

# Safety, Health, Environment & Fire Policy (SHEF)

Akrotiri Primary School



**Akrotiri School**

Approved by:	Ben Turner	Date: 04.01.22
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## **Introduction**

The health and safety of both staff and students has always been of paramount importance in MOD Schools. The Headteacher is traditionally responsible for the discipline and internal organisation of the school, and for the safe conduct of the staff and students and all school related activities.

Since the introduction of Local Management of Schools, the Headteacher has fulfilled many of the functions of the employer and has significant responsibility for the day to day running of the school and the management of the delegated budget. Consequently, the Headteacher shares with HQ MOD Schools the responsibility for health and safety in the school to the extent to which they have control over the management of the school and the budget. The modern management of schools is, therefore, a well-integrated partnership between the Headteacher and HQ MOD Schools, with the latter and various contracted agencies on the Defence Estate providing many of the services and technical expertise required for safety matters.

The Health and Safety at Work Act requires the employer to publish a Health and Safety Policy that sets out the policy of the employer with regard to health and safety, describes the management organisation responsible for implementing the policy, and details all the arrangements in force with regard to health and safety. The policy must be brought to the attention of every employee.

In order to comply with this requirement, MOD Schools Safety Policy and Safety Information has been issued to all schools. However, due to the inevitable differences in the internal management and organisation of schools, the school's own SHEF Policy has been devised to complement that of MOD Schools and provide those details that a general policy cannot.

It is important that a regular update of the policy is carried out, so that it grows into a comprehensive and up to date resource. Further contributions or suggestions from staff are always welcome. Clearly the maintenance of this policy will require a continuing commitment from staff and offers the advantages of a clear and well organised system of safety management and access to information, which is to the benefit of all users and stakeholders.

## **The Concept of a School Safety Health Environment and Fire (SHEF) Policy**

The School (SHEF) Policy is the means whereby:

- the Headteacher acknowledges their extensive role and responsibilities in the local management of the school
- the Headteacher and the senior school management express their commitment to a high standard of safety, for both students and staff
- the staff and management organisation is clearly set out and the delegation of tasks and responsibilities required for the effective management of health and safety is clearly identified
- coordinators required to fulfil key tasks or oversee the implementation of particular pieces of legislation are identified
- the MOD Schools (MODS) Safety Policy is adopted and, where relevant, additional specific details as to the safety arrangements in force in the school are set out. Where appropriate, key information is summarised, without reproducing unnecessary detail from the MODS Safety Policy
- safety standards and future objectives are identified
- key reference books and other relevant texts which include adequate safety information are adopted and listed for the purpose of statutory risk assessments
- arrangements are set out for:
  - the systematic planning of health and safety objectives and, when relevant, the inclusion of such objectives in the School SHEF Management Plan
  - the monitoring of progress towards those objectives
  - the continuous assessment of needs and priorities with regard to health and safety
  - the feeding back of this information into the planning process
- a positive safety culture is fostered, in which all staff share the safety objectives identified by management, and in which all staff, at every level, contribute to the safety effort and strive to make continuous improvements
- the school demonstrates compliance with a wide range of very detailed safety legislation concerning standards, safe systems of work and systems of safety management

In partnership with MODS and the Headteacher, the School Governance Committee recognises their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, students, contractors and other visitors to the premises and will take all reasonably practicable steps within their power to fulfil this responsibility. Such matters include:

- a safe place of work and a safe working environment
- safe plant and equipment
- safe systems of work
- safe access to and egress from places of work
- the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions
- the provision of adequate information, instruction, training and supervision
- adequate consultation with staff on all matters relating to health and safety, and the fostering of a positive safety culture in the school
- keeping abreast of legislation by obtaining advice from MODS and through persons competent in health and safety matters
- a written system of safety management which includes:
  - the identification of needs and objectives, in order of priority
  - the allocation of appropriate funds
  - the integration of health and safety planning within the School SHEF Management Plan
  - the regular monitoring of progress, and of safety performance, to be used in the planning process
  - an annual review of the SHEF Policy
  - the inclusion of health and safety on the agenda of SGC and Staff meetings.

**Safety, Health, Environment & Fire Policy**  
**A Statement by Ben Turner - Headteacher of Akrotiri School**

- 1 As Headteacher of Akrotiri School, the responsibility for Safety, Health, Environment and Fire (SHEF), has been vested in me by the DCYP. I personally commit our school to comply with the DCYP Statement, which in turn reflects a commitment to that of The Secretary of State. This SHEF Statement, which is to be implemented throughout our school, reflects legislation and the importance I attach to SHEF and the welfare of all employees, pupils, or persons who may be affected by our activities.
- 2 It is my intention that Akrotiri School will conduct activities to minimise any adverse impacts on the environment and to provide all personnel with, so far as is reasonably practicable:
  - a. Safe facilities and equipment.
  - b. Safe systems of work.
  - c. Safe and healthy places of work with safe access and egress.
  - d. Sufficient information, instruction, training and supervision to enable personnel to carry out their work/ training safely and without risks to their health or to the environment.

This shall be achieved through compliance with the MOD Schools SHEF manual and the systematic identification of hazards; the management of risks through the risk assessment process, promotion of environmentally beneficial initiatives and the allocation of time and funding to achieve the requirements. I will ensure that prompt action is taken to address all newly identified hazards with adequate controls as far as is reasonably practicable and I require all personnel to do likewise. I expect my SLT, Phase Leaders and SHEF Representative to implement the system and all personnel to co-operate with these aims, by bringing to my attention any significant hazards that might arise in the workplace areas that are not subject to existing controls.

- 3 I have delegated responsibility to Mr James Bennington for the day to day management of SHEF within this school. The SHEF noticeboard shall identify key staff members with SHEF responsibilities and shall be regularly reviewed and updated to reflect current and accurate information. SHEF guidance shall also be sought from the Agency SHEF Advisors as necessary.

I have appointed the School Caretaker (Marinos Politis) as Fire Safety Officer.

The SHEF Representative will:

- a. Act as a focal point for SHEF information.
- b. Collate the Instructions and Procedures that will constitute the detailed arrangements for both safety and for protecting the environment throughout Akrotiri Primary School.
- c. Monitor all workplace risk assessments for Akrotiri Primary School.
- d. Monitor, on my behalf, the application of the detailed arrangements for compliance with legislative and MOD requirements in the SHEF Management areas, including my SHEF Plan and the Fire Safety Management Plans for Akrotiri Primary School.
- e. Circulate the minutes of Akrotiri Primary School SHEF Committee.
- f. Report to me if any further measures are required to achieve compliance.

The role of SHEF Representative will be strictly advisory and responsibility for SHEF implementation matters rest with me and my Leadership Team.

- 4 The arrangements for SHEF can be found in the SHEF Policy Files in the Main School Office. Staff consultation shall take place through regular school SHEF Committee Meetings and by inclusion of SHEF as an agenda item on Staff and SGC Meetings.

I will strive to continually improve the way that SHEF is managed at Akrotiri School and this statement shall be reviewed annually as a minimum to ensure that it remains timely and relevant. Upon my departure from Akrotiri School a formal handover of SHEF responsibilities and documentation shall take place with the incoming Headteacher.

