



HILLVIEW
SCHOOL FOR GIRLS

HEALTH AND SAFETY POLICY

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Part One: Statement of Intent

The Board of Trustees regards the promotion of health and safety at work to be of the utmost importance for all students, staff and visitors at Hillview School for Girls.

This health and safety policy sets out the organisation and arrangements for achieving this aim including the detailed responsibilities of key staff on both the main school site and at The View @ East St.

The school will provide a safe and healthy working and learning environment for students, staff and visitors which will be achieved by implementing the health and safety objectives detailed in this policy.

The school will ensure, as far as is reasonably practicable, that:

- High standards of safety, health and welfare are promoted that comply with the Health and Safety at Work etc. Act 1974 and other statutory regulations (see Part Two: Legislation).
- All efforts are made to prevent accidents and work-related ill health.
- Systems are in place to protect students, staff and visitors by assessing and managing any foreseeable risks from curriculum and non-curriculum work activities.
- Machinery and equipment are adequately maintained and safe to use.
- The use, handling, transportation and storage of equipment, vehicles and substances are carried out safely and that a safe system of work is in place where required.
- Effective information, instruction, training and supervision is provided to enable staff to work safely without risk to their health and safety.
- Premises and places of work are well maintained, have safe access and egress for all and are without risk to health and safety.
- A positive health and safety culture is developed and maintained through communication and consultation with staff and their representatives on health and safety matters.
- Adequate facilities and arrangements for the welfare of staff and students will be provided.

Although the responsibility for health and safety under the Health and Safety at Work Act lies with the employer, high standards of health, safety and welfare can only be achieved with the full co-operation and awareness of all staff. The success of this policy depends on the active support of all staff to achieve its objectives.

The policy will be reviewed annually and may be added to or modified from time to time. Changes to the policy will be notified to staff and a copy of the policy is available on SharePoint.

.....
Headteacher

.....
Chair of Trustees

Part Two: Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings.
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees.
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health.
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register.
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff.
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height.
- [The Provision and Use of Work Equipment Regulations \(PUWER\)](#), which require that equipment provided for use at work is safe and properly maintained.

The school follows [national guidance published by the UK Health Security Agency](#) when responding to infection control issues.

Part Three: Organisation and Responsibilities

3.1 Board of Trustees

The ultimate responsibility for all aspects of health and safety at Hillview School for Girls rests with the Board of Trustees.

The Board of Trustees has a duty to take reasonable steps to ensure that staff, students and visitors are not exposed to risks to their health and safety, both on or off the school premises.

Hillview School for Girls, as the employer, also has a duty to:

- Assess the risks to staff, students and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- Inform staff about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.
- Ensure that suitable standards of health and safety are achieved and maintained within the school by monitoring the school's health and safety performance on an annual basis.
- Ensure that the health and safety policy and procedures are annually reviewed and updated as necessary.

3.2 Headteacher

The Headteacher is responsible for:

- The effective implementation of the health and safety policy on a day-to-day basis and encouraging staff, through regular monitoring, to implement health and safety arrangements.
- Ensuring health and safety information is communicated to staff.
- Ensuring there are enough staff to supervise students.
- Ensuring that all training needs are identified and met.
- Ensuring that emergency evacuation procedures are in place and regular fire drills are carried out.

3.3 Business Manager

The Business Manager is adviser to the Headteacher on Health, Safety and Welfare within Hillview School for Girls. This includes:

- Preparing the health and safety policy.
- Establishing and maintaining systems to ensure that health and safety is effectively managed.
- Leading the health and safety committee.
- Ensuring that assessments of all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken.
- Ensuring that accidents are investigated and reported using the established procedures and 'reportable' accidents are reported to the HSE under RIDDOR.
- Ensuring that all inspection reports are dealt with in an appropriate manner.

- Co-ordinating all aspects of health and safety policy and practice.
- Ensuring relevant health and safety information is communicated to staff.
- Carrying out/reviewing assessments of all risks to health and safety and ensuring significant findings are recorded, with appropriate preventative measures being taken.
- Ensuring appropriate arrangements are in place for businesses hiring school premises.
- Ensuring termly health and safety inspections are carried out.

