

Slaithwaite CE J & I

School



Health and Safety Policy

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Slaithwaite CE J & I School

Health and Safety Policy Statement

1. This policy statement compliments (and should be read in conjunction with) the Kirklees Council, Children & Young People Service Health and Safety Policy. It records the school's local organisation and arrangements for implementing the DCYP Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged. The Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this school's Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. work experience and off-site visits);
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
 - appropriate safe systems of work exist and are maintained;
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others;
 - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. To review and revise this policy as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Signature

**Mrs N. Bailey
Mr T. Szoradi**

Signature

Mrs E Bradley

Natalie Bailey, Chair of Governors Tim Szoradi, Health and Safety Governor

Elaine Bradley, Headteacher

date 11.03.20

Date 11.03.20

Part 2 Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	Kirklees Council as the Local Authority (LA)	Governors of schools in this category have an obligation to ensure that the LA DCYP Health and Safety Policy is implemented. These schools are expected to formally adopt/adapt where necessary and implement this Policy in the entirety. Schools, however, may wish to write their own health and safety policy.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools Academies Free Schools	The Governing Body Or Academy Trust	These schools are advised to formally adopt/adapt where necessary and implement this Policy. NOTE. Where LA employed staff are working on these premises (e.g. cleaning staff) the LA has responsibility for their health and safety.
PPP Schools	Kirklees Council is not the employer of all staff e.g. caretaking and cleaning staff.	This should be explicit in the school policy and they should be classed as contractors.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the occupier of the premises.

Head Teachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Employees
School Governors	✓	✓	✓	It is recognised that some governors are LA employees
Headteacher	✓	✓	✓	✓
School Leadership Team		✓	✓	✓
Deputy Headteacher		✓	✓	✓
Teachers			✓	✓
Teaching and Classroom Assistants			✓	✓
Learning Support Staff			✓	✓
Admin Staff			✓	✓
Site Caretaker			✓	✓

The responsibilities of Policy Makers, Planners, Implementers and Employees within the Policy

Policy-makers	
School Governors Headteacher Premises Committee	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down in the DCYP Health and Safety Policy ;
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, reviewing and auditing. This must be integrated into general day to day management;
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly;
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body (GB);

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given;
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues;
- Will set H&S targets (with Planners) to improve H&S performance;
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements of health and safety performance on a regular basis.
- Seek advice from the Kirklees Council Group Safety Advisers and their School Improvement Officer as appropriate and take actions as necessary;
- Ensure that the self-auditing of H&S takes place and that action plans are developed as a result. This will form part of the school planning process;
- The GB will ensure that all their decisions reflect the commitment of this

policy and promote a positive culture towards health, safety and welfare issues;

Planners	
Headteacher School Governors Governor for Health and Safety Premises Manager/Caretaker	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down in the DCYP Health and Safety Policy;
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises;
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Delegate duties to other members of staff associated with the management of health and safety. (It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)
- As part of their management of health and safety.
 - appoint a Premises Manager (see Implementers below);
 - identify a member of staff who can act as a Health and Safety Coordinator (see Assisters below.)
- Ensure that these staff receive appropriate H&S training;
- Ensure that all staff within the school are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises;
- Keep up to date with changes or updates in health and safety management by using the Council and other resources and communications;
- Ensure that suitable and sufficient training, instruction and information is provided and recorded;
- Set health and safety objectives as part of the school planning process;
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly;

- Advise governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors;
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff and records kept e.g. staff signatures;
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall DCYP Policy;
- Seek help from the Group Safety Adviser or other specialist to ensure that this H&S Policy can be implemented effectively and advise the GB;
- Ensure that a regular **Premises H&S Inspections** are carried out, (this duty may be delegated to other members of school staff) Generic premises inspection checklists are available on One Hub which can be adapted to be made site specific; Additionally it is recommended that an annual self-audit is carried out (This duty may be shared with other staff such as SLT) Self Audit forms are available on One Hub;
- Draw up any Action Plans required from the results of the Premises H&S Inspection and Annual Self Audit and monitor these regularly;
- Take part in and co-operate with any Internal Health and Safety Audit which may be carried out by the Council's H&S Team;
- Advise the GB and others of the results of any H&S monitoring which takes place and of any actions required as a result of this;
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

