



Health and Safety Policy

**Last Reviewed Autumn 25
Next Review Autumn 26**

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1. School Health and Safety Policy Statement

The Trustees and Headteacher recognise their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, pupils, visitors, contractors at the premises and those affected by the school's activities elsewhere. Within the ethos of self-regulation, the Trustees and Headteacher will, so far as is reasonably practicable, ensure a safe place of work and a safe system of work.



In carrying out the above policy effectively the Trustees and Headteacher, within the ethos of self-regulation, undertake so far as is reasonably practicable to: -

- seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation.
- maintain all places of work, including the means of access and exit from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health.
- provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first aid treatment.
- ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate personal protective equipment where necessary.
- bring to the attention of all regular and temporary employees, pupils, volunteers, visitors, contractors, at the school premises, their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of an initial induction and further information, training and supervision as is necessary.
- identify, eliminate or reduce by controls, hazards which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practise of effective procedures for use in the event of a serious risk or imminent danger such as a fire.

In addition to assist in the proper implementation of this policy the Trustees and Headteacher will;

- keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records.
- bring this policy statement and relevant safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.

This statement of policy was approved by the Trustee Board at their meeting on:

Signed:		Chair of Trustees
Date:	17.10.2025	
Signed:		Headteacher
Date:	17.10.2025	

2.0. Organisation TITLE	NAME
Chair of Trustees	Mr Gordon Channon
Trustees on Resources Committee	Woodside School Trustee Board
Headteacher	Mrs Claire Donaldson
Operations Manager	Mrs Laura Ellis
Facilities Manager/School Health and Safety Coordinator	Mr John Roberts
Kitchen Manager (OCS Catering)	Mr Richard Siverns

Shropshire Council Health, Safety and Welfare Advice and Training Services

Health & Safety Manager – Tim Tearle	01743 252819
Senior Health & Safety Officer – Tim Tearle	01743 252819
Lead Health & Safety Officer for Schools – Kevin Jenkins	01743 252819
Health & Safety Officer – Adam Griffiths	
Support Health and Safety Officer – Not filled	01743 252819
Crime Prevention Officer – No longer offered	01743 252819
Health and Safety Training Officer Contact- Emma Cushing	01743 252819
Email address for Health and Safety Team	health.safety@shropshire.gov.uk

Fire Control/Emergency Evacuation

Fire Safety Advice Shropshire Council Health and Safety Team	01743 252819
Nominated School Fire/Emergency Co-ordinator:	John Roberts
Deputy Fire/Emergency:	Laura Ellis

Reporting and Recording of Accidents, RIDDOR etc.

Persons nominated for overseeing the reporting of accidents, diseases dangerous occurrences and incidents of violence:	Laura Ellis, John Roberts, Chloe Jones
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Health and Safety (First Aid) Regulations

First Aid Co-ordinator	Gwen Stokes
First Aid at Work (3-day course):	See List- Appendix 6
Emergency First Aiders:	See List- Appendix 6
Paediatric First Aiders:	See List- Appendix 6
Forest School First Aiders:	See List- Appendix 6

Educational Visits and Risk Assessments

Co-ordinator (EVC):	Adam Pugh, Louise Jones
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Asbestos and Legionnaires Coordinator:

Nominated Co-ordinator:	John Roberts
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Portable Electrical Appliance Testing:

Nominated Co-ordinator:	John Roberts
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Control of Substances Hazardous to Health Assessment Co-ordinator:

Nominated Co-ordinator:	John Roberts
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Radiation Protection Supervisor (Secondary Schools)

	John Roberts
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2.1. Responsibilities of Nominated Personnel

2.1.1 School Trustees

- will be responsible in conjunction with the Headteacher to ensure formulation, reviewing and subsequent amendment to the School Health and Safety Policy. Consisting of a Statement of Intent, Organisation and Arrangements sections
- will ensure the Policy is translated into effective action at all levels within the school.
- will ensure Health and Safety Legislation, Codes of Practice and Guidance together with school rules are implemented and staff and pupils are operating safe working practices.
- will ensure health and safety is an agenda item of every main Trustees meeting.
- in liaison with the Headteacher, will ensure that professional health and safety advice is available.
- in liaison with the Headteacher, will ensure there is a nominated Health and Safety Coordinator/Officer appointed for the school premises.
- will make adequate financial provision for enabling the policy to be put into effect.
- will ensure the effectiveness of the policy and the safety performance of the school is monitored on a regular basis and amended whenever necessary.
- will promote a positive culture and interest in health and safety matters throughout the school.
- will ensure in conjunction with the Headteacher the Fire Risk Assessment is reviewed annually.
- will ensure in conjunction with the Headteacher the Asbestos Management Plan is completed on receipt of the Asbestos Survey Report
- will ensure in conjunction with the Headteacher there are adequate systems are in place for the management and control of Legionella.

