



## Health and Safety Policy

Incorporating First Aid Procedures, School Security and CCTV, Evacuation and Lockdown Procedures

### Academic Year 2020/21

This policy is based on the requirements of the Health and Safety at Work Act 1974 and associated Health and Safety and other Legislation.

Hodgson Academy is the employer. On behalf of the academy, the Governing Body is responsible for the use of the premises. The Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the academy. The Governing Body and the Headteacher should work in partnership to meet these responsibilities.

As the person(s) with responsibility for the implementation and management of proper health and safety controls within the academy, I/we will, as far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities;
- provide and maintain safe plant and equipment;
- ensure all employees are competent to do their tasks and ensure the provision of adequate training;
- maintain safe and health working conditions;
- ensure safe handling and use of substances;
- review and revise this policy and arrangements as necessary at regular intervals
- Consult with employees on matters affecting their health and safety;
- provide information, instruction and supervision for employees;
- prevent accidents and cases of work-related ill health;
- comply with appropriate directions given by the DfE on health and safety requirements;
- act in accordance with the relevant provisions in the School Teachers Pay and Conditions Document

### Responsibilities

The responsibility for implementation and management of proper health and safety controls within the academy is that of:	<b>Headteacher</b>
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	<b>Premises Manager Finance Director HR / Operations Manager</b>

To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits	<b>Premises Manager – Fire Safety / Premises Safety</b>  <b>Finance Director – Fire Safety / Premises Safety / Lettings Arrangements</b>  <b>Educational Visit Coordinator</b>
All employees within the academy have a responsibility to: <ol style="list-style-type: none"> <li>1. Co-operate with the Headteacher and his/her nominated representatives on all matters relating to health and safety;</li> <li>2. Not interfere with anything provided to safeguard their health and safety;</li> <li>3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk;</li> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).</li> <li>5. The Conditions of Employment of Teachers provide that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the academy premises and when they are engaged in authorised academy activities elsewhere.</li> </ol>	

### Health and Safety Risks Arising from Work Activities

We will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the academy's activities.

Risk assessments will be undertaken by:	<b>Premises Manager</b> <b>Finance Director</b> <b>HR / Operations Manager</b> <b>Faculty Leaders / Heads of Department</b>
The significant findings of risk assessments will be reported as necessary to:	<b>Headteacher</b> <b>Senior Leadership Team</b> <b>Health and Safety Committee</b> <b>Full Governing Body</b>
Action required to remove/control risks will be approved by:	<b>Premises Manager</b> <b>Finance Director</b> <b>HR / Operations Manager</b> <b>Faculty Leaders / Heads of Department</b>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<b>Premises Manager</b> <b>Finance Director</b> <b>HR / Operations Manager</b> <b>Faculty Leaders / Heads of Department</b>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<b>Premises Manager</b> <b>Finance Director</b> <b>HR / Operations Manager</b> <b>Faculty Leaders / Heads of Department</b>

Risk Assessments will be reviewed annually or when an element of the work activity changes significantly, whichever is sooner. Risk assessments will be undertaken prior to the introduction of a new element of work activity.	<b>Premises Manager</b> <b>Finance Director</b> <b>HR / Operations Manager</b> <b>Faculty Leaders / Heads of Department</b>
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### **Academy's Commitment**

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and/or his/her/their nominated representative(s) will:

- draw up and implement appropriate health & safety procedures for the academy;
- share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring; and,
- identify adequate resources for the implementation of the health and safety policy and arrangements with the academy.
- comply with appropriate directions given by the DfE on health and safety requirements
- act in accordance with the relevant provisions in the School Teachers Pay and Conditions Document;

The academy will upon request make available for general inspection specific, procedures and documentation and will regularly review its arrangements in respect of the applicable topics and activities below.

<b>Occupational Health &amp; Safety Topic/Activity</b> Information and Guidance is available on the Lancashire Schools Portal	<b>Responsible Person(s)</b>
Accident Reporting, Recording and Investigation	<b>Finance Director</b>
Bodily Fluids (urine; blood; faeces; vomit)	<b>Premises Manager (Site Staff)</b> <b>Finance Director</b>
Catering	<b>Finance Director</b> <b>Chartwells Catering Services</b>
Cleaning/caretaking	<b>Premises Manager</b> <b>Finance Director</b>
Control of contractors	<b>Premises Manager</b> <b>Finance Director</b>
Disability access – H&S implications	<b>Finance Director</b> <b>SENCO</b>
Display Screen Equipment and eye tests	<b>Finance Director</b> <b>HR / Operations Manager</b>
Electrical Safety	<b>Premises Manager</b> <b>Finance Director</b>
Emergency Procedures other than Fire e.g. flood, services failure	<b>Premises Manager</b> <b>Finance Director</b>
Extended academy and community use	<b>Finance Director</b>
Falling objects/Safe storage	<b>Premises Manager</b> <b>Finance Director</b>
Fire Safety	<b>Premises Manager</b> <b>Finance Director</b>
First Aid	<b>HR / Operations Manager</b>
Gas safety	<b>Premises Manager</b> <b>Finance Director</b>
Hot surfaces, scalds and burns	<b>Premises Manager</b> <b>Finance Director</b>
Induction	<b>Finance Director</b> <b>HR / Operations Manager</b>
Information communication	<b>Finance Director</b> <b>HR / Operations Manager</b>

Lettings to non-academy groups	<b>Finance Director</b>
Management and other Health and Safety responsibilities	<b>Finance Director</b>
Manual Handling	<b>Premises Manager Finance Director</b>
Minibuses	<b>Premises Manager Finance Director HR / Operations Manager</b>
Mobile phones – use of	<b>Finance Director</b>
Monitoring	<b>Premises Manager Finance Director HR / Operations Manager</b>
Needles and needle stick injuries	<b>Premises Manager Finance Director</b>
Personal safety including lone working and violence and aggression	<b>Premises Manager Finance Director</b>
Playgrounds and external areas	<b>Premises Manager Finance Director</b>
Premises Management	<b>Premises Manager Finance Director</b>
Pupil moving and handling (Special needs)	<b>SENCO</b>
Pregnant employees and nursing mothers	<b>Finance Director HR / Operations Manager</b>
Reporting of H&S concerns/faults	<b>Premises Manager Finance Director</b>
Risk assessment and hazard identification	<b>Premises Manager Finance Director</b>
Safety Committee	<b>Finance Director</b>
Safety Representatives	<b>Finance Director Union / Association Representatives</b>
Security of premises	<b>Premises Manager Finance Director</b>
Slips and trips	<b>Premises Manager Finance Director</b>

