

Including our Early Years Foundation Stage provision

Health & Safety Policy

Authorised by	resolution of the Board of Governors
Date	Autumn 2010
Reviewed	Versions pre 2016 Autumn 2016 (1-0-0) Summer 2018 (1-0-1) Autumn 2019 (1-0-2) Autumn 2021 (1-1-0) Autumn 2023 (1-1-1) Summer 2025 (1-1-2)

General

The Governors consider that Health & Safety is a responsibility at least equal in importance to that of any other function of the School. It is their aim to provide a safe and healthy working and learning environment for all.

St Gabriel's therefore recognises and accepts its legal duty under the Health & Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the Health Safety and Welfare of all its employees, pupils, visitors and contractors, as well as the public and other people who use or visit the premises of the School from time to time.

The Governors of St Gabriel's will continue to promote good standards of Health, Safety and Welfare that comply fully with the terms and requirements of the 1974 Act, Regulations made under the Act and Approved Codes of Practice. The DfE School Estate Management Standards 2025 also guides the school with best practice frameworks in all areas of keeping school safe, well managed and fully operational.

The arrangements and procedures for health and safety made by The Governors cannot in themselves prevent accidents or ensure safe and healthy work conditions. The Governors believe that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governors will take all reasonable steps to identify and reduce hazards to a minimum but all staff, pupils and visitors must appreciate that their own safety, and that of others, also depends on their individual conduct and vigilance while on the School premises or while taking part in school-sponsored activities.

See Appendix 1 for the Governors' general statement of Health and Safety

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Duties Of:

The Governors

In consultation, with the Principal, the Governors will

- make themselves familiar with health and safety legislation and codes of practices which are relevant to the work of the School;
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School;
- periodically assess the effectiveness of this policy and ensure that any necessary changes are made through examination of the Health and Safety reports made by the Bursar to the Governors;
- create and monitor the management structure.

The Governors will take such steps as are reasonably practicable:

- to maintain safe and healthy working places and systems and methods of work to protect all employees, pupils and others, including the public in so far as they come into contact with foreseeable work hazards;
- to provide and maintain a safe and healthy working, teaching and learning environment for all employees and pupils with adequate facilities and arrangements for their welfare;
- to provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently. The Bursar (being the nominated School Health & Safety Officer) will provide all necessary information and this will be disseminated to all Supervisory Staff;
- to develop safety awareness amongst all employees and pupils and as a result of this create a climate for individual responsibility for Health & Safety at all levels;
- to provide a safe environment for all visitors to the premises of the School, bearing in mind that these visitors may not necessarily be attuned to certain aspects of the teaching and School environment;
- to control effectively the activity of all outside contractors when on School premises. The Governors will require that, apart from routine supervision and control of the contractors, copies of a contractor's safety policies be provided and approved before the commencement of any contracts;
- to encourage full and effective two-way consultation on Health & Safety matters by utilising the management structure of the School, the academic and other committee members active within the School, and the unique position of the Bursar. The provisions of Regulation 3 of the Health & Safety (Consultation with Employees) Regulations 1996 will be implemented by direct consultation with employees themselves;
- to ensure that this Policy is used as a practical working document and that its contents are publicised fully throughout the School.

The Governors have appointed a Governor with responsibility for overseeing health and safety.

The Governors have appointed The Bursar as the School's Health & Safety Officer and she is considered a competent person in accordance with Section 6 of The Management of Health & Safety at Work Regulations 1999 (and subsequent amendments). She will ensure that the Leadership Teams are made aware of any changes of legislation that may affect Health & Safety within the School.

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The Principal & Bursar

The Principal and Bursar will collectively be responsible to the Governors for the implementation of this policy. They will constantly monitor the effectiveness of this Policy and its implementation at all levels and will bring to the attention of the Governors any necessary changes in legislation.

