



Statement of Health and Safety Policy

Carbeile Junior School:-

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the school's activities.
2. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with its activities.
3. Will seek to ensure that its legal duties and policy objectives are complied with at all times.
4. Will ensure that all foreseeable risks associated with the school's activities are identified and removed or controlled through a process of risk assessment and management.
5. Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
6. Will seek to inform pupils' parents or guardian of any health, safety or welfare issues relevant to their child or children.
7. Have detailed the arrangements for health safety and welfare in the Organisation and Arrangements associated with this policy statement.
8. Will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than July 2023

Approved and adopted by:

Mrs S Morton
Chair of Governors

Mr P Hamlyn
Headteacher

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the school's policies and procedures for ensuring health safety and welfare and to conduct their duties in accordance with them.

[See Appendix 1](#)

The employer

The employer in this school is Cornwall Council. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health safety and welfare of pupils, staff, visitors and contractors.

Governors

The governors are responsible for ensuring that mechanisms and procedures are in place for health safety and welfare. The governors will receive regular reports to enable them, in collaboration with the Headteacher, to prioritise resources for health safety and welfare issues.

The Governors have appointed a Safety Governor to receive information, monitor the implementation of policies, procedure and decisions and feed back to the Governing Body on health, safety and welfare issues.

The Health & Safety Governor is Mrs V Shaw

Headteacher

The Headteacher has responsibility for:-

- Day-to-day management of all health safety and welfare matters in the school in accordance with the Statement of Safety Policy;
- Ensuring that regular health safety and welfare inspections are carried out;
- Ensuring that the H&S Officer submits health safety and welfare reports to the Governors and the employer;
- Ensuring that action is taken on health safety and welfare issues;
- Passing on information received on health safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- Attending Business Committee meetings;
- Identifying and facilitating employee training needs;
- Liaising with governors, the employer and/or the Local Authority on policy issues and any problems in implementing the Safety Policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health safety and welfare matters;
- Ensuring that any contractor appointed to deliver services or carry out work is competent to do so;
- Monitoring contractors to ensure that the Health and Safety Policy is complied with;
- Take action where any contractor is found to be working in a manner which is considered to be unsafe.

In the Headteacher's absence the above responsibilities will be delegated to the Deputy Headteacher.

Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff. In this school the following functions have been delegated to:-

The Headteacher is Mr P Hamlyn

The Deputy Headteacher is Mrs C Sales

Function	Delegated to
Day to day health safety and welfare management	Mrs T Cullerton (H&S Officer)
Regular inspections	Site Manager
Accident Investigation	H&S Officer
Chairing Business Committee	Mr A Gordon (Chair of Business)
Employee training needs	H&S Officer
Contractor management	H&S Officer/Site Manager

Competent Health and Safety Advice

The school recognises that it must have access to competent health and safety advice. The school's competent advisors are

The Health, Safety and Wellbeing Services Team, Cornwall Council

Senior Leadership and H&S Officer

Senior management and the H&S Officer have responsibilities for:-

- Day-to-day management of health safety and welfare in accordance with the Health and Safety Policy;
- Drawing up and reviewing departmental procedures regularly;
- Ensuring that suitable risk assessments have been carried out for all activities where there is a significant risk;
- Carrying out regular inspections and making reports to the Headteacher;
- Ensuring action is taken on health safety and welfare issues;
- Arranging for employee training, information and instruction;
- Passing on health safety and welfare information received to appropriate people;
- Acting on reports from employees, the Headteacher; the Governors and the Local Education Authority.

All Employees

All employees have a general responsibility, as far as reasonably practical, to ensure the health safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular employees have a responsibility for:-

- Checking that classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used when needed;
- Participating in inspections and the Business Committee if appropriate;

- Bringing problems to the relevant manager's attention.

In addition all employees have a responsibility to co-operate with the employer on matters of health and safety.

Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school's policies and procedures for health safety and welfare and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified employee.

A Visitor, Volunteers & Contractors booklet is available from Reception.

Organisation and Arrangements for Health Safety and Welfare.

The following pages contain the specific arrangements and organisational details for ensuring that the school's Health and Safety Policy is fulfilled.

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1. Arrangements for the Supervision of Pupils

Opening Times

The school will be open from:-

08.30

And will close to pupils at:-

15.15

On weekdays during term time.

Between these times supervision will be provided. Pupils will not be allowed on site outside of these times.

Supervision arrangements

The following arrangements are in place:-

- There will be 2 members of SLT, whenever possible, monitoring activity on the school drive, at the beginning of the school day.
- There will be a member of site staff, whenever possible, monitoring traffic on the school drive from 8.30 – 8.50am.
- 2 Teachers/HLTAs in the front and back playgrounds during morning break time (10.45 – 11.00).
- 3 Lunchtime Supervisors in the back playground and 3 in the front during lunch times (12.15–13.15). In addition there will be 2 lunchtime supervisors in the dining hall.
- Teachers will wait in the school playground with pupils at the end of the school day until they are collected. Parents/carers are required to give written consent for pupils to walk home unsupervised.
- There will be 2 members of SLT, whenever possible, monitoring activity on the school drive, at the end of the school day.
- An additional member of staff will monitor general activity on the drive immediately after school for 10 minutes.
- Only areas being used for supervised clubs/activities can be accessed by pupils outside of the school day.

Parents are regularly reminded that pupils will not be supervised by staff outside of the school day (08.30 – 15.15) unless they are attending an organised activity.

After School Lettings

Unless specifically agreed in the Letting Agreement the school does not provide supervision for any groups using its facilities as part of a letting/hiring arrangement.

Hair & Jewellery

Staff should be aware of the following rules for pupils:

- Long hair should be tied back with appropriate, discrete hair bands
- Nail polish and make up is not acceptable for primary age pupils
- For reasons of Health and Safety it is important that no jewellery is worn during P.E.
- Earrings are permitted but must be small studs
- Bracelets, necklaces and rings are not safe to be worn in school by pupils and are not permissible other than for genuine religious or health reasons

2. First Aid

Assessment of Needs

An assessment of first aid needs has been carried out and has identified that the following numbers of trained staff is a required minimum:-

- First Aid at Work (2)
- Emergency Paediatric First Aid – 1 Day (8)
- Emergency Paediatric First Aid – 1 Day (8)

First Aid Officer

The H&S Officer, Reception staff & Lunchtime cover are responsible for overseeing the arrangements for first aid within the school. The First Aid Coordinator's duties include ensuring that:-

- First Aid equipment is available at strategic points in the school
 - Reception, Kitchens & Trip Kits
- A sufficient number of personnel are trained in first aid procedures
 - [See Appendix 2](#)
- First Aid qualifications are, and remain, current.