2.1.2 The Headteacher

- will be responsible for the implementation of the Health and Safety Policy and liaise with Trustees to ensure full compliance with all its requirements.
- will appoint persons as listed in the organisation section of the policy to deal with the day-to-day issues on Health, Safety and Welfare
- will periodically review the policy and draft amendments to it whenever necessary.
- will monitor the safety performance of the school and take steps as necessary to improve performance.
- will ensure all employees are supplied/have access to a copy of the statement and are aware of their responsibilities as determined by the policy, particularly those parts of the policy which affect them or the responsibilities that are allocated to their position.
- will ensure effective channels of communication and consultation with staff and safety representatives are maintained.
- will be responsible for formulating and implementation of the health and safety training policy arrangements, for staff to undertake their work safely.
- will ensure a suitable and sufficient assessment of risks to the health and safety of all persons on the school premises are carried out. The assessments are recorded, together with the significant findings of the assessment and any group of employees identified as being especially at risk.
- will promote a positive culture and an interest in health and safety matters throughout the school.
- will ensure appropriate staff liaise with subject advisers and health and safety officer/ coordinator on health and safety matters.
- will provide ongoing recommendations and present an annual report on health and safety to the Trustee Board

- will be responsible for dealing with visits from the Health and Safety Executive Inspectorate. (Inspectors do not have to make an appointment to visit and inspect premises and have extensive powers under section 20 of the Health and Safety at Work Act).
- will be responsible for ensuring the Fire Risk Assessment has been completed and is reviewed annually unless significant changes occur before this time.
- will be responsible for ensuring that the Asbestos Survey Report from Shropshire Council Property Services is reviewed on receipt and an Asbestos Management Plan is completed and reviewed annually.
- will ensure there are adequate systems are in place for the management and control of Legionella.

2.1.3 The School Health and Safety Co-ordinator (School Facilities Manager)

- will create a positive approach to accident prevention and the health and safety of staff, pupils and others on the school premises.
- all premises-related accidents/incidents are recorded and investigated.
- will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with, and whether the highest standards of health, safety and welfare, are being achieved so far as is reasonably practicable.
- will initiate and maintain positive measures to raise the level of health and safety performance; this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Firefighting equipment, first aid kits, electrical equipment, etc.) working with the Operations Manager
- will ensure all electrical leads and plugs are regularly checked. **All staff, however, must satisfy themselves that equipment is safe at the time of use.** Individuals should check electrical leads and plugs for evidence of damage and ensure plugs are tightly fitting. Any defects should be notified to the Facilities Manager as soon as possible and a note made via Risk manager for subsequent repair by a competent person. The Facilities Manager will be responsible for checking items of electrical equipment or will appoint a contractor to do this.
- will liaise with outside Health and Safety Advisers such as Shropshire Council Health and Safety Officer, Enforcement Authorities - Health and Safety Executive, Environmental Health Officers and Fire Safety Enforcement Officers, etc.
- will ensure the health and safety coordinator is conversant with current legislation affecting health, safety and welfare of staff, pupils and others.
- health and safety issues which are dealt with by the appointed School Health and Safety Co-ordinator, may seek expert advice from Shropshire Council Health and Safety Team at Shire Hall when required.

2.1.5 Teaching Staff

- will, notwithstanding their individual functions, take reasonable care of their own health and safety and of the pupils and others who may be affected by what they do.
- will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety.
- will take special care in matters of health and safety if they teach in laboratories, workshops or other potentially hazardous areas. Be aware of specific guidelines contained in Local Authority technical papers, specialist publications from bodies such as the CLEAPPS, DATA, the Association of Science Education and the Association for Physical Education [afPE]
- will report all accidents, dangerous occurrences and potentially dangerous practices and situations to Management\Facilities Manager, etc, as appropriate.

2.1.6 Support Staff

- will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do.
- will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety.
- will report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Headteacher/Operations Manager/Facilities Manager.

