

Location of Accident Book

Manual Handling

No Smoking Policy

Drugs Policy

Employees Signature ..... Date .....

Copy to be retained by employee and copy for Health and Safety records. To be updated annually.