The H&S Officer will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

First Aiders

In the first instance, reception will provide first aid treatment for anyone injured on site during the school day. Qualified personnel listed in Appendix 2 will provide, as appropriate, first aid cover for:-

- Trips and visits
- Extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents' evenings, school organised fund raising events etc.)

First aid cover is not provided for:-

- Contractors
- Events organised by third parties (fetes, evening clubs, etc.)

First Aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section).

Treatment of Injuries

The school will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations the first aider will call (or instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action the first aider will be expected to consult with the **Health Service Helpline on 111**

And, in the case of pupil injuries, with the parents or legal guardian.

Suspected Head, Neck and Spinal Injuries to Pupils

In the event of a suspected head, neck or spinal injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupil's parent/guardian is contacted and informed of the injury.

The attending first aider, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact the Health Service Helpline for advice or phone for an ambulance as appropriate.

*Bumped Head Policy introduced June 2019

Other Significant Injuries

Any other serious injury will be notified to the parents/guardians by the quickest means possible (normally by phone).

In addition to the procedures above the school will notify parents/guardians of any other significant injury by way of:-

- Follow-up form
- A further phone call if applicable

Records of notification by telephone to parent/guardians will be kept in the accident book by the person who dealt with the case. Copies of written notification are held in Reception.

Escorting Pupils to Hospital

When it is necessary for a pupil to be taken to hospital they will be accompanied by a member of staff – unless the pupil's parent/guardian is in attendance.

The member of staff will stay with the pupil until a parent/guardian arrives and responsibility is transferred.

Communication with Parents/Carers

*Each accident/injury is assessed on a case-by-case basis regarding contact with a parent/carer. This might be as a phone call or text.

With regards to illness or reoccurring complaints by a child, first aiders will liaise with teachers and/or the SENDCO as well as calling home on an advisory basis.

3. Pupils with Medical Conditions

Carbeile Junior School recognises that it has a responsibility to support pupils with medical conditions. The school follows the Department for Education's guidance on managing medical conditions in schools and early years settings: -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf

Responsible Person

The Headteacher is responsible for ensuring that the arrangements below are effectively implemented and maintained.

Medicine in School

Medicines will only be administered at Carbeile Junior School when it would be detrimental to a pupil's health not to do so. The school will store and dispense medication to pupils as long as:-

- It is prescription medication which has been prescribed by a medical practitioner with written instructions for its use; or
- It is non-prescription medication which has been supplied by the parent/guardian with written instructions for its use; and
- Written parental consent has been given.

The school does not keep or dispense any other medication other than a salbutamol inhaler for use with the emergency asthma kit (see below).

Medication brought into school must be clearly labelled with the pupil's name, dosage, method of administration and be in-date.

Medication will be available to identified pupils at all times of the school day in accordance with dispensing instructions.

The school will not store medication on a continual basis if it is not required regularly.

Self-Management of Medication

This school does not allow pupils to carry or manage their own medication unless it is an asthma inhaler that is registered on the school's register. All inhalers must be kept in the pupil's classroom in a red bag.

Emergency Asthma Kits

This school's procedures for managing the use of the emergency asthma kit is based on Department of Health guidance:-

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/350640/guidance_on_use_of_emergency_inhalers_in_schools_September_2014_3.pdf

Staff authorised to dispense this medication have read the above guidance and have been given instruction in the recognition of the symptoms of an asthma attack and the appropriate procedures to follow.

The emergency inhaler contains Salbutamol and will only be available to pupils who have been

- diagnosed with asthma and prescribed an inhaler OR
- prescribed an inhaler as reliever medication.

In addition parental consent **must** be obtained for use of the emergency inhaler.

The school keeps a register of pupils who have been diagnosed with asthma or prescribed a reliever inhaler.

The emergency asthma kit will be stored and managed in the same way as any other prescription medication following the procedures above.

Storage of Medicine

Medicines will be securely stored in Reception and signed in in the medicine log.

Any medicine given out or administered must be recorded in the Medicines Log.

Medicines can only be given out by Office Staff, H&S Officer or lunch time 1st Aider.

Asthma inhalers must be kept in a pupil's classroom in the red bag.

Facilities for Medical Procedures

Reception is used for medications and medical treatments to be administered.

Training

The Headteacher will ensure that sufficient staff are suitably trained in the administration of medication and support of pupils medical needs.

The H&S Officer will keep a record of all medical needs training.

Sharing of Information

The Headteacher, SENCo or H&S Officer/Receptionist will ensure that relevant staff are made aware of any pupil's medical condition. This information will include, where appropriate:-

- Medical condition
- Side effects of medication
- Signs and symptoms
- Modifications and allowances
- Emergency actions

The Headteacher, SENCo or H&S Officer/Receptionist will also ensure that relevant information is shared with cover staff etc.

Individual Healthcare Plans

The SENCO will work with (or identify an appropriate member of staff to work with) healthcare professionals and parent/carers to establish an effective healthcare plans where appropriate.

Healthcare plans will be reviewed if there is reason to suspect that the plan is no longer appropriate and at least annually. A healthcare plan review can be initiated by the school, healthcare professional or the parents/carers.

Risk Assessment

In addition to the healthcare plan the school will carry out individual risk assessments for any pupil where the pupil's medical condition introduce new risks to an activity or increase existing risks. This will include (but may not be limited to) individual risk assessments for off-site activities, sporting activities and practical lessons.

Risk assessment for off-site activities, in particular, will include consideration of:-

- Access to medication
- Appropriate storage of medication
- Staff training in administration of medication
- Emergency procedures

Unacceptable practice

To prevent unacceptable practice a responsible person will ensure that:

- Pupils have access to their medication at all times during the school day or during educational activities off-site.
- Healthcare plans reflect the needs of the pupil and take into account the views of parents/carers and advice of healthcare professionals
- Every effort is made to ensure that pupils with medical conditions are able to stay in school for normal school activities (including lunch) unless there is a specific reason detailed in their healthcare plan not to do so.
- If the pupil becomes ill; ensure that he/she is accompanied to the school office by an appropriate person.
- Pupils with medical conditions are not penalised in their attendance record if their absences are related to their medical condition, hospital appointments, etc.
- Toilet, food and drink breaks are provided where necessary in order to manage a pupil's medical condition.
- Arrangements for administering medication do not include the need for parent/carers to attend school.
- Every effort is made to ensure that pupils with medical conditions are able to take part in every aspect of school life including off-site activities, sporting events and practical lessons.