The school may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and Safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a standing agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
Headteacher (also Policy maker, Planner) School Leadership Team Teaching Staff Managers Admin Staff Site Caretaker	Ensure that workplace precautions and safe systems of work are developed/ implemented in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies and Guidance Notes of the Kirklees Council and DCYP and those developed within school;
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners;
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies;
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process;
- Ensure that individuals have health and safety objectives as part of their annual review process (as appropriate). These may reflect the overall H&S plans;
- Encourage participation in H&S and ensure that communication about H&S issues takes place;
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated and recorded;
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas;
- Ensure that staff in these roles have received appropriate training and that this is recorded;
- Ensure that there is sufficient information, instruction and training and

- resources available for staff in order for them to do their job;
- Consult with staff as necessary on matters of health and safety which may affect them at work, responding as necessary;
 - Supervise work adequately to ensure that good health and safety standards are maintained;
 - Ensure that adequate monitoring of H&S takes place e.g. by taking part in Premises H&S Inspections and carrying out own inspection of work areas;
 - Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future;
 - Avoid allocating "blame" to individuals who report illness, accidents, or near misses, and ensure that all reports of this nature are managed effectively;
 - Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events;
 - Seek advice from the Kirklees Council H&S Adviser or other specialist as required.
 - Make use of other resources provided by the Kirklees Council to promote H&S at work (e.g. One Hub and Business Solutions);
 - In addition to the above, teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties. These are produced here;

1. To maintain an understanding of DCYP Health and Safety Policy arrangements and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures

- are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
 8. Arranging for the regular testing and maintenance of electrical equipment;
 9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
 10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
 11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
 12. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
 13. Ensuring that a copy of the current Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
 14. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
 15. Ensuring that adequate systems are in place for the management of asbestos through the 'Premise Asbestos Management Plan' and control of legionella and excessive water temperatures;
 16. To respond promptly to any notification of a defect that could affect the health and safety of building occupants/visitors.

Employees [including temporary & volunteers]

Employees - Irrespective of their position within the Councils structure. All staff are employees and therefore all the employee responsibilities within the DCYP Health and Safety Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the DCYP Health and Safety Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;
- to make representations to the Headteacher via the Deputy Headteacher (if applicable) on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Part 3 Detailed Arrangements and Procedures

Slaithwaite CE J&I School

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements of the Children and Young People's Service Health and Safety Policy:

1. Accident Reporting, Recording & Investigation

Elaine Bradley (Headteacher) should be notified, who reports to the LA, how details are to be recorded, who undertakes investigation] e.g. LACHS system (Advice on One Hub)

2. Asbestos

Elaine Bradley - Headteacher and Steve Devlin - Caretaker are the Responsible Persons and duty holder responsible for Premise Asbestos Management Plan (PAMP), location of manual, arrangements to ensure contractors and others such as site supervisors etc. have sight of plan prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first

obtaining approval from premises manager/checking plan, how staff should report damage to asbestos materials and emergency procedures]

3. Contractors

When managing own projects, school should consider how contractors are selected (e.g. members of CHAS (Contractor Safety Assessment Scheme or other members of SSIP (Safe Systems In Procurement), arrangements for induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, Permit to Work, and identify the project manager. Staff should report concerns to the Head Teacher. When the project is through the LA the school should liaise with the school Asset Management Officer.

4. Curriculum Safety [including out of school learning activity/study support] [Requirements for teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. Interactive Whiteboards, Cooking or Science Equipment. Arrangements for the control of safety in specific subjects such as PE, Science, Technology/CDT, Specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safe Practice in Physical Education and School Sport. When using CLEAPSS, CLEAPSS require specific health and safety policies for D&T and Science classes and the generic information must be made specific to the school e.g. risk assessments]

5. Drugs & Medications

See school Medical Policy and file (with all records) held in Headteachers office. See school Prospectus on website for policy.