Stress	Headteacher Finance Director HR / Operations Manager
Substances – COSHH	Premises Manager Finance Director
Temporary and supply staff	HR / Operations Manager Finance Director
Training	Finance Director HR / Operations Manager
Transporting and storing chemicals	Premises Manager Finance Director Lead Teacher, Science Lead Teacher, Design Technology
Vehicle and pedestrian traffic	Premises Manager Finance Director
Visitor and volunteers safety	Finance Director HR / Operations Manager
Waste storage and disposal	Premises Manager Finance Director
Water hygiene (Legionella, lead etc.)	Premises Manager Finance Director
Work equipment and machinery	Premises Manager Finance Director Lead Teacher, Design Technology
Working at height – ladders, access equipment etc.	Premises Manager Finance Director
Workplace Inspection	Premises Manager Finance Director Union / Association representatives

<b>Curriculum and other non-occupational Health &amp; Safety Topic/Activity</b>	
Administration of medication	HR / Operations Manager
Educational Visits and Outdoor Activities	Educational Visits Coordinator Finance Director

Food safety and hygiene	<b>Chartwells Catering Services Finance Director Lead Teacher with responsibility for Food / Catering subjects</b>
PE Equipment	<b>Lead Teacher PE Finance Director</b>
Pupil handling and restraint	<b>Headteacher</b>
Grounds maintenance	<b>Premises Manager Finance Director LCC – Grounds Maintenance Team</b>
Pupil movement and flow	<b>Premises Manager Finance Director</b>
Academy transport	<b>Finance Director Local Authority Bus Services Team</b>
Science (where not covered by curriculum safety procedures set down in CLEAPSS)	<b>Lead Teacher, Science</b>
Smoking	<b>Finance Director</b>
Special needs of pupils Health & Safety issues	<b>SENCO</b>
Stage and drama activities	<b>Finance Director</b>
Supervision of pupils	<b>Headteacher Finance Director</b>
Technology rooms and equipment	<b>Lead Teacher, Design Technology</b>
Wearing of jewellery	<b>Headteacher Finance Director</b>
Work experience	<b>Work Experience Coordinator</b>

The Academy will also take into account the risks, and make health and safety arrangements for, non-routine, out of hours, 'one-off', seasonal or sporadic activities for example special academy and community events such as academy fetes, etc.

Also, attention will be given to the health and safety responsibilities arising from the use of the academy to provide Extended Services and the risks associated with Educational visits will be carefully assessed and appropriate health & safety arrangements put in place.

Note: Both these areas have separate intranet sites on the Schools Portal at Extended Services and Educational visits

### Consultation with employees

The academy recognises and accepts its duty to consult with employees and will do so via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the academy are:	<b>Mrs J Dugga – Association Representative</b>
Consultation with employees is provided via some or all of the following depending upon the review being undertaken:	<b>Review of documents</b> <b>Team meetings</b> <b>Circulation of draft documents for consultation</b> <b>Health &amp; Safety meetings</b> <b>Issue of Guidance Documents</b>

### Safety representatives

The academy recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety Representatives functions are to:-

- Investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents.
- Make representations to the Headteacher/Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent.
- Inspect the workplace.
- Represent employees in dealings with health and safety inspectors.
- Attend health and safety committee meetings.

### Safe plant and equipment

The academy will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.

Responsible for identifying all equipment/plant needing maintenance	<b>Premises Manager</b> <b>Finance Director</b>
Responsible for ensuring effective maintenance procedures are drawn up	<b>Premises Manager</b> <b>Finance Director</b>
Responsible for ensuring that all identified maintenance is carried out	<b>Premises Manager</b> <b>Finance Director</b>



Any problems found with equipment should be reported to	<b>Premises Manager</b> <b>Finance Director</b>
Responsible for checking that new equipment meets any required health and safety standards before it is purchased	<b>Premises Manager</b> <b>Finance Director</b> <b>Finance Officer</b>

### Information, instruction and supervision

The Health and Safety Law poster is displayed at:	<b>Main Staff Room</b> <b>General Office opposite Reception</b>
Health and safety advice is available from:	<b>Lancashire County Council</b>
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken/ monitored by:	<b>Finance Director</b> <b>HR / Operations Manager</b> <b>Premises Manager</b> <b>Faculty Leaders / Heads of Department</b>

### Competency for tasks and training

The academy 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. Specific on the job and job specific health and safety training will also be provided. Training provision will include regular refresher training. Write down your arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	<b>Finance Director</b>
Job specific training will be provided and / or organised by:	<b>Finance Director</b> <b>HR / Operations Manager</b> <b>Head of Department</b>
Training records are kept by:	<b>Finance Director</b> <b>HR / Operations Manager</b>
Training will be identified, arranged and monitored by:	<b>Finance Director</b> <b>HR / Operations Manager</b> <b>Head of Department</b>

## **Accidents, first aid and work-related ill health**

Please see Appendix 1

## **School Security and CCTV**

Please see Appendix 2

## **Emergency procedures - fire and evacuation**

The academy acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	<b>Premises Manager Finance Director</b>
Escape routes are checked by/every:	<b>Daily – Site Supervision Team</b>
Fire extinguishers are maintained and checked by/every:	<b>12 Monthly Maintenance check</b>
Alarms are tested by/every:	<b>6 Monthly Maintenance – Westmorland Security</b>  <b>Weekly Check in Academy by Finance Director and Site Supervision Team</b>
The emergency evacuation procedure is tested every:	<b>TERMLY Finance Director Premises Manager</b>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	<b>Headteacher Premises Manager Finance Director</b>

**Please see Appendix 3 for Evacuation Procedures and Appendix 4 for Lockdown Procedures**

## **Monitoring**

The academy acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement.