Complaints

Parents/carers are encouraged to contact the Headteacher or SENCO in the first instance if they are concerned or dissatisfied in any way with the support provided by the school for a pupil with medical conditions.

If concerns cannot be resolved in this manner; parents/carers can follow the school's complaint procedure.

4. Accidents/Incidents

Reporting Officers

The following members of staff have access and authority to report accidents and incidents:

Headteacher, Deputy Headteacher, H&S Officer & Receptionist

Staff are required to report all accidents/incidents to a reporting officer within a reasonable timescale.

Pupils are required to report all accidents/incidents to a member of staff.

The Reporting Officer will record incidents using the systems below.

Accident/Incident Reporting Systems

This school records all significant accidents and incidents using AssessNet. A significant accident is:-

Any incident resulting in an injury to a member of staff

Any incident resulting in an injury to a visiting member of the public

Any incident resulting in an injury to a contractor on the school site

Any incident resulting in an injury to a pupil which was (or might be) due to

- The condition or layout of the premises or facilities
- The condition of any equipment in use
- The level (or lack) of supervision
- The level or quality instruction or training provided

Any "Dangerous Occurrence" as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)

Any "Occupational Disease" as listed in RIDDOR.

Further guidance on what should be reported is available through the Online System or the School Messenger website.

Where the description of the accident/incident meets the criteria set out in RIDDOR a report will be sent to the Health and Safety Executive.

Any minor accident/incident which does not meet the above criteria will be recorded on a simple "Day-Log" which will be kept in the school.

Near Misses

Where an incident occurs which could have resulted in injury – but didn't – a record will be kept in a Near Miss Log.

The Near Miss Log is kept in Reception.

The Near Miss Log will be reviewed periodically by the Health & Safety Officer in order to identify any areas of concern which may require attention.

Reporting Timescales

	Reporting timescale
Pupils will report accidents/incidents to a member of staff	Straight away if possible and in any case on the same day as the incident
Staff will report accidents/incidents to a reporting officer	Straight away if possible and in any case on the same day as the incident
Reporting Officers will complete the online report	Usually within 48 hours and in any case within 7 days.

Accident/Incident Investigation

All incident reports will be reviewed by the Headteacher who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System, AssessNet. Significant incidents (as determined by the H&S Officer) will be reported to the Headteacher and the Health and the Board of Governors via The termly H&S Report.

All reports submitted via the AssessNet are reviewed by the Health Safety and Wellbeing Services Team of Cornwall Council.

For Maintained Schools:-

If deemed necessary the Health Safety and Wellbeing Services Team will carry out an independent investigation of the accident/incident.

5. Training

Identification of Training Needs

The school carries out an evaluation of the health and safety training needs of staff every term. The Cornwall Council Training Matrix for Schools and Other Educational Establishments will be used as the starting point of this evaluation.

A prioritised plan for delivery of training will be put in place to where the evaluation identifies a need.

The H&S Officer is responsible for carrying out the evaluation of training needs and presenting recommendations to the Headteacher and the Governing Body.

[See Appendix 2](#)

Staff Responsibilities

Staff must attend health and safety training provided by the school and complete online training via Smartlog.

There is a minimum requirement for all staff to complete Fire Awareness, Manual Handling & Slips, Trips & Falls training annually.

Staff with additional responsibilities have more tests to complete.

6. Risk Assessment

Risk Assessment

The school will seek to identify all activities and situations where there is a likelihood of significant risk. Significant risks will be assessed and controls will be introduced to remove or reduce those risks.

Risk Assessment Process

The school will carry out risk assessments using a Word document template maintained by the H&S Officer.

The H&S Officer is responsible for managing the risk assessment process and producing relevant reports for the Headteacher and the Governors.

Copies of risk assessments are available from the H&S Officer.

Staff Responsibilities

All staff are required to support the risk assessment process.

Staff identified with responsibility for activities are required to carry out or lead the risk assessment process for those activities. Dynamic risk assessments are acceptable for everyday activities that are considered low risk.

Senior Leaders are responsible for ensuring that risk assessments have been completed for all activities where there is a significant risk.

Safe Working Procedures

Where appropriate risk assessments will be used to develop safe working procedures. These safe working procedures will form the basis of the school's normal operating procedures. Copies of safe working procedures are available from the H&S Officer.

7. Fire

Fire Officer

The persons responsible for organising the school's fire precautions are the Headteacher, H&S Officer, Site Manager and Compliance Manager.

Senior Leaders and the Site Manager will deputise when the Fire Officers (Headteacher and/or H&S Officer) are not present.

The Fire Officer is responsible for:-

- Arranging a fire evacuation drill at the beginning of the academic year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (arranging from alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)
- Ensuring that a fire risk assessment is carried out and kept up-to-date
- Reporting to the Headteacher on issues of significance.

All Staff

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Staff are also responsible for ensuring that they:-

- Do not store combustible materials in escape routes or against sources of combustion
- Do not leave fire-doors wedged open
- Do not misuse any equipment provided for fire safety
- Report any defect in equipment provided for fire safety
- Report any fire hazard.
- All staff complete online Fire Awareness training.

Fire Wardens

The Headteacher, H&S Officer and H&S Governor have completed a Level 3 Health & Safety at Work course.

Fire Wardens have completed online training in fire prevention, the principals of fire safety, safe use of firefighting equipment and effective evacuation procedures.

See Appendix 2

Periodically Fire Wardens will carry out inspections of their area of the school to identify fire hazards and any other fire safety related issues. These inspections will be reported to the Headteacher and/or H&S Officer or senior member of staff for action.

In the event of a fire, Fire Wardens will assist in the evacuation of the premises by:-

- Checking that their assigned areas have been evacuated(if it is safe to do so)
- Supervising and directing pupils and staff to areas of safety.]

Fire Fighting Equipment

Firefighting equipment has been positioned at appropriate positions around the site.

In accordance with the Regulatory Reform (Fire Safety) Order a number of staff have been given training in the use of firefighting equipment:-

[See Appendix 2](#)

Evacuation and Registration Procedures

The school's fire evacuation plan is attached – [See Appendix 3](#)

A map of the site is attached – [See Appendix 4](#)

8. Electricity

School Owned Portable Appliances

The school will undertake to inspect and test all its portable electrical appliances by a competent person on the following basis:-

As per the agreed terms and conditions of the Compliance Management Contract and to satisfy legislative requirements.