3.4 The View

The Centre Manager is responsible for the implementation and management of day-to-day health and safety at The View @ East St.

3.5 Heads of Faculty/Department

All Heads of Faculty/Department are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of responsibility. Where any new process, operation or substance is introduced into the area of their responsibility they are to inform and liaise with the Business Manager so that the associated risks are assessed and any precautions deemed necessary are implemented.

3.6 Teachers and Cover Supervisors

The responsibility of applying health and safety procedures in the classroom on a day-to-day basis rests with all teachers and cover supervisors. They are expected to know the emergency procedures in relation to fire, the school shutdown procedure, the first aid process, accident reporting and health and safety measures in place for his/her own teaching area.

3.7 Technicians

Technicians are responsible for ensuring health and safety within the practical areas in the departments in which they work including science laboratories, art, textiles and food rooms and the theatre. This includes risk assessments, COSHH data sheets and any specific health and safety requirements specific to their department.

3.8 Site Team

The site team is responsible for ensuring the health and safety of the site, more specifically:

- Ensuring that all fire exits are clear from obstruction.
- Undertaking the weekly test of the fire alarm system.
- Undertaking the monthly test of the emergency lighting system.
- Undertaking regular inspections of the school to identify and rectify hazards.
- Ensuring the premises are well maintained, tidy and clean.
- Maintaining legionella, COSHH, asbestos and electrical records and ensuring that any recommendations/required works are followed up.
- Attending all health and safety committee meetings.

3.9 All Staff and Students

Staff and students have a personal responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors and members of the public. They are required to co-operate and adhere to health and safety guidance given in helping to maintain high standards of health and safety within the school.

3.10 Contractors

It is the responsibility of contractors and their employees to read and comply with the school health and safety policy.

3.11 Health and Safety Committee

The Health and Safety Committee as a whole or through individual members is to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory.

It is the responsibility of Health and Safety Committee representatives to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects in their area(s) of responsibility.

The Health and Safety Committee representatives include:

Chair - Business Manager
Science Department Representative
Technology Department Representative
Performing Arts Department Representative
Physical Education Department Representative
Union Representative
Nominated Trustee
Site Team Representative

The Committee will meet as deemed necessary but not less than once every two terms. Under Section 2 (7) of the Health and Safety at Work Act 1974, the Health and Safety Committee have the function, in consultation with the staff and students they represent, of keeping under review the measures taken to ensure the Health and Safety at Work of the staff and students. Specific functions will include:

- The study of accident and notifiable disease statistics and trends, so that reports can be made to the Board of Trustees on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
- Examination of safety audit reports on a similar basis.
- Consideration of reports and factual information provided by inspectors of the enforcing authority; consideration of reports that health and safety committee representatives may wish to submit.
- Assistance in risk assessment and the development of school safety procedures and safe systems of work.
- Monitoring the effectiveness of safety procedures and safe systems of work.
- Monitoring the effectiveness of the safety content of employee training.
- Monitoring the adequacy of health and safety communication in the school.
- Trustee health and safety inspection 3 times per year.

Part Four: Arrangements

4.1 Accident Reporting and Investigation

All accidents should be reported on the Accident Reporting area of Smartlog on the same day or as soon as is reasonably practical after an incident resulting in an injury. All staff have access to Smartlog and are given training on how to report an accident on induction. As much detail as possible should be included on Smartlog when reporting an accident.

Once completed the Business Manager will receive an alert. The Business Manager will review the accident form, carry out any necessary investigations and consider any follow up action to be taken to avoid recurrence. If the accident is RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) reportable the Business Manager will complete this via the Health and Safety Executive website as soon as reasonably practicable and in any event within 10 days of the incident. [How to make a RIDDOR report - HSE.](#)

Records will be retained by the school for a minimum of three years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979 and will then be disposed of securely.

Near misses should be reported directly to the Business Manager in order that an investigation can take place and measures can be taken to avoid an accident occurring.