Ensuring that safe working conditions are in place and safe working practices are being followed, we will:  Conduct workplace inspections. These are carried out by	<b>Finance Director, Premises Manager HR / Operations Manager</b>
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Review all risk assessments annually or in the event of any significant changes. This function is carried out by:	<b>Union / Association Representatives</b>  <b>Finance Director</b> <b>HR / Operations Manager</b> <b>Premises Manager</b> <b>Faculty Leaders / Heads of Department</b>
Investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. This will be carried out by	<b>Finance Director</b>
Investigating work-related causes of sickness absences. This will be carried out by	<b>Finance Director</b>
Acting on investigation findings to prevent recurrences. This will be carried out by	<b>Finance Director</b>

**Reviewed by:** Martin Pickles. Finance Director

**Approved by:** Governors

**Approved Date:** July 2021

**Next Review Due:** July 2023

## Appendix 1

### Accidents, first aid and work-related ill health

The academy acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.
- Ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations.
- Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the academy's activities.
- Provide health surveillance for any employees who may be at risk of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

The first aid boxes are available in:	<p><b>First Aid boxes are available in the following locations:</b></p> <ul style="list-style-type: none"><li>• The Main Academy Office/Reception</li><li>• Reprographics Room</li><li>• The Academy Minibuses x 2</li><li>• The Site Managers Office</li><li>• The Site Supervisors Office</li><li>• I Block Office</li><li>• PE Office x 3</li><li>• All Science labs: S1, S2, S3, S4, S5, S6, S7, S8, S9</li><li>• Technology Classrooms: T3, T4, T6, T8</li><li>• Art Classrooms: T5, T7</li><li>• LRC</li><li>• Performing Arts Studio</li><li>• Pastoral Support Office</li><li>• Heads of House Office</li></ul> <p>Each box has a CPR Face Shield Each box has Non latex gloves (blue)</p> <p>This will be updated upon reviews of First Aid needs</p>
The first aider(s) and appointed person(s) is/are:	<b>Mrs Sarah Pixton</b>
Defibrillator	<b>Located in Main Office at front of school</b>
All accidents and cases of work-related ill health are to be reported to:	<b>Finance Director HR / Operations Manager</b>
Health surveillance* is required for employees doing the following jobs within the academy:	<b>Not Applicable at time of writing – to be monitored</b>
Health surveillance will be arranged by: Health surveillance/records will be kept by:	<b>Finance Director</b>

## COVID-19

Arrangements have been established for managing staff and students who exhibit symptoms of COVID-19. These arrangements are in line with guidance issued by the Department for Education and supersede any arrangements laid down within our normal policy and guidelines. Further information can be found within the Risk Assessment for school re-opening during the COVID-19 Pandemic.

If a child informs their class teacher that they are unwell (non-Coronavirus related):

- The Class teacher should make an initial assessment based on common sense and professional judgement. If they are well enough to remain in the lesson they should do so.
- If the class teacher believes the child may need to go home, On-Call should be used. The child should remain under the supervision of the class teacher during this period.
- On-call staff member to make a further assessment.
- If the On-call staff member believes the child may need to go home, ACO to be contacted via walkie-talkie (or Duty Manager/member of SLT if ACO is unavailable). If the On-call staff member believes the child is well enough to return to the lesson, they should do so.
- If ACO (or Duty Manager/SLT) believes the child needs to go home, the child will be escorted to reception and telephone contact made. If ACO (or Duty Manager/SLT) believes the child is well enough to return to the lesson, they will do so.

If a child reports to a member of staff that they are unwell during unstructured time they must be instructed to attend their next lesson where the above process will apply. They should not be sent straight to Reception.

**If a child displays Coronavirus symptoms (a high temperature, a new continuous cough or a loss of/change in sense of taste or smell) in school they should immediately go to Reception as per the following.** These are the only circumstances in which a child should now be sent to Reception by a class teacher for medical reasons.

Coronavirus symptoms are:

- A high temperature (fever)
- A new, continuous cough
- A loss of, or change to, the sense of taste or smell

If a child or someone they live with displays these symptoms or tests positive for Coronavirus:

- The person/people displaying symptoms should get a Coronavirus test as soon as possible and self-isolate for at least 10 days.
- Everyone else in the household should self-isolate for at least 14 days. - If everyone who is displaying symptoms is tested and tests negative, the household does not need to continue to self-isolate, unless they have been told to self-isolate for 14 days by NHS Test & Trace.

If a child is identified by NHS Test & Trace as a contact: - The child must self-isolate for at least 14 days and must not attend school. This 14 day self-isolation must be completed in full even if the child is themselves tested for Coronavirus and tests negative.

If a child lives with someone who is identified by NHS Test & Trace as a contact, but this person is not displaying symptoms:

- The child can attend school normally unless they or anyone they live with subsequently displays Coronavirus symptoms.

If a child displays Coronavirus symptoms in school:

- They will be removed from lessons and will wait in a Pod at the front of school.
- If the child believes they have a high temperature but are displaying no other Coronavirus symptoms, their temperature will be checked using a contactless thermometer.
- If the temperature check indicates the child does not have a high temperature, and they are displaying no other Coronavirus symptoms, they may return to lessons if they are well enough to do so.
- If the temperature check indicates the child has a high temperature, or they are displaying any other Coronavirus symptoms, parents will be contacted and students must be collected.
- The child should get a Coronavirus test as soon as possible and must self-isolate for at least 10 days. They cannot return to school for at least 10 days unless they are tested and this produces a negative result.
- The rest of the household should self-isolate for at least 14 days, or until everyone in the household who has displayed symptoms is tested and tests negative.
- Siblings of a child who is sent home with Coronavirus symptoms should also be sent home and should self-isolate for at least 14 days, or until everyone in the household who has displayed symptoms is tested and tests negative.

If a child is unwell at home with symptoms that are not Coronavirus related: - Parents/carers should judge whether or not their child is well enough to attend school in the usual way.

### **First Aid Co-ordinator**

The First Aid Co-ordinator in School is Mrs Sarah Pixton

She maintains First Aid Record Books and Accident Reports. She will place orders for First Aid equipment. She will, with other members of the administrative team, **maintain lists of students who require medication during the day or who have medical conditions**. Staff will be advised of such students as necessary. Medication will be safely stored in the School Office.

### **Qualified First Aiders**

First Aid Notices will be displayed in each Classroom and in other identified locations around School. The Notices will highlight the location of First Aid Kits. In the event of First Aid being required the main School reception should be contacted.

A list of qualified First Aiders will be available separately to staff for use in emergencies. The numbers and location of First Aiders within School will be reviewed on a regular basis to ensure adequate provision is in place. Training Courses run by the Local Authority (or other recognised provider) will be utilised.

The First Aid Co-ordinator will obtain supplies for the First Aid Kits.

Heads of Departments should ensure that First Aid Kits within their Department are stocked with relevant resources.

### **Educational Visits**

In line with procedures for Educational Visits, First Aid requirements should be risk assessed and First Aid Kits taken on all visits.

## **Activities in School outside of the normal School Day**

First Aid requirements should be risk assessed for any activities that take place outside of the normal Academy Day eg. events at weekends, evenings, holiday periods in line with agreed academy procedures

## **Dealing with an Accident / Incident**

These notes do not attempt to provide medical advice on dealing with injuries. They are an outline of procedures to follow. The action taken will be dependent on the location of the accident and the First Aid competence of the first adult on the scene.

Minor injuries should be dealt with 'on the spot' using First Aid Kits around the Academy. Records should be kept of First Aid administered in this way.