Tests will be carried out by contractors approved through the Compliance Management Contract.

All test Certificates will be kept by the Site Manager for the duration of the life of the appliance.

Personal and Privately Owned Portable Appliances

Personal items of electrical equipment may only be bought into the school by prior agreement. Equipment must be presented to the Site Manager for testing prior to use. All personal items of electrical equipment must only be used in conjunction with a residual current device

Coordinator

The Site Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

The Site Manager is also responsible for ensuring that a fixed wiring inspection is carried out for the premises.

9. The Control of Hazardous Substances

Hazard Assessment

All substances which may be considered hazardous to health under the Control of Substances Hazardous to Health (COSHH) Regulations have been assessed using Cornwall Council's COSHH Assessment Process.

The exception to this is for substances and preparations used in Science – these substances and preparations are used in accordance with the Hazards provided by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

A central copy of COSHH assessments is kept by the Site Manager

Staff Responsibilities

Staff shall not use any hazardous substance without first having read the COSHH Assessment (or Hazard in Science).

Staff shall inform the COSHH Coordinator of any new hazardous substance purchased in order that an assessment can be made prior to use.

COSHH Coordinator

The Site Manager is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from Cornwall Council.

The Coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the substance/preparation.

The Coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the substance/preparation and that the COSHH file is kept up-to-date.

The Coordinator is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.) where persons may be affected by their use of site or the storage of such substances/preparations may need to be controlled.

In addition, any hazardous substances or preparations being used by visiting artists, crafters, etc. must have appropriate COSHH assessments before being used in the school.

10. Display Screen Equipment

Workstation Assessment

The H&S Officer is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (i.e. excluding pupil workstations) to ensure that it is suitable for the task and complies with legislation and the relevant British Standards.

Senior Leaders, Administrators & Teachers can find further information and a comprehensive checklist can be obtained from the HSE website. The Headteacher or H&S Officer must be notified if anyone has any concerns about health & well-being when using DSE.

Equipment

Appropriate DSE equipment will be provided.

The following must be considered when using IT equipment to carry out roles and responsibilities in school and when working from home:

Keyboard

Mouse/Trackball

Display Screen

Software

Furniture

Environment

Any concerns about the suitability and/or condition of equipment must be reported to the Headteacher or H&S Officer.

11. Work Equipment

The Site Manager under instruction from the Headteacher is responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required. Before purchase consideration must be given to: -

- The installation requirements
- The suitability for purpose
- The positioning and or the storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment

Staff must not use new items of work equipment unless appropriate training has been given.

12. Management of Contractors

The Headteacher, Site Manager and/or H&S Officer are responsible for overseeing the management of all contractors on site.

Selection of Contractors

The school will only select contractors to carry out work who have demonstrated:-

- Competence to carry out the work required (by way of training, knowledge and experience)
- Assessment of the risks associated with the work
- A safe scheme of work
- Appropriate management of the work
- Appropriate vetting procedures for their employees where appropriate
- Appropriate public insurance

Management of Contractors

Supervision of contractors will, to an extent, depend on the type of work being carried out:-

- New contractors or contractors visiting the site on a one-off basis will be directly supervised by a member of school staff.
- Term contractors or regular contractors to the site will only be allowed unsupervised access following appropriate checks and assurances from the employer.

All contractors will be required to carry visible identification.

Direct supervision will not be necessary where the area of work is physically separate from the school (for example: where there is construction on site).

Construction Works

For all construction works (other than minor maintenance works) the area under construction will be physically separated from the rest of the school and will be out-of-bounds to all non-construction workers except for the purposes of contract management.

13 Personal Protective Equipment

School Responsibilities

Personal protective equipment (PPE) will be supplied to control hazards only as a last resort – i.e. where the hazard cannot be removed or reduced to an acceptable level of risk by other means.

Where provided the school has a duty to ensure that PPE is used effectively. Managers will be expected to monitor the use of PPE and enforce its use where necessary.

Assessment of Need

The need for PPE will be determined during the Risk or COSHH Assessment process.

Where identified as necessary PPE will be provided without cost to staff or pupils.

Purchase and Storage of PPE

The H&S Officer and/or Site Manager will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer and takes account of any health or medical conditions.

In addition the H&S Officer and/or Site Manager will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

Staff and Pupil Responsibilities

When issued with PPE; staff and pupils are required to wear it correctly.

Staff must take all reasonable precautions to ensure that PPE is stored and maintained properly.

14 Working Alone

It is recognised that, from time to time, it may be necessary for school staff to work in situations or locations which are remote from other members of staff. This will include staff working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances the school will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept by the H&S Officer.

Any staff wishing to work outside normal school hours must have prior agreement/permission from the Headteacher.

School Security

The Site Manager and housekeepers are the appointed persons who are responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

The Site Manager is responsible for carrying out checks of the premises during holiday periods.

School Staff Responding to Call-Outs

Staff nominated as out-of-hours key holders are sometimes required to attend site following the activation of the alarm. When they are called out they will not know what situation they will find and consequently systems need to be established which reduce the potential for them to be harmed.

It is considered that it is foreseeable that when attending a call out there is a potential for injury due to assault (which is rare) or as the consequence of an accident.

The Site Manager, Headteacher and H&S Officer are the school's nominated representatives who will respond in an out-of-hours call out.

The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

Call Out Arrangements

The school will introduce call out arrangements that will reduce the possibility of injury to staff and which ensure that if an incident occurs support will be provided.

Lone Person Attends

Where this happens procedures must be in place so that the individual on site keeps in contact with someone who will take steps to contact the police should the individual not return at a given time.

A member of staff should normally contact another member of staff or relative at home on arrival at site, at regular intervals whilst on site, when leaving the site and when arriving safely home.

A member of staff should not enter a building alone at any other time unless there is an urgent and important need to do so.

No member of staff is expected to enter a building where it is believed that there is a significant risk.

A copy of the procedures introduced to control these risks will be kept by the H&S Officer. Following an event the risk assessment and procedures should be reviewed and further controls implemented if appropriate.

15 Violence

Zero Tolerance

Violence is not tolerated in this school. Action and the appropriate sanctions will be taken against the perpetrator of any violence towards staff, pupils or visitors to this school.

Violence towards Staff

Violence towards staff from other members of staff, visitors or members of the public will be reported to the police.

Violence towards staff from pupils will be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

Violence towards Visitors

Violence towards visitors will be reported to the police.

Violence towards Pupils

Violence between pupils will normally be dealt with using the school's internal disciplinary and behaviour procedures (which may include police involvement where appropriate).

