

Health and Safety Policy

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1. Statement of intent

Lokrum Fields recognises its responsibility to provide a safe working and learning environment for its staff, students, and visitors.

2. About our policies

- 2.1. Our policies have been developed to comply with all relevant legislation and associated guidance. Policies will be updated periodically as necessary.
- 2.2. Our policies are inter-related and are intended to be read, understood, and used collectively.
- 2.3. All staff and governors are expected to be familiar with and abide by our policies.
- 2.4. The Office Manager is responsible for ensuring volunteers and visitors are familiar with any policies which are relevant to their involvement and for taking reasonable steps to ensure compliance.
- 2.5. The Headteacher is responsible for ensuring policies are implemented fairly, effectively, and consistently.
- 2.6. The Headteacher is responsible for identifying any training needs in relation to our policies. The Office Manager is responsible for arranging the required training. All staff are expected to engage in continuous learning and ongoing training appropriate to their roles.
- 2.7. The effectiveness of our policies and their implementation is monitored by the Governing Body. Unless otherwise stated, the Governing Body reviews each policy annually.
- 2.8. The Governing Body for Lokrum Fields is provided by Governing for Ambition, an independent community interest company. The Governing Body uses its expertise to monitor the performance of Lokrum Fields and to advise the Proprietor of any recommended actions. Responsibilities assigned to the Governing Body are limited to these advisory and accountability functions.
- 2.9. Lokrum Fields is owned by Wider Ambition Ltd, a subsidiary of Wider Plan Ltd. References to the Proprietor mean a Director of Lokrum Fields or a senior representative from Wider Plan with delegated authority.
- 2.10. The Lokrum Fields Senior Leadership Team (SLT) includes the Headteacher, Proprietor, and any member of staff to whom responsibility is temporarily delegated by the Headteacher or Proprietor.
- 2.11. All references to parents within our policies should be interpreted to include parent carers.

3. Key responsibilities

- 3.1. Wider Ambition is responsible for:
 - 3.1.1. The safety of its employees.

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- 3.1.2. The safety of students and other persons at Lokrum Fields.
- 3.1.3. Ensuring sufficient funds are available to meet its responsibilities for Health and Safety.
- 3.2. The Governing Body is responsible for:
 - 3.2.1. Ensuring reporting and monitoring occurs as detailed in this policy.
 - 3.2.2. Promptly advising Wider Ambition on becoming aware of any change in guidance or legislation.
- 3.3. The Headteacher is responsible for:
 - 3.3.1. Ensuring a six-monthly safety audit is conducted by a suitably trained member of staff or contractor.
 - 3.3.2. Ensuring that all problems or defects affecting the health and safety of staff, students, or other persons in Lokrum Fields are dealt with.
 - 3.3.3. Emergency and lockdown procedures, including evacuation in case of fire or bomb threats.
 - 3.3.4. Ensuring that adequate provision is made for the administration of First Aid.
 - 3.3.5. Reporting any concerns or significant incidents or near misses to the Proprietor.
 - 3.3.6. Ensuring compliance with any legal rights afforded to trade unions and their safety representatives.
- 3.4. The Office Manager is responsible for:
 - 3.4.1. Ensuring that they have completed relevant Health and Safety in the Workplace training.
 - 3.4.2. Day to day health and safety on site.
 - 3.4.3. Maintaining records of Health & Safety matters, including ongoing and completed actions.
 - 3.4.4. Management of fire safety.
 - 3.4.5. Ensuring that any first aiders receive adequate training and instruction in First Aid and the use of related equipment.
 - 3.4.6. Co-ordinating Infection Control.
 - 3.4.7. Reporting any relevant accidents, near misses and notifiable illnesses situations in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
 - 3.4.8. Advising the Governing Body of the need to review the Health & Safety policy.
 - 3.4.9. Monitoring updates from the Health and Safety Executive and ensuring they are brought to the attention of any relevant persons promptly.
 - 3.4.10. Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations (2006 amendment and 1999) in all areas

of significant risk as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002; the Manual Handling Operations Regulations 1992 (amended 2002), the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 1992 (amended 2002).