In the event of more serious injuries, the injured person should be brought to the main Academy Office / Reception for assistance. However, an injured person should not be moved unless it is considered safe to do so hence where necessary the Academy Reception should be contacted for assistance or a request made to a First Aider who may be working in the vicinity.

It is important that a First Aider is given the necessary time, space and support to undertake their role. Where necessary the area around the injured person should be cleared of other people to ensure that matters can be dealt with in the most calm and efficient manner possible and to ensure that communication channels are not hindered in any way.

Unless the incident is minor, the parents or emergency contact for the injured person should be telephoned to be advised of the circumstances.

All Head injuries should be treated with caution and the parents / guardians advised as necessary.

Plastic Gloves are available in First Aid Kits and should be used if possible. Bloodstained materials should be placed in a plastic bag, sealed and placed in the receptacle in the Medical Room.

## **Telephoning an Ambulance (Emergency Services)**

All School telephones allow for an emergency call to be made.  
Please dial 999#

On dialling you will be asked which service you need (eg Police, Ambulance or Fire Service) and you will then be put through to the appropriate Control Officer. Ask for the Ambulance Service if there are casualties. If more than one service is needed the Control Officer can pass on messages for other services.

The Control Officer will need the following information :

- Your telephone number
- The exact location of the incident eg the road name and any important details about approaching and accessing the School Site
- The type and seriousness of the incident. A summary of injuries.
- Details of any further hazards that might exist eg. gas leak

Above all it is essential to stay calm on the telephone and to speak in a calm and precise manner

Arrange for the Ambulance to be met at the front of the Academy and that the location of the injured person is known to all relevant personnel. Contact should be made with parents / guardians as necessary.

### **Reporting and Recording of Accidents / Incidents**

All accidents should be recorded in line with HSE Policies. Responsibility rests with the initial person dealing with the incident, although responsibility may be passed to another member of staff by agreement (eg to the First Aider)

Remember Accidents / Incidents may still need to be reported upon even if there is no injury ( there could have been an injury hence the need to report ) – the fact that an Accident / Incident has taken place may well need remedial actions to be instigated hence the need to report.

It is important that written records are kept by all staff if it is not possible to complete Accident Forms immediately. Guidance can be sought from the First Aid Co-Ordinators.

### **Accidents / Incidents involving Staff**

The same procedures apply to accidents involving staff as well as students. All staff accidents should be notified to the First Aid Co-Ordinators and recorded / reported upon as necessary.

### **Students who feel unwell**

A member of staff should use their own judgement and consider whether or not this is a genuine case or merely a ruse to leave a lesson. It is not expected that a clear diagnosis can be made on each occurrence and as such caution needs to be exercised. If necessary the student should be sent to the main Academy Office / Reception (accompanied if considered appropriate).

If it is considered that a student should be sent home then reference should be made to a member of the Senior Leadership Team or if this is not possible to the Head of House.

If the student is to be sent home then the emergency contact names should be telephoned. The student must be collected from the Academy.

Students should not contact parents / guardians themselves and circumvent these procedures.

**If a member of staff has concerns over the health of a student then these concerns should be discussed with the relevant Head of House and the Senior Assistant Principal, Student Services in the first instance. It is important that concerns in respect of, for example, non accidental injury, substance abuse etc. are dealt with discreetly and in line with other Academy Policies and Procedures eg the Child Protection Policy.**



## **Appendix 2**

### **School Security**

It is essential that risks to security of the school site are properly controlled.

#### **The Senior Leadership Team will**

- promote a collaborative and co-ordinated response to risk management within their academy.
- identify improvements in security culture.
- implement on-going improvements in the effectiveness of security measures and controls,
- monitor and review security measures.
- ensure that staff are consulted and informed about security and receive appropriate training where required whether new or existing.
- advise contractors, visitors, volunteers, parents and students of the security policy and encouraging them to help to ensure that it is effective.

**The Headteacher** will have delegated responsibility for the day to day security of the academy and for ensuring such things as:

- all staff appreciating the importance of security and understand the academy policy/procedures and their own responsibilities.
- staff training needs are kept under review and training arranged as and when necessary.
- new staff are informed of the academy's security policy/procedure during induction.
- parents and students are informed of the security policy/procedure and encouraged to help ensure that their academy has a safe culture.

Any security issues must be reported to the site team so that any immediate actions that need to be taken can be undertaken. Crimes must be reported to the police. Advice will be sought from the police where necessary.

#### **The Site Team and the Finance Director will ensure that:**

- the security systems and equipment are maintained.
- regular routine security checks are carried out.
- security lapses are recorded and bring these promptly to the attention of the Headteacher
- security procedures are reviewed as and when required.
- awareness of security issues is highlighted with all staff.

**All Staff** should be aware of and conform to operational procedures that affect security e.g.

- Keys must be looked after.
- Items of value must be kept secure.
- Site Staff will undertake lock downs of the school at the end of every day. Staff should support this process by ensuring doors / windows are locked wherever possible.
- Staff should be vigilant at all times to the risk of intruders on the school site and report any such incidences immediately to the site team and to SLT
- Keeping buildings clear of all materials that can be used for arson or vandalism.

**Students** should not approach any stranger. They must report all strangers immediately to the nearest member of staff.

#### **Trespass**

Trespass may give rise to a criminal offence under section 547 of the Education Act 1996 and section 206 of the Education Act 2002 (see section 6).

Any person who is not included in the following categories, and enters without permission, is a trespasser and may be asked to leave:

- Members of staff - unless suspended for health or disciplinary reasons.
- Registered students - unless excluded for disciplinary reasons.
- Parents or guardians responsible for a student at the academy - unless prevented for legal reasons.
- Others - Governors, suppliers, contractors and authorised users of the premises for 'out of hours' activities.
- Professionals such as academy advisers, trainers and coaches.

**Visitors** must follow security procedures and be appropriately monitored whilst in school. Visitors must follow signing in and signing out procedures (via the Inventory System) and wear the relevant badge.

The academy will identify legitimate visitors and monitor:

- their arrival and reason for their visit by requiring them to sign in using the Inventory System.
- their departure time.

It is preferred that all visitors have photographic ID before they enter the premises but this will not always be the case. Steps should be taken to identify visitors if there is any doubt or concern over a person's identity.

### **Offensive Weapons**

It is an offence on academy premises to be in possession of an offensive weapon.

### **Personal Property**

Students are discouraged from bringing valuable items to academy and in the event that they do so the academy accepts no liability. If this is unavoidable on some occasion, then special arrangements should be made in advance regarding temporary safe keeping. Staff are responsible for their personal property.