Signed  \_\_\_\_\_

Date 04.01.22 v. 11

Mrs Ben Turner - Headmaster

## SHEF MANAGEMENT – Additional Information

1. SHEF Committee- I shall chair Akrotiri Primary School SHEF Committee, which will meet during each term. In my absence the Deputy Headteacher will chair the meeting.
2. The arrangements for SHEF management are contained within this Akrotiri Primary School SHEF Policy. Additional or temporary procedures will be published under my authority.
3. Procedures and actions required to cover, emergencies, accidents, and first aid provision are included in this document and are further included or signposted in Akrotiri Primary School Staff Handbook, both of which are provided on induction. All personnel within Akrotiri Primary School are to know and understand the actions required of them within these procedures.
4. All visitors or persons working temporarily within Akrotiri Primary School, such as contractors, consultants or part time workers, are to be made aware of any hazards that exist in the workplace and also of any practices which may result in damage to the environment. Whenever appropriate, they are to be made aware of the provisions of any risk assessments that might apply to their activities.
5. Where Akrotiri Primary School personnel are working or training at sites units away from the school, they should make themselves familiar with local safety and environment rules and work to their requirements. Also they should not, by their activities on that site, endanger people in the employment of others.
6. Where Akrotiri Primary School personnel are working on another site they are to comply with the host's SHEF policies.
7. All employees should be aware that they have a duty to protect the environment and to preserve both their own safety and that of all co-workers and students. They are to read, sign as understood and comply with all environmental and safety instructions and the provisions of any risk assessments that apply to their work area activities.
8. SHEF documentation and records covering the main SHEF management areas within Akrotiri Primary School is to be maintained by the school SHEF Safety Representative and will reflect the requirements of the HQ MODS (C) SHEF Plan.

## Safety Organisation

Title	Name
Headteacher	Ben Turner
School SHE Coordinator School Fire Safety Officer	James Bennington – Assistant Headteacher Marinos Politis - Caretaker
Deputy Headteacher	Hannah Robinson
Assistant Headteacher & EYFS Leader Assistant Headteacher – T & L & Curriculum	Rachel Ball James Bennington
Co-ordinator - COSHH	Caretaker
Co-ordinator - Manual Handling	James Bennington – Assistant Headteacher
Co-ordinator – Fire and Emergency	Caretaker
Co-ordinator – First Aid	James Bennington – Assistant Headteacher
Educational Visit Coordinator (EVC)	Ben Turner /James Bennington
Membership of the Safety Management Team SHEF Committee	Ben Turner (HT), SGC Rep (TBC) James Bennington (SHEF Coord) Marinos Politis (Caretaker/ Bld Custodian)

Headteacher

The Headteacher is responsible to HQ MODS for all matters concerning the safe conduct of staff and students in the school and all its related activities. By virtue of the unique 'Lodger Unit' nature of the school on RAF Akrotiri and within BFC, there is also a responsibility to The Station Commander and SBA Chain of Command.

Assistance in compliance and this responsibility is provided by the senior school staff who comprise the Senior and Middle Leadership Teams (SLT/ MLT), such as Deputy and Assistant Heads, Phase Leaders, Subject Co-ordinators and the Site Manager, where appointed.

The Headteacher, assisted by the Management Team, is required to:

- establish a structured system of safety management, in accordance with MODS guidance and the MODS Safety Policy, comprising:
  - the identification of safety requirements and objectives
  - the clear identification of priorities
  - the incorporation of safety requirements and future objectives in the development and budget planning of the school, and where appropriate, inclusion in the School SHEF Management Plan
  - the regular monitoring and review of safety performance, progress and future needs so that this information is fed back into the planning process.
- implement a system for protecting all persons on the premises, or involved in school activities, from risks which are reasonably foreseeable
- coordinate any necessary safety arrangements with any contractors working on the site
- implement such procedures as are necessary to comply with all legislation concerning health and safety, in accordance with MODS guidance
- provide regular reports on significant issues and general progress to HQ MODS
- foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety.

### **The Deputy and Assistant Headteachers (Senior Leadership Team - SLT), Middle Leaders and Subject Co-ordinators**

The Deputy Headteacher(s) assists the Head in the day-to-day management of the school, and deputise for the Head during any period of absence.

The DHT will assist in the fostering of a positive safety culture and implementation of all school procedures relating to SHEF.

Phase Leaders and Subject Coordinators will assist in the fostering of a positive safety culture within their phases and subject areas in respect of Fire and Emergency, Manual Handling and Safe Working Practises by regular review, monitoring, reporting and dissemination of information where appropriate. They will also implement all school procedures relating to SHEF.

Phase Leaders and Subject Co-ordinators will identify and clearly prioritise immediate and long-term requirements with regard to SHEF and provide this information to the HT, so that it may be included in the normal budget forward planning arrangements.

They will make appropriate arrangements for periodic monitoring of standards, arrangements and progress towards identified objectives.

They will report through Staff Meetings or SHEF Committee Meetings results to the HT, for incorporation in the SHEF Action Plan and/ or budget planning.

They will maintain permanent files of all safety publications and guidance issued by MOD Schools or relevant bodies or professional associations, relevant to their subject area and ensure all additions are brought to the attention of all staff.

**The SHEF Co-ordinator is responsible to the Senior Line Manager in the establishment (Headteacher in Schools) for the day to day management of the SHEF Policy. In particular he/she will:**

- a. Promote a positive SHEF culture within the establishment.
- b. Be the focal point for the day to day references and management of SHEF and give advice or indicate sources of advice.
- c. Maintain contact with the MODS and Station / BFC SHEF advisors to obtain expert advice.
- d. Organize or carry out regular inspections of the premises, equipment and working practices, (in conjunction with employee/TU Safety reps if requested), record findings and make recommendations for improvement.
- e. Ensure that accidents are recorded and reported as appropriate and that remedial action is taken, if appropriate, to prevent reoccurrence.
- f. Make appropriate checks to ensure that appropriate risk assessments are in place for all workplace activities and that the administrative system for reviewing them is kept up to date.
- g. Make appropriate checks to ensure that the appropriate risk reducing measures are put in place to ensure safe practice and recommend/implement new measures when necessary.
- h. Ensure all SHEF arrangements are up to date and review them at least annually.
- i. Review SHEF information, instructions and qualifications and identify and co-ordinate training needs.
- j. Receive SHEF maintenance inspection reports (including fire safety) from any inspecting officer or agent and the fire service, when necessary taking appropriate action immediately in liaison with the School Fire Safety Officer.
- k. Ensure that adequate SHEF arrangements have been made for the use of the establishment outside of normal school/establishment hours.
- l. Attend the establishment SHEF committee and as required Station SHEF Committee Meetings.

### **Caretaker**

The Caretaker is responsible to the Headteacher for the safe organisation and work of the service provider and, as Head of a 'Service Department', for fulfilling all those functions listed under 'Phase Leader' with respect to caretaking staff (e.g. Fire and Emergency, Manual Handling and Safe Working Practices ref outside workers and Contractors).

In addition the Caretaker/ site manager has delegated responsibility to:

- a. Ensure all items of portable electrical equipment are entered on the establishment's electrical register before use. Ensure visual inspections take place termly and statutory inspections, by competent persons, take place as required by legislation, and the results recorded (see above – SHEF Rep).
- b. Act as Fire Officer for all buildings within the school campus. Ensure that all mandatory checks, tests and maintenance functions are carried out and fully recorded as per the Station Fire Section & DFRMO Fire Safety Officer and Fire Management Plan requirements.

- c. Ensure that all Health and Safety related maintenance and repair issues are reported through appropriate channels, monitored and followed up for completion. Ensure that all such matters are reported via SHEF Committee Meetings.
  
- d. Maintain the establishment 4C register  
“The four main elements required in any visiting worker and contractor management system are: co-ordination, co-operation, communication, and control. Effective application of the four elements of this system, often referred to in defence as the 4Cs system, should help reduce the likelihood of harm or damage arising from the actions of defence, visiting workers and contractors working on the defence estate.”

## **All Staff**

Section 7 of the Health and Safety at Work Act places duties on all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with the employer and his representatives so far as is necessary in order for the employer to fulfil any of the relevant statutory provisions.

Section 8 of the Health and Safety at Work Act makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

Health and safety legislation require all staff to:

- use all materials, machinery and equipment etc in accordance with the information, instruction and training which they have received
- report immediately to their line manager any defects in the equipment etc
- report immediately to their line manager any serious and immediate danger to health and safety
- report to their line manager any matter which they, considering their instruction and training, would reasonably believe represented a shortcoming in the protective arrangements for health and safety (it is sufficient to report a given matter once only, and not to have to repeat it)

All members of staff are responsible for:

- observing all instructions on health and safety issued by DCYP, Headteacher, line manager or any other person delegated to be responsible for a relevant aspect of safety
- observing all safety rules relating to the use of specific machinery and equipment
- reporting all accidents to their line manager and ensuring that an accident report form is completed
- reporting all potential hazards to health and safety to their line manager or Headteacher
- assisting officers of the MOD / MOD Schools in their inspections and investigations
- assisting Inspectors of the Health and Safety Executive to carry out inspections and investigations.