Violence towards pupils from staff, visitors or members of the public will be reported to the police.

Responsible Person

The Headteacher is responsible for ensuring that all:-

- Staff are aware of the policy and procedures for dealing with violent incidents
- Staff have received instruction in procedures/techniques for avoiding violence at work
- Staff are aware of the procedures for reporting violent incidents
- Incidents of physical and verbal abuse are recorded using the Online Accident Reporting System

Team Teach

Team Teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this school we will endeavour to have at least 3 members of staff who are trained in Team Teach techniques:-

[See Appendix 2](#)

The Cornwall Council Policy and Guidelines for the Use of Physical Restraint in School and Care Settings, aimed at the control of pupils has been adopted.

16 Other Major Incidents

Nuclear Emergency

A copy of the Devonport Site Nuclear Emergency Procedure can be found using the following link:

<https://www.plymouth.gov.uk/emergencies/regulatedhazardoussites/devonportofsiteemergencyplan>

Potassium Iodate Tablets are stored in the stationery cupboard in Reception and should only be taken as/when instructed.

Oil Fuel Depot Emergency

A copy of the Thanckes Oil Depot information can be found using the following link:

<https://www.cornwall.gov.uk/community-and-living/cornwall-fire-and-rescue-service-homepage/about-us/what-we-do/resilience-and-emergency-management/emergencies-in-south-east-cornwall/thanckes-oil-fuel-depot/>

Major Incidents & Emergency Protocol

In the event of a major incident, emergency evacuation procedures will be followed.

A copy of the Fire/Evacuation Procedure is attached in [Appendix 3](#)

A copy of the Bomb Threat Evacuation Procedure is attached in [Appendix 5](#)

A copy of the Lockdown Procedures is attached in [Appendix 6](#)

Discussions will take place with Torpoint Community College with regards to contingency arrangements if a quick return to the building is prohibited or the school is not accessible for a prolonged period of time. It was agreed by both schools that should a major incident take place; a detailed course of action could not be agreed until the exact cause and impact were assessed.

School Closures

A copy of the procedure to be followed in the event of the school having to close as a result of adverse weather conditions, fire, flood, power or other major incident can be found using the following link:

<https://www.cornwall.gov.uk/media/zmidblwn/school-closures-parents-carers.pdf>

17 Lettings/Hiring Agreements

The school has a Lettings Policy that should be given to all prospective hirers. There is an application process and Cornwall Council guidance, terms and conditions are adhered to. If a letting/hiring arrangement is agreed, hirers must also read, sign and return Appendix C of the policy which documents information and arrangements for the use of the building.

RESPONSIBLE PERSONS

Head Teacher	Mr P Hamlyn
Deputy Head	Mrs C Sales
SENCO	Mrs H Bridges
Year 6	Mr M Nicholson
Year 5	Mrs N Lee
Year 4	Mr L Webb
Year 3	Mrs C Owen
Health & Safety Officers	Mrs T Cullerton (Staff)
	Mrs V Shaw (Governor)
First Aid	Mrs S Charman
	Mrs F Wells
Senior Administration Officer/ Secretary	Mrs T Cullerton
Receptionist	Mrs S Charman
Site Manager	Mr D Ford
Designated Safeguarding Leads	Mr P Hamlyn
	Mrs C Sales
	Mrs H Bridges
Children in Care Officer	Mrs C Sales
Chair of Governors	Mrs S Morton
Vice Chair of Governors	Mrs N Evans
Educational Visits Co-ordinator	Mrs S Charman
	Mrs T Cullerton

CIEH LEVEL 3 AWARD IN HEALTH & SAFETY IN THE WORKPLACE

NAME	EXPIRES
Tracey Cullerton	18-06-2024
Pete Hamlyn	18-06-2024
Verity Shaw	18-06-2024

LEVEL 3 FIRST AID AT WORK (FAW)

NAME	EXPIRES
Frances Wells	16-06-2024
Susan Charman	07-04-2025

EMERGENCY FIRST AID AT WORK TRAINING

NAME	EXPIRES
Carys Owen	07-06-2024
Tracey Cullerton	07-06-2024
Sharron Newbury	07-06-2024
Naomi Lee	07-06-2024
Grant Walker	07-06-2024
Samantha Church	07-06-2024
Georgie Hendy	07-06-2024
Tom James	07-06-2024
Sian Young	07-06-2024
Richard Long	07-06-2024

EMERGENCY PAEDIATRIC FIRST AID

Frances Wells	07-06-2024
Matt Rockett	07-06-2024
Hayley Feeley	07-06-2024
Louise Battersby	07-06-2024
Daniel Tamblyn	07-06-2024
Julie-Anne Still	07-06-2024
Lewis Webb	07-06-2024
Pamela Head	07-06-2024
Rachel Nicholson	07-06-2024
Sarah Doherty	07-06-2024
Sophie Tullett	07-06-2024
Shirley Bawden	26-11-2022

LEVEL 3 AWARD FOR FIRST RESPONDERS ON SCENE

Danny Ford	03-04-2022
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LEVEL 2 AWARD IN FOOD SAFETY IN CATERING

NAME	EXPIRES
Jayne Story	24-03-2023
Glenda Hadland	24-03-2023
Katrina Day	24-03-2023
Kaye Blackler	24-03-2023

FIRE WARDEN TRAINING

NAME	EXPIRES
Pete Hamlyn	31-07-2022
Caroline Sales	31-07-2022
Tracey Cullerton	31-07-2022
Glenda Hadland	31-07-2022
Sally Weekes	31-07-2022

TEAM TEACH TRAINING

Pete Hamlyn	14-07-2023
Matt Rocket	14-07-2023
Lewis Webb	14-07-2023
Caroline Sales	03-02-2024
Holly Bridges	03-02-2024

TIER 3 SAFEGUARDING TRAINING

Pete Hamlyn	Completed 11-07-2022
Caroline Sales	Completed 11-07-2022
Holly Bridges	Completed 17-09-2021

SAFEGUARDING TRAINING FOR TRAINERS

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SAFER RECRUITMENT TRAINING

Pete Hamlyn	Completed 12-03-2020
Caroline Sales	Completed 12-03-2020
Sheena Morton	Completed 12-03-2020

FIRE

A COPY OF THIS NOTICE SHOULD BE PROMINENTLY DISPLAYED IN EVERY CLASSROOM AND EACH TEACHER SHOULD HAVE ONE IN THEIR FILE

On seeing a fire in the school a child must immediately tell a Teacher or the Head Teacher, Office Staff or Site Manager and then walk straight outside by the nearest fire exit.