### **Reporting and Recording Incidents**

Theft, petty vandalism, criminal damage and arson are usually found in areas like recesses and doorways, which offer concealment or which is not under regular surveillance. Criminal incidents of this sort require reporting to the police and will likely require an emergency response where an intruder is still present on the premises.

Records will be kept of all incidents, which, while some may be quite minor in nature, could be significant if they recurred and became persistent.

### **To support school security**

- CCTV is installed across the academy
- security lighting is installed and maintained/monitored by the Site team
- smartwater is used to mark items of value
- intruder alarm systems are in place (an external security company attend alarm call out's)
- shutters / grilles are used to protect vulnerable areas and zone off the academy
- boundary fencing has been substantially improved
- access during school time is through reception only with door access systems in place to prevent unauthorised access to school from reception

All of the above will be reviewed on a periodic basis to see where further improvements may be necessary.

## Closed Circuit Television Policy

The Academy agrees to follow the Code of Practice originally issued by the Data Protection Commissioner in 2000 and updated since. This can be found at <https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>

The Governing Body and the Headteacher both acting for Hodgson Academy shall be deemed to be the Data Controllers who set out the purpose of the scheme and the policies on the use of images.

The CCTV will be in action 24 hours a day, 7 days a week.

Its purpose is defined as

- **to aid the Academy in preventing vandalism, trespass and other criminal activities (including smoking) taking place on Academy premises**
- **to assist in the prevention of any incidents that may take place which could endanger the safety of any individual(s) on the premises and prevent the delivery of a high quality education to its students (including students being in the Academy Toilets without permission or at designated times)**
- **to assist in the prevention and investigation of incidents as requested by the Headteacher or a member of the Strategic Leadership Team**

The 'notification' lodged with the Office of the Data Protection Commissioner will cover the purpose for which the equipment is used.

Day to Day operation of the Scheme and compliance with the Code of Practice is devolved to the Headteacher. Operation of the equipment will be the responsibility of the Academy Finance Director and the ICT Network Manager (and his/her assistants) who will ensure that the Code of Practice is complied with. The ICT Network Manager will be supported in the operation of the system by an approved maintenance contractor and the Academy's Site Manager.

### 'Siting of the equipment'

This has been undertaken so as to cover the areas of Academy most likely at risk.

1	External	B	Zone	Millennium Gardens - Corner of Inclusion/Boulevard
2	External	B	Zone	Millennium Gardens - Corner of S4/Boulevard
3	External	B	Entrance/Exit	Science Annex and Entrance to Astroturf
4	External	I	Entrance/Exit	Skip and Staff Car Park
5	External	Main	Entrance/Exit	Kitchen Entrance
6	External	Main	Zone	Dance Studio - Overlooking Courts
7	Internal	T	Zone	Art Stairs - Overlooking ICT Support Entrance
8	Internal	B	Corridor	Science/MFL Stairs
9	Internal	B	Corridor	Fire Escape - 1st Floor
10	Internal	B	Corridor	Fire Escape - Ground Floor
11	Internal	B	Entrance/Exit	Entrance Foyer
12	Internal	B	Toilets	KS3 Boys
13	Internal	B	Toilets	KS3 Girls
14	Internal	Main	Corridor	RE Stairs
15	Internal	B	Corridor	Junction of S3 and Boulevard
16	Internal	B	Corridor	Boulevard – LRC

17	Internal	Main	Corridor	Boulevard – Maths
18	Internal	B	Corridor	S1/Science Corridor
19	Internal	B	Classroom	LRC
20	Internal	Main	Zone	Assembly Hall
21	Internal	Main	Toilets	Male Staff
22	Internal	Main	Toilets	KS4 Boys
23	Internal	Main	Toilets	KS4 Girls
24	Internal	Main	Toilets	Female Staff
25	Internal	Main	Entrance/Exit	Reception
26	Internal	Diner	Dining	Hotpot Diner
27	Internal	T	Entrance/Exit	Rear Fire Escape - Entrance to Hotpot
28	External	B	Entrance/Exit	2nd Annex Gate and Potting Shed Entrance
29	Internal	B	Entrance/Exit	Site Office and Side Entrance
30	Internal	B	Entrance/Exit	Science Car Park/Fire Exit
31	External	Main	Zone	Year 7 Canopy
32	Internal	I	Corridor	Fire Escape - 2nd Floor
33	Internal	Main	Classroom	Inclusion
34	Internal	Main	Dining	Express Diner – Entrance
35	Internal	Main	Dining	Express Diner - Year 11
36	External	I	Zone	Dance/PE Entrance
37	Internal	Main	Corridor	Boulevard – RE
38	External	Main	Front of school	Middle
39	External	Main	Front of school	Left
40	External	Main	Front of school	Right
41	Internal	Main	Main Entrance	PE (And Changing Room Entrances)
42	Internal	Main	Entrance / Corridor	PE Area
43	Internal	Main	Sports Hall	Sports Hall Left
44	Internal	Main	Sports Hall	Sports Hall Right
45	External	Main	Automatic Gate	Adjacent School Kitchens
46	External	Main	Zone	Overlooking Mural / Reading Garden
47	Internal	T	Toilets	Year 7 Boys
48	Internal	T	Toilets	Year 7 Girls
49	External	T	Zone	Year 9 Zone
50	Internal	Diner	Dining	Hotpot Diner 2 (Queue)
51	Internal	Main	Classroom	Pastoral Support
52	Internal	B	Zone	Year 11 Zone
53	External	I	Zone	Year 7 Zone (Courts)
54	Internal	T	Entrance / Corridor	M3 Fire Exit
55	Internal	Main	Corridor	Reception to Site Corridor
56	Internal	Main	Corridor	Reception to Finance Corridor
57	Internal	Main	Corridor	Entrance to Student Services 1
58	Internal	Main	Corridor	Entrance to Student Services 2
59	Internal	B	Corridor	S6 Corridor
60	Internal	B	Corridor	MFL Stairwell
61	External	B	Corridor	B Block Car Park Corner
62	External	Annexe	Zone	Tennis Courts
63	External	Main	Zone	PE overlooking ICT/Humanities

Other sites will be determined as necessary.

*\* The directing of CCTV cameras in Academy Toilets will be entirely towards public spaces and not private cubicles in order to respect decency and privacy*

#### **‘Operators are fully aware of’**

1. the purpose for which the scheme has been established
2. the equipment can only be used to achieve the purpose for which it has been installed.
3. the privacy implications if images are recorded from spaces not intended to be covered by the scheme.
4. the security arrangements in respect of the equipment and recorded images.
5. access rights within the organization to recorded images
6. rules in respect of the disclosure to third parties.
7. rules in respect of an individual’s right to access recorded images.