The Principal and Bursar will:

- be aware of the basic requirements of health and safety legislation and codes of practices relevant to the work of the School and shall take action to ensure that the requirements are met;
- ensure safe working conditions, practices and procedures throughout the School;
- ensure that the school has procedures for dealing with Health and Safety emergencies, such as Fire or Health emergencies, including who to contact.
- consult with members of staff on health and safety issues and encourage all employees to promote health and safety and suggest ways and means of reducing risk;
- arrange systems of risk assessment to allow the prompt identification of potential hazards and implementation of appropriate measures to control risks;
- identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils, who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- collate accident and incident information and, when necessary, carry out investigations;
- monitor the standard of health and safety throughout the School, including first aid and welfare provision, and encourage all employees and pupils to achieve high standards of health and safety, and discipline those who consistently fail to consider their own, and/or others' health and safety.
- arrange access to occupational health services, when necessary, and manage work related stress should the need arise.

The Principal

The Principal will have the responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the School in relation to academic/pupil function of the School. The Principal will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

The Bursar

The Bursar will have the responsibility for the day-to-day maintenance and development of safe working practices and conditions in relation to the non-academic function of the School. This will include ensuring that arrangements are in place for the appropriate staff to complete risk assessments and required monitoring in areas such as Safety and Security, Fire Risk, Electrical Safety, Gas Safety, Asbestos, Emergencies, Catering and Food Preparation, Water Quality and Legionella, Staff Induction and Training, with the appointment of competent contractors as needed.

In addition, the Bursar will ensure all new staff will receive a comprehensive induction and training in Health and Safety related issues as appropriate to each member of staff (this could include manual handling, working at height, first aid training, fire warden skills, dse assessments, minibs driving etc.). The Bursar will also provide all members of the public using the facilities of the School with sufficient information in order to allow them to avoid any risks to their Health & Safety.

The Bursar has further responsibility for collating records of accidents that occur to pupils, staff or visitors and reporting as necessary to RIDDOR.

The Bursar will be responsible for bringing all new legislation, in respect of Health & Safety, to the attention of the Leadership Teams and will ensure compliance with the Construction (Design

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and Management) Regulations where these apply. The Bursar also ensures that adequate employee and public liability insurance cover is in place and that it is available to view on the Health and Safety section of the Staff Intranet.

The Bursar will be available to advise on Risk Assessments in conjunction with the Head of Compliance and the Operations Manager.

The Bursar will ensure that the Operations Manager and their staff organise or carry out maintenance and testing of plant and equipment such as electrical equipment, local exhaust ventilation, gas appliances, fire alarms and fire-fighting equipment. The Operations Manager and their staff will be responsible for building security, prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate), management of contractors, waste management, site traffic movements, good standards of housekeeping, including drains, gutters etc and control of hazardous substances for grounds maintenance activities. The Transport Manager is responsible for maintenance of the School minibuses.

The Bursar will co-ordinate advice from specialist safety advisors (such as external Fire Risk Assessors and Health and Safety auditors) and produce associated action plans as appropriate.

The Bursar will chair the termly meeting of the Health and Safety Committee. This meeting will be attended by the Operations Manager, the H&S Governor, the Head of Compliance and representatives from all other areas of the school. The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

Minutes of the meeting will be taken and sent via email to all committee members. Copies of the meeting minutes will also be made available to all staff via the health and safety area on Staff Intranet.

Members of this committee also sit on the disability policy review committee and review of the Accessibility Plan may also take place at Health and Safety Committee meetings.

Supervisory Staff

All supervisory staff (Heads of Departments, co-ordinators etc.) will make themselves familiar with the requirements of health and safety legislation relevant to the work of their area of responsibility.

They will be responsible to the Principal/Bursar and have overall day-to-day responsibility for the implementation and operation of the School's health and safety policy within their relevant departments. They will ensure, in particular, that:

- health and safety procedures are followed correctly and information about good health and safety practices and details of risk assessments and associated control measures are disseminated within the department.
- suitable and sufficient risk assessments are carried out within the department for which they are responsible, and that all necessary actions to remove hazards or control risk are implemented. They will

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record risk assessments in an appropriate manner and review them as a minimum annually (or sooner if for example significant changes occur in their department or an accident/near miss happens).