The alarm shall be given by the electric system set off by an ADULT. Alarm buttons are to be found in each corridor of the main school, the entrance to Fowey and Trewortha, T-Block and in Kilmar, Bearah and Tregarrick, and the corridor to these rooms. In case of failure of the electric system, repeated short blasts of a whistle shall serve as an accepted form of fire alarm.

ACTION TO BE TAKEN BY CLASSES ON HEARING THE FIRE ALARM

Godrevy, Lizard, Trevoze, Pendeen, Ottery, Lynher, Tamar and Treyarnon

The room should be vacated via the Fire Exit Door to the front playground. The teachers in Godrevy and Treyarnon should check that the adjacent toilets are empty and the teachers in Trevoze and Lynher should check that the rooms opposite are empty.

T – Block

Sennen – Exit Classroom to the front playground using the Fire Exit Door in classroom.

Polzeath – Exit Classroom to the front playground using the Fire Exit Door in classroom.

Fistral – Exit to the back playground using Fire Exit Door in classroom.

Trewortha, Fowey, Kilmar, Bearah and Tregarrick

Use Fire Exit Door in Classroom to the back playground. A member of staff in Kilmar should check that the toilets are empty.

General Procedures

Teachers should see that their Fire Exit Door is unlocked **FIRST THING** every morning and locked again at night. The room should be vacated via the Fire Exit Door. Teachers should be last out of their classrooms and take their registers with them if they have them. The children will stand and walk silently in well organised lines to their assembly point in the playground.

Children who are not in the classroom when the alarm sounds should leave the building by the nearest fire exit and report to the first available member of staff. If a class is using the hall they should vacate the building by the back external Fire Exits and assemble on the front playground.

If children are not in their classroom (i.e. withdrawal groups, cooking class etc.) then the member of staff who is supervising them should take them outside using the nearest exit and deliver them to their class teacher if on the correct playground. If the children are not on the correct playground with their class, then children should be kept safe and the location of the children should be communicated via radio to the correct playground. The same applies if children are already outside or in the Knowledge Box.

Once in the playground, teachers will do a roll call using their class registers. The teacher will report anyone who is missing to the Head Teacher, Receptionist or Administrator. Children must remain in their lines with their teachers until dismissed.

The Receptionist and Administrator will collect the registers if they are not in the classrooms and distribute them to staff in the playground.

The Head Teacher, Receptionist or Administrator will immediately call the Fire Service and then report to the SLT.

Assembly Points

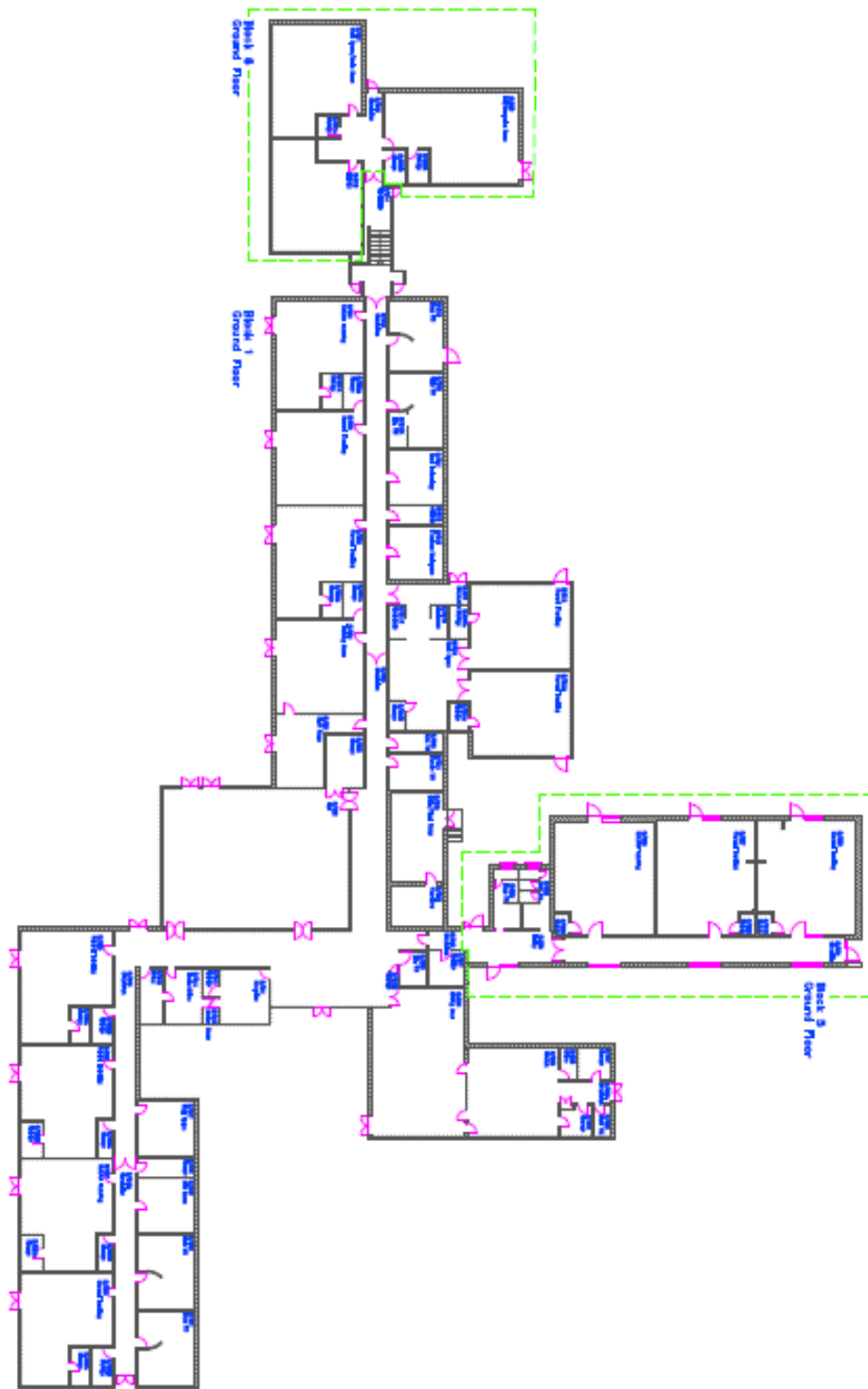
FRONT PLAYGROUND - Godrevy, Lizard, Trevose, Pendeen, Ottery, Lynher, Tamar, Treyarnon, Polzeath & Sennen.