## **The Management of Health and Safety**

The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted as described in the MOD Schools Safety Policy.

## **General Arrangements**

The arrangements set out in the MOD Schools Safety Policy remain in effect. The purpose of this Akrotiri School Policy is to amplify those arrangements with the inclusion of specific details and, where necessary, the naming of individuals. This clearly explains how the matter in question is managed within the school. It also provides an opportunity to include individual topics which do not appear in the MOD Schools Safety Policy, so that over a period of time this section may develop into a comprehensive and valuable resource.

Over the course of time circumstances may change. It is, therefore, important that these arrangements are amended when necessary so as to remain fully up to date.

## **Meetings of the Safety Management Team (SHEF Committee)**

### *Purpose of Meetings:*

- To direct and coordinate the necessary planning for Health and Safety, and to draft the school's safety policy
- To review, prioritise and direct the safety initiatives arising from:
  - plans submitted by departments and/or coordinators
  - reports concerning safety inspections, accident reports and other means of monitoring performance
- new information or guidance received from HQ MODS or enforcing authorities
- To audit all parts of the safety management system on an ongoing basis.

### *Frequency of Meetings*

Meetings will take place each term where possible, with additional meetings called as required by the Headteacher.

## **First Aid and Accidents**

## First Aid

The requirement for first aid provision for employees is laid down in the Health & safety (First Aid) Regulations 1981. The general responsibility for taking reasonable care of pupils is enshrined in common law under the *'in loco parentis doctrine'*. In addition, the EYFS (Early Years Foundation Standard) demands specific first aid cover for FS1 & FS2. Therefore, it follows that although the Health & Safety (First Aid) Regulations do not specifically cover pupils; those with responsibility for pupils have a duty of care to provide adequately for them, in addition to visitors and contractors on the premises. For this reason, first aid arrangements for employees should be combined with those for pupils.

First aid is the immediate and temporary care given until the services of a medical practitioner can be obtained.

First aid can save lives and prevent minor injuries becoming major ones.

At school, the role and duties of the first aider are

- to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or another professional medical help is summoned, in accordance with school procedures outlined in this policy
- Ensure school policy and practice on accident reporting is followed
- Although all staff are deemed capable of administering basic first aid, staff who do not hold a first aid qualification should call for assistance, if they feel it necessary to administer treatment for which they have no training (e.g. applying a sling or bandage)
- All injuries with the exception of minor bumps and grazes sustained through 'normal' play or classroom activities should be referred to a member of staff who holds a current first aid qualification

Injured pupils/staff should not be left following an accident, unless in doing so would exacerbate the injury further.

All head bangs (and serious injuries) require a phone call home using the school mobile, as soon as reasonably possible. Parents should be contacted for accidents or injuries sustained by a pupil where **the treatment beyond TLC is given.**

A list of currently qualified first aiders is on display in the Main and FS Offices in the first aid room and staff room (main school) in Bldg. 133. Additionally, an electronic copy may be found on the school server. It is sent electronically via email regularly by the school secretary. A copy is also inside every accident book.

The primary first aid points are located in the foundation stage office and Chillax area (break) or area in Bld 133 next to school hall. There are first aid kits and equipment available, for use in school, on off-site visits or sports tournaments.

At break times, the Chillax Area (main school KS1 playground) is the nominated first aid point for children and first aid kits are kept in the staff room which also leads to this area. Staff on duty should ensure that deficiencies are re-stocked or (where unavoidable) notified to the office immediately after the duty, to enable re-stocking.

**All** classrooms are equipped with basic first aid kits and minor injuries should always be treated and managed in situ where possible. The first aid room is not constantly staffed or supervised.

All staff should receive annual training via the SSAFA (School Nurse), with regard to Auto Injectors/ Asthma Inhalers/ Diabetes/ Epilepsy and any other relevant conditions included in current Individual Healthcare Plans. Ad hoc sessions can be provided as required for conditions presented by new starters (pupils or adults).

Due to a highly mobile workforce, staff recruitment takes place continually. In advance of any formal annual or ad-hoc training, staff should use the following links to familiarise themselves with procedures for administration of medication connected to the conditions above.

S:\Health and Safety\SHEF ONLY\Training\Asthma ppt Training Module & SSAFA School Nurse TOR.msg

S:\Health and Safety\SHEF ONLY\Training\Anaphylaxis, Allergies & Adrenaline Auto Injector ppt Training Module.msg

Community activities and out of hours users are required to provide their own first aid cover and equipment. Extended day care sessions and Breakfast Clubs are to be treated as core sessions – a commensurate number of suitably (first aid) qualified staff should be on site as part of the supervision ratios at all times.

## Accident Procedure

- Day to day accidents – it is acknowledged that children playing at break times or running in PE / during free play will involve an element of risk, which the school manages by use of teaching strategies, risk assessments and by maintaining adult supervision. Minor bumps and grazes are a normal part of the school day and acknowledged as such ([www.hse.gov.uk](http://www.hse.gov.uk)) Children's Play & Leisure (Promoting a Balanced Approach). The majority of these accidents or incidents are treated with basic first aid – which may be administered by all staff and do not require further assessment, treatment or immediate notification to parents. All accidents should be recorded in the daily Accident Book.
- Accident Books are pink A4 booklets (Staff Room medical cupboard & all classrooms). Portable first aid kits used during external visits will also have an accident recording book. Supplies are available from Reprographics (Stella Stylianou) or SHJE Representative. It is the responsibility of the first aider to ensure that they have checked the bag to be taken on EV.
- Any accident which the duty first aider considers to be sufficiently significant enough to require a second opinion; should be reported to a qualified first aider S:\Health and Safety\First Aid\Qualified First Aiders -List & Info\2020-21 First Aiders with expiry.docx Lists are posted in offices and at all first aid points
- All accidents requiring some form of first aid, must be recorded, with all significant first aid treatment (including ALL head bangs) reported to parents via a phone call home. The person performing first aid should complete the accident book. If required, information should be passed verbally to teachers in addition, and a record of reporting added to the accident book (either to staff or parents, including the time of notification). Teachers of KS1 pupils should communicate the injury to parents using electronic platforms or verbally at the end of the day. If the child's condition changes, parents should be called immediately.
- Accidents which require more than basic first aid; a second opinion by a qualified first aider or, may require additional medical assessment at some point must be communicated verbally asap to parents by the person who gave first aid or, the qualified first aider.
- Head injuries, burns, scalds and falls from height – all such injuries should be assessed by a qualified first aider to determine whether immediate contact is required with parents / carers for further assessment off site, or an emergency ambulance is required. This form also provides information and notification to the adults in class to further monitor the child. If their condition changes, parents should be called immediately. In the case of significant head injury – e.g. collision with ground, infrastructure or a clash of heads; where a visible lump, graze or cut is visible; loss of consciousness; lack of coherence or severe distress – parents are to be called to inform and given an opportunity to attend and further assess / remove for treatment.
- In the event of any accident or incident involving a child or adult; which results in the requirement of additional assessment; being sent home, referred to or taken to the SMC; further reporting is required. Where this occurs, the person giving treatment is required to complete a more detailed accident report form, which is found on the SHEF SharePoint, with instructions on completion, before being sent to the MOD SOE3 or SOE1 and ACEO, prior to AINC. All staff are advised to familiarise themselves with the reporting process or seek clarification from the SHEF Co-ordinator.

All members of staff are expected to give comfort and aid to the injured person whilst ensuring that an urgent message is sent to the school office. An assessment of the injury should be made by a qualified first aider at the earliest opportunity and appropriate treatment given. At the same time action should be taken to summon parents and / or emergency medical assistance (112).