4.2 Asbestos Management

The Asbestos Register will be held in the site team office. Contractors or staff who intend to work on the fabric of the building must read the asbestos register prior to commencing work to ensure that where they will be working is free from asbestos and asbestos containing materials; they must sign the asbestos register to demonstrate they have consulted and understood it. If, during the task, further work needs to be carried out at a different location, the asbestos register must be consulted again and be resigned and dated.

Control and safety management systems must include the following:

- Making sure that employees on the premises are fully aware that there are asbestos containing materials (ACMs) in the building and where they are located.
- Ensuring that only appropriately accredited and competent contractors work on site and wherever any work may involve disturbing the fabric of the building, the contractor must be made aware of the contents of the asbestos survey / register before they commence work.
- Contractors must be advised to assume that materials contain asbestos unless there is evidence to the contrary.
- Ensuring that relevant asbestos related information is held on site in a secure location and warning notices are displayed on site.
- Ensuring all contractors, and any other person undertaking work on the fabric of the building, sign the asbestos register confirming that they have had access to the information contained in the register and that their risk assessments and method statements reflect fully this knowledge of the potential risks.

4.3 Bomb Alert/Suspicious Device

If a bomb threat has been made or a suspicious package has been found:

- Avoid the use of two-way radios and mobile phones.
- Avoid causing vibrations (from running, fire alarms) as they can detonate some devices.
- Get students out of immediate danger - at least 100 metres from building.
- Contact a senior member of staff/Business Manager on school site.
- A senior member of staff/Business Manager will contact emergency services.
- Do not allow **anyone** to re-enter the building until authorised to do so by the police.

If a bomb threat is made by telephone, try to:

- Stay calm and listen.
- Obtain as much information as possible.
- Dial 1471 when the caller rings off.
- Report the incident to your Line Manager and the police.
- Await further instructions.

4.4 Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health (COSHH) regulations require employers to control substances that are hazardous to health which includes chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, asphyxiating gases, biological agents (germs) and germs that cause diseases (such as leptospirosis or legionnaires disease).

This school will ensure that COSHH assessments are carried out for all hazardous substances prior to use. The COSHH assessment, which provides information on specific hazards, first aid measures, personal protective equipment etc. will be reviewed as appropriate.

All hazardous products are used and stored in accordance with instructions on the product label and are kept in their original containers with clear labelling and product information. All hazardous products are disposed of in accordance with specific disposal procedures.

4.5 Display Screen Equipment (DSE)

The Display Screen Equipment (DSE) Regulations require employers to minimise the risks to employees who use display screen equipment daily, for continuous periods of an hour or more (users). The regulations do not apply to employees who use display screen equipment infrequently or only for a short period of time.

Where users are identified, the school will ensure:

- Workstations are assessed using the HSE DSE workstation checklist and the risks reduced as far as practicably possible in order to meet the minimum requirements.
- Risk assessments are carried out where necessary.
- Users are entitled to an eye test for DSE use upon request and if corrective glasses are required for DSE use the school will contribute up to £50.00.

Completed DSE assessment checklists are held by the HR Manager.

4.6 Electricity at Work

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. All portable electrical appliances should be visually checked before use. Attention should be paid to the condition of power cables and their connections, as these can easily be damaged which may introduce a hazard. Any potential hazards must be reported to the site team immediately using the DL-Caretakers email address and the equipment unplugged and secured so that it cannot be used.

Portable Appliance Testing (PAT) will be carried out by a competent contractor and the records retained by the site team.

Extension leads and adaptors should not be used.

Staff should not bring in their own personal electrical equipment unless agreed by the Business Manager and checked over by the site team prior to use.

Fixed electrical installations will be inspected by a competent person at least every five years and any recommendations will be actioned in a timely manner. All records are retained by the site team.

Only authorised and qualified personnel are to install and repair electrical equipment.

4.7 Educational Visits

The school follows the DfE guidance, [Health and Safety on educational visits](#).

The school has appointed an Educational Visits Co-ordinator and developed an Educational Visits Policy which is available on the school website and on SharePoint.

No educational visit will be allowed to proceed unless an educational visits risk assessment has been completed and the visit has the approval of the Headteacher and (for adventurous activities, residential visits and international visits) the local authority.