- staff, pupils and others, including new employees, under their jurisdiction, are instructed in safe working practices and that all health and safety information is communicated to the relevant persons;
- all plant, machinery and equipment in their department is adequately guarded; in safe working order and that measures are taken to avoid improper or unauthorised use;
- toxic, hazardous, and highly flammable substances in the department in which they work, are correctly used, stored and labelled, with COSHH regulations followed as appropriate;
- appropriate protective clothing, first aid equipment and fire appliances are provided and readily available in the department in which they work.

Supervisory staff are responsible for reporting any health and safety concerns, within their department, to The Bursar.

All Members of Staff

All staff will make themselves familiar with the requirements of health and safety legislation, approved codes of practice, HSE guidance and industry guidance (e.g. afPE, OEAPNG, CLEAPPS etc.) relevant to the work of their area of responsibility. Staff must also be aware of risk assessments and associated control measures that apply to their position and activities.

They will take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.

They will co-operate with their colleagues to enable health and safety duties to be met and high standards achieved

They will be familiar with the School health and safety policy and procedures and comply with the requirements of these and ensure they are applied effectively by staff and pupils. The Health and Safety Policy (and other related policies) are available on the school's website and on the health and safety area on the Staff Intranet. Please contact the Bursar if you require this or any related policies in a different format.

All staff have a responsibility to ensure that plant and equipment in their areas is adequately maintained and in safe working order and that all reasonable steps are taken to prevent unauthorised or improper use. They must immediately report any defects in the premises, plant, equipment and facilities which they observe (this can be done via the School Spiceworks helpdesk system or by calling a member of the site team).

They will wear their school ID Lanyard at all times when on site and will challenge any persons not wearing a recognised lanyard. Staff must immediately flag any concerns with unauthorised visitors to site to the Bursar or Operations Manager, so that appropriate instant action can be taken.

Health & Safety Consultants

The School will have reference to an external health and safety consultancy and advisors who will provide support in health and safety within the School. They will, in particular, advise on changes in legislation and assist in the monitoring of health and safety performance in the School.

The Bursar will arrange as appropriate for external consultants to **advise** on matters of health and safety within the School. Such provision will usually include;

- Structural surveyors to give advice on the external fabric of the school .
- Engineers to monitor and service the school's plant, equipment, including boilers, lifts and hoists.

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- Maintenance/inspection of gym, fitness and PE equipment and periodic servicing of machinery used in both the design technology and maintenance departments.
- Providing a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- Annual testing of the fire alarm system, together with all smoke detectors, emergency lighting, extinguishers.
- A suitable and sufficient risk assessment for legionella, and a water sampling and testing regime in place with a registered contractor.
- An asbestos register being in place and the Bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan and for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school's radiation protection supervisor (RPS) - Head of Physics - is responsible for liaison with the radiation protection advisor of West Berkshire Council for ensuring compliance with the Ionising Radiations Regulations 2017 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.
- Using NICEIC qualified electrical engineers to inspect and maintain its electrical installations all of which are RCD protected and meet the requirements of BS7671 IEE wiring regulations. The school has current electrical test certificates for all its buildings.
- All work on gas boilers and appliances are carried out by registered Gas Safe engineers.
- All lightning protection and earthing conform to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- Tree Management in areas frequently accessed by pupils, staff and the public. This will be managed via tree surveys and periodic inspections undertaken by competent persons.
- A competent Principal Designer, Principal Contractor/Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

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Hirers, Contractors & Others

When the premises are used for purposes not under the direction of the Principal, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices. The governing body or proprietor will seek assurance that this person has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place for this person to liaise with the school on these matters where appropriate.

The Bursar will advise hirers, contractors and others who use the School premises that they must conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. They are issued with a formal hire agreement, contract for services, or contractor guidelines to cover all of these aspects.