- 3.4.11. Bringing to the attention of the Headteacher any problems or defects affecting the health and safety of any person on Lokrum Fields premises.
- 3.4.12. Bringing the health and safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons.
- 3.4.13. Ensuring that staff receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- 3.4.14. Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- 3.4.15. Ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- 3.4.16. Ensuring that necessary personal protective equipment is available and kept well maintained.
- 3.4.17. Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction (including, for example, working at heights, use of electrically powered cleaning machines, use of chemicals, carrying out of repair or maintenance work)
- 3.4.18. Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice, or snow etc.)
- 3.4.19. Informing the Headteacher of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor)
- 3.4.20. Informing contractors of any hazards that could affect their health and safety while working in Lokrum Fields (in the light of risk assessments carried out), other than hazards directly relating to the contractors' work and for which they have responsibility
- 3.4.21. The safe use and maintenance of all plant and equipment (e.g. boilers) and the safe use and storage of all materials used for that maintenance.

3.4.22. Ensuring appropriate procedures are in place to appoint competent principal contractors where building or plant maintenance work is done and to appoint a competent principal designer in relation to any new building work.

3.4.23. Ensuring that any information shared with Health & Safety representatives is appropriately redacted where required under data protection legislation.

3.5. All staff are responsible for:

3.5.1. Upholding best practice in health and safety in their teaching area or other working area.

3.5.2. Bringing to the notice of the Headteacher or Office Manager any problems or defects affecting the health, safety or welfare of staff, students, or other persons.

3.5.3. Having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.

3.5.4. Ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).

3.5.5. Ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water, or electrical isolators etc).

4. Information dissemination

4.1. Information and instructions on health and safety matters are available to all staff at Lokrum Fields as follows:

4.1.1. A copy of the Health and Safety policy is held on the staff shared drive.

4.1.2. New employees are required to confirm they have read, understand, and will follow the policy.

4.1.3. New information is disseminated to staff via meetings and the person disseminating the information is expected to make arrangements to update any colleagues who are not present.

4.2. It is the responsibility of teachers and support staff to ensure that students are made aware of existing and new health and safety information.

4.3. The Office Manager is responsible for informing visitors/contractors of any health and safety arrangements which may affect them during their visit.

4.4. Relevant information is printed on the back of visitors' badges.

4.5. Governors are notified at least termly of any health and safety issues, including any audit results.

5. Monitoring

- 5.1. The Governing Body will ensure that regular reports are provided by the Headteacher, including audit results and reports of incidents and near misses, and that any necessary alterations to working practices and procedures are implemented.
- 5.2. The Headteacher will periodically review the incidence of recorded accidents. Any identifiable trends will be considered, as necessary.
- 5.3. The Headteacher will consider each individual recorded accident and near miss in relation to its implications to Lokrum Fields as a whole.
- 5.4. The Headteacher and Governing Body will ensure that all reasonable inspection facilities and information are provided on request to inspectors of the Health and Safety Executive (HSE) and any other bona fide health and safety officials.
- 5.5. Staff should report any Health and Safety concerns using the Health and Safety Concern Reporting form. Urgent concerns should also be reported verbally to the Headteacher or Office Manager at the earliest opportunity. The outcome and resolution of a matter will be recorded and reported, as necessary.
- 5.6. Students and visitors should report Health and Safety concerns to a member of staff, who will follow the above procedure. The outcome and resolution of a matter will be recorded and reported, as necessary.

6. Risk assessments

- 6.1. Risk assessments are carried out in accordance with the Risk Assessment Policy.
- 6.2. Risk Assessments are stored on the school network, disseminated as necessary and reviewed at suitable intervals, annually as a minimum.
- 6.3. Any member of staff may discuss with the Headteacher or Educational Visits Co-ordinator the details of a risk assessment.
- 6.4. The Educational Visits Co-ordinator oversees this process for every trip off school premises and keeps records.