4.8 Fire Safety

'Action to Be Taken In The Event Of A Fire' notices are displayed in all buildings at fire points and each classroom has a printed notice clearly identifying what action should be taken on discovering a fire/hearing the alarm, the evacuation route and assembly area to be used.

All staff have a duty to be aware of the fire and emergency procedures; to know the location of fire points, fire exits and assembly points; to ensure that all escape routes and fire exits are kept clear and to report any defective or damaged fire-fighting equipment, such as fire extinguishers.

An important part of fire control is prevention. It is with this in mind that all staff are to be aware of the fire potential of materials and substances that they use and should exercise maximum care in their use, especially those marked 'flammable'.

Fire evacuation procedures, fire safety training and fire alarm testing will be carried out in accordance with current legislation. Fire drills will be conducted on a termly basis and a record of the time taken to evacuate the premises. The fire alarm is a loud continuous audible tone. The school fire evacuation procedures are detailed in the staff handbook which is saved on SharePoint.

The Business Manager is responsible for:

- Arranging a Fire Risk Assessment to be carried out as required and ensure that any significant findings identified are acted upon.
- Preparing an Emergency Evacuation Plan.
- Preparing Personal Emergency Evacuation Plans (PEEPs) for staff and students with impaired mobility.

Any fire that occurs within the premises, however minor, must be reported to the Headteacher.

4.9 First Aid

Staff nominated to administer first aid will attend the First Aid at Work training course. The HR Manager has a list of all staff with first aid responsibilities and is responsible for arranging appropriate training as required. The names of first aiders are displayed throughout the school site.

Notices are displayed throughout the school advising of the locations of first aid boxes. All first aid boxes are clearly labelled and easily accessed and are compliant for secondary schools. The first aid boxes are checked and filled regularly.

Any accidents requiring first aid must be recorded on Smartlog and where relevant reported to the Headteacher.

In the event of an emergency, the Medical Officer should assess the casualty. It is vital that, apart from a runner or a member of staff, all other personnel are restricted from the area. The patient must not be moved unless the situation is life-threatening.

The process for dealing with first aid incidents is as follows:

- Medical Officer emailed or called for via office/reception. (A 3-day qualified first aider to attend or 1-day first aider if 3-day is not available).
- Medical Officer attends incident with first aid kit and mobile phone to make an initial assessment.
- Clear scene of onlookers except for one runner and any essential staff (to redirect students or keep area clear).
- Send for extra first aid help if situation is serious.
- Casualty assessed, treated and ambulance called if necessary.
- Staff or runner sent to Brionne Gardens or Royal Rise entrance to direct ambulance crew to scene.
- Medical Officer remains with casualty until further medical help (paramedic/ambulance) arrives.
- Medical Officer relays information re casualty's condition, signs and symptoms from scene of accident to ambulance.

- If necessary, Medical Officer or an adult to accompany casualty to hospital. (Arrangements must be made to get the Medical Officer/adult back to school).
- Medical Officer files report and accident forms as necessary.

The procedure for administering student medicines in school can be found in Supporting Students with Medical Conditions Policy saved on SharePoint.

A first aid assessment of needs for the school will be undertaken by the Business Manager using a First Aid Needs Assessment Form and should be reviewed at least every 3 years.

Further information can be found at <https://www.gov.uk/government/publications/first-aid-in-schools>

4.10 Gas Safety

Gas pipework, appliances and flues are regularly maintained and annually inspected by a Gas Safe engineer. Rooms with gas appliances are checked regularly to ensure that ventilation in place is working effectively.

4.11 Health and Wellbeing of Staff

The school is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

- We have trained Mental Health First Aiders.
- The school provides a number of wellbeing initiatives.
- Staff are asked to complete wellbeing surveys to inform future plans regarding staff health and wellbeing.
- The school has access to externally provided counselling services for staff.
- Regular staff consultation meeting and specific staff welfare groups (e.g. menopause working party).

4.12 Information, Instruction and Training

Hillview School for Girls is committed to providing all staff with the appropriate information, instruction, training and supervision to enable them to undertake their duties safely and without risk to themselves or others.