2.1.7 Facilities Manager

- will ensure that staff under his immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged.
- will arrange for all levels of staff under his immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters
- will identify health and safety repairs and put into operation as necessary emergency work required to ensure the health and safety of staff, pupils and others.
- will maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues.
- will liaise with Property Services/outside contractors on matters of health and safety relating to electricity, gas, water supplies, waste disposal, safe access and egress of pedestrians and vehicles, building regulations and planning.
- will be able to manage asbestos in the building and be familiar with the Asbestos Register and management plan.
- will ensure that the school transport system includes sufficient funding for safety repairs to be carried out where necessary and be maintained in a safe condition.
- will promote a positive culture and an interest in health and safety matters throughout the school. Regular inspections of the premises take place, with union safety representatives.
- invited to take part.
- Maintain adequate fire safety arrangements including the regular inspections and maintenance of the firefighting and detection systems. And details are recorded in the fire safety logbook.
- Regular testing and maintenance of electrical equipment, including portable equipment, takes place.

2.2 Trustees Health and Safety Committee (Resources Committee)

Terms of reference

- In conjunction with the Headteacher to monitor and generally keep under review, the state of repair of the school buildings. To assist with this, establish any necessary reporting systems to allow staff, pupils and others where appropriate to bring to the attention of the Headteacher or the Committee any items of concern.
- With the Headteacher, liaise, as appropriate, with the School's Building Surveyor over the establishment of the list of necessary repairs and maintenance items to be undertaken.
- To, in conjunction with the Headteacher, initiate any necessary emergency repairs that may arise from time to time, e.g., following break-ins, vandalism, etc.
- To consider and recommend to the full Trustee Board any desirable improvement projects that might form the subject of bids, for resourcing, from Shropshire Council or from school funds in connection with this to obtain any necessary estimates and feasibility studies.
- To be responsible for the co-ordination and successful completion of any self-help projects approved by the Trustee Board.

- To ensure a written School Health and Safety Policy is available for the full Trustee Board approval.
- To monitor and keep under review the Trustee Board's Health and Safety Policy making recommendations for amendments or modifications as appropriate.
- To, in conjunction with the Headteacher, make sure buildings, equipment and materials are safe and no risk to health, reporting or making recommendations to the full Trustee Board as is appropriate.
- To recommend to the full Trustee Board the setting up of procedures for implementing the Health and Safety Policy and thereafter ensuring those procedures are followed.
- To plan and establish any necessary procedures to ensure that the school site is kept free from litter and refuse.
- To ensure that all security measures and procedures, including signage and lighting are in place.

Membership

- The school has a health and safety committee (Resources committee) formed (with Trustees) and the Headteacher ex officio Members of the committee, other than the ex officio member shall be reviewed annually at the summer term Full Board meeting.
- The committee shall appoint its own chair at its first meeting in each academic year.
- The Headteacher, any teacher trustee, or anyone else employed at the school appointed to the committee shall not be chair.
- In the event of a vacancy arising on the Committee, a successor shall be appointed by the Trustee Board at its next meeting following receipt of the resignation.
- The Trustee Board will appoint the Governance Professional who shall not be the Headteacher.

2.3. Health and Safety Committee

The school recognises that it must establish a Health and Safety Committee when requested, in writing to do so, by at least two safety representatives. N.B. In schools with small numbers the Health and Safety committee maybe incorporated with the Finance and Premises Committee.

Terms of Reference

- The study of accidents and notifiable disease statistics and trends, so that reports can be made to the Headteacher on unsafe and unhealthy conditions and practices, together with recommendations for corrective actions.
- Examination of health and safety audit reports on a similar basis.
- Consideration of reports and information provided by inspectors of the Enforcing Authority appointed under the Health and Safety at Work etc. Act 1974.
- Consideration of reports which health and safety representatives may wish to submit.
- Assistance in the development of health and safety rules and safe systems of work.
- Monitoring the adequacy of safety and health communication and publicity in the workplace.
- The provision of a link with the appropriate Enforcing Authority.

3. School Health and Safety Policy Arrangements

3.1 Access on to and exit from the school site.

The school premises are organised in such a way as to ensure that pedestrian and restricted traffic can circulate in a safe manner. Signs and demarcation lines have been put in place for designated parking e.g., staff, disabled people and visitors. Barriers are in place to ensure children cannot come into contact with the vehicles when walking along the foot paths.