7. Control of substances hazardous to health

- 7.1. Wherever possible, less hazardous alternative substances are purchased and used.
- 7.2. Where no less hazardous alternative substances are available, COSHH regulations are strictly followed.
- 7.3. Sheets relating to these substances are retained appropriately, as is the list of COSHH substances and their application within the premises.
- 7.4. The Office Manager maintains the COSHH file and is responsible for the safe storage of COSHH products.
- 7.5. The Office Manager provides instructions to staff on identifying COSHH materials and labelling decanted substances.

- 7.6. The Office Manager provides risk assessments for tasks using the most hazardous substances.
- 7.7. There are separate regulations which apply to Science Laboratories. These regulations are complied with.

8. Reporting defects

- 8.1. Staff should report any problems or defects concerning Health & Safety matters using the Health and Safety Concern Reporting form. Problems or defects which pose an immediate risk should also be reported verbally to the Headteacher or Office Manager at the earliest opportunity.
- 8.2. If a member of staff finds something on Lokrum Fields premises which they feel may pose a health and safety problem and think they are competent to resolve it in a safe manner, they are permitted to do so unless it involves complicated equipment, the electricity supply, the water supply, oil, heavy or dangerous machinery, or working at heights above that which they can safely reach from the step stool provided. Staff should then use the above form to report any issues that they do not feel able to resolve, have resolved temporarily, or feel need to be reviewed by someone else.
- 8.3. All defective items which pose a threat to Health & Safety are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.
- 8.4. A School Safety Audit will be organised by the Office Manager at least termly. Staff will be expected to contribute to the sections for which they have responsibility. Any defects or problems will be addressed at the earliest opportunity.
- 8.5. The Headteacher reports to the Governing Body on Health & Safety matters at least termly and any significant recent defects identified, and outstanding work are discussed.

9. Accident reporting, recording and investigation

- 9.1. All accidents and injuries that occur at or in relation to Lokrum Fields should be notified to the Office Manager who will record the information on ScholarPack. The record should include the date and time of the incident, the nature of any injury, the location of the incident, how the accident occurred, any remedial action taken and, for serious incidents, the names of witnesses.
- 9.2. Where necessary, parents or other persons should be notified of the accident.
- 9.3. If members of the public are involved, names and addresses should be taken (including any witnesses) and stored securely by the Office Manager.
- 9.4. Serious accidents will be reported to the Senior Leadership Team and immediate action will be taken to ensure the location of the accident is still safe to use.
- 9.5. The Headteacher will investigate any serious accident.

- 9.6. Accident reports and investigation records will be kept for 3 years if the record is in relation to an adult.
- 9.7. Accident reports and investigation records relating to any serious incidents affecting students will be kept until the student reaches age 21.

10. Building repairs and contractors

- 10.1. Contractors are chosen according to the job and their expertise/price.
- 10.2. The Office Manager will check the relevant qualifications and insurances of contractors.
- 10.3. Work will ordinarily be arranged when students are not present in school. Where this is not feasible, contractors and students are segregated as far as possible.
- 10.4. The office staff will arrange supervision of contractors if they are going to be working near students e.g. going into bathrooms to take water temperatures.
- 10.5. Contractors are expected to report to the office and sign in on arrival at site and if necessary, consult with the Headteacher regarding working arrangements.
- 10.6. The latest asbestos report will be shown to contractors prior to work commencing, in the event of there being any possibility of the work being in area affected by asbestos. Contractors must confirm that they have seen the relevant sections of the asbestos register and are appropriately equipped to work with asbestos as relevant. The Office Manager will retain a copy of this confirmation.

11. Personal Protective Equipment

- 11.1. Personal Protective Equipment (PPE) is provided free of charge for employees where it has been identified as being necessary through risk assessment.
- 11.2. Lokrum Fields expects guidelines relating to the correct use of PPE to be observed by staff.
- 11.3. Staff who are responsible for the subject or work area should ensure compliance amongst their colleagues and students.
- 11.4. Staff are expected to wear appropriate clothing and footwear for the safe performance of their duties.
- 11.5. Staff are expected to check the equipment and notify the Office Manager immediately of defective equipment.