6. Electrical Equipment [fixed & portable]

All fixed and portable electrical equipment if checked annually by KPAT and a record kept within school. Any concerns or defects should be reported to the Headteacher, Caretaker or Business Manager who will then arrange for repair/replace.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats and lockdowns]

The Headteacher is responsible for undertaking & reviewing fire risk assessment and the frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling

the fire service, testing the fire alarm, emergency lighting etc. Some duties are delegated eg. The testing of the fire alarm and emergency lighting is conducted by the Caretaker.

8. First Aid

Pam Wood, Lisa Wilyman, Rachel Bulmer and Debbie Booth are all paediatric trained appointed first aid staff, first aid boxes are situated in the main entrance and in the disabled toilet round in Key Stage 1. The first aiders are responsible for checking & restocking, one of the first aiders will summon an ambulance, and accompany children to hospital (delegated by and supervised by the Headteacher)

9. Gas Safety

The LA come out annually and carry out inspections and examinations, and the record is filed in the Health and Safety File

10. Glass & Glazing

All glass in doors, side panels etc have been inspected and the ones not safety glass have all been fitted with safety film.

11. Grounds-Safety/Security

The grounds are checked and maintained on a daily basis by the Caretaker. All concerns regarding Health and Safety on the site are reported to the Headteacher, Business Manager or Leadership Team, who deal with these concerns. Site security including controlling visitor access, signing in arrangements are closely monitored by the Headteacher, Business Manager and Leadership Team.

12. Hazardous Substances (COSHH)

The control of hazardous substances and risk assessments is managed by the Caretaker and all records and substances are stored according to COSHH regulations.

13. Health and Safety Advice

The schools Asset Manager is Richard Miles. The school consults him, the LA Emergency Team and the Council Group Safety Adviser when and if required.

14. Housekeeping - Storage, cleaning & waste disposal

Under the direction of the Headteacher the Caretaker ensures that the premises are kept clean, rubbish is kept to a minimum and all WEEE regulations are followed.

15. Handling & Lifting

The school follows Kirklees policy on Handling and Lifting.

16. Jewellery [This should be repeated in school prospectus]

In compliance with LA policy and for reasons of Health and Safety we do ask that children do not wear jewellery to school, the only exception to this being that children who have ears pierced are allowed to wear small studs or sleepers.

Earrings must be removed for P.E lessons.

Substantial footwear is advisable for outdoor use, and we must stress that if children do come to school in wellingtons, then they must have a change of shoes or pumps for indoor wear.

17. Lettings/shared use of premises

The Headteacher and the school Premises committee are responsible for all lettings and subsequent risk assessments.

18. Lone Working

Lone working is kept to a minimum, where it is unavoidable the Caretaker (the only person who would do this) is responsible for notifying the Headteacher of the date and time and also ensuring that he carries a mobile phone at all times.

19. Maintenance/Inspection of Work Equipment (including selection of equipment)

The fire and smoke detection, emergency lighting, extinguishers are checked on a regular basis by Kirklees Fire Inspector. The PE equipment is checked on an annual basis by Wakefield Metropolitan Council. Outdoor play equipment is checked 3 times each year by Kirklees Parks and Gardens. The equipment in the disabled toilet is checked on a regular basis.

20. Monitoring the Policy and results

The Head and the Health and Safety governor monitor the policy on an annual basis and carry out a full health and safety audit each year. An annual report is then given to the schools governing body who then ensure that all requirements are met.

21. New & Expectant Mothers

Full risk assessment is undertaken with the employee by the Headteacher and arrangements are then put in place a copy is held in the employees file.

22. Noise

N/A

23. Personal Protective Equipment (PPE)

N/A

24. Reporting Defects

All defects/hazards should be reported to the Caretaker, Business Manager, Headteacher or a member of the Leadership team who will then arrange remedial work.

25. Risk Assessments

Risk assessments are undertaken by the Headteacher for all generic areas of school on an annual basis. Specific risk assessments are undertaken by other employees as required and then submitted to the Headteacher.

26. Signs and Signals

YES - All compliant and in place.

27. School Trips/ Off-Site Activities see also item 30

All school trips/off site visits must follow school procedure as outlined in the Educational Visits Policy. The Headteacher is the Educational Visits co-ordinator and checks all risk assessments etc.

28. Occupational Health - Stress and staff Well-being

The school follows Kirklees procedure for the monitoring of all staffs wellbeing.