Appropriate signage will be displayed in accordance with the code.

#### **‘Quality of the Images’**

The standards laid down in the Code of Practice are to be followed.

Maintenance of the system, arrangement of repair work and the recording of maintenance work done will be the responsibility of the Site Manager and the Academy Finance Director.

Images will be recorded onto a Network Video Recorder

#### **‘Processing of Images’**

The Standards laid down in the Code of Practice will be followed. The Network Video Recorder will be situated in a secure environment (The ICT server room). Access to the images will be controlled by the ICT Network Manager acting on behalf of the Headteacher. The monitors linked to the Network Video Recorder will be located in the ICT Office, Offices of authorized Senior Leadership Team members (authorized by the Headteacher), the Site Managers Office and the Inclusion Room. Access to the images on the Network Video Recorder will also be made available via the Academy’s ICT Network to authorized staff as determined by the Headteacher and as detailed below.

The images will be stored on the Network Video Recorder for a maximum of one calendar month (unless required for evidential purposes in which case the images will be retained in line with school retention policies)

Access to the recorded images will be restricted to the Principal, members of the Senior Leadership Team, the Academy Finance Director, the Inclusion Manager and the Site Manager (and his/her assistants) plus ICT Technical Support Staff. Where it is considered appropriate to do so then others may view the images if this is necessary to achieve the purpose of the scheme. Viewings are to take place in a restricted area and the ‘viewing’ is to be documented as part of the investigative process in accordance with the Code of Practice. All parties to the ‘viewing’ are to be made aware of their responsibilities under the Code of Practice.

#### **‘Access to and disclosure of images to Third Parties’ / ‘Access by Data Subjects’ / ‘Monitoring compliance’**

The principles laid down in the Code of practice are to be followed.

## Appendix 3

### Evacuation Procedures

**STAFF MUST FAMILIARISE THEMSELVES WITH THEIR ROLE IN THESE PROCEDURES. ANY QUERIES MUST BE DIRECTED TO THE RELEVANT LINE MANAGER IN THE FIRST INSTANCE.**

#### COVID-19 Update

The following instructions are amended to reflect the circumstances surrounding the COVID – 19 pandemic. Following the school re-opening to all students in September 2020 the students will line up within their Year group in accordance with the markings in the Assembly Area rather than within their House groups. The Heads of House will be allocated a Year group to manage rather than their House. The Head of Year 7 will manage the Year 7 students. Other than this amendment all other procedures remain the same.

Year 11 will line up closest to I Block. Year 8 will then line up next to Year 11 followed by Year 7. Year 10 will line up in the netball court in the corner and Year 9 will line up in the netball court closest to the science annexe. These locations reflect the areas in which the Year groups are taught and the routes to the Assembly Area

#### Awareness

At the beginning of each Academy Year, **all staff** must familiarize themselves with these procedures.

**All new staff** that commence during the course of the Academy Year must be given a copy of these procedures as part of their induction process. Responsibility for this rests with the **HR / Operations Manager**.

**Teachers** must ensure that they take accurate registers throughout the day in accordance with agreed procedures to ensure that the Academy's attendance records are up to date in the event of a Fire Alarm / Evacuation of the premises.

**Form Tutors** must ensure that students:-

- are fully aware that they must follow the green directional arrows to the nearest exit. Students must not take a different route. *Please also see later instructions re I Block and T Block.*
- must be shown where they must go in the event of a fire (the Assembly Point at the rear of the Sports Hall and the Netball Courts) and how they should line up.
- must be reminded of the importance of behaving in an orderly manner and for there to be silence throughout the whole process.
- must be advised of what they must do if they discover a fire. They must not be afraid to break the nearest break glass point. They must advise a member of staff at the earliest opportunity so that the member of staff can ensure that the instructions to be followed on 'discovering' a fire are followed
- are fully aware of the importance of abiding by the arrangements for signing in and out of the Academy. **This applies equally to all staff.**
- are fully aware of what they should do if the Fire Alarm sounds during break or lunchtime or before or after the Academy day. Students must follow normal procedures. If they are inside the building they must follow the green directional arrows to the nearest exit and then

proceed to the Assembly Point. **If they are outside the building, they must make their way to the Assembly Point but they must not set foot back inside the Academy Buildings.**

New students must be fully briefed on these procedures on their arrival at the Academy.

**Subject teachers** must familiarize themselves with the fire evacuation routes from their classroom.

**Fire Alarm Notices** will be displayed throughout the Academy reminding all occupants of basic evacuation procedures.

**Form Tutors and Subject Teachers** must be aware that there may be students who have a disability that would hinder their swift exit from the Academy Buildings. Such students may have the support of a Teaching Assistant. Priority should be given to ensuring their safe passage out of the Academy. In certain instances such individuals may have a Personal Emergency Evacuation Plan (PEEP) which must be followed. Details of such plans will be issued to all necessary staff. These arrangements will apply equally to staff and other occupants of the premises.

**The Academy is not suitable for severely disabled users, particularly those in a wheelchair hence it is imperative that such users are identified and that emergency evacuation arrangements are in place that allow for easy and immediate evacuation. There are no lifts in the Academy.**

**Visiting Staff** will be provided with a summary of these procedures upon arrival at the Academy. This is the responsibility of the **HR / Operations Manager**. The procedures are contained within the **Visiting Staff Guidelines**.

**Guests, Contractors, Visitors and Parents** must sign in when arriving at the Academy in accordance with the Academy procedures. **Reception staff** should ensure that they are asked to make themselves aware of our Fire Alarm Procedures by reference to the appropriate notices. They must be asked to ensure they sign out when leaving the Academy site.

At no time must **Fire Doors** be left open or wedged open unless they are doors that automatically close in the event of the alarm being sounded. If evidence of this practice is seen please report incidents to the **Site Manager**.

Escape routes must not be blocked. Please ensure the blockage is removed if evidence is seen of this. Please request assistance from the **Site Manager** as appropriate.

Glass visors in Doors **must never be** covered thus obscuring the view as to who may be in a room. Please remove any such obstructions.

### **Discovering a fire**

- Evacuate everybody from the immediate area
- Break the nearest glass contact point to set off the Fire Alarm. These are to be found in various locations throughout the Academy but in particular by exits to the Academy Buildings or at changes of levels eg at the top of stairs.

**The fire alarm is a loud siren. It is markedly different to the normal Academy Bell.**

- **Staff** must contact the Academy Reception, by safe means, to report the fire and its location. If you cannot telephone send a reliable individual.