12. Cleaning and waste disposal

- 12.1. Cleaning staff maintain the teaching rooms and other areas of the building in a tidy and hygienic state.
- 12.2. Cleaning staff ensure that waste is regularly taken to the outside bins, which are kept away from the building.
- 12.3. Signs are clearly displayed identifying wet floors.

- 12.4. Obsolete computers and other ICT equipment are collected by a reputable recycling company.

13. Outdoor areas

- 13.1. The Office Manager carries out daily visual inspections of the gardens and paddock.
- 13.2. Gardeners are employed to cut the grass and leaves will be regularly cleared to avoid slippage.
- 13.3. Smoking is not allowed anywhere on Lokrum Fields site including the car parks and Lokrum Fields frontage. Signage is provided in accordance with regulations.
- 13.4. Doors, paths, and parking areas are appropriately illuminated.

14. Vehicles on site

- 14.1. Vehicles on site are limited to 10mph.
- 14.2. Vehicles on site are parked at the owner's risk.
- 14.3. Employees who expect to remain on site until at least 2.30pm are asked to park on the car park at the rear of the property. The security gates are locked between the hours of 9.30am and 2.30pm.
- 14.4. Visitors and employees who need to leave the site before 2.30pm may park in the spaces at the front of the property.
- 14.5. Deliveries are asked to avoid the beginning and end of the day and stop at the front of the building to avoid congestion.
- 14.6. There are taxis and parents' cars bringing students to Lokrum Fields each day. Drivers and Passenger Assistants are encouraged to be patient and courteous at all times.
- 14.7. Drop-off and collection times are well supervised by staff and drivers are expected to follow all reasonable instructions.
- 14.8. School Transport are appropriately informed of parking arrangements and individual transport arrangements are communicated to transport services as part of the student induction. Reminders and specific instructions are provided periodically.

15. Adverse weather conditions

- 15.1. The Office Manager ensures that any outside areas which are likely to be dangerous due to frost, ice or snow are salted and/or cleared appropriately.
- 15.2. It is unlikely that Lokrum Fields will be open following heavy overnight snow. Minibus firms, Passenger Assistants and parents are advised not to attempt the journey to school in severe snow conditions.
- 15.3. In the event that Lokrum Fields is closed as a result of bad weather:
 - 15.3.1. Hereford & Worcester radio station is contacted.
 - 15.3.2. Transport contractors and the Local Authority Transport Team are notified.

- 15.3.3. A text or email is sent to parents.
- 15.3.4. A notice is displayed on the Lokrum Fields website.

16. Fire precautions

- 16.1. The Office Manager is responsible for ensuring a Fire Risk Assessment is carried out annually and fire and lockdown procedures are kept up to date. Copies of these procedures are held by the Headteacher, Chair of Governors, and School Office.
- 16.2. The Office Manager is responsible for ensuring that all rear doors are opened each morning and closed again without engaging the security bolts, to ensure that the bolts do not fail to release in the event of a fire.
- 16.3. The Office Manager has responsibility for the arrangements for fire practices (at least termly), alarms, appliances, and fire prevention in conjunction with the Headteacher.
- 16.4. During a fire practice, Lokrum Fields may:
 - 16.4.1. Ask certain members of staff (or Fire Marshalls) not to take part in the drill and instead observe.
 - 16.4.2. Ask a random member of staff to set off the nearest alarm without being shown which is closest in order to assess their knowledge of alarm call point locations and how to activate them.
 - 16.4.3. Carry out certain drills under the assumption that one of the escape routes is blocked in order to assess staff and students' knowledge of routes that they would not normally use.
- 16.5. The fire alarm is checked on a weekly basis at a time when students are offsite.
- 16.6. During the first week of term or as soon as practicable thereafter, all new entrants whether students or staff, will be conducted around the primary escape routes of Lokrum Fields. They will also receive instruction on the fire evacuation routine. Students and staff will be supervised at all times until they have received appropriate information about fire evacuation.
- 16.7. Visitors during school hours who have not been authorised to be unsupervised on our premises will be accompanied by a member of staff familiar with these procedures.
- 16.8. Visitors who have completed safeguarding checks and have been authorised to be unsupervised will be informed of the fire and lockdown procedures before being unsupervised.
- 16.9. Appropriate fire safety information will be shared with visitors at the start of any school event.
- 16.10. Contractors are provided with fire and lockdown procedures when they begin work. In the event of any maintenance requiring 'hot work', the contractor will be required to complete the relevant paperwork in advance and signage will be provided.