Staff will be provided with health and safety training as part of the induction process.

Health and safety training and refresher training will be organised for staff as appropriate, and training records (including induction) will be kept by the HR Manager.

4.13 Infection Control and Prevention

The school follows guidance published by The UK Health Security Agency, [Preventing and Controlling Infection](#). This document provides guidance on the prevention and spread of

communicable diseases and promotes a co-ordinated approach to the management of communicable diseases in schools.

We will encourage staff and students to follow this good hygiene practice.

4.14 Legionella

The school will ensure that an adequate risk assessment of the water systems in its buildings is carried out and will identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the premises and any necessary precautionary measures. The legionella risk assessment is undertaken by a competent contractor.

All water systems will be subject to monitoring, inspection and testing at regular intervals by a competent person. Regular monitoring, inspection and testing is carried out by a competent contractor.

The written records of the risk assessments, monitoring, inspections and testing should be retained for at least five years.

4.15 Lettings

All hirers will be provided with a copy of the school's health and safety policy and will have responsibility for complying with it.

4.16 Lone Working

Lone workers have been defined by the HSE as 'those who work by themselves without close or direct supervision'.

Lone workers may include late working, home or site visits, weekend working, site team duties, site cleaning duties and working in a single occupancy office.

The Business Manager will ensure that all lone working activities are identified and the risks from lone working activities are assessed and control measures identified and implemented to minimise the risk to the health and safety of staff.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

Further information can be found in the staff handbook saved on SharePoint.

4.17 Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school and that staff are trained in how to use them safely. Staff and students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training will be recorded, monitored and reviewed.

4.18 New and Expectant Mothers

A “new or expectant mother” is taken to mean an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding.

When a member of staff notifies the school in writing that she is any of the above, then a specific risk assessment will be carried out to cover the activities and tasks that person undertakes and any specific hazards that may arise during the course of her work. Appropriate measures will be put in place to control the risks identified. Some specific risks include chickenpox, shingles, measles, German measles and slapped cheek.

4.19 Noise

As a rule noise will be considered to be a hazard by the school if:

- Staff have to raise their voices to carry out a normal conversation when about 2m apart for at least part of the day.
- Staff use noisy powered tools or machinery for more than half an hour each day.
- Staff are exposed to high levels of noise for a significant part of their working day.

Where noise is perceived to be a risk to staff, the school will:

- Assess the risks to staff from noise at work.
- Take action to reduce the noise exposure that produces those risks.
- Provide staff with hearing protection if the noise exposure cannot be reduced enough by other methods.
- Make sure the legal limits on noise exposure are not exceeded.

4.20 PE Equipment

Staff will check that PE equipment is safely set up prior to use.

Any concerns regarding the sports hall floor or any apparatus/equipment will be reported to the site team so that corrective action can be taken.

PE equipment is visually checked on a daily basis and an annual inspection is also undertaken by a specialist contractor.

4.21 Personal Safety of Staff

The school believes that staff should not be in any danger at work and the school will not tolerate violent or threatening behaviour towards staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from students, visitors or other staff.

As an employer the school will support any employee who is assaulted or threatened in the course of their duties.

4.22 Security

The site team are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site; for the intruder and fire alarm systems and any school security issues.

The site team are key holders and will respond to any emergency out of hours.

4.23 Shutdown

The school will ensure that it has emergency procedures in place to deter an intruder related incident.

Staff are expected to report any suspicious surveillance type behaviour noted in the vicinity of the school to SLT, who will then share this with the police if necessary.

In the event of an intruder posing a threat, staff will need to follow the shutdown procedure (Appendix 1).

In the event of a weapons/firearms attack, the school will follow the UK government Office National Counter Terrorism Security Office advice.

The shutdown procedure is detailed in **Appendix 1**.

4.24 Smoking

Smoking is not permitted anywhere on the school site.

4.25 Work Equipment

All work equipment provided will only be used for its intended purpose. Staff will not use work equipment unless they have received appropriate training and will use the equipment in an appropriate manner, according to the information received in training and instructions. Students using work equipment must be supervised at all times.