When the School premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the governors, it will be a condition for all hirers, contractors and others using the School premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governors and that they will not, without the prior consent of the Governors:

- introduce equipment for use on the School premises;
- alter fixed installations;
- remove fire and safety notices or equipment;
- take any action that may create hazards to persons using the premises or to the staff or pupils of the School.

All contractors who work on the School premises are required to ensure safe working practices by their own employees to comply with legislation.

In instances where the contractor creates hazardous conditions and is unable to eliminate them or to take action to make them safe, the Principal/Bursar will take such actions as are necessary to prevent persons in his/her care from suffering risk of injury.

The Governors draw to the attention of all users of the School premises that they must not intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

Staff Consultative Arrangements

The Governors, through the Principal and Bursar will ensure proper and efficient channels of communication are established throughout the school to allow the rapid exchange of information on all health and safety issues. Regular briefings are held at the start of term, and throughout the term as necessary. Any member of staff can raise Health and Safety issues either through the online reporting system (Spiceworks maintenance helpdesk), or through a representative at the termly Health and Safety Committee meetings.

Codes Of Practice & Safety Rules

In consultation with the Governors (where appropriate) the Bursar will approve codes of practice/procedures for the observation of safety requirements in the School.

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Risk Assessment & Site Audit

The Principal and Bursar will make sure that risk assessments, a safety audit of the premises, a review of safe working systems and a safety assessment of all school-sponsored activities is conducted/reviewed at least once a year. The survey will identify defects and deficiencies, together with the necessary remedial action or risk control measures. The management of asbestos and control of hazardous substances will be included. The results of all such surveys will be reported to the Governors.

The Site Manager and Operations Manager also undertake weekly site walks which are recorded.

The school has an overarching risk register in place to centralise documents and make accessing, referencing and reviewing risk assessments as simple as possible.

The school also provides risk assessment training for all staff via its "SMARTLOG" health and safety online training portal.

Emergency Plans

The Principal and Bursar will make sure that an emergency plan (containing procedures and contacts to be used in an emergency) is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to save life, prevent injury and minimise loss.

First Aid

The arrangements for first aid will be adequate to cope with all foreseeable major incidents. The school has a dedicated medical room staffed by a full time School Nurse. In addition, the number of certificated first aiders will not, at any time, be less than the number required by law.

At the discretion of the Governors, other staff may be trained in basic first aid as appropriate.

Supplies of first aid material will be held at various appropriate locations (as listed in the First Aid Policy) throughout the School, as determined by the School Nurse. They will be prominently marked and all staff will be advised of their position. The materials will be checked and replenished, as required, and appropriate records kept.

The School holds an Illness and Medication Policy which gives details of support offered to pupils or staff for medical needs.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities. The School Nurse will provide first aid supplies for events and trips.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the School premises, or as part of a school-related activity. Records of accidents will be passed to the Bursar for investigation and collation.

Staff Training

The school has a comprehensive induction programme for all new staff (including peripatetic staff) that includes matters such as Safeguarding, Emergency Procedures and Online Safety. In addition, staff are required to complete specific Health and Safety training modules such as Manual Handling, Working at Height,

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Preventing slips, trip and falls, Prevention of Sexual Harassment, Fire Safety, First Aid and COSHH. Risk assessment training is also provided to ensure effective assessment of the risks of activities in and out of school.

The Operations Manager and HR Department are responsible for overseeing and holding the records of this.

Pupil Information

All pupils receive general Health & Safety information via assemblies and lessons including PSHE. This covers basic first aid skills, emergency plans (such as how to respond to fire alarms and lockdown procedures), PPE needed for any specific activity, safe systems of working and discussion of any significant hazards, general codes of conduct and behaviours expected and how to report any Health & Safety concerns.

Trips and Visits

The Head of Compliance will be responsible for ensuring staff complete comprehensive risk assessments for activities that take place on site or for trips and visits off site. The Risk Assessment policy found on the school website and Trips and Events procedure contains further details.