- 16.11. Fire and lockdown procedures will be revised from time-to-time following discussions with visiting inspectors.
- 16.12. All members of staff shall receive appropriate training, taking into the account the areas which each member of staff is expected to be responsible for in the event of any emergency.
- 16.13. Training in the use of fire appliances will be available periodically. All staff will complete an online training module annually and receive two periods of verbal instructions, including how to call the Fire Service, given by a competent and suitably trained person in a 12-month period. In the case of newly engaged staff, instruction shall be given as soon as possible after appointment.
- 16.14. The 'Fire Book' contains records of training, fire practices, equipment inspections, alarm tests, and fire drills, and is maintained by Lokrum Fields. The records, which may be held electronically, include the following:
 - 16.14.1. Date of the instruction, inspection, test, or fire drill
 - 16.14.2. Duration
 - 16.14.3. Name of person giving the instruction or completing the test
 - 16.14.4. Names of persons receiving instruction
 - 16.14.5. Nature of instruction, inspection, test, or fire drill.
- 16.15. To aid rollcall, staff leaving the premises with students will be expected to sign in and out. Visitors and contractors are similarly required to sign in and out.
- 16.16. A competent contractor checks the emergency lighting and fire alarm system regularly.
- 16.17. A competent contractor will inspect and maintain the fire extinguishers in school regularly.
- 16.18. Designated fire exits and evacuation routes are never obstructed.
- 16.19. Any paper displays on the walls of evacuation routes are contained behind glass in frames.

17. Lockdown Precautions

- 17.1. During the first week of term or as soon as practicable thereafter, all new entrants whether students or staff, will receive instruction on the Lokrum Fields lockdown procedures (Appendix 2). Students and staff will be supervised at all times until they have received appropriate information about lockdown procedures.
- 17.2. Lockdown drills are completed at least annually to ensure that all persons are familiar with the routines.
- 17.3. Where appropriate, an individual risk assessment is completed for students to establish any additional precautions to be taken in the event of a lockdown.

- 17.4. Appropriate lockdown procedure information will be shared with visitors at the start of any school event.

18. Electricity

- 18.1. Hardwiring checks are carried out every 5 years.
- 18.2. Lokrum Fields arranges for a contractor to carry out and record the portable appliance testing (PAT) of all equipment on an annual basis. PAT labels are not used.
- 18.3. Any defective items are removed from site.
- 18.4. The Office Manager keeps a copy of the PAT register.
- 18.5. If the premises are let out, hirers may only use their own electrical equipment if it has been PAT tested within the previous twelve months.

19. Machinery

- 19.1. Lokrum Fields will follow guidelines as appropriate regarding arrangements for guarding, inspection, adjustment, and repair of machines and for other items across school e.g. the kitchen.
- 19.2. Exercise machines are checked annually by a competent person.
- 19.3. The boiler is subject to an on-going maintenance contract.
- 19.4. The intruder alarm is regularly serviced and supported.

20. PE Equipment

- 20.1. Appropriately trained staff set out the PE equipment in an appropriate and safe manner.
- 20.2. All equipment is risk assessed by appropriately trained staff prior to the beginning of the lesson.
- 20.3. The safe use of the equipment in accordance with the Association for Physical Education (AfPE) guidance on the safe use of the equipment published 2012 is followed.

21. Working at height

- 21.1. The Office Manager has received training on the use of ladders and working at height and is aware of the safety aspects.
- 21.2. Risk assessments are available.
- 21.3. It is advised not to use ladders during school time.

22. Infection control

- 22.1. Staff notify the Office Manager of any observations of possible infectious diseases in students or if they have any concerns themselves about exposure to the same.
- 22.2. The Office Manager has access to current guidance online and the Health Protection Agency's Department of Infection Control helpline.