BACK PLAYGROUND - Fistral, Fowey, Trewortha, Kilmar, Bearah, Tregarrick

At lunchtimes there are procedures for emergency evacuations of the premises involving the participation of lunchtime supervisors. There is a copy in the main office, dining hall & staff room. Staff, visitors, volunteers and contractors must evacuate the building in the usual way – through the nearest fire exit. If operating a lunchtime club etc. staff would ensure the safe evacuation of their group.

During the evacuation of the premises, everyone should know where they should go and how they should react. It is important everyone knows their role.

- If a fire is discovered by a member of staff, activate the fire bell by first breaking the glass in the nearest fire alarm
- Inform Reception of the whereabouts of the fire and its location
- Reception to telephone the fire service if there is time.
- Pupils are taught to inform a member of staff as soon as they see a fire
- Staff are responsible for their pupils and only those staff available should use the fire fighting equipment, if appropriate (if they feel competent to do so – staff should be aware of the dangers of using the wrong type of extinguisher in areas of special risk) Staff must not expose themselves to any undue risk or danger
- Upon hearing the fire alarm, pupils to stand quietly and await instructions
- Staff to conduct their pupils in single file to their designated fire assembly point through their nearest fire exit. Fire assembly point and fire exit information is displayed on notices in each work area
- All doors to be closed after the last person has evacuated the room
- Staff to ensure that all evacuations are quiet and orderly. They will quickly take a roll call at the assembly point
- Pupils are taught if they hear the fire alarm when NOT in their classroom, or a teacher is not present, they make their way quickly and quietly to the nearest safe route to an assembly point, where they immediately report to an adult
- Receptionist to collect and deliver the fire registers to the back playground.
- Receptionist to collect and deliver the pupil sign out register and late book to the back playground. Receptionist and Administrator will communicate through a 2-way radio and/or mobile phone.
- Administrator to collect and deliver fire registers to the front playground
- Administrator to collect staff signing in register and visitors book.
- Receptionist to collect the gate keys from the office and unlock gates if required
- Kitchen also has keys for Year 3 gate
- Class teachers and teaching assistants to be responsible for the safe evacuation of disabled or sensory impaired pupils in their care. Disabled pupils in wheelchairs to be evacuated from the room last to avoid risk from other evacuees. They should be escorted to their own protected areas or “safe havens” to await evacuation by the fire brigade, or until they are informed it is safe to return to the classroom
- Headteacher to act as coordinator of all efforts until the incident is established as a false alarm or the fire service arrives. (Senior Leaders may deputise for the Headteacher).
- Headteacher to allocate members of staff working in pairs, the task of searching all common areas such as toilets and cloakrooms if any persons, including staff & visitors have not been accounted for
- Headteacher to report to the fire officer the location of fire hydrants and ensure that they are accessible. Headteacher will locate the isolation points for the main services
- In the absence of Office staff, the Headteacher will delegate their duties to other members of staff
- Senior Leaders may deputise for the Headteacher.



Caribelle Junior School
908/02726

CARBEILE JUNIOR SCHOOL **EMERGENCY EVACUATION PROCEDURE**

Although schools are statistically more likely to be targeted by malicious hoaxers than by serious threats, the threat posed by the possible planting of explosive or incendiary devices on the school premises cannot be dismissed. Staff should be familiar with these contingency plans so they will be able to deal with such a threat.

Telephoned Bomb Threats

Making a telephoned bomb threat is a crime and details should always be reported to the Police, even if the caller is easily recognisable.

Any member of staff receiving telephoned bomb threats in school should:

- Keep calm.
- Try to obtain as much information from the caller as possible by using the attached bomb threat call checklist, but being cautious not to provoke the caller.
- Dial 1471.
- Report it to the Police and a senior member of staff immediately.
- Make a preliminary assessment of the telephone threat with the Headteacher or another senior member of staff in his absence.

Evacuation of the School

- When the bell rings, all fire evacuation procedures should be followed.

When all staff and children have been accounted for on the playground, each class will sensibly walk to the designated evacuation building making sure that all 'walking on roads' risks are adhered to.

- If an emergency evacuation needs to take place on Police advice, then the same procedure should be followed.
- If the location of an actual or potential threat is known, then the decision to evacuate to a specific location may be taken on Police advice.
- All pupils, staff, visitors, contractors and volunteers must be accounted for. Registers should be distributed as documented in the fire evacuation procedures. Volunteers and contractors are free to leave the premises once their safety has been assured.

Bomb or Suspicious Device

Any member of staff who believes they have discovered a suspicious package or device should:

- Leave it alone – do not handle it or investigate it further.
- Clear and secure the immediate area.
- Notify the office and Headteacher or another senior member of staff who will telephone the Police immediately.
- Follow generic emergency procedures unless otherwise advised by the Police.

Office staff should be particularly aware of any suspicious package arriving with the mail.

Details of Telephoned Bomb Threat

Try to keep the caller talking (apologise for the bad line, ask him/her to speak up etc). Complete this form as you go along, asking questions in sequence if necessary.

Message (exact words if possible):

Where is it?

What time will it go off?

What does it look like?

What kind of bomb is it?

What type of explosive?

Why are you doing this?

Who are you?

Time of call.

Details of caller: Man / Woman / Child / Old / Young

Speech: Intoxicated / Rational / Rambling / Speech impediment / Laughing / Serious

Accent: Foreign / Local / Message read out / Spontaneous

Distractions: Noise on the line / Operator / Pay phone / Coins inserted / Mobile phone noises / Interruptions / Persons in background

Other noises: Traffic / Talk / Typing / Machinery / Aircraft / Music / Children / Other

Telephone number on which call received:

1471 record:

Your details:

LOCKDOWN POLICY

March 2021

Rationale

All schools should consider the need for robust and tested school lock down procedures. Lock down procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. 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 pupils, 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 security risks for the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons' intent on causing harm/damage.

Notification of Lockdown

Staff in all classrooms, office staff, lunchtime supervisors and any intervention staff have a radio that has a dedicated emergency warning button. These radios should be on at all times and should be taken wherever the class/intervention group is. Staff will be notified that lock down procedures are to take place immediately on hearing the emergency warning on the radio. The person activating the alarm will also briefly outline where (not what) the danger is so adults/children can avoid this. Staff on duty outside will blow their whistle as a solid blast, telling the children the school is on lockdown. Staff will direct the children to the nearest staffed room, avoiding the area of threat at all costs.