- **Staff** must only attempt to use the Fire Extinguishers if they are competent to do so and the risk is considered acceptable. **The absolute priority is in ensuring the alarm is sounded and evacuation is undertaken.**
- The Fire Brigade must be telephoned unless there is immediate knowledge that it is a false alarm. The Fire Brigade can be contacted by dialing 999#.
- **Reception staff** must make contact with PE staff (who may be undertaking lessons on the Academy Fields). If the fire is in the vicinity of the Academy Offices then such contact need only be made once evacuation from the immediate area has taken place. The Fire Alarm must be set off as soon as possible from another area of the Academy where it is safe to do so and the Fire Brigade rung from a safe area of the Academy.

**The Site Manager and the Academy Finance Director** will go immediately to the Fire Alarm Panel adjacent to Reception (or back up panel in S3 Store). Care must be exercised by these individuals in their determining of the route to be taken so as to ensure their own personal safety.

**The Site Supervisors** will go immediately to the front of school to ensure that the security gates are opened at the front of school to allow free movement of individuals. These gates will unlock automatically in the event of an alarm. If the gates are padlocked (as they are at the start and the end of the school day) then the Site Supervisors will open them.

The gates to the side of the academy by the school kitchens will open automatically in the event of the fire alarm sounding.

If Reception has not been contacted and the reason for the alarm cannot be immediately established, then investigations will immediately commence in the zone where the alarm has been activated to determine the extent of any fire. This must be done in a manner to ensure personal safety.

**The Premises Manager and/or Academy Finance Director** will report findings to the ‘**Person in Charge**’ as soon as it is practical to do so. Walkie-Talkies will be used to communicate as necessary.

## THE EVACUATION

- **All occupiers** of the Academy Site must evacuate the buildings and make their way to the Assembly Point.
- It is the duty of **all staff** to ensure that this is done in an orderly manner. Staff should provide assistance to visitors, members of the public etc. to help them follow evacuation procedures.
- **Students** must be aware of their responsibilities for ensuring they act in an orderly manner.
- **Students** must be kept together in a group as far as possible.
- Belongings must be left in rooms.
- The exit must be as quiet as possible without panic or running.
- **The Subject Teacher** must ensure that every student is out of the Classroom **and that wherever possible windows and doors are closed.** There is no need to lock doors.
- As evacuation takes place **staff** must ensure that fire doors are closed behind them after everybody has passed through.
- If the exit route passes toilet facilities, if it is safe to do so, **staff** should check to ensure that they are empty.
- If it is considered safe to do so then the Gas Supply should be turned off at the meter control or isolation valve in accordance with instructions displayed. This should only be undertaken by a person competent to do so, usually a **Technician or the Site Manager / Site Supervisor.**



- When machinery or equipment is in use efforts should be made to switch off / stop machining processes wherever it is safe to do so.
- **STAFF using the Sports Hall** must be aware that the Roller Shutter on the Storage facility will automatically close after a two minute delay following the Fire Alarm being activated

#### **Staff in I Block**

Where it is safe to do so and to ensure a quick and safe exit:

- Classes in the Applied Learning Centre and I8 must evacuate using the main staircase and main entrance.
- The Class in I7 must use the Fire Escape.
- Classes in Downstairs Rooms I3 and I5 must evacuate via the main entrance.
- The Class in I4 must use the Downstairs Fire Door.

#### **Staff in T Block**

Where it is safe to do so and to ensure a quick and safe exit:

- Classes in T9 and T10 must evacuate using the fire escape leading to the rear of T Block

#### **REGISTRATION RECORDS**

The following information / equipment must be brought out (assuming it is safe to do so) by **Reception Staff**.

- Signing In and Out Records
- Lists of Students on Academy Trips or similar events
- Blank Form Lists
- Copies of the AM / PM Registers for the Day – depending on the time of day
- A Walkie-Talkie / The Academy Megaphone / Designated Keys
- Information for the Fire Authorities

All the above must be kept in the Academy Reception and Main Office.

#### **STUDENT REGISTRATION**

**Senior staff should wherever possible, wear luminous jackets at the Assembly Point**

When all students are assembled:-

**The' Person in Charge' (The Headteacher or the Deputy Headteacher in the event of the Headteacher's absence)** will utilize the Academy Megaphone to request absolute silence during the registration process.

- Registration must take place in Forms.
- **Form Tutors** will receive a copy of the last up to date registration for their form.
- If the **Form Tutor** is absent then the person who took registration that morning must deputise. If this is not possible then the **Head of House** must deputise as necessary.
- **Form Tutors** must relay to the **Head of House** details of any students who are missing according to the register.

- **Heads of Houses** must liaise with the **Deputy Headteacher and the Administrative team** who will cross-reference these names to the Signing In/Out records.
- Details of missing Students must be reported directly to the **'Person in Charge'**

## **STAFF AND VISITOR REGISTRATION**

The **HR Manager** will ensure that registration of all staff and visitors to the academy takes place. Staff Lists will be brought out to facilitate these registrations.

- Registration of all Support Staff on Site – **by delegated members of the Administrative and Student Services Teams**
- Registration all Site Staff and Contractors on Site – **by delegated members of the Administrative Team**
- Registration of all Teaching Staff- **by delegated members of the Administrative Team**
- Registration of Student Teachers, General Visitors / Guests / Parents in the Academy – **by delegated member of Administrative Team**
- Registration of all Catering Staff on Site – **by the Catering Manager**

**PRIMARY SCHOOL STUDENTS** - Registration of all Primary Students visiting the academy must be undertaken. These students must be evacuated to the area occupied by Support Staff and they must remain fully supervised throughout the whole process. Supervision at the Assembly Point can be undertaken by Primary School Staff who are in attendance whilst they await further instructions. If there are no Primary School Staff in attendance then the **teacher with responsibility for Primary Liaison** must undertake this supervision.

**CONFERENCE DELEGATES** – In the event of the Fire Alarm sounding the staff in charge of any training conferences / meetings should ensure that the delegates are escorted to the Assembly Point where Support Staff will be in attendance. **The staff in charge of the training** should ensure that delegates have been briefed as to evacuation arrangements as part of the welcome / housekeeping instructions issued at the start of the conference / meeting. All delegates should sign in at Reception on arrival to facilitate registration in the event of an evacuation.

**Teaching Staff** – If not acting as a Form Tutor, then under the overall supervision of the SLT Lead and Head of House, Teaching Staff must supervise the House to which they are attached. This is crucial support to the registration process.

**Student Teachers** – Student Teachers must sign in and out of the academy on a daily basis so as to facilitate these registration processes. Student teachers should assemble with the Support Staff

The **Finance Officer** will remain at the front of Academy to prevent any visitors arriving at the Academy and entering the premises.