- 22.3. Precautions against infection by blood borne diseases should be taken whenever it becomes necessary to deal with any body fluids, including blood, urine, and vomit. A spillage kit will be available.
- 22.4. Disposable gloves and disposable aprons are to be worn by all staff having to deal with spillages of body fluids.
- 22.5. In the event of an epidemic or pandemic, a risk assessment is carried out and appropriate control measures are implemented to protect staff, students, and visitors. Where applicable, government advice is followed.

23. Security

- 23.1. All visitors to Lokrum Fields are required to sign in and present photo ID on arrival.
- 23.2. Visitors who have not undergone the relevant safeguarding checks are given a red badge upon arrival and are required to remain in the entrance hall unless accompanied by a member of staff. Visitors for whom safeguarding checks have been completed are given a yellow badge and are permitted to be on the site unsupervised.
- 23.3. In the event of any incidents of verbal and physical violence by a visitor, staff should contact a member of the Senior Leadership Team. The police will be involved if necessary and the relevant visitor will be escorted from the premises at the discretion of the Headteacher.
- 23.4. At the end of their working day, staff are expected to close the windows and lock all external doors in the room in which they have been working.
- 23.5. At the end of their working day, the Office Manager or, in their absence, the Headteacher, will check that all lights are turned off, all external doors are locked, and all windows are closed in the rooms where no staff are still working, and will shut and lock the entrance gates.
- 23.6. The last person to leave the site will activate the intruder alarm and shut and lock the exit gates.
- 23.7. Lone working is authorised for all keyholders.
- 23.8. The Headteacher and Proprietor may authorise lone working for other staff on an ad-hoc basis provided appropriate safety precautions are taken.
- 23.9. Lone workers are expected to take appropriate measures to ensure their personal safety, including carrying a mobile phone at all times and complying with personal safety training.
- 23.10. Staff entering Lokrum Fields premises at weekends or during the holidays should notify the Office Manager or the other persons on site on arrival and departure.

24. Stress and staff wellbeing

- 24.1. Staff are invited to consult at an early stage with the Headteacher or Wider Ambition HR if they feel under undue pressure arising from their work or other circumstances.

- 24.2. Staff who are pregnant are required to notify the Headteacher as soon as possible in order that a risk assessment can be carried out and any necessary changes put in place for the wellbeing of the staff member. A room will be made available if requested for breastfeeding.
- 24.3. Staff normally spend break and lunchtimes with students however a selection of rooms are available for staff to take breaks when needed.
- 24.4. From time to time, training sessions on stress and related matters will be offered.
- 24.5. Staff are expected to use reasonable endeavours to follow a healthy lifestyle and to find a manageable balance between their work, other commitments, and relaxation time.
- 24.6. Staff are expected to avoid putting unreasonable pressure on any parties associated with Wider Ambition, including themselves. Staff are expected to support each other by taking on additional tasks as necessary, by delegating where appropriate and by being sensitive to each other's needs, preferences, and competencies.
- 24.7. Staff are expected to appropriately apply to themselves the skills which they observe, learn and use at Lokrum Fields, including skills relating to executive functioning, time management, social communication, self-awareness, self-regulation and sensory needs, to develop their own wellbeing and effectiveness.

25. Computers and Display Screen Equipment (DSE)

- 25.1. All staff who are classed as DSE users, including teachers with laptops, are trained in their safe use. This will be undertaken by all relevant staff as part of their induction. Refresher training will be undertaken every 3 years.
- 25.2. DSE self-assessments for all staff members using display screen equipment, including laptops, are completed and reviewed at least every 3 years or sooner if changes to equipment or location occur.

Appendix 1: Fire Procedure

1. Alarm Operation

- 1.1. Any member of staff discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.
- 1.2. Fire alarm call points are located on all external doors and at the top of the staircase.
- 1.3. Any student discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point or inform a member of staff.

2. Calling the Fire Service

- 2.1. The Office Manager is responsible for contacting the fire service in the event of any outbreak of fire or suspected fire, no matter how small.
- 2.2. In the absence of the Office Manager, this is the responsibility of the Headteacher.