Workplace Safety and School Security

All parts of the school have an access control system and protocols are in place for the supervision of visitors to ensure effective School security.

The school has a Behaviour policy which gives details of expectations and responses to any violence to pupils or staff.

On site vehicles are subject to a one-way system and pupil access to car parks is controlled. Site staff supervise vehicle movements at busy times, such as at the end of the school day or at events. Clear crossings and signage are provided throughout the car park areas.

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Lone or Isolated Working Sub-Policy

School premises are open from 05.30am until 10pm on weekdays. Normal working hours for most staff however are within the hours of 7.30am and 7pm. Staff that are required to be in school for any event that finishes after 7pm should ensure that the event organiser is informed when they leave site. Staff that are required to work in school beyond this time when not in a group setting, e.g. online parents evening, should ensure that they register in advance with the Bursar/Operations Manager , so that the evening caretaker is aware of their departure time and can check they have left site safely.

The out of hours cleaning and caretaking staff are supported via buddy systems, have a mobile phone contact group chat in place and are also placed in regularly agreed working locations. Maintenance team also have a scheduled break time system.

School drivers (Minibus drivers) or those required to drive for school business (eg taking pupils to offsite fixtures) must ensure contact is made before their journey starts and on safe completion of the journey.

Associated Policies

This policy should be read in conjunction with the First Aid Policy, Behaviour Policy, Fire Safety Policy, Risk Assessment Policy, Water Quality (including Legionella) Policy, Staff Handbook, departmental policies and procedures, and relevant health & safety guidance documents.

Review

The Governors will review the policy periodically and update, modify or amend it as necessary for the health, safety and welfare of staff and pupils.

Date	Version	Changes
June 2018	1-0-1	Formatting Changes
Autumn 2019	1-0-2	Risk assessment now in conjunction with Compliance Coordinator and HR & Operations Manager Details of Health and Safety Committee added Details of routine risk assessment and checks added Details of training added
Autumn 2021	1-1-0	General Statement from Governors added as Appendix 1 Further details of responsibilities of Estate Manager and External Consultants Further details of the Health and Safety Committee remit added
Autumn 2023	1-1-1	Changes to titles of roles with specific responsibility Addition of safeguarding requirement for hirers from KCSIE 2023 Lone working registration
Autumn 2023	1-1-1	Lockdown procedure added as an Appendix
Summer 2025	1-1-2	General review and additions relating to DfE new guidance on School Estate Management Standards 2025. Fire Evacuation procedure added as an Appendix.

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Appendix 1 – Statement from the School's Governors

As governors of St Gabriel's we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of St Gabriel's school by appointing a Governor with responsibility for overseeing health and safety as part of their general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Principal. However, as governors, we have specified that the school should adopt the following framework for managing health and safety:

- A nominated Governor with responsibility for Health and Safety attends the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Finance and General Purposes Committee meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the Finance and General Purposes Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO).
- The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Finance and General Purposes Committee.
- The school has a competent person undertake a risk assessment for legionella, and a water sampling and testing regime in place.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibs driver training are provided to members of the teaching staff including those involved with trips and visits and to selected members of the non-teaching staff.
- All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the head, the bursar and other members of the Senior Leadership Team in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the bursar.

All employees are briefed on where copies of this statement can be obtained on the school's website. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in the policy above.

Signed N. Garland Chair of Governors, for and on behalf of the Board Date June 2025

Appendix 2 – Lockdown Procedure (Version 1-1-1 November 2023)

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Lockdown Procedure (Sheltering in Buildings)

INTRODUCTION

The purpose of this lockdown procedure is to provide a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff, pupils and visitors in the school. This procedure aims to minimise disruption to the learning environment, whilst ensuring the safety of all staff, pupils and visitors.

The lockdown procedure may be activated in response to any number of situations, but may include:

- A reported incident/disturbance in the local community with the potential to pose a risk to staff, pupils and visitors.
- An intruder on the school site with the potential to pose a risk to staff and pupils.
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud, chemical spillage etc).
- A major fire in close proximity the school.