Procedures (once indoors):

Follow the **CLOSE** procedure:

- Close all windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lock down for some time

1. The above signal will activate a process of children being ushered into the school building as quickly as possible if they are outside and the locking of the school's connecting doors and all outside doors, pulling of blinds where it is possible to remain safe.
2. Office staff will also send an email to all staff explaining school is now in lockdown and everyone is to stay in room until told otherwise by Headteacher, Deputy Headteacher, secretary or receptionist.
3. At the given signal, the children remain in the room (or hall) they are in and the staff will ensure the windows and doors are closed/locked and blinds closed where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones should be put on silent mode (children's mobiles remain in teachers' drawers, turned off).
4. Children, adults (e.g. volunteers etc.) 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.
5. No adult or child to leave the room for any reason whilst in lock down.

6. Staff on PPA to lock down in the staff room or workroom; remaining quiet.
7. Kitchen staff to close and lock the doors between the kitchen and dining room, and turn off lights.
8. If practicable staff should notify the front reception by email that they have entered lock down and identify those children not accounted for and of any extra children who are now in lockdown in their room with them.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

1. Staff to support children in keeping calm and quiet.
2. Staff to remain in lock down positions until informed by key staff e.g. Headteacher, Deputy Headteacher, secretary or receptionist. There will be a password that you have to hear before you unlock your doors. The password will be announced to staff verbally and should not be shared. This will be changed after each drill/lockdown.
3. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

Staff Roles:

1. Headteacher (or deputy headteacher in his absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
2. Receptionist to call police.
3. Receptionist will text parents.
4. If a class is out of school e.g. on a school trip, office staff will call the class teacher and warn them that school is in lock down. Advice will be given as to when it is safe to return to school.
5. Individual teachers/HLTAs/TAs will lock/close classroom door(s) and windows. Godrevy class adult to check Y6 toilets, Kilmar class adult to check Y3 toilets, Treyarnon class adult to check Y4/5 toilets.
6. Receptionist to lock front door, kitchen manager to lock back kitchen door.
7. If children are in classes during regular lesson time, Pendeen adult to lock outside door, Fowey adult to lock outside door, Polzeath adult to lock outside doors.
8. Teachers will (as best they can) keep a calm atmosphere in the classroom, the children engaged in a silent activity or read a story and keep alert to the emotional needs of the pupils.
9. Do not allow anyone out of (or into) the classroom during a lockdown under any circumstances.

Scenarios to Consider when the emergency alarm on the radio sounds:

- Please use your common sense.
- The main aim is to get all children into the closest room that has an adult in and then follow 'CLOSE'.
- If adults are in their rooms then they should help with the process of making the children safe inside.
- If the only adults available are the ones on duty then the children should go into classes with those adults.

Breaktime

Year 3 and 4 playground

- One adult to lead some children sensibly into Fowey (via the main outside door, not the class fire door).
- Adult directs children into Fowey and then locks the main outside door.
- Follow 'CLOSE' when in class.
- One adult to lead some children sensibly into Kilmar (via the class fire door).

- Adult from Kilmar to lock fire door, check Y3 toilets and lock two external doors (rabbits and car port).
- Adults to follow 'CLOSE'.

Year 5 and 6 playground

- One teacher/TA on duty to get to Ottery, Lynher, Tamar or Treyarnon and hall.
- Children sensibly get into Ottery, Lynher and hall.
- Adults to follow 'CLOSE'.
- One adult from staffroom to lock outside doors by Year 5 classrooms, check Y4/5 toilets and take any children into Treyarnon. Adult to follow 'CLOSE'.
- One adult from the staffroom to open fire doors in Ottery and Lynher, stay in one of those classrooms.
- One adult from staffroom to go into hall, open the fire door to let children in and follow 'CLOSE'.
- One adult from hall to lock the outside door by Pendeen, check Y6 toilets and take any children into Godrevy. Adult to follow 'CLOSE'.
- Remaining adults in the staffroom to follow 'CLOSE'.
- Any adults remaining in classrooms to check surrounding area and then follow 'CLOSE'.

Lunchtime

Year 3 and 4 playground

- One lunchtime supervisor on duty to open the fire door in Kilmar.
- Children sensibly get into Fowey (via the main outside door, not the class fire door) and Kilmar. (This is to ensure external door is locked).
- All other children to enter any other adult supervised room.
- Adult from Kilmar to lock fire door, check Y3 toilets and lock two external doors (rabbits and car port).
- Once all Fowey children through the main outside door, adult to lock and direct children to Fowey.
- Adults to follow 'CLOSE'.
- Ensure all children are supervised by an adult.

Year 5 and 6 playground

- One lunchtime supervisor on duty to get to Ottery, Lynher and hall, or any other accessible room.
- Children sensibly get into Ottery, Lynher and hall, or any other accessible room.
- Adults to follow 'CLOSE'.
- One adult from staffroom to lock outside doors by Year 5 classrooms, check Y4/5 toilets and take any children into Treyarnon. Adult to follow 'CLOSE'.
- One adult from the staffroom to open fire doors in Ottery and Lynher, stay in one of those classrooms.
- One adult from staffroom to go into hall, open the fire door to let children in and follow 'CLOSE'.
- One adult from hall to lock the outside door by Pendeen, check Y6 toilets and take any children into Godrevy. Adult to follow 'CLOSE'.
- Remaining adults in the staffroom to follow 'CLOSE'.
- Any adults remaining in classrooms to check surrounding area and then follow 'CLOSE'.

One or more classes outside for PE/other activity

- Teacher/intervention lead adult takes all children to the nearest classroom, ensuring they avoid the area where the hazard has been indicated. Adult and children to then follow 'CLOSE'.

Any children in the hall (P.E, interventions, assembly)

- Teacher/intervention lead adult follow 'CLOSE'.

Communication with parents

If necessary parents will be notified as soon as it is practical to do so via 2 texts through our Teachers 2 Parents communication system.

Parents will be told:

1. *'The school is in a full lockdown situation. During this period the phones must not be used and entrances will be un-manned, and external doors will be locked.'*
2. *'Nobody will be allowed in or out of school. When the situation has been resolved, we will text you.'*

- 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.
- Pupils 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 day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from the office staff or the emergency services.
- A letter to parents will be sent home on the nearest possible day 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 drills Lock down practices will take place at least once a term to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Review

The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Reviewed: **March 2021**

Next review date: **March 2023**

COVID-19

There is an Outbreak Management Plan in place in case of increased infection numbers in school.

We follow all guidance from GOV.UK

All these plans and government guidance have been communicated to parents through newsletters and the risk assessment.