3. Evacuation

- 3.1. On hearing the fire alarm, students will be instructed to leave the building in single file and in a calm, orderly manner.
- 3.2. Teaching staff will indicate the exit route to be used and staff will direct everyone to the Assembly Point on the paddock at the rear of the main building.
- 3.3. No running is permitted during an evacuation, to avoid panic.
- 3.4. Persons descending the staircase must do so in single file. Overtaking of classes or individuals is not permitted.
- 3.5. The trained Fire Marshall will wear a fluorescent jacket for identification by staff and emergency services.
- 3.6. No person will be allowed to re-enter the building until told to do so by the fire service in attendance, or, in the case of a fire evacuation drill, the Fire Marshall.
- 3.7. The Office Manager will evacuate to the rear of the premises with the gate keys, visitor and signing in books, and registers. They will give the visitor and signing in books and registers to the Headteacher, before unlocking the gates and going to the front of the premises to meet the fire service.

4. Assembly

- 4.1. The Assembly Point is the grassed area behind the paddock fence, between the carpark and the stables.

5. Roll Call

- 5.1. The Fire Marshall is responsible for ensuring that a roll call is conducted in the event of evacuation of the premises. In the absence of the Fire Marshall, responsibility is delegated to the Headteacher.

Appendix 1: Fire Procedure

- 5.2. When all classes have assembled at the assembly point, each class teacher will take a roll which is checked against attendance registers, to ascertain that no one remains in the premises.
- 5.3. Any visitors or contractors in the premises at that time will be included in the roll call using the visitors' book.
- 5.4. The Office Manager prints a copy of attendance registers at 9.45 each morning which are brought to the assembly point when the alarm sounds, alongside the visitors' book and records of staff and students who have signed in or out since printing.
- 5.5. Class teachers report to the Fire Marshall to verify that everyone in their charge is accounted for or to inform them of any persons missing.

6. Firefighting

- 6.1. Only those persons who have received appropriate training should attempt to fight a small fire using portable fire extinguishers.
- 6.2. Any attempt to fight the fire must always be secondary to life safety.
- 6.3. Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises.

7. Meeting the Fire Service

- 7.1. The Fire Marshall will identify themselves to the fire service officer in charge on their arrival in order to give them information which will assist in their operations.
- 7.2. Typical information the fire service will want to know:
 - 7.2.1. Is everyone accounted for?
 - 7.2.2. If anyone is missing: How many people? What is their usual location? Where were they last seen?
 - 7.2.3. Where is the fire? What is on fire? (It may not be apparent.)
 - 7.2.4. Where is the Fire Alarm Indicator Panel located? Which zone(s) are showing 'FIRE'?
 - 7.2.5. Are there any hazardous substances involved in the fire or stored in the building? (i.e. Chemicals, Solvents, Liquefied Petroleum Gas or Acetylene Cylinders etc).

Appendix 2: Lockdown Procedure



1. Raising the Alarm

- 1.1. In the event of any external or internal incident which the Headteacher (or suitable deputy) deems has the potential to pose a significant threat to the safety and wellbeing of students, staff and visitors, the alarm will be raised and lockdown procedure initiated.
- 1.2. The signal to commence the lockdown procedure will be sent to staff laptops and mobile phones via the internal messaging system, indicating whether a partial or full lockdown is to be implemented. A gong will be rung to alert staff and students who are outside the building. This will not be used where doing so may increase the risk of harm to staff, students, or visitors.
- 1.3. During a lockdown, staff will communicate using their laptops and mobile phones where appropriate.