Should an ambulance or outside medical assistance be required it should always be summoned from the main school office or foundation stage office unless this is not possible. In this case a message should be sent to inform main office (and HT) as soon as possible.

- In the event of significant injury or ill health to a student, or staff member the primary emergency contact – (usually the parent in the case of a child) should be telephoned immediately using the numbers held in the main or foundation stage offices and advised that the casualty has been taken by ambulance or requested to collect their child to take home / obtain expert medical assessment, as appropriate.

If the parent/ main emergency contact is unavailable, alternative contacts should be used from the information held for that person.

Information pertaining to pupil contact details are held in the main school office (and FS office) both in paper form and via Bromcom.

In the case of serious injury or illness to visitors; efforts should be made to obtain emergency contacts. *Expert medical treatment or advice should not be delayed if parents or emergency contacts are not available, including if the condition of the casualty is deteriorating.*

- In circumstances where a student needs to be taken to hospital immediately by ambulance and a parent is not available to accompany him/her, a member of the school staff should go to the hospital to await the arrival of the parent. Staff should not transport students in private cars unless to do so would cause certain risk to life and appropriate motor insurance should be in place.
- Staff should be aware that medical staff will stabilise the casualty's condition until the parents arrive and give consent to further treatment.
- Students should only be sent home when an appropriate responsible person (adult) is present to take care of them. This would normally be a parent/guardian or, with parental consent, a second emergency contact or close relative. Only senior staff members (SLT – Headteacher, Deputy HT, Assistant HT) or someone acting on their behalf can give authority for a child to be sent home or referred to the medical centre.

## **First Aid Arrangements**

- A member of staff should be nominated to act as first aid coordinator (Appointed Person). He/she takes on the responsibility for ordering items, replenishing first aid stocks and ensuring that it is brought to the attention of The Headmaster should additional personnel require training to meet statutory and advised required numbers of first aiders. The Appointed Person keeps a record of qualified first aiders, the range of and the expiry dates of those qualifications. In Akrotiri School, the nominated First Aid Co-ordinator (FAC) is Amanda Skinner.
- At least one member of staff should be trained to the full First Aid at Work standard (HSE First Aid at Work – 1 per 100 employed or part thereof) and others hold Paediatric and Forest Schools First Aid qualifications. The position should be monitored to take account of staff turnover by the FA Co-ordinator – see SHEF Notice Boards and FA room main school and school server for a full list of currently qualified first aiders. Courses are provided on –island, periodically by MODS. Places are awarded in conjunction with the needs of the school and in liaison with Senior Leadership Team (SLT). All first aid trained members of staff are easily identifiable on their staff badges. This information is also located in every first aid book and on the duty rota.

## **Supporting Children with Medical Needs**

*Akrotiri School adheres to and follows the guidelines laid down in MOD Schools Policy Directives. The most recent of which are kept in the SHEF Folder in the Main School Office. This document in turn reflects DfE Statutory Guidance.*

- The means of identifying the medical needs of students is established:
  - in the school's prospectus
  - on intake forms which require parents to identify medical needs
  - by direct contact with parents/ carers

If necessary, an Individual Healthcare Plan is drawn to enable staff at school to support the pupil in education. These IHP are drawn with co-operation between parents/ carers, school staff and SSAFA who provide School and Children's Community Nursing services within BFC.

MOD Schools forms for this purpose are found at [S:\Health and Safety\Individual Healthcare Plans](#)

- All staff should know the location of students' Individual Healthcare Plans (IHP). These are kept in several locations for appropriate access; [S:\Health\\_Safety\Individual Healthcare Plans](#); classroom first aid cabinets with (non-restricted medication) and first aid room lockable storage.
- Prescribed medication will be kept in a secure, marked location: usually in the child's classroom. All 'restricted' medication (Paracetamol, Ibuprofen, Buccal Midazolam) is kept in the FS Office or Main School first aid room, in a locked cabinet. The keys to these cabinets are kept by FS Secretary and in a secure key box in the main office kitchen respectively.
- Medication must be brought into school, suitably labelled by the issuing pharmacy with details of name and dosage.
- Medication will only be accepted in school when it has been prescribed by a doctor. This may only be administered with the agreement of the Headteacher and only when a parental consent form has been completed, with an IHP. The medication should only be administered during school hours where this is unavoidable. School staff are not mandated or required to administer medicines to pupils.
- Arrangements are made to train staff, particularly to recognise and deal with anaphylaxis, asthma and epilepsy via the SSAFA School Medical Service ( see above).
- Administration of prescription medicines for short term conditions, may be undertaken with consent from the HT although, wherever possible doses should be administered at home and spaced accordingly.
- Administration of non-prescribed analgesia by school staff should be kept to a minimum (i.e. residential school trips), though it is permissible in certain circumstances, such as period pains and migraine. The following will still be required:
  - Written parental request / consent
  - Record of issue
  - Details of any allergies

## **Establishing and Record Keeping - IHP**

The IHP will comprise a record of the pupil's health or medication needs and include any information about impact on school life and learning. The IHP will be agreed by parents, the health professional and Headteacher and signed by all parties.

This IHP is kept electronically at S:\Health\_Safety\Individual Healthcare Plans, in the main school office; the relevant classroom and main first aid point. The IHP will be updated as necessary. Staff will be notified of any changes in the pupil's condition.

If the pupil requires emergency medicine then the correct storage procedures will be observed, in line with the DfES guidance found in '*Managing Medicines in Schools and Early Year Settings*'.

**References** S:\Health\_Safety\SHEF Policies\Supporting Pupils with medical Conditions at MOD Schools (2).pdf

Akrotiri School will adhere to all MOD Schools Policy Directives, including that above

### **Childhood illnesses & Infection Control**

Public Health England and other reference documents on infectious diseases and infection control, are held in the Main School Office. And electronically at S:\Health and Safety\Induction\Childhood Illness Exclusion Table.docx

### **Dealing with Bodily Fluids**

School staff may occasionally encounter situations where they deal with bodily fluids of a pupil, colleague or visitor to the school.

Examples are bleeding from a wound, vomitus, urine, faeces, saliva, or pus from an infected wound. In all situations involving bodily fluids normal precautions should be taken and staff should ensure they adopt basic hygiene measures, to prevent contamination, infection and illness. Precautions include;

- The wearing of disposable gloves
- The disposal of all soiled materials in a leak proof bag in the marked bin in the medical room or a sanitary bin
- Washing of hands thoroughly with warm soapy water
- Disinfection of any non-disposable equipment used in the process
- Disinfection of hard surfaces
- Shampooing of any carpeted areas as soon as possible after decontamination

Additional information is available in the MOD Schools 'Guidelines for The Cleaning Up of Bodily Fluids', found in the Induction folder.

### **New and expectant mothers**

All expectant mothers are required to complete a risk assessment whilst continuing to work. On return to work new breastfeeding mothers are allowed time to express milk within the working day.

### **Heat Illness**

To avoid heat illness through outdoor activity (outdoor learning / Forest School, break times) children are encouraged to:

- Drink water throughout the day in classrooms and at play – chiller fountains widely available
- Wear a hat whilst in the sun - No Hat/ No Play Policy (start determined by Easter Holidays / Term 3)
- Sit in shaded areas during play, wherever possible

- Parents are encouraged to apply a long-lasting sunscreen before school and may come in to re-apply should they feel it necessary

All classes are fitted with air-conditioning units and all reasonable steps are taken to achieve a comfortable temperature according to paragraph 46 of the HSE Approved Code of Practice (ACoP) 1992 Regulations. JSP 539 is also used as a source of reference.

Wet bulb temperature forecasts are provided from term 3 by the Met Office on a daily basis. Decisions on curtailing play are delegated to the most senior staff member on duty in order to make dynamic risk assessment. If the temperature is high, outdoor play is cancelled or shortened and the children remain in classrooms with adult supervision.

### **Inclement Weather**

Decisions on curtailment or limitation to play, are made by the most senior staff member on the playground, by means of a dynamic risk assessment, or in consultation with SLT.

Curtailment of play is signalled by three rings on the school bell.