29. Other School Buildings

NONE

30. School Transport - e.g. minibuses

N/A

31. Staff Consultation and Communication

All Health and Safety information is held in the school office. Information regarding Health and Safety for all staff is circulated by the Headteacher as and when required. The governors Health and Safety committee meet on a termly basis or as and when required.

32. Supervision [including out of school learning activity/study support]

Pupils must not be left unattended in curriculum time. Supervision ratios for off site visits can be found in the educational visits Policy.

33. Swimming Pool Operating Procedures (where applicable)

Two members of staff supervise the journey to the swimming baths and continue this supervision while the children are changing.

34. Training and Development

All training is recorded in the school training file. Health and Safety induction is given by the Headteacher or Deputy Head.

35. Display Screen Equipment (DSE)

Those using display equipment undertake on an annual basis the DSE risk assessment.

36. Vehicles on Site

Vehicles on site are kept to a minimum and controlled by a barrier system.

37. Violence to Staff

All staff are required to report all incidents to the headteacher who then follows Kirklees violence at work guidance.

38. Vibration

N/A

39. Welfare

The headteacher is responsible for insuring that welfare facilities meet the minimum standards as required by the work place regulations 1992.

40. Working at Height

The Caretaker attended a course at working at height (2017). All staff are aware of the working at height regulations.

41. Waste Management

Arrangements for the disposal of environmental waste follow Kirklees procedures.

42. Water Quality/Temperature/Hygiene

Checks are made on a monthly basis and the file is kept in the school office

43. Work Experience

Work experience checks and procedures are undertaken by the Headteacher with the school/college and induction given by the Headteacher.

PROCEDURES FOR DEALING WITH BOMB THREATS

Risk Assessment

In this assessment the following factors have been considered.

- Buildings/Premises of a type similar to ours have not been targeted in the past.
- There is nothing about our premises/building to attract terrorist seeking publicity from an act of violence.
- We have never received threats of this type in the past.
- There are no large amounts of money kept on site which may attract the criminal element.
- After discussing this Risk Assessment we consider that we are at low risk regarding bomb threats.

Preventative Actions

All visitors are directed to the front door access which has a digital lock, and are asked to sign in here and given an official visitors badge before they proceed into the premises. All staff are encouraged to challenge anyone in the building without a visitors badge as to the nature of their visit, and children are asked to alert their teacher if they see anyone in school who they do not know without a visitor's badge. If anyone sees anything suspicious they are asked to pass this on to the Headteacher or a member of the Senior Leadership Team.

Circulation areas are to be kept as clear as possible and are checked to ensure that there are no suspicious packages left there.

Action to be taken on receiving a bomb threat

- Stay calm.
- Try to obtain as much information as you can from the caller.
- Ask: Where is the bomb?
- What kind of bomb is it?
- What time is it due to go off?
- What does it look like?
- Why are you doing this?

The person receiving the call should also try to ascertain the following:

- Is the caller young/old/male/female?
- Is their speech slurred or rambling or is there any accent?

- Are there any identifiable background noises?
- Is the call from a phone box?

The line should be kept open even after the caller has hung up to help with tracing the call.

The call must be reported to the Headteacher or Health and Safety competent person (Mrs Bradley/Steve Devlin) as soon as possible.

If a bomb threat is received, all staff will be notified by word of mouth by either the Headteacher or the H & S Competent person. They will then do a check on their own areas for any suspicious packages. Reporting whether the area is clear or otherwise to the Headteacher.

If a suspicious package is found then the following procedure will be followed:

- Staff will be informed that a suspicious package has been found and will be asked to leave the building as quickly as possible via the designated escape routes, taking their pupils and class register with them.
- Any suspicious packages will be isolated, and not touched. All other personal belongings are to be collected and taken out, and windows and doors are to be left open.

Police will be notified via the kitchen phone or school phone if the kitchen line has received the threat and everyone will convene down at St James Church at the bottom of Holme Lane. The person who received the call or found the suspicious package is asked to wait by the pupil's entrance behind the hedge until police arrive.

Once everyone has arrived at the assembly point, teaching staff should carry out a roll call to ensure that everyone is accounted for.

The building must not be reoccupied until the Police/Emergency Services give permission.