INTRUDERS

An intruder is an unauthorised person who enters school property.

All visitors must sign in at reception and wear a visitors' badge. An unknown adult not wearing a badge should be considered a potential intruder.

Approaching and identifying a potential intruder

- Consider whether to approach the intruder, or whether it is safer to immediately ring for Police assistance. Staff should not put themselves in danger.
- Consider asking another member of staff to accompany you before approaching the intruder.
- If you consider it safe to do so, politely greet the intruder and ask them for the purpose of their visit/reason for being on site.
- If appropriate, inform the intruder that visitors must sign in at reception and accompany them there.
- If the intruder's response is not legitimate, ask them to leave. Accompany the intruder off the school site and notify the Principal or Vice Principal or Duty Staff.

If the intruder refuses to leave:

- Inform them that if they do not leave site, the police will be called.
- Notify the Principal, Vice-Principal or Duty Staff and provide a full description of the intruder and their location.
- Principal, Vice-Principal or Duty Staff to contact the police, give details and ask for assistance.

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If the intruder indicates a potential for violence at any time:

- Back away from the intruder, allowing an avenue of escape.
- Move to the nearest telephone and telephone the school office with details of the threat (ext 200).
- Maintain visual contact of the intruder as much as possible (to monitor their location and anything they might be carrying e.g. a weapon).
- Principal or Vice-Principal to decide whether to initiate lockdown procedures.

BREAKFAST AND AFTER SCHOOL CLUBS

Pupils and staff at Breakfast and After School Clubs are to follow the same procedures and remain safely in their location inside the building.

PUPILS AND STAFF OFFSITE ON TRIPS OR FIXTURES

The School Secretary will contact all lead members of offsite activities and inform them of the situation and that they must remain offsite at a secure refuge area until further notice (this could be the school they are visiting, the trip location venue or a nearby motorway services).

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LOCKDOWN PROCEDURES

1. **PARTIAL LOCKDOWN** – is where the threat is outside the school premises (e.g., a potential threat in the local community, chemical spillage, air pollution etc).
2. **FULL LOCKDOWN** – is where the threat is on the premises or in one of the school buildings.

If you are with children, it is important to: [remain calm](#), [reassure them](#), [remind them to follow your instructions](#).

PARTIAL LOCKDOWN

- Staff, pupils and any visitors will be alerted by the school intruder alarm siren (bell pulsing sound not continuous ring). A school wide all staff email will also be sent to advise the lockdown alarm has been raised.
- All outside activity to cease immediately, pupils and staff to return quickly and safely to the nearest school building.
- The Bursar, Head of Juniors or Deputy Head of Juniors will check the woodland activity board and contact all members of staff out in the school grounds. The School Secretary will contact PE staff.
- All other staff, pupils and visitors to remain in the buildings and close (and lock where possible) all external doors and windows.
- Free movement will be permitted within the buildings and work and lessons can continue as normal.
- In the event of air pollution or chemical contaminants, the site maintenance staff will also close all air vents as much as possible. All heating and air conditioning must be turned off also.
- Staff must stay put and await further instructions (visitors to remain with you).
- Parents will be contacted by email and advised that the school is in partial lockdown. Parents are asked not to call the school as this could tie up telephone lines that are required for liaising with emergency support providers.

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- If it is appropriate and safe to do so, Parents may be contacted and advised to collect pupils from school.

ONGOING ASSESSMENT – PARTIAL LOCKDOWN

Once all staff, pupils and visitors are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. A 'partial lockdown' also puts the school in a state of readiness should the situation escalate. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

GIVING THE "ALL CLEAR" -PARTIAL LOCKDOWN

The Principal or Vice Principal, in conjunction with advice from the emergency services, will decide when the "all clear" may be given. This will be communicated by an all-staff email and also short, repeated rings of the School Bell.