### **Drinking Fountains**

Drinking fountains are serviced regularly. Children are encouraged to drink from the stream of water and not the actual nozzle. Children must be encouraged to use the fountains in an acceptable manner and not do anything which would discourage other users. Children are actively encouraged to bring drinks bottles containing water only, into the classroom and to use them. Squash, juices and other drinks are not permitted because of the risk of accidents to work, or other equipment, which can be irreparable with liquids other than water and to minimise the risk of pests.

See also [S:\Health and Safety\Risk Assessments\Covid 19 Risk Assessments & Info](#)

### **Waste Disposal**

All rubbish is disposed of daily by the cleaning contractors to avoid attracting undesirable visitors e.g. rats, ants, cockroaches etc. Ideally class rubbish bins should be washed out on a regular basis.

All classes have been provided with paper only recycling bins.

### **Food Storage**

All staff involved in cookery and food preparation should, as a minimum, watch online training videos from the Food Standards Agency (links below), which give the necessary information for aspects of food handling and storage in refrigerators. The appropriate guidelines are to be followed with regard to the washing of fruit for the children's snacks. All children should be encouraged to wash their hands with soap before eating their snacks. MODS guidelines for the preparation and storage of packed lunches are observed. Dedicated fridges and / or insulated boxes are provided for brunches and snacks.

[S:\Health and Safety\SHEF Policies\SHEF Policies\05\\_JSP456\\_DCM\\_Pt2\\_Vol3\\_Ch4\\_Medical\\_Aspects\\_of\\_Food\\_Safety.pdf](#)

<https://www.youtube.com/watch?list=PL43290765924EDEAE&v=2l1BwnwDESc>

<https://www.youtube.com/watch?v=nkVY08aqC28>

### **Toilets**

All toilets are cleaned at least once a day by cleaning contractors. Children are encouraged to wash their hands after every visit to the toilet and before and after eating. Children are also encouraged to wash their hands regularly if they have a cough, cold and after they sneeze.

See also [S:\Health and Safety\Risk Assessments\Covid 19 Risk Assessments & Info](#)

## **Smoking in School**

All of Akrotiri School, up to and including the boundary fences is a no smoking area. This includes the use of electronic cigarettes or vaporisers Furthermore; as a piece of personal electrical equipment, e-cigarettes or their component parts **MUST NOT** be plugged into an MOD workplace (office, workshop or lab) power supply for the purposes of recharging etc.

### References

JSP375 – Volume 2 – Leaflet 50: Management of Smoking in the MOD Working Environment  
Simply Safety Blog: The use of electronic Cigarettes in the MOD Workplace  
Simply Safety Blog: Electronic Cigarettes Potential to Cause Fires

## **Environment**

The school is committed to supporting environmental issues. We use simple but effective good housekeeping measures which focus on avoiding wasteful practises, adjusting heating/cooling and lighting controls, prompt disposal of rubbish, conservation of water, recycling paper, card and plastic where possible; encouraging children and parents to walk to school to minimise emissions and careful storage of food to avoid pest infestations. Conservation issues are regularly highlighted and explained to children with work connected to topics, assemblies and visitors.

Air conditioning units should be regularly serviced and to enable optimum function, should be set no lower than 23 degrees C. Lower temperature settings than those contained in JSP, result in the unit becoming frozen and remedial action will not be prioritised by DIO under these circumstances. Additionally, every effort should be made to ensure doors and windows remain closed whilst air-conditioning units are working.

## **Building and Site Maintenance**

- The Headteacher is in overall charge of the maintenance of the school site and its buildings.
- The Caretaker is responsible for liaison with Community and Environmental Services staff and contractors in order to co-ordinate any necessary safety precautions during the progress of any building/site maintenance.

## **Contractors/Workers**

These regulations apply specifically to the cleaning contractors - Sodexho and members of staff who are employed to work at Akrotiri School by Defence Estates.

Apart from regular employees (cleaning, litter pickers) all contractors are required to report to the main office and sign in to the building. They must notify the school office staff who will notify the caretaker. The caretaker will notify the Headteacher if there is likely to be any hazard as a result of their planned activity.

As employers, Sodexho + Defence Estates must ensure that while their employees are working at the school;

1. COSHH regulations are fully adhered to
2. All electrical equipment is subject to PAT regulations
3. Staff receive training and guidance on safe working practices where necessary
4. Adequate arrangements are made for first aid particularly when the main office is closed.

All employees of Sodexho + Defence Estates are expected to comply with all Akrotiri School and MODS SHEF Guidance and regulations.

Sodexo + Defence Estate employee supervisors are required to notify the Headteacher and their employer of any hazard which occurs and is not covered by the school's SHEF Policy.

Wherever possible maintenance and activity should be carried out outside of normal school hours, to reduce the necessity for supervision and chaperoning of contractors by DBS- cleared staff. (safeguarding of children).

### **Safe working practices**

All staff should be familiar with and able to confidently operate any item of equipment which has been designated for use in their classrooms.

It remains the responsibility of staff members to read and follow manufacturer's instructions and to operate all equipment in a safe manner. Children should wear protective glasses or goggles whilst using any equipment that has the potential to inflict eye injury.

If children are to use potentially dangerous items, eg Glue Guns, Wax Pots, Saws, Drills, etc. it is essential that they are first of all instructed to use them in a safe and appropriate way; that the activity has been risk assessed and that the risk has been accepted by the Head of Establishment (Headteacher), or in some cases, the Station Commander at RAF Akrotiri.

Advice on completion of JFC Risk Assessments can be sought from SHEF Co-ordinator in the main office x 6167 or, Akrotiri Station SHEF on x 5274.

### **Maintenance and Testing of Equipment**

With regard to the above, appropriate arrangements are in place to ensure that:

- internal school procedures are established and followed when office equipment is serviced/repaired; for contractors working on site; working at height or in confined spaces (*Caretaker*)
- full records relating to statutory testing are maintained by the Caretaker. These will include:
  - annual safety tests of 240v portable electrical appliances (*PAT testing*)
  - weekly testing of the fire alarm system and equipment (*Fire Diary*)

### **Fire Safety and Emergencies**

- The Fire Safety Officer (Caretaker) is responsible for devising and coordinating fire drills and maintaining all records in the Fire Diary, such as fire drills, extinguisher integrity and fire alarm / call point tests.
- The Fire Diary for the school, detailing all relevant procedures in the event of an emergency, is kept in the Main School Office.
- Fire drills should take place each term as a minimum
- All staff must undertake annual fire training provided by Fire Section – (usually on school inset day, term 1) but may be arranged on an ad hoc basis for new staff by calling the Fire Safety Officer on x 5235 or, if approved by Head teacher, an online training module may be undertaken via Civil Service Learning Portal
- The following arrangements for fire precautions are in place to ensure that:
  - Flammable liquids are stored in a locked metal cupboard – **Caretaker / Sodexo**
  - Fire doors are always closed and never wedged open – **all staff have this responsibility**
  - Waste materials are collected daily and are stored in a locked area until collection by the local council – **Caretaker / Sodexo**
  - Electrical equipment not in use is always isolated from the mains – **all staff have this responsibility**

## Fire Emergency Evacuation Procedure (FEED)

Anyone discovering a fire should shout FIRE FIRE FIRE, operate the nearest Fire Alarm Point and either go directly to the office to call 112 and call the fire service, or send another adult who is with them.

**You should only attempt to fight a fire if you have been trained to do so**, using the most suitable extinguisher for the type of fire you intend to tackle and if **it does not put you at risk**.

Never use water on an electrical fire.

Annual Fire Training is mandatory for all staff and is usually conducted on an inset day the start of Term1. Staff who are unable to attend this session, should ensure that they attend the Fire Section UKD training, which is provided on a weekly basis . Session timings should be confirmed by calling x 6318

On hearing the alarm (a continuous bell), close all windows and doors (if able) and instruct everyone to immediately leave the building through the nearest fire exit.

In the event of a fire evacuation alarm sounding, the senior staff member (usually HT) assumes the role of Evacuation Controller (overall control).