Details of missing staff/ visitors should be reported to the **'Person in Charge'**.

## **PROCEDURES FOR THE 'Person in Charge'**

- The **Headteachers PA** will be available to support the **'Person in Charge'** throughout the process.
- The **Headteachers PA** will ensure the Megaphone is available
- The **Site Manager / Site Supervisors** will ensure they have relevant key access to rooms / buildings

- The evacuation must be overseen. Whilst every effort has been made within these procedures for absent staff it is imperative that checks are made to ensure that registration is taking place for all occupiers of the Academy Site.
- If the Fire Brigade has been called then a **senior member of staff as determined by the 'Person in Charge'** must be sent to meet them at the front of the Academy.
- Whilst it is recognized that the majority of alarms are false it is important that these procedures are followed through.
- Once it has been established that the alarm is false then directions can be given to return to the buildings in an orderly fashion. Nobody must return to the buildings without the agreement of the **'Person in Charge'**.
- If the fire is real then arrangements should be made for all occupiers of the site to remain safe. **Emergency / Critical Incident procedures must be invoked.**

It may be necessary for all staff, students, visitors etc. to be evacuated to a further safe place due to the location of the fire and the risks posed as a result (closeness to fire, heat, sparks, possible building collapse, asbestos etc.). If this is the case the Academy fields / All Weather Pitch areas will be utilized.

The **'Person in Charge'** will issue instructions should these arrangements ever need to be invoked and so that an orderly transition can take place.

\*\*\*\*\*

**There may be times when a fire alarm is activated that is outside the timings of the normal school day. These evacuation arrangements must still be followed**

**In the absence of the Headteacher or Deputy Headteacher, the Finance Director and/or the Site Manager/Site Supervisors will become the 'Person in Charge'.**

**It is important that all occupants of the buildings can be easily accounted for at such times. Students must not be allowed to wander the academy unsupervised after the end of the academy day.**

### **FIRE ALARM PROCEDURE DURING GCSE EXAMS**

When the fire alarm sounds please follow the following procedures:

#### **Sports Hall / Hall / Gym**

Invigilators to stop the candidates from writing: Remind them they are **still under exam conditions** and silence must be adhered to.

Invigilator to **RECORD** the time of the interruption on the exam room incident log. Turn on the walkie-talkie to hear any instructions from exams officer or senior leadership team.

**SLT** – **MUST** attend the main venue as soon as possible. Communication is key.

**Exams Officer(s)** – **MUST** attend the main venue as soon as possible.

**In the event of an evacuation – SLT to direct**

Students should leave the main venue and assemble on the hard standing court between the Dance Studio / sports Hall, I Block and T block. EXAM STUDENTS SHOULD NOT MIX WITH OTHER STUDENTS OR JOIN THE REST OF THEIR FORM IN THE MAIN ASSEMBLY POINTS.

**Satellite rooms - when the fire alarm sounds - Evacuate**

Invigilators /TA's in the satellite rooms - Escort the student to the above mentioned court (be - If it is not possible to lock the room then invigilator to remove all exam material (exam paper/mobile) to the evacuation point. Ensure keep secure.

Learning Support Manager – To meet with the TA's at the evacuation point and take a register.

Staff who are available to help supervise the students.

**Returning to the exam**

Restart the exam as soon as practically possible – Allow the students the full remaining working time and invigilators/TA's to amend the finish time on the boards.

Exams officer (s) – Record the situation, timings, concerns and any further action required to exam boards – Special consideration for all concerned.

## **Appendix 4**

### **Lockdown Procedures**

#### **Rationale**

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

A lockdown is implemented when there are serious or potential security / safety risks for the premises due to, for example, near-by chemical spillage, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

#### **Notification of Lockdown**

A Lockdown is initiated by the triggering of the call point based in the school reception. The fire alarm will ring on an intermittent basis. Occasionally, staff may be informed in person by designated senior staff that a precautionary lock-down is necessary and the reasons for this and any actions to be taken.

#### **Procedures to be followed:**

##### **Follow the CLOSE procedure:**

**Close** all windows and doors

Where possible **lock** up

**Out of sight** and minimise movement

**Stay silent** and avoid drawing attention

**Endure.**

Staff should be aware that they may be in lock down for some time.

At the given signal, the children remain in the room they are in, and the staff will ensure the windows and doors are closed, locked and screened (where possible), and that students are positioned away from possible sightlines from external windows/doors. Unless otherwise instructed Lights, Smart Boards and Computer Monitors should be turned off. Mobile phones must be put on silent mode. If students are in possession of a mobile phone they should not use it under any circumstances to contact home or friends unless given permission to do so.

The Site Manager/Site Supervisors will lock the school's front doors and other entrances if considered safe to do so. They will also close external shutters if considered safe to do so.

Students or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.

If the students are outside (eg break / lunchtime) the above signal will activate the process of students being ushered into the school building as quickly as possible. Children should go to their form rooms and progress tutors should do likewise. Other staff should support this process before taking shelter in an appropriate room.

It is likely that in such circumstances, that a certain area of school will have become a 'no go' area. In this instance, staff and students will be notified of this (so they do not walk into danger) and they will

be advised as to where to assemble. This may be an outdoor area such as the school field, the tennis / netball courts, the front of school etc. or a safe location indoors such as the Assembly Hall or Dining Rooms.

If practicable staff should notify reception by phone and identify any children not accounted for.

If circumstances are such that an exit from a room is necessary because an intruder has gained access to the area or it has become unsafe in the room then the member of staff should consider, within reason, what will be an appropriate exit route

### **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

Staff must support students in keeping calm and quiet. Staff must remain in lock down positions until informed by key staff e.g. member of SLT or senior administrative staff in person that there is an all clear. As soon as possible after the lock down, teachers should return to their classrooms and conduct a register and notify reception immediately of any students not accounted for.

### **Communication with parents**

If necessary parents will be notified as soon as it is practical to do so via the school's established communication network – e mail / text / telephone. Parents will be told: 'the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'

Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk. Students will not be released to parents during a lock down. Parents will be asked not to call school as this may tie up emergency lines. If the end of the school day is extended due to the lock down, parents will be notified and will receive information about the time and place students can be picked up from.

A communication to parents will be sent home at the first available opportunity following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

### **Lock down education and guidance**

Staff and students will receive appropriate education and guidance to support them in the event of a lock down. This will always occur on an annual basis as well as being part of induction procedures. Any further experience and/or knowledge gained that could help the academy in developing / improving procedures will similarly be brought to the attention of staff / students at the appropriate time