2. Partial Lockdown

- 2.1. A partial lockdown may be implemented in the following circumstances:
 - 2.1.1. There is a local risk of serious air pollution.
 - 2.1.2. There is a civil disturbance in the local community which has the potential to pose a risk to the occupants of Lokrum Fields.
 - 2.1.3. Where a local weather warning advises people to stay inside.
 - 2.1.4. Any other circumstances in which the headteacher deems it appropriate.
- 2.2. As soon as the alarm has been raised, staff will instruct students and visitors who are outside to return to the main building and all students will be instructed to go to their teaching rooms. Visitors will be instructed to gather in the kitchen.
- 2.3. Once all staff, students, and visitors are inside, staff will shut and lock all external doors and windows.
- 2.4. Staff will take registers and notify the Office Manager of any missing persons. Where appropriate, a search will be conducted.
- 2.5. During a partial lockdown, normal routines inside the building will be maintained as far as possible while reducing movement around the building, in an effort to minimise the impact on student wellbeing.
- 2.6. The Headteacher will undertake an ongoing dynamic risk assessment to decide the best way to move forward until the all-clear notification.
- 2.7. In the event that the building should be evacuated, the fire alarm will sound.
- 2.8. In the event that it becomes unsafe to remain on the premises, staff, students, and visitors will be transported to the Wider Plan office or another suitable safe place.
- 2.9. Where appropriate, the Headteacher will communicate with the emergency services.

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- 2.10. An all-clear notification will be sent to staff laptops and mobile phones via the internal messaging system when the Headteacher is satisfied that there is no longer a significant threat to the safety and wellbeing of students, staff, and visitors.
- 2.11. In the event that a partial lockdown needs to become a full lockdown, a notification will be sent to staff laptops and mobile phones via the internal messaging system.

3. Full Lockdown

- 3.1. A full lockdown may be implemented in the following circumstances:
 - 3.1.1. There is an intruder on the premises.
 - 3.1.2. There is a major fire in the vicinity of Lokrum Fields.
 - 3.1.3. The close proximity of a dangerous dog or other animal roaming loose.
 - 3.1.4. Any other circumstances in which the headteacher deems it appropriate.
- 3.2. As soon as the alarm has been raised, staff will instruct students and visitors who are outside to return inside and all students and visitors will be instructed to go to the appropriate place of safety. Visitors may be distributed around the classrooms to prevent overcrowding.
- 3.3. Once all staff, students, and visitors are inside, staff will shut and lock all external doors and windows and shut all internal doors.
- 3.4. Staff will take registers and notify the Office Manager of any missing persons. Where appropriate, a search will be conducted.
- 3.5. If staff, students, or visitors remain outside the main building, they will take shelter in the nearest available outbuilding, maintaining contact with the Office Manager via the internal messaging system.
- 3.6. The teaching staff are responsible for the students in their classes.
- 3.7. Once all students have been accounted for, staff will:
 - 3.7.1. Block access points by moving furniture to obstruct doorways
 - 3.7.2. Close all blinds
 - 3.7.3. Turn off all lights and monitors expressing light.
 - 3.7.4. Instruct all students to sit on the floor, either under a table and/or against a wall.
 - 3.7.5. Ensure all persons stay out of sight, away from windows and doors.
 - 3.7.6. Instruct all persons to stay as quiet as possible.
- 3.8. All staff, students, and visitors are made aware of the two nearest external doors for use in the event that a hostile intruder manages to gain access to the room.
- 3.9. In the event that a person is taken hostage on the premises, the site will be evacuated.
- 3.10. The Headteacher will undertake an ongoing dynamic risk assessment to decide the best way to move forward until the all-clear notification.
- 3.11. In the event that it becomes necessary to evacuate the main building, the fire alarm will sound.

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- 3.12. In the event that it becomes unsafe to remain on the premises, staff, students, and visitors will be transported to the Wider Plan office or another suitable safe place.
- 3.13. In the event of a full lockdown, the Headteacher will communicate with the emergency services and follow their directions.
- 3.14. An all-clear notification will be sent to staff laptops and mobile phones via the internal messaging system when the Headteacher is satisfied that there is no longer a significant threat to the safety and wellbeing of students, staff, and visitors.
4. If a lockdown is implemented when the side gates are unlocked, it may be appropriate for a member of staff to lock them to minimise access points to the site.
5. All students' parents will be contacted by Wider Plan staff as soon as is practicable. The Wider Plan customer services phone number will be distributed to parents for them to use to contact Lokrum Fields without blocking the phone line.

Appendix 3: Lockdown Procedure