Other SLT / MLT will assume roles of Assembly Point Controller (s) (Control of adults and children) – 1 each for Main School and FS.

Caretaker or member of Admin Team will assume the role of Fire Appliance Controller (Control of buildings/systems and **on-site** liaison with Fire Service).

Initial contact to summon the Fire Service will be ideally made by the Admin Team.

During a planned evacuation drill, the Evacuation Controller will give clearance to return to the building, only when the protocols above have been completed.

In the event of an unplanned alarm, the Evacuation Controller and Caretaker will investigate the cause of the fire by identifying the zone and making a safe sweep of the area. In the event that the Fire Service are required to attend, the EC will be given an instruction to return to the buildings by the Fire Service after they have completed their procedures.

### In Classrooms

- Children should be asked to stop what they are doing and line up in silence by the door
- Adult in charge should instruct children to remain silent throughout the procedure
- Adult in charge should collect the electronic register (if present) and close windows and doors where practicable and safe to do so. As the class leaves the room, the classroom door should be closed
- Class should walk in silence to their designated assembly point – **see Assembly Points**
- In classes where there is more than one adult, one should lead and the other should follow the last child. In classes where there is only one adult present; they should ensure all children are out of the building **before** they exit. If an exit is restricted or unusable, the nearest alternative should be used (e.g. ICT suite has no fire exit directly to the playground, so exit should be through classrooms either side if safe to do so).
- On arrival at the assembly point the children should be lined up in silence, a head count taken and registers called. In the absence of a register, the teacher will conduct a second headcount.
- The Admin Team will ensure that notification of illness registers and all signing in / out logs are brought to the assembly points to ensure all children and adults are present and accounted for.

- When satisfied that all children and adults are present and accounted for the class teacher will signal the Assembly Point Controller (DHT / AHT/ SLT) by holding aloft the register
- The assembly point for Foundation Stage is adjacent to the Barrack Warden Offices
- The assembly point for Main School is on numbered squares adjacent to the ball court on KS2 playground. Each class should occupy a numbered square and teachers will be given year group numbers for the current academic year – **see Assembly Points**. This should be shared with the class.
- All visitors to school should have a ‘sponsor’, who is responsible for ensuring they are familiar with the procedures in place for evacuation and aware that the designated assembly point for visitors is number 20. Attention should be drawn to the evacuation information on the signing in folder and on the SHEF Notice Board above it.

### **During PE / Assembly or Outdoor Activities**

- Children should be instructed to stop activity and line up in silence
- Adult should instruct children to remain silent throughout the procedure
- All children and adults should go directly to the assembly point – for this reason, children should always take their shoes to the hall for PE, even if they do not need to take an external route to the hall.

### **Assembly Points**

**Foundation Stage** – All adults and children to assemble in the area in front of FS building, next to Barrack Stores perimeter fence

**Main School** – KS2 Playground, in front of the enclosed sports pitch.

There are numbered squares, allocated to classes as follows;

**2021-22 academic year**

1- Y1

2- Y1

3- Y1

4- Y2

5- Y2

6- Y2

7- Y3

8- Y3

9- Y4

10- Y4

11- Y4

12- Y5

13- Y5

14- Y6

15- Y6

16-

17-

**18- LSAs & teachers without classroom allocation – ILSA/ELSA/Flamingo Hub**

**19- Sodexo Staff & caretaking team**

**20- Visitors**

**21- Admin/Office Staff**

**22- SLT**

Classes should assemble quietly at their allocated square and remain silent until the roll call is complete and the Evacuation Controller (HT or SLT) gives next instructions.

Main School LSAs and other classroom adults should report to their class assembly point.

Teachers on release, should go to their class assembly point.

**In the event of a whole school evacuation, once the roll calls have been completed and notified to each Assembly Point Controller, both should notify the Evacuation Controller that the roll call is complete and all adults and children are present and accounted for.**

Out of hours Fire Emergency Muster Point is in the staff car park at the front of school. Hirers and OOH users will ensure own risk assessments are in place and ensure their customers are aware of these.

### **Earthquake Emergency Evacuation Procedure**

This procedure is based on advice received from UKJSU and will be followed in the event of an earthquake.

Earthquake situations are monitored in Cyprus and any potential threat will probably be identified some days before any event. This provides adequate early warning to ensure that appropriate early action is taken to avoid risk. However, in Cyprus any quake is usually very small but in the unlikely event that an earthquake does occur then all classes and personnel will follow this procedure.

**Earthquakes last a matter of seconds, usually no more than 20 seconds so early action is important in minimising risk.**

All staff working with individuals, groups or classes should raise the alarm. The individual will shout **“EARTHQUAKE, DROP, COVER AND HOLD ON”**. All office staff and others not based with pupils will cover their heads or hide under a doorway or table.

In the hall, all adults and children should sit with their backs to the wall and shield their heads. If outside, all adults and children should move as far away as possible from buildings, crouch or kneel and cover their heads until the shaking stops. If at the swimming pool, all adults and children should exit the pool area and follow the instructions of the Lifeguard or Pool Manager.

**During an earthquake, all adults and children are to go under their tables, cover their heads and if physically possible, also hold onto a chair or desk leg. The shielding of heads is more important than holding on.**

Only when the shaking has stopped, should the normal evacuation procedures be followed (as per actions above for Fire Evacuation Emergency Plan (FEED)).

The HT or Senior Teacher will assume the role of Evacuation Controller. The DHT or SLT assumes the role of Assembly Point Controller. Evacuation Controller / Caretaker will sound the evacuation alarm as soon as possible after the shaking stops (continuous bell) to instruct everyone to leave the building in an orderly fashion and go to the Assembly Point (KS2 playground as for FEED).

The senior person present (HT/SLT – as for FEED) will assume the role of Evacuation Controller and receive information through assembly point roll calls to check all children and adults are present and accounted for.

In the event of any missing persons and only if it is safe to do so, a sweep of the building should be made by the Evacuation Controller (HT/SLT) /Caretaker.

The Evacuation Controller will make a decision about a further evacuation point, as per Critical Incident & Continuity Plan (CI&CP).

## CRITICAL INCIDENT + CONTINUITY PLAN

### Sections

1. Roles + Responsibilities
2. Evacuation + Site Procedures
3. Emergency Contact Arrangements
4. Collection of children by parents/carers
5. Documentation File required in the event of an incident
6. Post Critical Incident Action + Evaluation

#### 1. Roles + Responsibilities

In the rare event of a serious critical incident or emergency such as:-

- The school seriously on fire
- A bondu fire endangering the school
- A plane crashing on or near the school
- Terrorist attack
- Earthquake or other major disaster

A decision will be taken to evacuate the school, instigate the CICIP and clear the site by moving away to a safe distance from where children could be dispersed.

**The Station (Ops) holds a copy of our CI&CP. In the event of a critical incident or catastrophic event, they will be able to assist very quickly. Our role is to clear the site and remove staff and children to a safe distance away from any potential hazard as soon as possible.**

The decision will normally be taken by:-

- The Head Teacher (or most senior teacher on site) - Evacuation Controller
- Deputy Headteacher (SLT/ MLT or most senior teacher)-Assembly Point Controller

### Individual Roles/Responsibilities

#### Head Teacher (Evacuation Controller)

- Instructs initiation of evacuation alarm (if not automatic) – take mobile phone
- Receives information from Assembly Point Controller (DHT / SLT) that all personnel/children accounted for by following the usual Evacuation Procedures (FEPP)
- Investigates cause of alarm with caretaker if not immediately apparent
- Instructs Admin Team to ensure contact with Emergency Services, Station Ops, Station Tannoy, BFBS if required and possible
- Gives instruction to move to a distant safer site if deemed necessary
- Should the incident require immediate evacuation to the distant safer site then checks to account for all personnel are to be undertaken there rather than in the school grounds

#### Assembly Point Controller – Deputy Head Teacher or SLT

- Receives information visually from all staff and confirms to EC all are present and accounted for
- Assists Evacuation Controller

### **Admin Team /Roll Call Supervisor**

- Take mobile phone, Critical Incident File, registers and signing in/out lists to initial assembly point and distribute registers. If possible, take the First Aid Bags from the principal First Aid Rooms (Main Office/ FS Office).
- Should it be deemed necessary to evacuate to the distant safer site immediately, proceed straight to this area before handing out registers.