All work equipment, where its failure could result in a significant risk of injury, is to be subject to at least an annual inspection by a competent person/organisation. Where legislation imposes specific duties to undertake inspections at set frequencies these will be carried out in accordance with the regulations.

When work equipment has reached the end of its working life or is no longer required it must be withdrawn from service and disposed of safely.

4.26 Working at Height

This school will assess the risks of working at height and make plans to either avoid working at height or ensure the work is carried out safely. Where working at height cannot be avoided suitable and appropriate work equipment will be provided. The work will be carried out by a competent person with the appropriate skills, knowledge and experience.

In addition:

- The site team will ensure ladders for working at height are stored in a locked cupboard.
- Students are prohibited from using ladders.
- An annual inspection of equipment used to work at height will be carried out by a competent person.
- Staff using the equipment should carry out visual checks prior to every use.
- Staff must follow defined work procedures and safe systems of work whilst working at height.
- When carrying out prolonged work at height the school's scaffolding tower will be used. The tower will be erected by a trained member of staff.
- Access to high levels, such as roofs, is only permitted for trained individuals.

APPENDIX 1

Shutdown Procedure

Rationale

1. The aim of the shutdown procedure is to keep students, staff and visitors safe and away from harm.
2. On extremely rare occasions it may be necessary to seal the school site so that it cannot be entered from the outside and the movement of all persons inside the school site is minimised or prevented altogether. This will ensure that students, staff and visitors are safe in locations away from any highly significant hazard within the school grounds, outside of the school or in the near vicinity. All shutdown procedures aim to minimise disruption to the learning environment whilst ensuring the absolute safety of everyone on school site.
3. Hillview School for Girls will implement its shutdown procedures when there are serious security risks to the premises and its occupants due to (this is not a finite list):
 - A reported incident / civil disturbance in the local community (with the potential to pose a risk to students and staff within the school).
 - The attempted access by unauthorised person(s) / intruder on the school site (with the potential or intent to pose a risk to students and staff within the school).
 - An authorised person on school site who without warning displays the potential or intent to pose a severe, imminent risk to students and staff within the school.
 - A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.).
 - A warning being received regarding a nearby chemical spillage.
 - A major fire in the vicinity of the school.
 - The close proximity of dangerous dogs / animals roaming free in the vicinity of the school.
 - Serious adverse weather conditions.

Notification of Shutdown

Any member of staff can activate the shutdown by emailing the shutdown distribution group with a brief description ie. English corridor, man threatening violence, or by going directly to a member of the SLT or the main office if it is safe to do so. The shutdown sound is the bell change sound which will continually ring with a small intermittent pause.

Procedures

1. All students, staff and visitors will follow the CLOSE procedure as initiated by teaching staff:
 - Close all windows and doors.
 - Lock up and secure areas / classroom that can be secured – where necessary students/staff/visitors may need to move rapidly and quietly to a securable area. PE classes outside must make their way to the nearest indoor secure point in school (classroom / hall / changing rooms).
 - Out of sight and minimise / stop all movement and activities, including teaching and the use of mobile phones.
 - Stay silent and avoid drawing any unnecessary attention.

- Endure (remain in the secure location you are in) and be aware that you may be in the shutdown situation for a significant period of time. Do not leave the area until the alarm has ceased and the all-clear message appears on the screens.
2. The above shutdown alarm will activate a process of any staff, students and visitors on school site not located within a supervised, secure area being ushered into a safe area as quickly as possible and the securing of the school's classrooms, offices, connecting doors and all outside doors where it is possible to remain safe.
 3. Students, staff and visitors must remain in the room they are in and the staff will ensure the windows and doors are closed / locked and screened where possible and the students are positioned away from possible sightlines from external windows and doors. Lights should be turned off where possible. Mobile phones should not be used.
 4. No one should leave their secure space or move around the school.
 5. All staff should support students in keeping calm and quiet.
 6. All staff must remain in their shutdown locations until the alarm ceases to sound and the all-clear message is displayed on the screens, or if directed to leave by a member of the emergency services.
 7. As soon as possible after the shutdown, teachers will return to their designated classroom (if not already there) and conduct a register and notify reception immediately of any students not accounted for.