Letters will be sent to parents/carers/guardians to inform them of the procedures at the beginning of the term and whenever necessary to ensure they only park in the appropriate bays and do not obstruct the entrances. Parents/carers/guardians are responsible for their children until they are handed over at the gates.

3.2 Accidents and reporting

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require that Employers report:

- all fatal and specified major injuries,
- any injuries that result in an employee not being able to work for more than 7 days,
- or any injury which results in a person being admitted to hospital for more than 24 hours.

The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school e.g., pupils, visitors, service user, volunteers, contractors, agency, work experience.

The Council's online "Incident Form" available via ERP (formerly Business World) will be used. Under the requirements of the regulations, when someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence, as defined in the Regulations. The Nominated Person, (NAME or See section 2) will immediately notify Shropshire Council's Corporate Health and Safety Team by the quickest practicable means during office hours' telephone number 01743 252819. The Health and Safety Team will report the incident to the Health and Safety Executive (HSE). The incident must be confirmed in writing within 48 hours using the online Incident Form. (N.B. For reportable incidents the Corporate Health and Safety Team will notify the school of the outcome and provide a HSE reference/incident number. Further information is available on the Shropshire Learning Gateway).

Reporting an incident out of hours. It will be necessary to contact the Health and Safety Executive Incident Contact Centre directly, either by going online to the HSE website or if this is not available phoning (0845 30009923). Instructions are available on the back of the white sheet of the CARS form.

If there is any uncertainty to what needs reporting staff can contact the Corporate Health and Safety Team for advice and support 01743 252819. Staff need to be aware that in the event of a serious accident/injury the Corporate Health and Safety Team may need to investigate the incident. Therefore, it is advisable to take witness statements and photos of the site of the incident as soon as possible while it is still fresh in everyone's mind.

The online report form must be authorised by the Headteacher (or nominated senior member of staff).

In addition to the completion of the appropriate form, ensure that notes of all telephone calls are made, including:

- the time of the call
- the name of the caller
- what details were given of the event being notified

Reviewing accidents

An analysis of the accident reports and near misses will be undertaken at intervals and considered by both school management and the Trustees' Committee with Health and Safety Responsibilities for consideration of further action.

STAFF must be aware of the following:

- Parents are advised of incidents in writing by means of a note where deemed necessary. Details of the injury, time and date must be included, this is essential for head injuries. Parent slips are kept on our internal IT system.
- Children's allergies are available to staff and supply teachers on the SIMS system.

Also see section 3.11 for recording minor injuries and first aid treatment.

3.3 Arson, Bomb threats

3.4 Asbestos

Staff will be made aware of the areas in the School where there is known asbestos and how it is being managed. They will be informed that they must not disturb areas where there is known asbestos and understand what to do in the event of an emergency. If there are any doubts or concerns, they must contact the Headteacher and Facilities Manager.

The Asbestos Register includes the asbestos management plan located in the front of the file which is kept at reception. It will be given to all contractors that will/or could potentially disturb the fabric of the building.

3.5 Bad weather contingency plans

Site staff will be responsible for ensuring the site remains in a good and safe condition and they will follow the procedures that have been implemented for gritting the site during icy and snowy conditions. A risk assessment has been completed and the procedures are in the staff handbook which is kept in the Administrators Office. Staff must stick to the appropriate routes during icy/snowy conditions because some areas may not have been gritted. Staff will be notified of these areas and/or they will be cordoned off. (See Emergency Response and Business Recovery Plan).

3.6 Confidential Counselling Service

The school acknowledges that the Local Authority provides a confidential counselling service for all staff. Trustees commend the use of this service to staff. Staff can find out more details through the Learning and Skills – Human Resources Department. We also have access to private counselling through our insurance cover. Staff can obtain these details from the Headteacher or Operations Manager.

3.7 Contractors

All contractors working on the school premises are to report to the school office prior to starting work. They must read and sign the red ASBESTOS book and will be expected to operate within the set guidelines.

All contractors that come onto site are notified of the procedures in place for fire safety, emergency evacuation, first aid and reporting an incident. (Emergency procedures must be given to all visitors/contractors who come onto the site. The detail of the information given will vary depending on the time and work being undertaken).

For extensive work or high-risk jobs, the contractor must comply with the recommendations and procedures issued by Shropshire Council and current health and safety legislation. Close liaison between the Council representative and contractors must be maintained. This will be arranged prior to work commencing and during the work activity as appropriate, i.e. provision will need to be made for emergency discussions to address unforeseen developments e.g. the work may take longer than planned and new safety arrangements may need to be made.