### **Class Teachers**

- Try to remain calm to avoid causing panic amongst the children. Evacuate classrooms in the normal (FEEP) manner to initial Assembly Point and take roll call.
- Should it be deemed necessary to evacuate immediately to the distant safer site then you will be advised to do so by the Evacuation Controller and then take the roll call in the usual way. As parent/carers arrive to collect pupils, registers should be marked accordingly.

### **Learning Support Assistants**

- Help teachers evacuate pupils in calm and ordered manner closing doors behind you, where possible and without endangering yourself.
- Stay with class teachers and pupils throughout procedure and assist with dispersal of children –

**Those staff with children in school should leave them with their class teachers until such time as they have been released from further duties by the Evacuation Controller**

## **2. Evacuation and Site Clearance Procedure**

The school site will be evacuated in the normal way as practised in a FEEP and you should initially head for the designated assembly points. Depending on the type and location of the incident, the Evacuation Controller will make a decision whether any other initial safe site is to be used. The message will be conveyed by office staff.

If it is deemed necessary to move on to the distant safe site; this should be via the KS2 playground unless advised differently by Station Emergency Responders or Evacuation Controller.

### **Three Initial Safe Sites - will be used for roll call if possible**

- a. Normal FEEP Assembly Points – KS2 section of the Main School Playground (Y1-Y6) or area adjacent to Barrack Stores Fence, to the front of FS building (FS)
- b. The pavilion car park/edge of sports field – **Staff without classroom allocation to be delegated by Evacuation Controller/ Assembly Point Controller or Admin Team to control the traffic**
- c. Running track behind KS2 playground

**Three Distant Safe Sites -to be used for roll call if necessary and dispersal point for children to parent/carer**

- a. The Station Gymnasium
- b. The Astra Cinema Car Park
- c. The Education Centre (FDLC)

After the roll call children and staff should be walked to the distant safe site if instructed to do so.

**NOBODY IS TO RE-ENTER THE SCHOOL SITE WITHOUT THE PERMISSION OF THE HEAD TEACHER OR EVACUATION CONTROLLER AND ONLY AFTER IT HAS BEEN CLEARED BY THE SENIOR FIRE OFFICER. If the emergency has passed then await the instruction of 'All Clear' from the Evacuation Controller before returning to school.**

**3. Emergency Contact Numbers**

It falls within the role of the Assembly Point Controller to ensure contact the following numbers in order to inform them all of what is happening.

- |                  |                                      |
|------------------|--------------------------------------|
| ▪ FIRE SERVICE   | <b>Emergency Services Number 112</b> |
| ▪ POLICE         | <b>Emergency Services Number 112</b> |
| ▪ STATION OPS    | <b>25 27 6555</b>                    |
| ▪ STATION TANNOY | <b>25 27 6788</b>                    |
| ▪ BFBS           | <b>25 27 8518 or 25 27 5161 live</b> |

**The following script should be given to BFBS for immediate broadcast**

**“Due to an emergency, the school has had to be evacuated. All the children and staff are safe and have been taken to xxxx. Please can you make arrangements to collect your child(ren) by reporting to your child’s teacher at xxxx. Please listen to BFBS Radio 1 on 92.1 for further instructions about the operation of the school.”**

**4. Collection of Children by Parent/Carer**

Once at the distant safe site, children should be sat down in class groups and kept calm. Teachers and LSAs should ensure children do not leave the site. Toilets are available at all sites but should be used by small groups and be monitored at all times.

When parents/carers arrive to collect their child(ren), the names of those leaving should be marked off the register. If a parent/carer is collecting a friend’s or neighbour’s child(ren), by arrangement or otherwise, their name and address should be recorded in the register so that a parent turning up later knows where they are.

**5. Documentation File – Critical incident**

The Office Manager will, at all times, maintain a critical incident file to be taken out of school in an emergency, containing the following:-

- A plan of the school
- Hard copies of all children on the school register with names, addresses and parental contact numbers
- List of first aiders
- A hard copy of all staff and their personal contact numbers

**6. Post Critical Incident Action + Evaluation**

Should the incident have caused sufficient damage to close the school then speedy arrangements need to be made to find temporary premises and the following are possibilities:-

- St Andrews Church - Foundation/KS1 children

- Educational Centre - KS1/KS2 children
- St John's School - Senior KS2 children

The following should be contacted to access any emergency resources:-

- Station stores - Furniture eg; tables/chairs
- Local SCE Schools - School resources eg; books, stationary
- Cessac - Pens, pencils, paper
- Forces Store - Crockery, cutlery, kettles, paper cups

Should the incident be of such a nature to require Welfare and Counselling Services, then the following people are to be contacted initially:-

- Senior Educational Psychologist- **25 96 3102**
- Jackie Raymond - **25 96 3208**

After a suitable time has elapsed, a post incident evaluation should take place to check that all procedures planned and implemented were efficient. If this is not the case then steps should be taken to review procedures to ensure they become effective in any future incidents.

## Security

Any visitors to school are directed to the main office, or FS office (depending on intent), initially to sign in and receive a visitor's badge, which must be displayed at all times whilst in the school vicinity. Maintenance workers and contractors are appraised of our security procedures by the caretaker and fully escorted at all times. All visitors are to sign out upon leaving the building.

All visitors are advised by use of notices on the board above the signing in sheet in main and FS offices; as well as their host, where to proceed in the case of fire, or other emergency evacuation and their muster point should be briefed as the building into which they signed, regardless of movement around school. Any unknown persons moving around the school area without a school badge should be approached by staff to ascertain the reason of their visit.

## Station Operations and Exercises

### Roundup and Wideawake

From time to time we are required to participate in station incident activities and exercises.

Operations Round-up and Wideawake are designed to facilitate the detection of unauthorised persons who may have gained access to RAF Akrotiri and unauthorised packages or malicious entry into buildings respectively

We have planned protocols and procedures in place for both operations.

On receiving a call to the main office from the cascade;

The Admin Team and SLT (if necessary) will use the tannoy "Operation Roundup in force" and visit all classrooms to ensure message received.

**Roundup Actions** - Caretaker and cleaning team will check perimeter fence for security and ensure all locks in place at gated entry points. FS will ensure all external entry points are secure.

Children and adults to return to classrooms, all children and adults to be verified and accounted for. Admin Team will attend all classrooms to receive verification and / or give 'All Clear'. Once given, classes may continue as before.

All visitors should be accounted for (ID cards checked if unfamiliar) and main office or FS office informed.

Once individual checks are complete, continue as normal.

NB Staff, visitor and child movements away from school are restricted during exercises and operations. All requests should come through the office. Parents at collection / change over or collecting for medical and dental appointments are to be permitted to take children but should be informed of Operation in force.

All visitors to school should have ID checked before entry. Station Routine Orders require ALL personnel and civilians to carry a valid ID at all times.

**Wideawake Actions** – Caretaker and cleaning team will check grounds and admin team will check unoccupied rooms, for signs of unauthorised access or suspicious packages.

Children and adults to return to their usual classroom to identify all bags. Any unidentified bags or items to be left in situ and notified to offices immediately.

### **Both Operations -reporting back and end of operation protocols**

Admin Team will report back to Ground Ops (via Cascade) once all checks are complete and inform school via tannoy and on foot once exercise or operation is finished.

Please ensure that you have read these and are confident in your actions during an exercise or bona fide operation.

## **SUPERVISION OF CHILDREN**

### **Start/ end of school**

Children are encouraged not to arrive at school more than ten minutes before classes begin as teachers do not supervise the playground until 07.40 hrs, therefore anyone arriving before then will be unsupervised and possibly 'at risk'.

Any child that is not collected at the end of school day - contact should be made with parents. After a period of grace, this can be done from the school office.