FULL LOCKDOWN

- Staff, pupils and any visitors will be alerted by the school intruder alarm siren (bell pulsing sound not continuous ring). A school wide all staff email will also be sent to advise the lockdown alarm has been raised.
- The Principal, Vice Principal or duty staff will contact the emergency services as appropriate.
- All staff, pupils and visitors to remain in their room inside the buildings.
- Where possible, close, lock/or barricade all doors and windows and close blinds and curtains to reduce access and visibility as much as possible.
- Pupils to sit quietly and shelter away from doors and windows and out of sight as much as possible.
- The Bursar, Head of Juniors or Deputy Head of Juniors will check the woodland activity board and contact all members of staff out in the school grounds and advise them to proceed to a safe location (to be determined depending on circumstances). The School Secretary will contact PE staff.
- Teaching staff to take a register of all pupils. The School Secretary/Data Manager will contact each class in turn for an attendance report.
- Where possible, support staff should email info@stgabriels.co.uk to confirm their safety and location.
- Staff must stay put and await further instructions (visitors to remain with you).
- Parents will be contacted by email and advised that the school is in full lockdown. Parents are asked not to call the school as this could tie up telephone lines that are required for liaising with emergency support providers.
- Pupils will not be released to Parents during full lockdown and Parents must not come to site as this could jeopardise the safety of themselves and others.
- If it is necessary to evacuate the building the fire alarm will be sounded.
- Mobile phones must be on silent or off to prevent attention being drawn to your location.

ONGOING ASSESSMENT – FULL LOCKDOWN

Once all staff, pupils and visitors are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

GIVING THE "ALL CLEAR" – FULL LOCKDOWN

Including our Early Years Foundation Stage provision

The Principal or Vice Principal, in conjunction with advice from the emergency services, will decide when the “all clear” may be given. This will be communicated by an all-staff email and also short, repeated rings of the school Bell.

An easy reminder is to follow the **CLOSE Procedure;**

Close all windows and doors.

Lock up.

Out of sight and minimise movement.

Stay silent and avoid drawing any attention.

Endure. Be aware that you may be in Lockdown for some time.

LOCKDOWN REVIEW AND PRACTICE DRILLS

- This procedure will be reviewed annually.
- This procedure will be rehearsed annually with staff, pupils and any visitors present.
- The lockdown procedure will be displayed in classrooms and offices alongside information relating to fire drills.

Appendix 3 – Evacuation Procedure (Version 1-1-2 May 2025)

FIRE INSTRUCTIONS – PLEASE READ

IF YOU DISCOVER A FIRE

Including our Early Years Foundation Stage provision

1. Immediately break glass in the nearest fire alarm call point. **Then Call Fire Brigade on 999.**
2. Call the school Office, only if possible, to let them know location of fire (ext.200 or 01635 555680).
3. Attack the fire with the appliances provided if you have been trained and feel competent and confident to do so, **but without taking personal risks.**

ON HEARING THE FIRE ALARM

1. Leave the building in an orderly fashion and make your way to the assembly point, which is the:

FRONT LAWN (BY MAIN CAR PARK) *Ensure that you are aware of any traffic between you and the assembly point.*

2. The teacher or other adult in the room at the time of evacuation will ensure that everyone is out, including any adjacent bathrooms and storerooms.

- **USE THE NEAREST AVAILABLE EXIT**
- **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**
- **DO NOT RE-ENTER THE BUILDING until you are told to do so**

WHEN DEALING WITH FIRE

If a person's clothing is on fire, wrap a blanket, rug or similar article closely around them and lay them on the ground to prevent flames reaching the head.

If electrical appliances are involved, switch off the current before dealing with the fire.

Shut the doors and, if possible, the windows of the room in which the fire is discovered.

IT IS IN YOUR OWN INTERESTS

To study the schools' fire instructions so that you know what to do in the event of fire, know where the nearest fire alarm break glass point is, where the nearest fire appliances are and how to use them.

To also make yourself familiar with all the nearest routes of escape in case of fire and to ensure no obstruction of staircases, landings and other escape routes at all times.