(Clearly, it is not necessary to go to such elaborate lengths where the contract is very short and will not create hazards of any significance. The complexity of the arrangements must be directly proportional to the risks and consequence of failure).

3.7.1. School safety arrangements regarding contractors

Shropshire Council assess the health and safety credentials of a contractor and these contractors will be listed on the approved list. They are CHAS registered. This list must be checked before awarding the work.

The following are factors will be considered as part of the safety vetting procedure:

- details of current relevant issues, supported by documentation where necessary.
- sight of the contractor's own safety policy (where they employ five or more employees - as required by Section 2 of Health and Safety at Work etc, Act 1974), method statements, permits to work etc., as applicable.
- confirmation that the contractor agrees to work in accordance with the School's Health and Safety Policy and arrangements, and the health and safety requirements are laid down in the contract.
- clarification of the responsibility for provisions of first aid and firefighting equipment.
- details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal.
- details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection.
- clarification for supervision and regular communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury, imminent danger to employees and others, and possible damage to plant and buildings.
- arrangements for suitable working times and segregation of school activities from the contractors' work areas.
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant).
- **N.B.** A hot work permit will be required when hot work is taking place e.g., roof works, soldering, stripping paints, etc. (further detail can be found in Shropshire Council's Hot Work Policy or Managing Contractors policy arrangements which can be found on the Shropshire Learning Gateway\Administration\Occupational Health and Safety\A-Z).

3.8 Control of Substances hazardous to Health (COSHH)

NO SUBSTANCES WILL BE USED OR GENERATED WITHIN THE SCHOOL UNLESS AN ASSESSMENT OF THE HAZARDS AND RISK THAT THEY PRESENT HAS BEEN MADE.

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, pupils and others, the School's COSHH Assessment Co-ordinators (Names listed in section 2) will:

- identify and control these substances, minimising the risk of exposure to staff and others.
- ensure staff are aware that certain substances are hazardous to health. Wherever possible these will be taken out of use. Where substitution proves to be impossible a COSHH assessment form will be undertaken. (This form is available on Shropshire Learning Gateway and must be completed for each hazardous substance). Copies of the COSHH assessment will be available in the Facilities Manager's office.
- ensure an inventory of all chemicals will be kept and is up to date.
- ensure **All users** are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- ensure staff are informed to read labels and instructions, practise sensible, safe working habits and follow and understand the emergency procedures.
- ensure equipment is maintained and used as instructed.
- ensure personnel protective equipment/clothing is available and used when required (See Section 3.18 PPE.)

All Staff must be:

- alert to the potential dangers of allowing pupils to bring their own pens into school. Spirit based items are not allowed.
- the use of solvent based "Tippex" will be controlled by the school office.
- aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the Headteacher/Operations Manager.

Legislation

The Control of Substances Hazardous to Health Regulations require detailed information on hazardous substances and these can be found in the COSHH assessment file kept in the Staff room/online, Shropshire Learning Gateway\Administration\Occupational Health and Safety, etc.

3.9 Display Screen equipment – (visual display users)

Staff who use computers including laptops must ascertain whether they are classed as users. (e.g., use a computer/laptop for 1 hour or more at any one time during their working day). Staff who are classified as a user must undertake a workstation risk assessment.

Speak to the Operations Manager who will be able to give you a copy of the self assessment and run through the procedure. If any changes/equipment are required that cannot be resolved directly by the user then report back to your Team Leader who will liaise with the Headteacher/Operations Manager to see if it is appropriate to order the equipment e.g., screen riser, footrest etc. Further support and advice can be obtained from Health and Safety Team, Shropshire Council, See Section 2 for contact details.

3.10 Fire Safety/Bomb

3.10.1. The **Fire Risk Assessment** is sited in the facilities managers office. The Fire Risk Assessment is undertaken by Mr Fire Safety in October. This will be reviewed on an annual basis or sooner if significant changes have taken place before this time. If the risk assessment identifies any significant risk the school will treat them with the appropriate priority and an action plan will be generated to address the high risks immediately and reasonable time periods applied to implement the control measures for the medium and low risks. **(The Fire Policy statement is in Appendix 1. It can be kept with the fire risk assessment but state this).**

Notices of fire procedures are fixed to visible sites around the school and in every classroom. Emergency exit doors and routes are kept clear-at-all-times and not obstructed by random storage. All fire doors are kept permanently unlocked while the premises are in use. Staff are actively encouraged to demonstrate good housekeeping.