Key Roles

1. The Headteacher EA/Data Manager will ensure that school reception and the main school office is secure and police called if necessary.
2. The Headteacher and Business Manager will co-ordinate SLT and site team to lock external doors and entrances where practical/safe and dependent on the nature of the incident.
3. The Headteacher/Business Manager will contact the other users on the site. Royal Rise Primary School 01732 354143 and Littleview Nursery 01732 353004.
4. All staff:
 - To identify and report any strangers/dangers that could constitute a shutdown risk.
 - To keep themselves and their students safe.
 - To secure their classroom/office by moving furniture and blocking doors where possible.
 - To stay safe, quiet and calm and instil the same expectations of all other members of the Hillview community including students and visitors to the school site.
 - To abide by the shutdown procedures.
5. Students should:
 - Undertake shutdown procedures calmly, quietly and sensibly.
 - Ensure that they are in a safe location.
 - Fully obey instructions given by staff or the emergency services.

Communication with Parents

1. If necessary, parents will be notified as soon as it is safe to do so via a pre-selected, automated message.
2. Parents will be asked not to collect their child from school while a shutdown procedure is ongoing as it may put them and their child at risk.
3. Students will not be released to parents during a shutdown.
4. Parents will be asked not to call school as this may congest emergency lines.
5. If the end of the day is extended due to shutdown, where safe, parents and bus companies will be notified and will receive information about the time and place students can be picked up from via email.
6. A letter to parents will be sent home following any serious incident to inform parents of context of shutdown and its resolution.

Shutdown Drills

The school will have a shutdown practice at least once a year to ensure everyone knows exactly what to do in such a situation. The monitoring of practices will take place and all staff and students debriefed for positive reinforcement or to identify any required improvements.

Review

This policy and procedures will be reviewed annually as part of the school's Safeguarding / Health and Safety procedures.

Hillview School for Girls Shutdown Plan

Management and Control	
Nominated Person	Responsibility
Headteacher/Business Manager	Initial contact with the emergency services
Reception/Office	Liaison with parents
Teachers / Support staff	Student management control

Signals	
Signals for shutdown	Continuous class change bell
Signal for all-clear	All clear computer screen message

Shutdown Plan				
Step	Initial Response	Check	Time	Signed
1.	Ensure all students, staff and visitors are in a secure location	<input type="checkbox"/>		
2.	Secure all entrance points into the school, where it is safe to do so	<input type="checkbox"/>		

3.	Dial 999 for each emergency service that the incident requires	<input type="checkbox"/>		
4.	Ensure that all staff members take action to increase protection from further danger: <ul style="list-style-type: none"> • Block access points • Sit on the floor, under tables or against the wall • Keep out of site and draw / close any curtains / blinds to avoid detection • Put all mobile phones on silent • Turn off lights (where possible) 	<input type="checkbox"/>		
5.	Check for any missing or injured staff / students when it is safe to do so	<input type="checkbox"/>		
6.	Remain inside the safe space until the alarm stops ringing and the all-clear signal has been given or unless told to evacuate by the emergency services	<input type="checkbox"/>		

Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance can be found on the NaCTSO website

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat>

Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe. Bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

Tell

Call 999 - What do the police need to know?

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions - Describe the attacker, numbers, features, clothing, weapons etc.

- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

- Armed Police Response
- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

Officers may

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.

Officers will evacuate you when it is safe to do so.

Hillview Trustees' Health and Safety Policy

Main compiler: Alison Newman

Date of approval by Trustees: June 2011

Consulted: Most recent update: February 2024

Site, Buildings and Finance Committee

Professional Associations

Health and Safety Executive

Kent County Council

Kent Fire Brigade – Fire Officer

Anticipated review date: February 2025

Please note further associated school policies:

Educational Visits

PSHEE

Child Protection

Behaviour

Recruitment, Selection and DBS

ICT

Data Protection

Staff Welfare

Premises Management

Risk Management and Business Continuity

DDA Quality Check