### **Leaving the classroom**

Children are never left unattended at any time during normal school activities. Children walking around school during sessions should be monitored and if necessary, challenged to ascertain their purpose (toilet/ outside agency visit intervention).

### **Break Times**

Appropriate supervision is maintained at all times by teachers and LSA's. No child leaves the playground without permission from the teacher e.g. to attend first aid; retrieve a ball which goes over the fence, or to return to classrooms.

If children are not able to have a playtime, they are monitored by a member of SLT or delegated adult.

### **Wet / Hot Weather Playtimes**

Two teachers remain on duty to patrol the KS1 and KS2 areas. All LSA's are assigned a class to supervise. Under the direction of the teacher LSA's may provide supervision as above in place of a teacher.

## **Risk Assessment**

A written assessment of all activities that involve a significant risk to health or safety must always be produced, in which the hazards, risks and necessary precautions are identified.

Fully completed risk assessments are completed for any trip or lesson that is held off premises. A school visits coordinator (EVC) attends regular training courses and ensures that the appropriate procedures are followed for Category 1 and Category 2 educational visits.

In general terms, the person who is undertaking the activity is responsible for producing a risk assessment, which should then be passed to the HT or SLT (if absent) for countersigning. The SHEF Coordinator can offer advice on the completion of risk assessments. Risk assessments are held electronically at [S:\Health\\_Safety\Risk Assessments](S:\Health_Safety\Risk Assessments) and in paper form in the main office, by SHEF Coordinator.

Risk assessments have been produced for play equipment e.g. trim trail, ball court, Chillax Zone, stowable brunch tables and climbing frame. Additionally, items used for PE such as fixed frames and gymnastic equipment in the hall, have risk assessments, as do shared areas, such as in FS.

All staff, on completion of induction, should have read and signed to confirm understanding of this policy and the above mentioned 'generic' risk assessments, before commencing duties. A folder is held by SHEF Coordinator in main office, which requires signature after reading.

An annual risk assessment is produced for swimming activities and other criteria is also met with regard to monitoring systems within the pool complex e.g. water standard, hygiene, chemicals etc. With regard to teaching, in most cases identifying and adopting the relevant reference books and/or HAZCARDS, and noting any variations or special circumstances existing in the school, will be sufficient.

Any hazards around school are noted/ monitored by the caretaker.

Regulatory procedures are met with regard to COSHH by the cleaning staff and caretaker.

Any substance that is likely to cause a reaction when used is risk assessment before being used in class i.e. science experiment.

## **Manual Handling**

All staff involved in manual handling have received the correct training e.g. caretaker/ office staff. All other staff are regularly encouraged to avoid manual handling and to ask the necessary personnel to assist with heavy loads/lifting. Sometimes it is necessary to deploy or stow equipment during the normal execution of duties. All staff are encouraged to complete the Manual handling e-learning module which can be found at the Civil service Learning Portal at <https://civilservicelearning.civilservice.gov.uk>. Please contact SHEF Rep for further information, or advice on accessing the portal.

## **Display Screen Equipment**

Staff who regularly use computers, should be assessed annually, under the government guidelines to ensure their workstation is suitable. The SHEF co-coordinator, although not trained, holds guidelines for reference in case of any issues that need to be addressed, such as adjusting furniture, reducing reflection, providing ergonomically designed workstation.

See also <S:\Health and Safety\SHEF ONLY\Training\DSE Keyboard techniques video.docx>

## **Machinery and Work Equipment**

All new machinery and work equipment should be selected through assessment to ensure that it is appropriate for the intended purpose. All such equipment must be maintained in safe working order.

It remains the responsibility of staff members to read and follow manufacturer's instructions and to operate all equipment in a safe manner.

Staff using PPE (Personal Protective Equipment), should ensure that items are tested on a monthly basis.

## **Portable Appliance Testing (PAT)**

The Caretaker conducts Portable Appliance Testing annually; usually during the Summer break. Should any member of staff wish to introduce an electrical item to the school environment, e.g. Christmas lights, the Caretaker must be informed by email prior to use, in order that he may schedule ad-hoc PAT testing. Non-PAT tested equipment should not be used in school under any circumstances. IT equipment is tested and maintained by IT Department.

## **Educational Visits**

The School Educational Visits Coordinator (EVC) is Mrs Rachel Ball AHT EYFS, who attends the recognised training courses available. The EVC should ensure that members of staff have access to MOD Schools guidance for educational visits. This guidance is kept by the SHEF Representative in the Main School Office. In the case of Category 2 visits (residential and/ or adventurous in nature) the school must submit the correct forms to the Headteacher for approval. A comprehensive document detailing the EV process is found at <S:\Health and Safety\Educational Visits\Educational Visits 2020-21\EVR Flow Chart .docx>

The EVC should ensure that risk assessments are in place to cover the trips made by the school for both Category 1 and Category 2 visits. All school visits must be supervised by a trained Visit Leader.

## **Play Equipment - Inspection of Play Areas**

Equipment should be visually assessed for obvious signs of damage/ heat/ water by supervising adults before allowing children to access. In addition, the Caretaker and maintenance team make daily inspections and annual inspections are contracted.

## **Playground and Play Areas**

Maintenance team and the caretaker will regularly inspect the play equipment and other grounds. This will be done during the regular litter pick up.

Contractor performs periodic detailed checks of play structure (climbing frame / trim trail), monitored by Caretaker.

## **Sports Fields**

The employees of Maintenance Department are required under the terms of their contract to regularly inspect all sports areas during the maintenance work.

Teachers are expected to assume that the grounds are safe but to conduct a general visual inspection. If they notice any discrepancies in the playing area, they should curtail activity appropriately and notify caretaker / SLT immediately.

## **Foundation Stage Outdoor Play Area**

Foundation Stage staff should routinely monitor the play area to ensure there are no hazards and report defects to caretaker / SLT, as required.

## **Information and Training**

Staff will be provided with appropriate information and training to enable them to undertake and supervise school activities. As part of the induction process all staff are required to read The Staff Handbook, which includes copies of this Policy, Fire Procedures and also signposts relevant risk assessments that are in place (see also p31). A register for these key induction documents is held in the SHEF Induction File (Main Office) for the appropriate signatures, after reading. An electronic version of the induction file, including this policy, may be found at [S:\Health\\_Safety\Induction](S:\Health_Safety\Induction). It is the responsibility of ALL staff to ensure that they have read and understood these documents and signed the register on induction to confirm this. The SHEF Policy should be read before commencement of work and risk assessments should be read before undertaking that activity. Time should be made available to all new staff to complete the SHEF Induction, before commencement of activities.

Examples of activities may include the safe use of substances, machines and other items of work equipment or playground installations. The Caretaker holds all information regarding COSHH regulations.

Any specialist safety training requirements should be identified through training needs analysis, prioritised and costed to allow appropriate allocation of the school's training budget.

Any staff requiring training in SHEF matters should discuss this with the Head Teacher, her Deputy or the SHEF Co-ordinator. Akrotiri School recognises the essential nature of training on SHEF matters. Every member of staff has access to all school SHEF information which is situated in the Main Office.

Staff training on dealing with medical conditions such as asthma, diabetes, epilepsy and auto-injector pens, is undertaken annually. All First Aid areas hold relevant first aid manuals.

## **Personal Protective Equipment**

Where PPE is identified as a control measure in a work activity risk assessment, the equipment selected must be appropriate for the task so as to ensure that it will provide adequate protection and must be compatible with other equipment in use.

The assessment should be reviewed if there is significant variation in the activity. Advice on the selection of PPE is available from the Health and Safety Team.

All PPE must be maintained in good working order, and any defect reported immediately to the Head of Department, for repair or replacement.

Respiratory protective equipment (RPE) must be maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at monthly intervals (3 monthly where use is infrequent) by the Head of Department. A written record will be kept for inspection. Alternatively, disposable RPE can be used provided that this is suitable for purpose and worn in line with the manufacturer's instructions.

Headteacher: Ben Turner

Date: 03.09.2021

Signature: 