The **Site Manager/Caretaker/Administrator** checks all firefighting and detection equipment **(how often?)** to ensure they are in good working order and within the "use by" date as is the statutory requirement. In addition, there is an annual check of all firefighting equipment by **(who?)**.

The fire alarms are tested weekly by **Site Manager/Caretaker** and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order and associated Fire Risk Assessment for Educational Premises guidance documentation. Records are kept in the logbook found in the **(Where? e.g. Administrators/Caretakers office?)**.

Notices around school have the following information. (All Signs must comply with Health and Safety (Signs and Signal) Regulations 1996.

FIRE ALARM / BOMB THREAT INSTRUCTIONS:

IF YOU DISCOVER A FIRE

Press the fire alarm nearest to where you are:

1. The alarm will sound.
2. Pupils and staff will walk out of school by the nearest safe exit, **(add details)**
3. Classes line up. **(State where the assembly point is located)**
4. Teaching staff to take Attendance Registers in the afternoons and check all children in their classes are out of the building. **(Who?)** will check the toilets and restroom bring out registers if the bell goes in the mornings.
5. **DO NOT PANIC.** Walk quickly and quietly in line, **DO NOT** return to the classroom or cloakroom to pick up personal belongings.
6. Await further instruction before returning to the building.
7. If it is a bomb alert open windows, **COLLECT** personal belongings if safe to do so before leaving the building.
8. The assembly point in the event of a bomb is **(Where? e.g., at the bottom of the field, village hall, etc.)**.

to be recalled.

- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all pupils from the building to the safe places indicated on the fire procedures notices. The primary

responsibility of class teachers remains to evacuate the premises, which should NOT then be re-entered until instructed to do so.

- The fire and emergency services will be summoned by (**School Fire/Emergency co-ordinator/deputy co-ordinator. Please note: any responsible person may make the call to the fire brigade in an emergency**) Once everyone has safely left the building and moved to a place of safety, a delegated member of staff will ensure that a confirmation call is made to the fire service. A role call will then be carried out. (**Each school will have their own specific procedure**).
- Fire wardens will sweep their designated areas and report to the 'Person in Charge' (**a map will be required of the designated areas and full instructions/training, so staff fully understand their duties.**)
- All attendance registers will be properly marked for the morning and afternoon sessions. Members of the teaching staff will take their registers with them on evacuating the premises.
- A roll call will be taken at the designated assembly point to ensure that everyone is accounted for.
- All visitors/contractors must report their presence on site and sign in at reception. Reception staff must ensure that all visitors/contractors are made aware of the site's emergency procedures and evacuation assembly points. (**These arrangements can be printed on the back of the visitor's badge or on a notice displayed at reception.**)
- Special consideration will be given to staff, visitors and pupils with special needs, disabilities etc. An Individual Personal Emergency Evacuation Plan (PEEP) will be completed for staff and/or pupils when required.
- Staff or others taking after school clubs must ensure they are familiar with the fire procedures.
- The school premises are organised in such a way as to ensure that adults and children can circulate in a safe manner.
- All access routes will be maintained in a safe condition and be free from obstructions. So far as is reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safely will be repaired at the earliest opportunity.
- Also see 'Critical Incident Plan' (**each school will have their own. The fire safety\bomb information/guidance can be included or referenced with this**).

N.B. Shropshire Council Risk Management Team have replaced 'Managing the response to emergencies that affect Educational Establishments' with 'Emergency Response and Business Recovery Plan' and this is available on the Shropshire Learning Gateway\ Administration\Risk Management and Insurance\Emergency Response and Business Recovery\Emergency Response Business Recovery Plan Maintained Schools.

3.10.3 Fire safety training for staff/pupils

- All staff will be given fire safety awareness training which is based on the information detailed in the Fire Risk Assessment for Educational Premises part 1 section 4.4 and part 2 section 7.4 Fire Safety Training.
- Staff will be made aware of the findings of the fire risk assessment and have access to the fire safety policy statement.
- Individual records of staff health and safety training will be kept in (**state where the records are kept?**)
- Pupils\students will be made aware of the fire safety procedures so that they are aware of the actions to be taken in the event of a fire.
- Pupils will be closely supervised by staff when handling the candles\tea lights for worship\assembly.